

REQUEST FOR STATEMENTS OF QUALIFICATIONS



CITY OF EL PASO

CAPITAL IMPROVEMENT DEPARTMENT

SOLICITATION #2025-0451R

**ARCHITECT AND ENGINEERING SERVICES FOR THE
SUN METRO TOC RECONSTRUCTION**

MAYOR: RENARD U. JOHNSON

DISTRICT REPRESENTATIVES	
District 1 – Alejandra Chavez	District 5 – Ivan Niño
District 2 – Dr. Josh Acevedo	District 6 – Art Fierro
District 3 – Deanna M. Rocha	District 7 – Lily Limon
District 4 – Cynthia Boyar Trejo	District 8 – Chris Canales

**CITY MANAGER
Dionne Mack**

**CITY ENGINEER
Yvette Hernandez, P.E.**

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SECTION I – PROJECT OVERVIEW

The City of El Paso seeks Statements of Qualifications, pursuant to the Professional Services Procurement Act, Subchapter A, Chapter 2254, of the Texas Local Government Code, from interested firms to provide Architect and Engineering Services for the Sun Metro TOC Reconstruction located at 10151 Montana Ave, El Paso, TX 79925. The selected firm will contract directly with the City of El Paso and will work cooperatively with the City and other project members to successfully provide the full scope of the required professional services.

Minimum space requirements are identified in Table 1.

(Table 1: facility requirements)		
Department	Department	GSF
Maintenance Bay	The proposed reconstruction of a portion of the maintenance building will be approximately 37,000 gross square feet (GSF) and will include the following: Tire shop, Tire bay, four Preventative maintenance inspection bays, six Running Repair bays, two Heavy Repair bays, two break bays, two Tool box, Common work and Heavy Equipment storage areas. The original facility construction was using 34 ft a.f.f. tilt up panels and included HVAC, fire suppression, and other special systems.	27,000

SECTION II – SCOPE OF SERVICES

The firm provide all design services including but not limited to:

- Architectural
- Civil
- Structural
- Landscaping
- Mechanical
- Electrical

Additional services

- TDRL Registration and RAS Inspections.
- Fixture, Furniture and Equipment, design and specification
- Fire Suppression consultation
- Sustainability Consultant
- Geotechnical,
- Surveying
- Cost Estimating
- Special Systems
- Commissioning Basic or advanced
- Code Consultant
- Coordination with effective facility stakeholders to include Information Technology, Facility Maintenance, Environmental and USER DEPT. to evaluate needs and solutions

1.0 SERVICES REQUIRED

1.1 Surveys

The designer shall provide all necessary topographic and horizontal surveys for a complete design.

1.2 Planning

Consultant shall provide service for a Special Permit Application and Platting application with the following but not limited to steps for Building permit.

- Special Permit Application
- Pre-application
- Application Submittal and Review
- Site Posting
- CPC Meeting
- City Council First Reading
- City Council Second Reading

Platting

- Formal Application
- Formal Application Review
- CPC Meeting
- Apply for Building Permit

1.3 Design

The Designer shall conduct design analysis for the project to ensure public safety. All design analyses must comply with applicable City, County, State, and Federal laws and regulations.

The design must meet all City requirements for the project and shall be executed in phases as outlined in Section 6.0 Project Schedule below.

The Consultant is responsible for delivering a turnkey design product. The Consultant shall identify and ensure that all designers involved are licensed in the State of Texas, as required by law. In addition to complying with local building codes, the Consultant shall adhere to all other applicable codes and standards.

The Consultant shall present the design to the City of El Paso Design Review Committee and comply with all requirements set by the Committee.

Sole sourcing is not permitted. The Consultant shall prepare both design and performance specifications.

1.4 Cost Estimating and Budget Verification

The Consultant shall develop budgets and monitor budget performance, recommend measures to mitigate cost-over-runs, and enforce compliance of project budget.

1.5 ADA Compliance and Requirements

The designer shall include and comply with the American with Disabilities Act (ADA), Texas Accessibility Standards (TAS), and Texas Department of Licensing and Regulation requirements.

The Consultant shall employ the services of a Registered Accessibility Specialist (RAS) to review the design documents, register the project with TDLR and perform final inspection of construction. The Consultant shall comply with RAS design comments.

1.6 Technical Specifications

The designer shall prepare technical specifications under the CSI Master Format and Unified Facilities Guide Specifications from whole building design guide

1.7 Sub-consultant and Service Provider Coordination

The Consultant shall be responsible for coordinating with all sub-consultants, service providers, and contractors. The Consultant shall oversee all services provided by these parties to ensure that they meet the project requirements, timelines, and quality standards. The Consultant is also expected to facilitate clear and consistent communication among all involved parties and to promptly address any issues or discrepancies that may arise during the course of the project.

