

REQUEST FOR STATEMENTS OF QUALIFICATIONS



CITY OF EL PASO

CAPITAL IMPROVEMENT DEPARTMENT

SOLICITATION# 2025-0454R

**ON-CALL PROFESSIONAL SERVICES
ENVIRONMENTAL
EL PASO INTERNATIONAL AIRPORT**

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 is seeking Statements of Qualification from qualified firms to provide professional environmental engineering and cultural resources services on an on-call basis at the El Paso International Airport (EPIA) and surrounding properties designated for development. The Airport is inclusive of 7,000 acres of land. Selected firms will contract directly with the City and collaborate with City staff and other project team members to deliver the full scope of professional services required to successfully complete all project requirements.

SECTION II – SCOPE OF SERVICES

The contracts will be used for miscellaneous assignments on an on-call basis. Services to be included:

- Planning
- Permitting
- Environmental Sampling and Testing
- Geologic and Hydrogeologic Field Investigations
- Environmental Assessments
- Regulatory Coordination and Negotiations
- Reporting and Preparation of Plans and Specifications
- Bid Support and Construction Administration
- Historical, Archeological Services
- Analytical and Laboratory Testing
- SWPPP – Management, Maintenance, Training

Products required to include:

- Reports/Studies
- Plans, specifications, estimates
- Permitting Documents

The following provides a general description of services, standards and products required:

REGULATORY COORDINATION AND NEGOTIATION

The consultant may be required to interact, coordinate, and negotiate with regulatory authorities on behalf of the City, including but not limited to the US Army Corps of Engineers, US Environmental Protection Agency, US Fish and Wildlife Service, Texas Historical Commission, Texas Department of State Health Services, and the Texas Commission on Environmental Quality.

PETROLEUM STORAGE TANK (PST) AND LEAKING PETROLEUM STORAGE TANK (LPST) SITES

The consultant may be required to oversee the removal or abandonment of PST facilities on City properties in accordance with Texas Commission on Environmental Quality (TCEQ) regulations. This may involve engaging a Registered Underground Storage Tank (UST) contractor. Additionally, the consultant may need to conduct all phases of assessment or corrective action at LPST sites and maintain registration as an LPST Corrective Action Specialist (CAS). The consultant must also provide a registered LPST Corrective Action Project Manager (CAPM), as outlined in Title 30, Texas Administrative Code, Chapter 334, Subchapter J. LPST assessments may involve drilling and installing groundwater monitoring wells by a licensed environmental driller and collecting soil and groundwater samples for analysis by an accredited laboratory.

ASBESTOS

The consultant must be knowledgeable about federal and state regulations regarding the management of regulated asbestos-containing materials (RACM). Responsibilities may include conducting asbestos surveys, preparing abatement project specifications, and providing air monitoring during abatement activities.

MOLD

The consultant must possess the expertise required to manage mold assessment and remediation in compliance with federal and state regulations. Duties may involve conducting mold surveys, preparing remediation project specifications, and providing air monitoring during mold remediation activities.

HAZARDOUS BUILDING MATERIALS

The consultant must have the expertise to identify, characterize, and properly dispose of potentially hazardous building materials, including, but not limited to, mercury switches and PCB-containing light ballasts/electrical equipment.

LEAD-BASED PAINT

The consultant must be familiar with federal and state regulations governing the management of lead-based paint. Responsibilities may include conducting lead-based paint assessments, developing abatement plans, and managing lead-based paint abatement activities.

NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) DOCUMENTATION

The consultant may be required to prepare NEPA documentation for federally funded projects such as roadways, bridges, transit facilities, and airport amenities. This may include preparing environmental assessments, environmental impact statements, or other required NEPA documents. The consultant must have a diverse team capable of identifying and assessing the impacts of capital projects, developing mitigation measures, conducting biological surveys, archaeological surveys, and performing other environmental assessment activities required for NEPA documentation.

ARCHAEOLOGICAL INVESTIGATIONS

The consultant must possess the expertise to conduct archaeological investigations, including records research, field reconnaissance, pedestrian surveys, National Register testing, and other assessments and mitigation. The consultant may also need to provide an Archaeological Monitor to oversee construction activities, ensuring compliance with the National Historic Preservation Act of 1966 and Texas Historical Commission requirements.

HAZARDOUS WASTE MANAGEMENT

The consultant must be knowledgeable about federal (40 CFR, Chapter I, Parts 265 to 299) and state (30 TAC Chapter 335) regulations governing industrial solid waste and municipal hazardous waste management. Services may include:

- Preparing annual waste reports
- Providing hazardous waste management training for City of El Paso staff
- Assisting in the classification and proper disposal of hazardous waste

AIR QUALITY MONITORING, TESTING, AND PERMITTING

The consultant must be familiar with air quality regulations, testing protocols, and permitting processes. Responsibilities may include air monitoring, developing strategies to reduce emissions from City facilities (including municipal solid waste landfills), and preparing permitting documentation and monitoring reports.

