

# REQUEST FOR STATEMENTS OF QUALIFICATIONS



**CITY OF EL PASO, TEXAS**

**CAPITAL IMPROVEMENT DEPARTMENT**

**SOLICITATION# 2025-0589R**

**CONSTRUCTION MANAGEMENT & INSPECTION SERVICES**

**FOR THE EL PASO INTERNATIONAL AIRPORT**

**EPIA GENERAL AVIATION RAMP REHABILITATION STAGE 2 & 3**

**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 DESCRIPTION**

The City of El Paso seeks Statements of Qualifications, pursuant to the Professional Services Procurement Act, Subchapter A, Chapter 2254, of the Texas Local Government Code, from interested firms to provide Construction Management and Inspection Services for the EPIA General Aviation Ramp Rehabilitation Stage 2 & 3 located at 6701 Convair Road, El Paso, TX 79925. The selected firm will contract directly with the City of El Paso and will work cooperatively with the City and other project members to successfully provide the full scope of the required professional services.

The intent of this RFQ is to select a qualified firm for Construction Management & Inspection Services for the General Aviation Ramp Rehabilitation Stage 2 & 3 project located at the El Paso International Airport (ELP).

The project improvements will rehabilitate the General Aviation Ramp T Hangar taxilanes that are located in between the T Hangars in addition to the taxilane pavement area west of the T Hangars adjacent to the wash rack. This project will address aging pavement and drainage deficiencies of this portion of the airfield.

### **Base Bid Schedule 1 – General Aviation Ramp**

The Stage 2 project area includes the pavement areas between all the t-hangars west of Taxiway G, and GA parking areas. Total project area for Stage 2 is approximately 120,000 square yards and includes pavement reconstruction, drainage improvements, and electrical utility adjustments, if necessary.

### **Additive Alternate 1 – General Aviation Ramp West Area**

The Stage 3 project area includes the remaining taxilane pavement west of the t-hangars. Total project area for Stage 3 is approximately 35,000 square yards and includes pavement reconstruction, and drainage improvements.

The improvements include reconstruction and rehabilitation of the general aviation ramp. Other improvements include associated grading and drainage in the project area.

#### **Demolition:**

- Removal of full depth asphalt pavement, uniform and variable depth asphalt milling.

#### **Apron Construction and Rehabilitation:**

- FAA P-401 & P-403 Asphalt Surface Course, P-209 Crushed Aggregate Base Course, and associated grading. The work will require establishing erosion control measures.

#### **Stormwater Improvements:**

- The work shall include the installation of reinforced concrete pipes (RCP), reinforced concrete boxes, inlet structures, and slot drains.

The completion of the project will be contingent upon availability of adequate funding. The project may be awarded and/or completed in phases based on available resources.



## SECTION II – SCOPE OF SERVICES

The construction management firm is expected to provide the following:

- Serve as the Owner's representative for construction; identify and make recommendations for approaches deviating from design documents, specifications and standards;
- Administer all phases of construction contracts from on-site mobilization, submittal reviews, change administration, project control, and closeout; ensure contractor compliance with construction contract requirements;
- Assist EPIA PM with stakeholder outreach (meetings, site visits, exhibit preparation, etc.);
- Ensure compliance with the City of El Paso's Capital Improvement Department Construction Document Guidelines;
- Ensure compliance with current Federal Aviation Administration (FAA) advisory circulars
- Provide on-sight construction oversight;
- Stakeholder coordination during construction including project design teams where substantive design changes is requested during construction and/or to respond to requests for information/clarification/deviation;
- Ensure timely responses to contractor inquiries as required from project stakeholders;
- Perform pre-construction/readiness reviews
- Schedule and lead regular construction progress meetings
- Perform construction inspections and provide quality oversight; coordinate materials testing and verify acceptability of test results;
- Validate contractor schedules and cost estimates; monitor/report project progress and scope, schedule, and budget performance;
- Perform constructability reviews; where feasible ensure that construction impacts to operations at EPIA are minimized;
- Coordinate access, security, and construction with EPIA operations;
- Review and disposition construction submittals, including shop drawings, technical data, samples, etc., requests for information/change/deviation;
- Review/approve progress payment applications;
- Develop and recommend schedule and budget recovery measures as necessary;
- Negotiate change orders, estimate cost of work, develop RFP's and associated cost estimates, develop change order packets and negotiate contractor's cost proposals;
- Develop weekly FAA progress reports;
- Develop and maintain change order, correspondence, submittals, and Requests for Proposal/Information (RFP/RFI) logs
- Develop and maintain construction documentation, including meeting minutes, daily reports and other documentation, including photo-documentation, as required;
- Provide value engineering recommendations;
- Review constructability of design alternatives, and recommend appropriate alternative; coordinate reviews as appropriate with design consultant(s) and EPIA operations.
- Coordinate all issues arising from projects to ensure the contractor has all the necessary information to complete projects; and,
- Monitor construction safety and implementation of the contractor(s) safety program and maintain alertness for any security threats that could impact the operation of EPIA.