1.8 Utility Services and Utility Easements

Based on the design, the designer shall coordinate with all utilities during the preliminary design phase and throughout the entire design process. The designer shall submit all applications to the utilities on behalf of the City of El Paso. However, the City shall pay all utility service fees. The designer will not pull the installation of the service. The installation of the service shall be coordinated by the contractor. Construction documents shall clearly show all utility company contacts, and the type of service requested. All utility service requests shall be submitted by the designer by or before the construction documents are submitted for bid advertisement. The designer shall prepare all metes and bounds descriptions for utility easements and/or vacations. The designer shall coordinate easements and/or vacations with City of El Paso staff and respective utility companies. All documents and coordination efforts by the designer shall be completed by or before the due date of the final design phase

1.9 Utility Coordination

The Consultant shall be responsible for coordinating design efforts with all affected utility companies and record all utility coordination through a utility coordination log. The purpose is to minimize utility relocation without compromising design standards. The Consultant shall be responsible for obtaining all available horizontal and vertical information on utility lines, valves, covers, manholes, etc., from the different utility companies and applicable City Departments during the preliminary design plan submittal. The Consultant shall meet with all affected utility companies to discuss the proposed design. Based on these coordination meetings and correspondence that is sent between both the Consultant and utility companies, the need and extent of relocation shall be determined. If a dispute arises, the Consultant shall immediately set up a meeting between the CID Project Manager and the utility company to resolve the dispute. All correspondence and meeting minutes shall be submitted to the City of El Paso when each phase is due. Construction documents shall clearly show all existing and proposed utility lines and utility company contacts. All documents and coordination efforts by the designer shall be completed by or before the due date of the final design phase. The Consultant shall submit all utility clearance letters from each utility company by or before the project is advertised for bid.

1.10 Private Property

If the Consultant believes construction shall extend inside private property, the Consultant must obtain approval from the City to enter the property.

1.11 Traffic and Pedestrian Control Plan

If a Traffic and Pedestrian Control Plan is required for this project, the Consultant shall include under general notes that the Contractor shall submit a traffic control plan to the Streets and Maintenance Department for approval at least two (2) weeks prior to commencing construction.

1.12 Construction Schedule

The Consultant shall meet with the CID Project Manager to determine the construction schedule. The schedule shall consider the lead delivery time of equipment, the relocation by user departments of occupied spaces, etc. The meeting shall be held after pre-final plans are submitted but before the final design Notice to Proceed is issued. The information will allow the Consultant to prepare a current market cost estimate at the final design phase submittal.

1.13 Bidding

During the bidding process, the designer shall assist the Owner with but not limited to, the following items: respond to all questions from prospective bidders, attend a pre-bid conference, and, if required, prepare addendums. The bids shall be advertised as a lump sum price contract and the selection of the contractor shall be a competitive seal bid.

1.14 Construction Administration

During the construction phase, the designer shall assist the Owner, with but not limited to, the following items:

- Responding to all questions from the contractor or requests for information (RFIs).
- Providing advice and recommendation to the Owner.
- Provide ASI's including contract drawing modifications for permit revisions (as required).
- As Owner's agent, review and approve contractor technical submittals and shop drawings for correctness and compliance with Contract documents.
- Attend weekly construction meetings (as requested).
- Attend substantial completion inspection and provide punch list of non-compliant elements to Owner.
- Produce and provide an electronic copy (PDF and CAD) of "as-built" record drawings.
- Facilitate the scheduling of the Architectural Barrier inspection.

2.0 PRODUCTS REQUIRED:

2.1 Drawings and Specifications

Consultant shall provide a design schedule from the building assessment phase to the final design phase to include all milestones as specified in Section 6.0 – Design Schedule and forecasted payment drawdowns. For each submittal, the designer shall provide a detailed Design Monitoring Report at the due date of every stage indicating the highlights of the a) design tasks, b) budget, c) project schedule, d) quality assurance and control on design, e) submission of invoices, f) overall progress, and h) cost, presenting red lines at each stage, how new changes were implemented, and how overall quality was controlled. This report will also include a compliance letter summarizing key points of the overall progress and demonstrating full compliance with all owner design requirements.

2.2 Programming and predesign documents and reports (Pre-Design) Phase

During this phase, the firm shall coordinate with stakeholders to validate the requirement for development of facility concepts. The firm will be expected to produce programming, and space planning options which will include room data sheets with room specific information such as finishes data, power etc. The firm may also be requested to coordinate with utility services providers.

