

# REQUEST FOR STATEMENTS OF QUALIFICATIONS



**CITY OF EL PASO, TEXAS**  
**CAPITAL IMPROVEMENT DEPARTMENT**  
**SOLICITATION# 2025-0508R**

**GEOTECHNICAL AND MATERIALS TESTING SERVICES**  
**FOR SEAN HAGGERTY DRIVE EXTENSION AND BRIDGE CONSTRUCTION**

**MAYOR RENARD U. JOHNSON**

DISTRICT REPRESENTATIVES	
District 1 – Alejandra Chávez	District 5 – Ivan Niño
District 2 – Dr. Josh Acevedo	District 6 – Art Fierro
District 3 – Deanna M. Rocha	District 7 – Lily Limón
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 DESCRIPTION.....	3
SECTION II – SCOPE OF SERVICES .....	4
SECTION III – MINIMUM QUALIFICATIONS AND EXPERIENCE .....	6
SECTION IV - EVALUATION CRITERIA .....	7
SECTION V – SUBMITTAL REQUIREMENTS .....	8
SECTION VI – SELECTION PROCESS AND SCHEDULE .....	9
SECTION VII – GENERAL INFORMATION .....	10
EXHIBIT “A” PROJECT REFERENCE FORM (PRF) .....	13

## **SECTION I – PROJECT DESCRIPTION**

The intent of this RFQ is to select a qualified firm for Geotechnical and Materials Testing Services for the Sean Haggerty Extension project located along Sean Haggerty Drive from Nathan Bay Drive to Dyer Street.

### **Sean Haggerty Extension Project Scope:**

#### **Base Bid I – City of El Paso**

Consists of the construction of a new bridge extending Sean Haggerty Drive and spanning over the Greenbelt Levee Channel, and the changes necessary for the approach roadways. The improvements include: proposed pavement, sidewalks, bridge, and aesthetic railing. Approach work includes new pavement installation, signing & striping, and retaining walls. Drainage improvements consist of adjusting the drainage system to accommodate for the new development including, ditches, inlets, pipes, increasing size of existing retention ponds, and culvert retrofits. Signal elements will be installed at the Dyer intersection. The project will require a traffic control plan, and a Storm Water Pollution Prevention Plan.

#### **Base Bid II – EPWU**

The Scope of the Project consists of the replacement of existing Steel Cylinder Concrete Pipe (SCCP) watermain under the Greenbelt Levee along Sean Haggerty Dr. between the intersection of Elise St. and Sean Haggerty Dr. and Stonebridge Dr. and Sean Haggerty Dr. The improvements for this base bid consist of, but are not limited to, the installation of approximately 2,265 linear feet of 24-inch Ductile Iron Pipe, 2,435 linear feet of 16-inch Ductile Iron Pipe watermain, approximately 3,045 linear feet of 12-inch Ductile Iron Pipe watermain. Installation of 2 24-inch gate valves with manholes, 3 16-inch gate valves with manholes. Installation of 2 24-inch blow off valve, 1 16-inch blow off valve, 1 12-inch blow off valve. Installation of 6 3-inch combination air release/vacuum valves. Implementation of Cathodic protection for 24-inch, 16-inch, and 12-inch ductile iron pipes. These improvements will require trench safety system for pipeline; videotaping of project site before and after construction.

#### **Additive Alternate I – City of El Paso**

Consists of the installation of new steel aesthetic canopies.

#### **Additive Alternate II – City of El Paso**

Consists of the construction of LED Accent Lighting at the approaches and bridge structure for Sean Haggerty Drive over the Greenbelt Levee.

*The project scope descriptions as shown above, are only a general overview of this project. Project plans and specifications are prepared following the 2014 TxDOT specifications. A copy of the project construction solicitations can be downloaded through the following link:*

[Sean Haggerty Drive Extension - Solicitation.pdf](#)

**Estimated Construction Start Date: Mid 2025**

**Estimated Construction Completion Date: 348 standard workweek days from construction start**

## **SECTION II – SCOPE OF SERVICES**

This contract will be used for geotechnical and materials testing services for the Sean Haggerty Drive Extension and Bridge Construction project.

Services to be included:

- Construction materials testing and inspection

Products required to include:

- Testing Reports will be submitted to the Owner as per the project technical specifications

The firm shall render the following services in connection with the construction of the project:

- Provide professional engineering services in the field of geotechnical and materials testing.
- Provide a testing frequency schedule.
- Provide materials engineering and testing, and construction quality assurance /quality control (QA/QC) services. All field and laboratory procedures shall be performed under the direct supervision of a registered professional engineer registered in the state of Texas in accordance with TxDOT Standard Specifications Recommended Practice for Inspection and Testing Agencies for Concrete, Steel, and Bituminous Materials as used in construction.
- Provide the City a monthly report of tasks and activities related to this service. Report should include project name, percent of testing completed, number of invoices paid, total amount of purchase order.
- Provide notification when contractor requests overtime for testing. Overtime for testing services will be paid for by the Contractor. The City will not pay overtime unless requested and approved in writing by the City.
- The Contractor will pay for failed tests. The City will be provided with date, time and number of failed tests.
- The firm's staff is to provide only those services that are within the technical and professional areas of expertise that are equipped to perform those services. The firm shall be able to demonstrate experience with the following:

### **Bridge and Road Testing**

- Flexible and rigid pavement designs.
- Pedestrian facilities.
- Subgrade, subbase and base course stabilization analysis.
- Construction materials specifications.
- Pavement failure analysis and remediation design.