STORMWATER MANAGEMENT

The consultant may be tasked with preparing or updating industrial stormwater pollution prevention plans (SWP3) for City facilities in compliance with the Texas Pollutant Discharge Elimination System (TPDES) general permit for industrial discharges. Other responsibilities may include designing and implementing best management practices to improve stormwater quality, conducting stormwater monitoring, and providing training and inspections for City facilities related to the industrial SWP3 or municipal separate storm sewer system permit requirements.

PHASE I AND II ENVIRONMENTAL SITE ASSESSMENTS

The consultant must possess the knowledge and expertise to complete Phase I and Phase II environmental site assessments in accordance with federal and state regulations, as well as ASTM E1527-21 (Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process) and ASTM E1903-19 (Standard Practice for Environmental Site Assessments: Phase II Environmental Site Assessment Process). The consultant should be capable of conducting these assessments as needed.

SPCC (SPILL PREVENTION, CONTROL, AND COUNTERMEASURE PLAN)

The consultant must have the expertise and knowledge to develop and implement SPCC plans in accordance with the requirements of the Clean Water Act and relevant state and federal regulations. The consultant will be responsible for conducting assessments of facilities storing oil or hazardous substances, designing spill prevention measures, and ensuring compliance with spill control and countermeasure strategies. The consultant may also be required to provide training, assist in regulatory submissions, and implement site-specific response protocols.

SWPPP (STORM WATER POLLUTION PREVENTION PLAN)

The consultant must be experienced in preparing and implementing SWPPPs in compliance with the Clean Water Act and the Texas Pollutant Discharge Elimination System (TPDES) general permit for industrial discharges. Responsibilities include conducting site assessments, identifying potential sources of stormwater pollution, designing and recommending best management practices (BMPs), and ensuring compliance with local, state, and federal stormwater regulations. The consultant may also be required to monitor, update, and provide ongoing support for SWPPP implementation and related compliance activities.

GENERAL ENVIRONMENTAL SERVICES

The consultant may be required to provide a variety of environmental services not covered in the above categories. These services may include, but are not limited to:

- Providing environmental training to City of El Paso staff, including 40-hour OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER) training and 8-hour HAZWOPER refresher or awareness training.
- Preparing Spill Prevention, Control, and Countermeasure (SPCC) plans for City facilities.
- Preparing the annual Tier II Chemical Inventory report for City facilities.
- Assisting the City of El Paso with Clean Water Act – Section 404 permitting or coordination with the US Army Corps of Engineers for projects involving waters of the U.S.
- Assisting the City with GIS mapping and updating GIS databases related to environmental features or programs.
- Supporting the City in implementing and maintaining an Environmental Management System (EMS) for environmental compliance management.
- Providing strategic planning and feasibility study services.
- Offering asbestos and mold training for operation and maintenance staff.

ANALYTICAL LABORATORY SERVICES

The El Paso International Airport (EPIA) anticipates the need for analytical laboratory services to support the environmental services outlined above. These laboratory services must be provided by accredited laboratories under the National Environmental Laboratory Accreditation Program (NELAP), National Voluntary Laboratory Accreditation Program (NVLAP), or the American Industrial Hygiene Association.

KEY OBJECTIVES:

The selected firms are expected to accomplish the following:

- Coordinate with the El Paso International Airport (EPIA) to identify, develop, and implement strategies for addressing environmental challenges and issues.
- Implement creative and innovative approaches to the requested services.
- **Stormwater Pollution Prevention Plan (SWPPP) Support:** Assist the Airport in the ongoing management and maintenance of its SWPPP across designated areas of the 7,000-acre property. This includes reviewing and updating the SWPPP as needed, conducting site inspections, preparing required documentation, and supporting compliance with TPDES/MS4 permit requirements.
- **Tenant Training and Support:** Assist in the development and delivery of SWPPP-related training materials for Airport tenants. The consultant will help ensure tenants understand and implement their responsibilities for managing stormwater on their individual leaseholds, in coordination with Airport staff.
- **General Environmental Compliance Support:** Provide technical guidance and support on environmental issues that may arise during airport operations or in connection with new development. This may include coordination with regulatory agencies, responding to notices of violation, or advising on best practices.
- Ensure that the services provided align with the relevant department's mission, accreditation standards, and compliance with applicable regulations and best practices.
- Develop and manage a schedule to ensure timely project completion.
- Develop and monitor the budget, controlling costs to ensure that services are provided within the allocated budget.