2.3 Schematic Design (Preliminary) Phase 30%

During the Schematic Design Phase, the firm shall complete a Basis of Design Report to include preliminary design analysis and supporting engineering calculations. It is within this phase that the firm shall survey, investigate and discover all site conditions that may affect the design or project function, permitting, budget or schedule. It is also within this phase that firm will have identified all requirements to commence design with accurate assumptions. The firm will be expected to produce architectural renderings.

The Schematic Design submittal shall include, but not be limited to the following:

- Cover Sheet with code and permit summary (40% complete)
- Architectural Plan and Details (minimum 30% complete)
- Civil Engineering Plan and Details (50% complete)
- Mechanical and Plumbing Plan and Details (30% complete)
- Structural Plan and Details (30% complete)
- Electrical Plan and Details (30% complete)
- Horizontal Control Plan (90% complete)
- Construction Notes (35% complete)
- Storm Water Pollution Prevention Plan (75% complete)
- Site Plan (40% complete)
- Grading Plan (50% complete)
- Landscape Plan (30% complete)
- Typical Landscape Details (30% complete)
- Preliminary Irrigation Layout (30% complete)
- Typical Irrigation Details (30% complete)
- Outline of Specs (90% complete)

2.4 Design Development (Pre-Final Design) Phase 60%

The firm shall submit the following Design Development Phase submittal as applicable:

- Coversheet/ Code data (100% complete)
- Architectural Plan and Details (60% complete)
- Civil Engineering Plan and Details (75% complete)
- Mechanical and Plumbing Plan and Details (760% complete)
- Structural Plan and Details (60% complete)
- Electrical Plan and Details (60% complete)
- Horizontal Control Plan (100% complete)
- Construction Notes (60% complete)

- Storm Water Pollution Prevention Plan (90% complete)
- Typical Construction Details (60% complete)
- Special Construction Details (75% complete)
- Site Plan (60% complete)
- Grading Plan (95% complete)
- Landscape Plan (60% complete)
- Typical Landscape Details (160% complete)
- Special Landscape Details (60% complete)
- Pre-final Irrigation Layout 60% complete)
- Typical Irrigation Details (60% complete)
- Special Irrigation Details (60% complete)
- Outline of Specs (100% complete)
- Technical Specification (50% complete)

2.5 Final Design (90% Construction Documents)

The firm shall submit, at a minimum, the following Final Design Phase Submittal, as applicable:

- Cover Sheet (90% complete)
- Architectural Plan and Details (90% complete)
- Civil Engineering Plan and Details (90% complete)
- Mechanical and Plumbing Plan and Details (90% complete)
- Structural Plan and Details (90% complete)
- Electrical Plan and Details (90% complete)
- Horizontal Control Plan (90% complete)
- Construction Notes (90% complete)
- Storm Water Pollution Prevention Plan (90% complete)
- Typical Construction Details (90% complete)
- Special Construction Details (90% complete)
- Site Plan (90% complete)
- Grading Plan (90% complete)
- Landscape Plan (90% complete)
- Typical Landscape Details (90% complete)
- Special Landscape Details (90% complete)
- Irrigation, typical and special details (90% complete)
- Specifications (90% complete)

2.6 Final Design (100% Construction Documents)

- The firm shall submit, at a minimum, the following Final Design Phase Submittal, as applicable:
- Cover Sheet (100% complete)
- Architectural Plan and Details (100% complete)
- Civil Engineering Plan and Details (100% complete)
- Mechanical and Plumbing Plan and Details (100% complete)
- Structural Plan and Details (100% complete)
- Electrical Plan and Details (100% complete)

- Horizontal Control Plan (100% complete)
- Construction Notes (100% complete)
- Storm Water Pollution Prevention Plan (100% complete)
- Typical Construction Details (100% complete)
- Special Construction Details (100% complete)
- Site Plan (100% complete)
- Grading Plan (100% complete)
- Landscape Plan (100% complete)
- Typical Landscape Details (100% complete)
- Special Landscape Details (100% complete)
- Irrigation, typical and special details (100% complete)
- Specifications (100% complete)

Permitting

2. Cost Estimates

The firm shall develop and submit third party construction cost estimates in each design phase. The construction cost estimate is expected to be within ten percent (10%) of the bid for base bid item expected from the lowest responsible bidder. The firm's final estimate shall take into account all labor costs that shall be based on the current City prevailing wage rates as adopted by the City Council.

