

REQUEST FOR STATEMENTS OF QUALIFICATIONS



CITY OF EL PASO

CAPITAL IMPROVEMENT DEPARTMENT

SOLICITATION# 2025-0504R

**ARCHITECT AND ENGINEERING SERVICES FOR THE
EL PASO POLICE DEPARTMENT WESTSIDE
REGIONAL COMMAND CENTER**

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.**

TABLE OF CONTENTS

REQUEST FOR QUALIFICATIONS	PAGE #
SECTION I PROJECT OVERVIEW	3
SECTION II SCOPE OF SERVICES	4
SECTION III MINIMUM QUALIFICATIONS & EXPERIENCE	16
SECTION IV EVALUATION CRITERIA	17
SECTION V SUBMITTAL REQUIREMENTS	20
SECTION VI SELECTION PROCESS & SCHEDULE	21
SECTION VII GENERAL INFORMATION	22
EXHIBIT “A” PROJECT REFERENCE FORM (PRF)	25

SECTION I – PROJECT OVERVIEW

In November 2019, City of El Paso voters approved the 2019 Public Safety Bond. The City of El Paso is seeking professional consulting services to provide assessments, design, and construction administration for the El Paso Police Department Westside Regional Command Center Renovations project.

The City of El Paso seeks a consulting firm with experience in designing and working with secure, technologically advanced, and community-oriented law enforcement facilities. The project requires the consultant to assist in improving the facility and updating it to meet code compliance, force protection, life safety requirements, and other relevant standards.



SECTION II – SCOPE OF SERVICES

The project involves tenant improvements to the El Paso Police Department's Westside Regional Command Center, located at 4801 Osborne Drive. The necessary improvements to the existing 26,438-square-foot building are outlined in the 2019 Facility Assessment, which will be provided by the City after submissions have been reviewed. In addition to the items identified in the 2019 Facility Assessment, the project may also include, but is not limited to, the following services:

- **Architectural and Code Compliance Assessment:** Evaluate architectural elements and the building's compliance with the International Building Code (IBC) and the Texas Administrative Code (TAC)
- **ADA Compliance Assessment and Redesign:** Assess and redesign elements for ADA compliance, including but not limited to door widths and clearance, sink, lavatory, and countertop heights, knee clearance, restroom accessibility upgrades, and covering exposed lavatory and sink pipes.
- **Force Protection System Design:** Assess and design the force protection system, including a secondary exit for secured parking, controlled access points, coordination of security systems and access control hardware (e.g., card readers), bulletproof glazing, and doors for the front entrance lobby.
- **MEP Systems and Assessment and Design:** Assess and design the existing mechanical, electrical, and plumbing (MEP) systems, ensuring emergency backup for lighting and electrical outlets, replacing non-functional emergency exit signs, damaged lighting fixtures, HVAC systems, ductwork, fire lines, water heater redundancy, plumbing fixtures as necessary, and any other concerns identified. Any components identified for replacement must be compatible with existing systems.
- **Fire Systems Assessment and Design:** Evaluate and design updates to fire systems to meet current codes and industry standards, including fire alarms, sprinkler systems, fire extinguishers, and emergency exits. Identify deficiencies and non-compliance issues.
- **Building Structure Assessment and Design:** Address exterior and interior structural concerns, including but not limited to roof and water intrusion assessment, damaged ceilings, tile finishes, wall finishes, baseboards, moldings, and visible moisture, p-lam on counters and cabinets, install card readers for door access, damaged paint, missing wall bases and moldings, non-functional exhaust systems, unnecessary windows, and the condition of windows and doors.
- **Exterior Concerns Assessment:** Assess and design solutions for exterior concerns, including site grading, paving, striping, lighting, security fencing, and stormwater drainage, repairing or replacing damaged or missing sidewalks, ADA-compliant curb ramps, accessible routes, evaluation of fencing, gates, new parking lot addition, and force protection perimeter elements.
- **Coordination with City of El Paso Information Services and Communication Department:** Coordinate with the City of El Paso Information Services and Communication Department and its consultants to incorporate their identified scope of work into the project, ensuring compliance with current standards.
- **Phasing Plan Development:** Develop a detailed phased construction plan to maintain operations throughout the construction phase, including the project timeline, staff relocation strategy and secure zones, and management of asbestos abatement based on the current asbestos survey to be provided by the Owner.