**KEY OBJECTIVES:**

The construction management firm is expected to achieve the following:

- Serve as the owner's representative for construction projects, coordinating directly with EPIA and the Capital Improvement Department on all related tasks and construction activities.
- Advocate the interests of EPIA.
- Implement creative and innovative approaches to problem solving.
- Provide effective and informative reports of the progress of construction.
- Implement an effective quality assurance program.
- Ensure the project will meet the intended results.

**KNOWLEDGE AND SKILLS:**

The construction management firm shall have knowledge in the architectural, engineering and construction field and be familiar with engineering and construction practices. The firm shall be familiar and have experience with the following:

- Current International Building Code
- Pertinent Federal Aviation Administration (FAA) advisory circulars
- EPIA Operations and Security Constraints
- City of El Paso Subdivision Ordinance
- City of El Paso Grading Ordinance
- Engineering and Construction Management Design Manual for Construction
- Texas Commission and Environmental Quality (TCEQ) requirements
- Occupational Safety and Health Administration Requirements
- ADA and Texas Accessibility Standards (TAS)
- Other local, state, and federal codes, ordinances, and requirements

The construction management firm shall have the following skills and abilities:

- Must know how to use project management software
- Prepare and formulate independent cost estimates and cost analysis
- Prepare detailed requests for proposals
- Prepare back up documentation for Change Orders
- Prepare detailed project schedules using Gantt Charts
- Review architectural and engineering drawings and specifications
- Effective conflict resolution skills
- Effective communication skills, both verbal and written
- Willingness to meet with stakeholders
- Multi-task several activities
- Prepare meeting agendas and meeting minutes
- Effective negotiation skills
- Effective organizational skills
- Track project and activity status
- Follow--up on pending items
- Economize project resources
- Effective public relation skills
- Prepare daily and monthly reports
- Review pay applications
- Keep a photo log
- Maintain an accurate and current submittal log

## **ELECTRONIC DOCUMENT MANAGEMENT:**

The construction management firm will be encouraged to minimize the use of large amounts of paper in an effort to promote a “green approach” to document management. Several available web-based programs or software to store, manage, view, review, and comment will be available. While not exhaustive, the following are some of the documents to be placed on web-based software:

- Concept documents
- Design documents including specifications and estimates
- Bid documents
- Contract terms and conditions
- Construction drawings
- Reissued construction drawings
- Submittals
- Correspondence
- Environmental Documentation
- Quality Assurance/Quality Control
- Meeting minutes
- Project schedules
- Daily reports
- Monthly reports
- Requests For Information/Change/Deviation
- Inspection reports
- Observation reports
- Pay applications
- Change Orders
- Operations and maintenance documentation
- Closeout documents
- Warranty documents
- Photos
- Project account and budget information

The web-based software shall be for review and approval and not only storage.

The construction management firm will be one of the administrators of the software. They will be responsible to setup the project on the software and provide training to the project team on how to use the software. The web-based software shall be user friendly and easy to access. Identified stakeholders including City staff shall be provided user-friendly access to software.