2.8 Community Outreach and Engagement

Consultant shall provide community meetings with at least one community per design phase to a maximum of Ten public meetings with presentations renderings and floors to be presented to the public.

2.9 Design Analysis

Design analysis shall include all engineering calculations for review by the City, governmental authorities who may have jurisdiction over each construction contract, and public utilities.

2.10 City Review

At completion of each design phase, the firm shall make documents electronically, including a copy of design review documentation (redlines), to the City and stakeholder reviewers via PDF markup and editing software. The firm shall meet with the City within three working days of the submission for review. After meeting with the City, the firm shall have seven (7) consecutive calendar days to revise and resubmit plans.

If the City determines that the submittal does not comply with the above-required completion percentages, the firm shall resubmit in accordance with the above requirements. After the comments have been provided by City staff and addressed by the firm, the firm shall electronically submit the revised design package to the City within five (5) business days.

If required consultant will provide information and be present at City Design Review meetings to answer any questions or concerns from City engineer and or stakeholders in order to move the project to next phase.

211 Document formats, distribution and ownership

Throughout the phase submittals and in advance of construction, the firm shall make available to the City at no extra charge, all electronic project document files in native format including CAD and Building Information Model files including renderings.

2.12 Bidding and Construction Administration

For bidding purposes, the firm shall submit PDFs and AutoCAD and BIM files of the sealed construction drawings, sealed technical specifications, scope of work, and unit price bid proposal form.

Before bid opening the firm shall provide a CD or flash drive consisting of PDFs of the revised sealed construction drawings, revised sealed technical specifications, revised scope of work, revised unit price bid proposal form, and written bid clarifications.

After bid opening and before preconstruction meeting the firm shall provide a CD or flash drive consisting of PDFs of the revised sealed construction drawings, revised sealed technical specifications, revised scope of work, revised unit price bid proposal form, and written bid clarifications.

In advance of construction the firm shall make all design phase submittals available to the City at no extra charge, in native format including CAD and Building Information Model files.

During the construction phase, the designer shall assist the City with the following items:

- Respond to all questions from the contractor (request for information (RFIs))
- Provide advice and recommendations to the City.
- Provide contract drawing modifications for permit revisions (as required)
- Review contractor technical submittals in a timely matter.
- Attend weekly construction meetings (as required).
- Visit site and provide written observation reports (as required).
- Advise the City on validity of all request for change orders.
- Prepare independent cost estimates on all request for change orders.
- Participate in substantial completion inspection and provide punch list to the City.
- Participate in final completion inspection.
- Produce and provide an electronic copy (PDF and CAD) of “as-built” record drawings.

During construction project closeout the firm shall produce and provide as-built drawings in an electronic format.

3.0 GENERAL REQUIREMENTS AND CRITERIA

- 1.3 Design must meet all applicable City Codes and Ordinances.
- 2.3 Design must comply with Engineering and Construction Management Guidelines.
- 3.3 Design must comply with all local, state, and federal laws and regulations, including, but not limited to, the American with Disabilities Act.
- 4.3 The designer shall submit all redlines to the Owner when plan submittals are due.

4.0 OTHER CONSIDERATIONS

- 5.3 Work shall be coordinated with the City of El Paso Capital Improvement Department, Police Department, and all affected stakeholders.
- 6.3 Design shall follow the City of El Paso Department of Information Technology Services requirements for computer and telephone systems, if applicable.
- 7.3 At each design phase the Consultant shall be responsible for the review of all drawings, specifications, and other submitted by the sub-consultants and shall prepare a review comment form prior to submittal of documents.

5.0 REQUEST FOR PROPOSAL BREAKDOWN

All services described under Design and Bidding will be considered Basic Services. The Consultant shall submit a detailed cost proposal based on the contract, and after agreed negotiations, a purchase order will be opened. If necessary, the Owner will request all services under Construction in writing (DO NOT SUBMIT A COST PROPOSAL AT THIS STAGE OF THE PROCESS).

6.0 SCHEDULE

The firm shall provide a design schedule from the preliminary phase to the final design phase. The firm shall also submit a detailed Design Monitoring Report describing how new changes were implemented, and how overall quality was controlled after each phase. This report will also include a compliance letter summarizing key points of the overall progress and demonstrating full compliance with ALL owner design requirements.

The City estimates that the project duration will be as follows:

Programming Phase (Pre-Design):	30 consecutive calendar days
Schematic Design Phase (Preliminary):	120 consecutive calendar days
Design Development Phase (Pre-Final):	90 consecutive days
Final Design Phase:	25 consecutive days
Bid and Permit Package	15 consecutive days
Competitive Bidding and Negotiated Proposals:	TBD
Construction Phase Services:	TBD

If the firm is to propose an alternate schedule it is to be included in the Statement of Qualifications.