1.0 SERVICES REQUIRED (as appropriate):

1.1 Facility Inspection

The Consultant shall coordinate with the City's Capital Improvement Department (CID) to inspect the facility to verify the scope of work elements and assess the need for additional improvements beyond those identified in the 2019 Facility Assessment and by staff. Following the inspection, the Consultant shall produce a report detailing findings, recommendations for additional work, and prioritization. The Consultant shall also specify which findings are related to maintenance repairs.

1.2 Surveys

The designer shall provide all necessary surveys to ensure a complete design of the project. These surveys include topographic, horizontal, boundary, and other applicable surveys as needed.

1.3 Planning

The designer shall assist the Owner with planning services, including platting of the property, obtaining special permits, and vacating easements, including coordination with utility providers. These services shall include schedules for acquiring utility easements, utility service lines, and required permits or related services.

1.4 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.

Early in the design, the Consultant shall coordinate the selection of the materials and equipment with the city support departments.

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.

1.5 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.

1.6 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 and perform inspection of construction. The Consultant shall comply with RAS design comments.

1.7 Technical Specifications

The designer shall prepare and provide technical specifications. The specifications shall be based on accepted national specifications. *No sole sourcing shall be allowed.* All specifications must include the type of materials listed in the construction drawings, placement method, and quality control and quality assurance testing. All specifications must comply with established specification standards and formats. The Consultant shall provide design and performance specifications and an opinion of probable cost (OPC) at each design submittal.

1.8 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.

1.9 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

1.10 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.

1.11 Private Property

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

1.12 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.

1.13 Construction Sequencing Plan

The Consultant shall provide a construction sequencing plan as required in order to minimize impacts on the building's operations and ensure the safety of the facility's employees.

1.14 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.

1.15 Bidding

The Consultant shall submit the following in electronic format for bidding:

- Full and complete sealed set of drawings,
- Full and complete sealed set of technical specs,
- Detailed scope of work,
- Detailed unit price bid proposal form; and
- Detailed real-world value cost estimate.

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

1.16 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 recommendations to the Owner.
- Provide contract drawing modifications for permit revisions (as required).
- Reviewing contractor technical submittals and shop drawings in a timely matter.
- Attend weekly construction meetings (as required).
- Review change order requests by the Contractor, provide a separate independent analysis, and provide recommendations to the Owner.
- Prepare independent cost estimates on all change orders created by design oversights.
- Attend substantial completion inspection and provide punch list to Owner.
- Produce and provide an electronic copy (PDF and CAD) of “as-built” record drawings.

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.

A. 15% Building Assessment:

During the building assessment phase, the Consultant, in collaboration with any subconsultants, shall conduct all necessary assessments for the project. During the building assessment phase, the Consultant shall have thirty-five (35) consecutive calendar days to electronically submit a report of all findings with a rough order of magnitude (ROM) to the City for review and comment. The cost estimate shall include a breakdown of the items identified. The Consultant shall provide recommendations if the cost estimate exceeds construction budget. The Consultant shall submit one digital copy, cost estimate, and scope of work document to the City for review and comment in accordance with the schedule in Section 6.0 of this document. Within fifteen (15) calendar days of submitting the assessment report, the Consultant shall schedule a meeting with the City to finalize the scope of work.

As part of the review by City Staff, the assessment report and other necessary submittals shall be submitted for review to any pertinent commissioning agency, the City of El Paso Design Review Committee, stakeholder meetings, and others as needed. The Consultant shall be responsible for providing all copies necessary for the review process.

B. 30% Preliminary Design:

The Consultant shall submit the following preliminary design submittal:

- Coversheet and Index of drawings (90% complete)
- Architectural Plan and Details (50% complete)
- Demolition Plan (90% complete)
- General Notes (50% complete)
- Typical Construction Details (75% complete)
- Special Construction Details (50% complete)
- Site Plan (75% complete)
- Structural Plan (50% complete)
- Civil Plan (50% complete)
- Mechanical and Plumbing Plan (50% complete)
- Electrical Plan (50% complete)
- Photometric (Lighting) Plan (50% complete)
- Grading and Drainage Plan (50%)
- Outline of technical specification (90%)
- Utility coordination letters/proof of communication
- Construction notes
- Cost estimate
- Interior Design/Finish Schedule (Color boards, materials, and finish schedules)

Upon the completion of the preliminary design phase, the Consultant shall submit two (2) copies of the preliminary sign documents for review and comments. The Consultant must also provide electronic copies of the submittal in the format requested by the Owner, which may include, but is not limited to, PDF, CAD or GIS shape files. If the Owner considers the submittals not as compliant with the above required completion percentages, the Consultant must resubmit as per the requirements mentioned above. No adjustments to the schedule contained in Section 6.0 will be made in the event the Consultant fails to meet the above-mentioned completion requirements.