### **Earthwork and Observation Testing**

This will include the following:

- Observation and testing of subgrade materials, aggregate base course, including compaction testing and moisture content as per project specifications.
- Laboratory testing for maximum density, optimum moisture content, and soil classification relative to project specifications.

## **Concrete Testing**

Our services will include the following:

- Testing of concrete for slump, temperature, air content, and casting of cylinders for compressive strength as per project specifications.

## **Asphalt Paving Observation and Testing**

This will include the following:

- Sampling and laboratory testing of delivered asphalt material. Laboratory testing will include asphalt content, gradation, maximum theoretical specific gravity, and Marshall properties as per project specifications.
- Prime Coat/emulsion testing included.

## **Structural Steel Observation**

This will include the following:

- Full-time and periodic inspection of field welds and bolts.
- Verification of welder certification

## **OTHER MATERIALS TESTING AS REQUIRED KNOWLEDGE AND SKILLS**

The firm shall have knowledge in the geotechnical engineering and materials testing field and be familiar with engineering and construction practices. The firm shall be familiar and have experience with the following:

- Other local, state, and federal codes, ordinances, and requirements

## **Goals**

The selected firm is expected to achieve the following goals:

- Provide exemplary geotechnical and material testing services.
- Become familiar with project construction documents and assure compliance to materials testing requirement for the project.

## **Key Objectives**

The selected firm is expected to achieve the following:

- The firm is expected to work in conjunction with the Capital Improvement Department.
- The firm will assure that this project will comply with all standards and specifications set in the construction contract documents.

### **SECTION III – MINIMUM QUALIFICATIONS AND EXPERIENCE**

The geotechnical and materials testing firm will be selected through a qualifications-based selection process.

The firm shall comply with the following minimum qualifications:

Geotechnical Testing – This includes sampling and conducting tests on materials according to the project's approved procedures for the purpose verifying compliance on construction.

- The firm must employ one Professional Engineer with a minimum of five (5) year of experience in the activities normally associated with this type of construction.
- Firm shall be staffed with a Technical Service Group that consists of certified field and laboratory technicians.
- All field and laboratory work shall be performed by certified technicians with at least five (5) years of materials testing and inspection experience.
- Firm must be TxDOT recertified to perform material testing.
- Assigned project manager must be a registered Professional Engineer
- Demonstrated knowledge of applicable local, state and federal regulatory requirements

#### **SECTION IV - EVALUATION CRITERIA**

The following are the criteria the City will use to evaluate the Statements of Qualifications (SOQ) received in response to this RFQ:

<b>CRITERION</b>	<b>POINTS</b>
<b>PROJECT MANAGER AND TEAM EXPERIENCE</b>	
Project manager qualifications and experience	<b>15</b>
Firms experience with Federally Funded Local projects and TxDOT projects. Please identify the proposed staff members that participated in projects included to demonstrate staff's experience.	<b>30</b>
Prior customer's satisfaction with the work of the firm (to be evaluated using project reference forms (Exhibit A) submitted directly to the City by the reference).	<b>15</b>
<b>PROJECT UNDERSTANDING AND APPROACH</b>	
Understanding of the objectives, products and services required	<b>30</b>
The proposed firm's availability for the project	<b>10</b>
<b>TOTAL POINTS</b>	<b>100</b>

## **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, principal 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:**

The selected firm(s) will be required to submit a fee proposal through the provided Fee Proposal Template. The city will host a scoping meeting with the selected consultant to negotiate the final contract terms.

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  
aeselection@elpasotexas.gov

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



## **SECTION VI – SELECTION PROCESS AND SCHEDULE**

The selection process shall consist of:

- Submittal of Statements of Qualification
- Evaluation of Statements of Qualification
- Notification of rankings
- Protest period
- Notification of final selection
- Negotiations with the selected firm
- Contract award

### **TENTATIVE SCHEDULE**

The following tentative schedule has been prepared:

<b>City of El Paso issues the Request for Qualifications (RFQ)</b>	May 30, 2025
<b>Non-mandatory pre-proposal conference (MICROSOFT TEAMS)</b>	June 9, 2025
<b>Deadline for submission of written questions and requests for clarification (5 pm MST)</b>	June 10, 2025
<b>City of El Paso provides responses and clarifications</b>	June 13, 2025
<b>Deadline for submission of Statement of Qualifications (SOQ) and Project Reference Forms (PRF) 5 pm MST</b>	June 25, 2025
<b>Evaluation of Statements of Qualification completed</b>	July 9, 2025
<b>Notifications of ranking completed</b>	July 11, 2025
<b>Protest Period Ends</b>	July 16, 2025
<b>City Council recommended contract approval target date</b>	August 2025

The non-mandatory pre-proposal conference will be held via Microsoft Teams on Monday, June 9, 2025 at 10:00 AM MST. Join meeting by clicking directly on “Join the meeting now” below:

### **Microsoft Teams** [Need help?](#)

#### **[Join the meeting now](#)**

Meeting ID: 287 800 897 940 4

Passcode: BL3gX2YW

Questions regarding SOQ, please contact [aeselection@elpasotexas.gov](mailto:aeselection@elpasotexas.gov).

## **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 firm(s). 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](mailto: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](mailto: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](mailto: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](mailto: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 25, 2025 – 5 PM (MST)

**PROJECT NAME :**2025-0208R Geotechnical and Materials Testing Services for Sean Haggerty Drive Extension and Bridge Construction

**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 [aselection@elpasotexas.gov](mailto:aselection@elpasotexas.gov) by the time and date shown above**