SECTION III – MINIMUM QUALIFICATIONS & EXPERIENCE

- The project manager shall be a Texas-licensed architect with five (5) or more years' experience designing Maintenance Facility to accommodate the functions identified in Section II in accordance with El Paso building codes and industry best practices.
- The A/E firm shall carefully consider the project scope described herein and provide project team organization and credentials. The scope of the design services for the project requires, without limitation, the general disciplines named below to the extent necessary to provide exceptional, complete and fully coordinated design and construction:
 - Architect
 - Interior Designer
 - Architectural Rendering Artist
 - Graphic Designer
 - Urban Designer
 - Landscape Architect
 - Civil Engineer
 - Mechanical (and Plumbing) Engineer
 - Structural Engineer
 - Fire Protection Engineer
 - Electrical Engineer
 - Accessibility Consultant
 - Lighting Designer (internal and external site improvements)
 - Furniture, fixtures and equipment (FF&E) Consultant
 - Security Systems Designer
 - Information Technology Specialist
 - Telecommunications Designer
 - Construction Administrator and on-site Representative during construction
- Key personnel and their availability and anticipated level of commitment to the project are to be identified in the offeror's Statement of Qualifications. Substitution of key personnel without approval of the City of El Paso is not permitted.

SECTION IV – EVALUATION CRITERIA

The following are the criteria the City will use to evaluate the Statements of Qualifications received in response to this RFQ.

The City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. The City may consider the history of the firm in complying with project programs, schedules, and budgets on previous City projects.

CRITERIA	POINTS
<p>1. AVAILABILITY AND ORGANIZATION OF PROJECT TEAM</p> <p>City is interested in understanding the availability and anticipated time commitment of the Project Team on the project. Only one individual per job responsibility should be designated. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Prime firm and sub consultants must commit that staff proposed in this submittal would be available for the proposed work.</p> <p>a) Provide a statement detailing the availability and commitment of the Respondent, including its principal(s) and assigned professionals, as well as all consultants. This statement should confirm their ability to undertake the Project according to the timeline noted.</p> <p>b) Provide a brief history of the Respondent's firm, along with background information on each consultant proposed for the Project. This should include relevant experience and qualifications.</p> <p>c) Provide both a graphic and written description of the Respondent's proposed Project team structure, including the roles and responsibilities of principals and key professional members. This should include a clear outline of the lines of authority and communication, as well as the involvement of each consultant's staff who will participate in the Project. Additionally, indicate the estimated percentage of time each individual will dedicate to the Project during both the design and construction phases</p>	15
<p>2. EXPERIENCE OF PROJECT TEAM</p> <p>The prime firm and sub-consultants must have sufficient, experienced staff to competently and efficiently perform the work. The results of any reference checks will be provided to the evaluation committee and will be used when scoring the written qualifications.</p> <p>(a) Provide resumes for the Respondent's professional members and each consultant's staff who will be involved in the Project. Resumes should include their experience with similar projects, the number of years they have been with the firm, and their city of residence.</p> <p>(b) Clearly identify the members of the proposed team who also worked on the projects listed in criteria Item 4 and describe their roles in those projects.</p> <p>(c) Describe the basis for selecting the proposed consultants included in the design team and explain the role each consultant will play in this Project.</p> <p>(d) Outline the Respondent's process for working with consultants, including how they are integrated into the design and construction administration processes.</p> <p>Identify any experience the Respondent has had working with the proposed consultants over the past five (5) years.</p>	15