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

The construction management firm will be selected through a qualifications-based selection process. Firms interested in providing construction management services must submit a Statement of Qualifications (SOQ) that addresses the following issues in the following order:

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE:**

The proposed construction management firm and/or its team members shall comply with the following qualifications:

- The proposed project manager shall possess a current Certified Construction Manager credential from the Construction Management Association of America (CMAA) and a minimum of five (5) years of construction management experience on FAA Part 139 certificated airport airfield pavement projects.
- The project team is to include all disciplines to meet all quality standards and successfully deliver the project on time and within budget.
- The project manager and team members shall have demonstrated knowledge of construction means and methods of projects at FAA Part 139 certificated airports and all FAA requirements.



#### **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.

<b>Criterion</b>	<b>Points</b>
<b>PROJECT MANAGER AND TEAM EXPERIENCE</b>	
The proposed project manager's experience performing construction management service on FAA Part 139 certificated airport(s) airfield pavement projects.	<b>10</b>
The proposed project team's experience in overseeing construction at active Part 139 airport facilities.	<b>10</b>
Evaluation of prior customer's satisfaction with construction management services for active Part 139 airport facilities.	<b>10</b>
<b>PROJECT UNDERSTANDING AND APPROACH</b>	
Understanding of the objectives, products and services required and FAA requirements for construction at active Part 139 airport facilities.	<b>20</b>
Potential project risks and challenges in successfully delivering the project on time, within budget, and in accordance with FAA and El Paso International Airport requirements.	<b>20</b>
Project Management Plan	<b>10</b>
Team approach: Strategies and practices for coordination of project team/subconsultants	<b>10</b>
<b>Evaluation of Prior Customer's Satisfaction with the Work of the Firm (PRFs)</b>	<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, 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](mailto: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 AND SCHEDULE**

The selection process shall consist of:

- Submittal of Statements of Qualification
- Evaluation of Statements of Qualification
- Notifications of ranking
- Protest period
- Notification with selected firm
- Negotiations with selected firm
- Contract Award

### **TENTATIVE SCHEDULE**

The following tentative schedule has been prepared:

<b>City of El Paso issues the Request for Qualifications</b>	<b>July 25, 2025</b>
<b>Non-mandatory pre-proposal conference</b>	<b>August 1, 2025</b>
<b>Deadline for submission of written questions and requests for clarification (5:00 PM MST)</b>	<b>August 8, 2025</b>
<b>City of El Paso provides responses and clarifications</b>	<b>August 13 2025</b>
<b>Deadline for submission of Statement of Qualification (SOQ) and Project Reference Forms (PRF) 5:00 PM MST</b>	<b>September 1, 2025</b>
<b>Evaluation of Statements of Qualification completed</b>	<b>September 16, 2025</b>
<b>Notifications of ranking completed</b>	<b>September 19, 2025</b>
<b>Protest Period Ends</b>	<b>September 24, 2025</b>
<b>City Council recommended contract approval target date</b>	<b>Nov / Dec 2025</b>

The non-mandatory pre-proposal conference will be held via Microsoft Teams on Friday, August 1, 2025 at 11:30 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: 298 287 119 888 2

Passcode: qj2pN6QE

## **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](https://sam.gov) | [Search](#)

### **❖ 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:** September 1, 2025 (5 P.M. MST)

**PROJECT NAME:** 2025-0589R CM & Inspection for the EPIA GA Ramp Rehab Stage 2 & 3

**NAME OF COMPANY TO BE EVALUATED:** \_\_\_\_\_

**NAME OF PROJECT:** \_\_\_\_\_

**COMPLETION DATE:** \_\_\_\_\_

**QUESTIONS:**

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

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

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


**TOTAL POINTS (maximum 70 points):** \_\_\_\_\_

**Name of Agency Submitting Evaluation:** \_\_\_\_\_

**Name of Reviewer:** \_\_\_\_\_

**Please email form directly to Elsa Rodriguez at [aeselection@elpasotexas.gov](mailto:aeselection@elpasotexas.gov) by the time and date shown above**