The City of El Paso Project Manager and the Consultant of record (DOR) shall attend the City Design Review (CDR) meeting to present and answer any comments and or issues by the review board in order for CID to give direction to the Project Manager and Consultant to proceed to the next phase of the project.

As part of the submittal requirements, the selected consultant shall be responsible for submitting a complete and coordinated package at each project design milestone. Each milestone submittal must include the following: design drawings, technical specifications, and current probable costs estimate that reflects the scope of work and market conditions. The consultant is expected to design the project in alignment with the established budget. If the consultant's cost estimate exceeds the budget, the submittal must include recommendations and value engineering options to bring the project back within budget.

The City will not accept partial or incomplete submittals for review. No exceptions.

C. 60% Pre-Final Design:

The Consultant shall submit the following pre-final design phase submittal:

- Coversheet and Index of drawings (100% complete)
- Architectural Plan and Details (75% complete)
- Demolition Plan (100% complete)
- General Notes (90% complete)
- Typical Construction Details (100% complete)
- Special Construction Details (75% complete)
- Site Plan (95% complete)
- Structural Plan (75% complete)
- Civil Plan (75% complete)
- Mechanical and Plumbing Plan (75% complete)
- Electrical Plan (75% complete)
- Photometric (Lighting) Plan (75% complete)
- Grading and Drainage Plan (75% complete)
- Outline of Technical Specification (100% complete)
- Technical Specifications (75% complete)
- Cost estimate
- Quantity Summary Sheet (95%)
- Interior Design/Finish Schedule (Color boards, materials, and finish schedules)
- Utility Clearance Letter/Certificates
- Contract Time Determination

Upon completion of the pre-final phase, the Consultant shall submit two (2) copies of the pre-final design documents for review and comments. The Consultant shall also provide electronic copies of the submittal in the format requested by the Owner, which may include, but is not limited to, PDF, CAD, or GIS shapefiles. If the Owner considers submittal as not compliant with the above required completion percentages, the consultant must resubmit as per the above-mentioned requirements. No adjustments to the design schedule will be made in the event the consultant fails to meet the above-mentioned completion requirements.

The City of El Paso Project Manager and the consultant of record (DOR) shall attend the City Design Review (CDR) meeting to present and answer any comments and or Issues by the review board in order for CID to give direction to the project manager and consultant to proceed to the next phase of the project.

As part of the submittal requirements, the selected consultant shall be responsible for submitting a complete and coordinated package at each project design milestone. Each milestone submittal must include the following: design drawings, technical specifications, and current probable costs estimate that reflects the scope of work and market conditions. The consultant is expected to design the project in alignment with the established budget. If the consultant's cost estimate exceeds the budget, the submittal must include

recommendations and value engineering options to bring the project back within budget. The City will not accept partial or incomplete submittals for review. No exceptions allowed.

D. 90% Final Design:

The Consultant shall comply with the 100 percent (100%) design schematic provided by the Capital Improvement Department, deliver the design fully complete as shown below, and provide a Design Monitoring Report upon submission.

The Consultant shall submit the following final design phase submittal:

- Coversheet (100% complete)
- Architectural Plan and Details (100% complete)
- Demolition Plan (100% complete)
- General Notes (100% complete)
- Typical Construction Details (100% complete)
- Special Construction Details (100% complete)
- Site Plan (100% complete)
- Civil Plan (100% complete)
- Structural Plan (100% complete)
- Mechanical and Plumbing Plan (100% complete)
- Electrical Plan (100% complete)
- Photometric (Lighting) Plan (100% complete)
- Grading and Drainage Plan (100% complete)
- Outline of Technical Specification (100% complete)
- Technical Specifications (100% complete)
- Quantity Summary Sheet (100%)
- Final Contract Time Determination
- Final Utility Clearance Letter/Certifications
- Final Cost Estimate
- Final Interior Design/Finish Schedule (Color boards, materials, and finish schedules)

Upon the completion of the final design phase, the consultant shall submit two (2) copies of the final design documents for review and comments. The consultant must also provide electronic copies of the submittal in the format requested by the Owner, which may include, but is not limited to, PDF, CAD, or GIS shape files. If the Owner considers the submittal as not compliant with the above required completion percentages, the consultant must resubmit as per the above-mentioned requirements. No adjustments to the schedule contained in Section 6.0 will be made in the event the consultant fails to meet the above-mentioned completion requirements.