<p>3. PROJECT OWNERSHIP</p> <p>Describe your firm's commitment to project ownership by addressing the following questions:</p> <ul style="list-style-type: none"> (a) The City seeks a design and construction team that demonstrates a strong culture of accountability, commitment, and excellence. Please describe your firm's philosophy and practices related to project ownership, including how this approach drives performance, collaboration, and quality throughout the life of the project. (b) Demonstrate experience of projects where your firm has demonstrated ownership. How did this approach result in a better, faster, or more cost-effective project outcome? (c) Explain the firm's QA/QC (Quality Assurance/Quality Control) policy. Is it a written policy? (d) QA/QC - describe the processes, tools and checkpoints your firm uses to implement and track QA/QC throughout all phases of the project (e) Provide at least one example where the firm's QA/QC policy saved a client money by avoiding a significant mistake before the project was bid or went under construction. (f) What corrective actions were taken to ensure that similar issues mistakes mentioned above were not repeated? How did this affect or improve the firm's QA/QC policy? (g) How does the firm conduct completeness checks to ensure that all specifications, prime and subconsultants drawings align with one another? 	<p>20</p>
<p>4. PRIME FIRM'S COMPARABLE PROJECT EXPERIENCE</p> <p>City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than five projects meeting these criteria, which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.</p> <p>List no less than three (3) but no more than five (5) projects for which Respondent has provided services that are most directly related to this Project and completed within the last five (5) years. List the projects in order of priority, with the most relevant for and which best illustrate current experience and capabilities relevant to this Project. Provide the following information for each project listed:</p> <ul style="list-style-type: none"> a) Project name, location, description, and contract delivery method b) Photographic color images of exterior, interior, and floor plans and site plans as applicable. c) Construction cost estimates at Design Development, final GMP amount or bid, and final construction cost. Explain the reasons for any deviations. d) Final project size in gross square feet e) Type of construction (new, renovation, or expansion) and description of professional services Respondent provided for the project. f) Planned versus actual durations for Schematic Design, Design Development and ninety five percent (95%) Construction Documents phases. Provide an explanatory justification for 	<p>20</p>

<p>any slippage of dates exceeding fifteen (15) calendar days between planned and actual for each milestone.</p> <p>g) Originally planned and actual: Notice to Proceed and Substantial Completion dates for construction. Any events or occurrences that affected the schedule should be explained.</p> <p>h) Name of project manager (individual responsible to the owner for the overall success of the project)</p> <p>i) Name of project architect (individual responsible for coordinating the day-today work)</p> <p>j) Name of project designer (individual responsible for design concepts)</p> <p>k) Consultants and name of project manager for each consultant. Identify proposed personnel for this Project along with explanations of their role in the past project(s).</p>	
<p>5. PROJECT APPROACH</p> <p>City is interested in team's organizational structure, their understanding of the project issues and their approach to the project. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager and the sponsoring department, and how sub consultants will work within the management structure. Describe any significant project issues and the team's approach in addressing those issues.</p> <p>a) Describe the Respondent's design philosophy, design methodology, and process for integrating municipal standards into the design.</p> <p>b) Describe the Respondent's quality assurance program explaining the methods used and how Respondent maintains quality control during the development of construction documents and quality assurance during the construction phase of a project. Provide specific examples of how these techniques or procedures were used for any combination of three (3) projects listed in response to Consideration Item 4.</p> <p>c) Describe Respondent's demonstrated technical competence and management qualifications with municipal projects.</p> <p>d) Describe Respondent's cost estimating methods for the design and construction phases. Explain how cost estimates are developed and how often are they updated. For any combination of three (3) projects listed in response to Consideration Item 4, provide examples of how these techniques were used and what degree of accuracy was achieved.</p> <p>e) Describe the way in which Respondent develops and maintains work schedules to coordinate with the owner's project schedule, assuring timely completion of this Project, including methods for schedule recovery if necessary. For any combination of three (3) projects listed in response to Consideration item 4, provide examples of how these techniques were used.</p> <p>f) Describe Respondent's experience working with Public-Private Partnership or Alternative Delivery project delivery methods. Discuss Respondent's method of working with the contractor, and the owner as a team member, to deliver a Guaranteed Maximum Price ("GMP") and to maintain the GMP throughout the design and construction process.</p>	20
6. Evaluation of Firm's Prior Experience (PRF Forms)	10
TOTAL POINTS	100

SECTION V - SUBMITTAL REQUIREMENTS

Firms interested in the above project shall submit a Statement of Qualifications (SOQ) to address the SOQ criteria by the specified cutoff date and time. The SOQ shall be a maximum length of twenty (20) pages (8 ½" x 11") single sided, of at least 11-point font, including an organization chart. Resumes for each key team member shall be limited to a maximum length of two pages, and should be attached as an appendix to the SOQ. Resumes, cover letter, table of contents and dividing tab inserts will not count toward the 20 page limit.

Pages with criteria information will be counted towards the maximum page limit, including pages with project photos, charts and graphs. The City reserves the right to accept or reject SOQs that exceed the maximum page limit.

The submittal package must include the firm name, address, project title, principle point of contract including name, phone number and email address.

All firms shall submit a Project Reference Form for all references. Current City of El Paso Capital Improvement Department employees may not provide references. Please be advised that the City has recently implemented a Vendor Performance Management System and reserves the right to use current vendor performance reports in evaluating past performance.