SECTION III – MINIMUM QUALIFICATIONS & EXPERIENCE

The firms shall comply with the following minimum qualifications:

- Project Manager must have one or more of the following certifications and five (5) or more years of providing environmental services support to municipalities with similar environmental challenges as the City of El Paso:
- - ✓ Professional Geologist (TX)
 - ✓ Professional Engineer (TX)
 - ✓ Professional Archaeologist
 - ✓ Registered Environmental Manager
 - ✓ Registered Environmental Professional
 - ✓ Certified Environmental and Safety Compliance Officer
 - ✓ Registered Environmental Property Assessor Certification
 - ✓ Certified Environmental Auditor
 - ✓ Registered Industrial Hygiene Professional
 - ✓ Project Management Professional
 - ✓ Certified Professional Soil Scientist
- Expert knowledge of applicable local, state and federal regulatory requirements including but not limited to Texas Commission on Environmental Quality (TCEQ), Texas Historic Commission (THC), U.S. Environmental Protection Agency (EPA) regulations, US Army Corps of Engineers (USACE) and Texas Department of State and Health Services (DSHS).
- Demonstrated understanding and experience in the principles of project management.
- Awareness of City contracting procedures for professional services
- Work must comply Capital Improvement Department or user department guidelines.

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 |
|--|---------------|
| The qualifications and availability of the proposed project manager, professional staff, and proposed sub-consultants, including continuing education within the last three (3) years. These staff/subconsultants will be considered as key personnel and may not be substituted without written consent of the City. | 20 |
| Offeror's project experience and involvement of proposed staff in said projects, relevance to the scope of services, nature of potential projects, and coordination requirements including but not limited to user groups, local civil engineering firms, architects, contractors, and permitting authorities including but not limited to TCEQ, THC, EPA, USACE, DSHS, County of El Paso, and utility services providers. | 25 |
| Capacity to perform requested services and approach to project staffing relative to demand for services. | 10 |
| Location relative to El Paso, TX and challenges and opportunities in performing the scope of services | 10 |
| Measures/control systems to ensure all field investigations are performed in a safe, cost-efficient, and timely manner, and that investigation, and deliverables, are complete and acceptable to the owner | 15 |
| Quality Assurance and Quality Control (QA/QC) measures/systems to ensure all data reporting, reports, plans, and specifications deliverables are free of errors and omissions, prepared in accordance with industry standards, and meet or exceed user group requirements and applicable code and other requirements. | 10 |
| 6. Evaluation of Prior Customer's Satisfaction with the Work of the Firm (PRFs) | 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 twelve (12) 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 12-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 | May 12, 2025 |
| Non-mandatory pre-proposal conference | May 19, 2025 |
| Deadline for submission of written questions and requests for clarification (5:00 PM MST) | May 20, 2025 |
| City of El Paso provides responses and clarifications | May 23, 2025 |
| Deadline for submission of Statement of Qualification (SOQ) and Project Reference Forms (PRF) 5 PM MST | June 9, 2025 |
| Evaluation of Statements of Qualification completed | June 23, 2025 |
| Notifications of ranking completed | June 26, 2025 |
| Protest Period Ends | July 1, 2025 |
| City Council recommended contract approval target date | August 2025 |

The non-mandatory pre-proposal conference will be held via Microsoft Teams on Monday, May 19, 2025 at 10:00 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: 295 800 870 506 2

Passcode: TB6qV2Wp

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://www.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: June 9, 2025 (5 P.M. MST)

NAME: 2025-0454R- EPIA Environmental On-Call

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:

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)

Rate: 1-10 (Only)

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TOTAL POINTS (maximum 70 points): _____

Name of Agency Submitting Evaluation: _____

Name of Reviewer: _____

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

EXHIBIT “B”
TASK ORDER REQUIREMENT NOTICE

Architectural-Engineering services are required to: [insert description of task order requirement] under contract XXX-XXX.

This serves as notice of an upcoming task order under the subject on-call contract. You may submit a maximum of three pages in total of the following supplemental information to support the selection of your firm as the most highly qualified firm for this task order.

1. Key Staffing: What are the qualifications of the personnel who will be working on this task order?
2. Relevant Experience and Past Performance: Provide a brief description of the qualifications and experience, including specific projects, your firm has conducted relevant to the scope of this task order. Relevant Vendor Performance Reports if available may also be reviewed.
3. Technical: Provide a brief description of your proposed technical approach to this specific task order.

Covers, tabs, and graphics are not needed.

Responses must be returned by 5:00 PM (MST) on XX X, 20XX. [Typically, this will be five days, but may vary based on the size and complexity of the requirement.]

The City will review the technical capabilities, as reflected in the responses to the request for supplemental information in conjunction with the relevant SOQ on file, to determine the most highly qualified firm for this task order. Additional discussions may occur once the information has been reviewed; however, the intent is to make the selection decision based on the information provided. Selection of the most highly qualified firm will use the selection criteria included in the relevant RFQ.

Please submit your information in PDF format via email at aeselection@elpasotexas.gov or a file-sharing platform such as One Drive.

FEE PROPOSALS ARE NOT DUE AT THIS TIME. A REQUEST FOR PROPOSAL WILL BE ISSUED TO THE FIRM FOUND MOST HIGHLY QUALIFIED FOR THE SPECIFIC TASK ORDER.