The City of El Paso Project Manager and the consultant of record (DOR) might attend the City Design Review (CDR) meeting to present and answer any questions or comments by the review board in order for CID to give direction to the project manager and consultant to proceed to bidding.

As part of the submittal requirements, the selected consultant shall be responsible for submitting a complete and coordinated package at each project design milestone. Each milestone submittal must include the following: design drawings, technical specifications, and current probable costs estimate that reflects the scope of work and market conditions. The consultant is expected to design the project in alignment with the established budget. If the consultant's cost estimate exceeds the budget, the submittal must include recommendations and value engineering options to bring the project back within budget. The City will not accept partial or incomplete submittals for review. No exceptions allowed.

E. 100% Permit Review:

The Consultant is responsible for submitting all required documentation to the City of El Paso Planning and Inspection Department through the "City of El Paso, Texas Online Permitting/Licensing Citizen Portal" for permit review prior to bid. Any required modifications are to be considered a part of the Final Design Phase.

F. Cost Estimates:

The designer shall develop and submit a rough order of magnitude (ROM) or construction cost estimates as specified per each design phase, 15%, 30%, 60%, and 90% for review and approval. The construction cost estimate is expected to be within ten percent (10%) of the bid for the base bid item expected from the lowest responsible bidder. The designer's final estimate shall consider all labor costs based on the City of El Paso's current prevailing wage rates as adopted by the City Council.

G. Bidding and Construction:

For bidding purposes, the consultant shall submit a PDF and CAD files of the sealed construction drawings, sealed technical specifications, scope of work, unit price bid proposal form, and detailed real-world value cost estimate.

During the bidding process, the Consultant shall assist the Owner in responding to all inquiries from prospective bidders, attending a pre-bid conference, and prepare any addendums required.

Before the bid opening, the Consultant shall provide PDFs of the revised sealed construction drawings, revised sealed technical specifications, revised scope of work, revised unit price bid proposal form, written bid clarifications, and final third-party estimate.

After the bid opening and before the preconstruction meeting, the Consultant shall provide 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.

During the construction phase, the consultant shall produce and provide 24"x36" electronic format "as-built" drawings. The Consultant shall assist the owner on a time and material basis which includes attending pre-construction meetings, responding to requests for information (RFIs), providing Architectural supplemental Information (ASI), providing advice and recommendations to the owner, reviewing contractor technical submittals, and providing written observation reports (as needed), advising the owner on the validity of requested change orders, preparing independent cost estimates on requested change orders resulting from design oversights, participating in punch list inspections and providing a punch list to the owner, and participating in a final inspection.

2.2 Design Analysis

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

2.3 Reproduction

The designer shall be responsible for printing for the different phases and for code review requirements.

2.4 Quality Assurance

A. Design Standards Compliance:

- Ensure all designs adhere to relevant building codes, regulations, and industry standards.
- Conduct regular audits to verify compliance with design standards and requirements.

B. Document Control:

- Implement robust document control procedures to manage project documentation effectively.
- Maintain version control, document revisions, and ensure proper documentation of design changes and approvals.

3.0 GENERAL REQUIREMENTS AND CRITERIA

- 3.1 Design must meet all applicable City Codes and Ordinances.
- 3.2 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.
- 3.4 The designer shall submit all redlines to the Owner when plan submittals are due.

4.0 OTHER CONSIDERATIONS

- 4.1 Work shall be coordinated with the City of El Paso Capital Improvement Department, Police Department, and all affected stakeholders.
- 4.2 Design shall follow the City of El Paso Information and Communication Department requirements for computer and telephone systems, if applicable.
- 4.3 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.

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).

5.0 PROJECT SCHEDULE

The Consultant shall submit a detailed preliminary schedule based on the project scope, including review time by the Owner. The schedule shall include preliminary design, prefinal design, final design, public involvement, and owner's review time as follows:

- Building Assessment Phase: 35 calendar days
- 30% Preliminary Design Phase: 60 calendar days
- 60% Pre-Final Design Phase: 75 calendar days
- 90% Final Design Phase: 75 calendar days
- 100% Bid Phase (Signed and Sealed): 14 calendar days

SECTION III – MINIMUM QUALIFICATIONS & EXPERIENCE

The consultant team shall comply with the following minimum qualifications:

- The Project Manager shall be a Texas-licensed architect with five (5) or more years' experience designing facilities to accommodate the functions identified in Section II, in accordance with City of El Paso, state, and federal 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
 - Graphic Designer
 - Urban Designer
 - Landscape Architect
 - Civil Engineer
 - Mechanical, Electrical, and Plumbing (MEP)
 - Structural Engineer
 - Fire Protection Engineer
 - Electrical Engineer
 - Registered Accessibility Specialist
 - 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>The City is interested in understanding the availability and anticipated time commitment of the Project Team for this project. Only one individual should be designated for each job responsibility. The Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Both the prime firm and sub-consultants must commit to ensuring that the staff proposed in this submittal will be available for the duration of the project.</p> <ul style="list-style-type: none">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 in Section II.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.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.	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> <ul style="list-style-type: none">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.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.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.d) Outline the Respondent's process for working with consultants, including how they are integrated into the design and construction administration processes.e) Identify any experience the Respondent has had working with the proposed consultants over the past five (5) years.	15

<p>3. Project Ownership</p> <p>Describe your firm's commitment to project ownership by addressing the following questions:</p> <ol style="list-style-type: none"> What is the firm's philosophy on project "ownership"? How will the firm ensure that all assigned personnel take "ownership" of the project? Provide examples of projects where your firm has demonstrated ownership. How did this approach result in a better, faster, or more cost-effective project outcome? Explain the firm's QA/QC (Quality Assurance/Quality Control) policy. Is it a written policy? What processes are in place to ensure that the QA/QC policy is followed? Provide examples 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. What actions were taken to ensure that the mistakes mentioned above were not repeated? How did this affect or improve the firm's QA/QC policy? 	<p>20</p>
<p>4. Prime Firm's Comparable Project Experience</p> <p>List no fewer than three (3) and no more than five (5) projects for which the 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 projects that best illustrate current experience and capabilities related to this project. Provide the following information for each listed project:</p> <ol style="list-style-type: none"> Project name, location, description, and contract delivery method. Photographic color images of exterior and interior views, as well as floor plans and site plans, as applicable. Construction cost estimates at Design Development and the final construction cost. Explain any deviations from the estimated costs. Final project size in gross square feet. Type of construction (new, renovation, or expansion) and a description of the professional services provided by the Respondent for the project. Planned versus actual durations for Schematic Design, Design Development and ninety five percent (95%) Construction Documents phases. Provide an explanatory justification for any slippage of dates exceeding fifteen (15) calendar days between planned and actual for each milestone. Originally planned and actual: Notice to Proceed and Substantial Completion dates for construction. Any events or occurrences that affected the schedule should be explained. Name of Project Manager (individual responsible to the owner for the overall success of the project) Name of Project Architect (individual responsible for coordinating the day-to-day work) Name of Project Designer (individual responsible for design concepts) Identify any subconsultants who will be utilized for this project. For each subconsultant, indicate whether the same staff members from the previous project will be used and describe their roles in the project. Additionally, provide a summary of the Respondent's experience working with these subconsultants, including any relevant successes or challenges encountered. 	<p>20</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 subconsultants will work within the management structure. Describe any significant project issues and the team's approach in addressing those issues.</p> <ul style="list-style-type: none"> a) Describe the Respondent's design philosophy, design methodology, and process for integrating municipal standards into the design. 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 criteria Item 4. c) Describe Respondent's demonstrated technical competence and management qualifications with municipal projects. 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 criteria Item 4, provide examples of how these techniques were used and what degree of accuracy was achieved. 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 criteria item 4, provide examples of how these techniques were used. 	20
<p>6. Evaluation of Prior Customer's Satisfaction with the Work of the Firm (PRFs)</p>	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	May 30, 2025
Non-mandatory pre-proposal conference	June 6, 2025
Deadline for submission of written questions and requests for clarification (5:00 PM MST)	June 10, 2025
City of El Paso provides responses and clarifications	June 13, 2025
Deadline for submission of Statement of Qualification (SOQ) and Project Reference Forms (PRF) 5 PM MST	June 27, 2025
Evaluation of Statements of Qualification completed	July 9, 2025
Notifications of ranking completed	July 15, 2025
Protest Period Ends	July 18, 2025
City Council recommended contract approval target date	August 2025

The non-mandatory pre-proposal conference will be held via Microsoft Teams on Friday, June 6, 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: 257 772 836 139 9

Passcode: xp7jm7vs

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: <https://www.sam.gov/portal/SAM##1>.

❖ 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 27, 2025 (5 PM MST)

PROJECT NAME: 2025-0504R- A&E Services for the EPPD Westside Regional Command Center

NAME OF COMPANY TO BE EVALUATED: _____

NAME OF PROJECT AND DATE COMPLETED: _____

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 or Firm Submitting Evaluation: _____

Name of Reviewer: _____

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