Please see Exhibit A – Project Reference Form (PRF)

DO NOT SUBMIT A COST PROPOSAL AS PART OF THE SOQ PACKAGE:

Please submit the SOQ electronically via email, One Drive or other file sharing platform at the time and date listed in the schedule on the following page.

Direct your submission to:

Elsa Rodriguez, Contracts Manager

aeselection@elpasotexas.gov

A confirmation email will be sent for all SOQs within 3 business days of receipt

PLEASE BE ADVISED THAT FAILURE TO ADHERE TO THE SPECIFICATIONS DETAILED IN THE SUBMITTAL REQUIREMENTS MAY RESULT IN DISQUALIFICATION.

SECTION VI – SELECTION PROCESS & SCHEDULE

The selection process shall consist of:

- Submittal of Statements of Qualifications
- Evaluation of Statements of Qualifications
- Notification of rankings
- Protest period
- Notification with selected firm
- Negotiations with selected firm
- Contract award

TENTATIVE SCHEDULE

The following tentative schedule has been prepared:

City of El Paso issues the Request for Qualifications	April 29, 2025
Non-mandatory pre-proposal conference	May 5, 2025
Deadline for submission of written questions and requests for clarification (5:00 PM MST)	May 7, 2025
City of El Paso provides responses and clarifications	May 12, 2025
Deadline for submission of Statement of Qualification (SOQ) and Project Reference Forms (PRF)	May 27, 2025
Evaluation of Statements of Qualification completed	June 9, 2025
Notifications of ranking completed	June 13, 2025
Protest Period Ends	June 18, 2025
City Council recommended contract approval target date	July / August 2025

The non-mandatory pre-proposal conference will be held via Microsoft Teams on Monday, May 5, 2025 at 10:30 AM (MST).

Meeting can be accessed by clicking directly on “Join the meeting now” below:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 227 519 126 057 0

Passcode: 9vT6dt3g

SECTION VII - GENERAL INFORMATION

❖ Instructions

The City of El Paso shall not be held responsible for any oral instructions. Any changes to this RFQ will be in the form of an addendum, posted on the City's solicitation page at <https://www.elpasotexas.gov/capital-improvement/solicitation/>

❖ Statement of Qualifications

All Statements of Qualifications meeting the minimum qualifications outlined in the RFQ will be evaluated and scored by the Evaluation Committee. The Evaluation Committee will submit scores to the Capital Improvement Department Contract Manager. The Contract Manager will compile all scores and based on the scores, determine the ranking. The final rankings will then be forwarded to the City Engineer for approval.

❖ Indebtedness Ordinance 016529

Prior to presenting to City Council for award an indebtedness verification will be performed on behalf of the firms. Ordinance No. 016529 applies to contracts for engineering, architectural, and construction management services. The Ordinance stipulates that the City may refuse to enter a contract with a contracting entity that is indebted to the City.

❖ Notice of Results of Review and Ranking

The Contract Manager will notify all firms in writing of the final rankings.

❖ Protesting the Rankings

Firms that submit a SOQ may protest the rankings issued by the City. The firm has three (3) business days after being notified in writing of the ranking by submitting an official written protest letter. The letter shall provide the reasons the firm is protesting the rankings and results. All firms will be notified of any protests filed.

❖ Review of Protest

The City Engineer will review the validity of a protest regarding the ranking and shall make one of the following determinations: (1) approve the original ranking of firms and (2) direct the Evaluation Committee to reconsider the rankings.

❖ Appeal of Final Ranking and Protest

There is no appeal process after a protest has been reviewed by the City Engineer and a determination has been made.

❖ Authorization to Negotiate

The City Engineer or designee shall negotiate the fee with the highest-ranked firms. If the City Engineer or designee successfully negotiates the scope, schedule, and fees with the selected firm a professional services agreement will be prepared and executed by both the firm and the City, for the award by City Council. If the City Engineer or designee is not successful in negotiating with the highest-ranking firm the City Engineer will terminate negotiations with the said firm in writing and initiate negotiations with the second highest-ranked firm.

City Council Approval of Contract

Successfully negotiated agreements will be presented to Council for award.

❖ Debriefing

It is strongly recommended that unsuccessful offerors request a debriefing on the evaluation of their SOQ. Debriefings can be requested upon final notice of the rankings but no later than seven (7) consecutive calendar days after the agreement is posted for approval on the City Council Agenda. All debriefing request(s) after seven (7) consecutive calendar days following posting will not be considered. Debriefing requests shall be sent to:

City of El Paso
Capital Improvement Program Department
Elsa Rodriguez, Contracts Manager
aeselection@elpasotexas.gov

❖ Debarment Check

Prior to presenting to City Council for award a debarment verification will be performed prior to entering into a contract. The Contract Manager, in conducting his/her due diligence, shall verify that the vendor does not appear on the list maintained by the federal government. The System for Award Management can be accessed at the following web link: [SAM.gov | Search](https://sam.gov)

❖ City Rights

The City of El Paso reserves the right to accept or reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs. If the City cannot come to terms with the finalist, the City reserves the right to approach the next ranked firm for negotiation of services.

❖ Contact with City Employees

All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will, under penalty of disqualification, refrain from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process including, but not limited to, the evaluation panel, the Mayor, City Council Members, City Manager, Deputy City Managers, Department Heads, and other City staff. This policy is intended to maintain the integrity of the selection process. All contact on this selection process must only be addressed to the authorized representative identified below.

❖ **CONE OF SILENCE/ANTI-LOBBYING POLICY**

The City's Cone of Silence/Anti Lobbying Policy was adopted to ensure a fair and competitive procurement environment by preventing communication between City officials, employees, or representatives and parties involved in the procurement process that could create an unfair advantage to any party with respect to the award of a City contract.

The Cone of Silence shall begin on the day that the RFQ is issued and will end on the date that the notice of the award has been posted for placement on the City Council agenda, no person or registrant shall engage in any lobbying activities with City officials and employees.

If contact is required with City employees, such contact will only be through the Capital Improvement Department email address aeselection@elpasotexas.gov.

The Cone of Silence/Anti Lobbying Policy prohibits any communication or lobbying activities during the Cone of Silence period, by any person, including but not limited to, lobbyists or service providers or potential vendors, and any of the following:

- City Staff and City Consultants, including any employee of the City of El Paso, any person retained by the City of El Paso as a Consultant on the project, or any person having participated in the development, design, or review of documents related to the project.
- City Officials, including the Mayor, Council Representatives, and their respective staff.

The Cone of Silence/Anti-Lobbying Policy does not apply to:

- Questions of process and procedure - all communications with the Capital Improvement Department will be through the Capital Improvement Department email address aeselection@elpasotexas.gov, provided the communications are strictly limited to matters of process or procedure already contained in the Request for Qualifications.
- Pre-proposal conference - Prospective consultants will be able to ask oral questions to the Capital Improvement department staff. However, all questions and responses will be made available to all consultants to whom the RFQ was issued.
- Written Communications - all written communications are to be sent through the Capital Improvement Department email address aeselection@elpasotexas.gov.
- Questions - Questions pertaining to the selection process or contract issues shall be directed to Elsa Rodriguez, Contracts Manager and authorized representative at aeselection@elpasotexas.gov. All inquiries shall be in writing.

EXHIBIT "A"
PROJECT REFERENCE FORM (PRF)

Directions: Request references from three (3) public agencies for which you have substantially completed similar work within the last 5 years. Reference form should be completed and submitted by the person directly responsible for oversight of the project. Please submit via email prior to the date and time listed below. If the form is received after the date and time specified, it will not be accepted. If your firm has not completed prior projects with the City of El Paso, you will not be penalized. **PROJECT REFERENCE FORMS FROM CURRENT CITY OF EL PASO CAPITAL IMPROVEMENT DEPARTMENT EMPLOYEES WILL NOT BE ACCEPTED.**

PRF & SOQ DUE: May 27, 2025 (5 P.M. MST)

NAME: 2025-0451R CE Services for the Sun Metro TOC Renovation

NAME OF COMPANY TO BE EVALUATED: _____

NAME OF PROJECT: _____

COMPLETION DATE: _____

QUESTIONS:

1. Has the above-referenced project reached substantial completion? (circle one) Yes No
2. What project delivery method was utilized? (circle one) Designed-Bid-Build Design-Build CMAR
3. What was the firm's role, and in what capacity did they serve on the above-referenced project?

On a scale of 1 to 10 (1 being poor, 10 being Excellent) how would you rate this company's performance on the following:

Rate: 1-10 (Only)

How would you rate work performed by this firm on your project?
Was the project completed on time?
Was the project completed within budget?
What was the quality of the work performed?
Was staff proactive in solving problems that may have occurred on your project?
What was the extent of staff turnover? (10=low staff turnover, 1=high staff turnover)
Would you be willing to contract with this firm again? (10=Yes, 1=No)

TOTAL POINTS (maximum 70 points): _____

Name of Agency Submitting Evaluation: _____

Name of Reviewer: _____

Please email form directly to Elsa Rodriguez at aeselection@elpasotexas.gov by the time and date shown above