

# REQUEST FOR STATEMENTS OF QUALIFICATIONS



**CITY OF EL PASO**

**CAPITAL IMPROVEMENT DEPARTMENT**

**SOLICITATION# 2025-0590R**

**TRAFFIC ENGINEERING AND DESIGN SERVICES  
FOR CITY-WIDE PARK SAFETY INTERSECTION IMPROVEMENTS**

**MAYOR: RENARD U. JOHNSON**

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

**CITY MANAGER  
Dionne Mack**

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

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## **SECTION I – PROJECT OVERVIEW**

The City of El Paso is soliciting design and engineering services for city-wide park intersection safety improvements pursuant to the Professional Services Procurement Act, Subchapter A, Chapter 2254, of the Texas Local Government Code.

Through the Vision Zero Action Plan, El Paso is committed to the implementation of proven safety countermeasures to address identified safety issues in the city. These city-wide park infrastructure improvements, or “Safe Routes to Parks” projects, include intersection safety improvements for critical street segments and intersections identified as high risk through an equity-based data analysis that evaluated safety, demand, and socioeconomic status at local parks. Improvements will be located within a half mile of the high-priority parks identified in **Exhibit A**. The City of El Paso will use funding from the 2023 Community Progress Bond to implement intersection-related improvements at these thirteen critical locations identified in **Exhibit A**. The proposed infrastructure improvements include traffic calming, road diets, curb extensions, increased signage, high-visibility crosswalks, and other intersection-related improvements. Where appropriate, the selected consultant shall incorporate low-cost and creative quick build infrastructure materials such as paint, vertical delineators, planters, cones, and other semi-permanent materials.

**Exhibit A. Project Location Detail Table**

| <b>Park Name</b>                  | <b>Improvement Description</b>  |
|-----------------------------------|---|
| 1. Salvador Rivas Jr.             | Pedestrian crossing improvements at Tierra Cafe and Pebble Hills Intersection.  |
| 2. Pat O'Rourke Recreation Center | Curb extension treatment on all four adjacent intersections to Pat O'Rourke Recreation Center.  |
| 3. Joey Barraza and Vino Memorial | Improved crossing and pedestrian safety at Rick Husband and Redstone Peak Place intersection.   |
| 4. Armijo Park                    | Hawk on Olivas V Aoy Ave in front of Aoy Elementary School.   |
| 5. Pavo Real                      | Pedestrian crossing and intersection safety improvements at Alameda/ Presa and Alameda/Gasper Intersections.                            |
| 6. Paso Del Norte Trail           | Improved signage, crossings, and wayfinding along the Paso Del Norte Trail, in collaboration with the Paso Del Norte Health Foundation. |
| 7. Marty Robbins                  | Traffic calming on Vista Del Sol (Mid-block Crossings/ Refuge Islands).   |
| 8. Hidden Valley                  | Improved southbound pedestrian and cycling crossings at Alameda/George Orr Road and Alameda/N Carolina Road Intersection.               |
| 9. Washington Park                | Sidewalk connectivity and ADA improvements.   |
| 10. Sandstone Ranch Estates Park  | Traffic calming on Marcus Uribe and pedestrian crossing improvements at Marcus Uribe and Manuel Gameros Drive.                          |
| 11. Mundy Park                    | Curb extensions and improved pedestrian crossings at intersections adjacent to Mundy Park.  |
| 12. Mountain View Skate Park      | Improved access and safety for pedestrians to the Mountain View Skate Park.   |
| 13. Memorial Park                 | Improved access and safety for pedestrians to Memorial Park.  |

## **SECTION II – SCOPE OF SERVICES**

The project consists of complete design, engineering, procurement, and construction management services for thirteen separate traffic safety projects. The selected firm will complete surveying, data collection, geotechnical investigation, engineering, design, plan and specification preparation, estimating, permitting, assistance in the bid process and contract award, construction administration, and construction observation/inspection. Surveying work should include available right-of-way boundaries and meets and bounds for future acquisition purposes. Services are intended to be comprehensive and include all aspects of work needed to generate plans, bid documents, specifications, and estimates. Overarching goals of the engineering and design work include:

- Reduction of driver speed.
- Increased cyclist and pedestrian visibility and level of comfort.
- Consistency with the City's adopted Street Design Manual, Comprehensive Plan, Major Thoroughfare Plan, Bike Plan, Design Standards for Construction and Grading, Complete Streets Policy, CID Drawing guidelines, and other relevant documents and codes.
- Consistency with CNU/ITE Designing Walkable Urban Thoroughfares (2017) and the National Association of City Transportation Officials (NACTO) guidelines found in the Urban Street and Bicycle Design Guides.
- Coordination with Capital Improvement, Streets and Maintenance Department, Parks and Recreation Department, Texas Department of Transportation, the Paso Del Norte Health Foundation, and relevant stakeholders.
- Consistency with the City of El Paso Vision Zero Action Plan and USDOT-proven safety countermeasures
- Efficient irrigation, sewer, and stormwater management plans
- Utility management and coordination
- ADA-compliant sidewalks, ramps, driveways, curbs, and gutters
- Street signage, signals, and striping
- Implement creative and innovative approaches to problem solving
- Implement an effective quality assurance program
- Ensure the project will meet the intended results
- Develop a schedule and enforce compliance with the project schedule
- Design to budget

### **1.0 SERVICES REQUIRED (as appropriate):**

#### **1.1 Site Inspection**

The Consultant shall coordinate with the City's Capital Improvement Department (CID) to inspect all the different sites to verify the scope of work elements and assess the needs for additional improvements beyond those identified 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 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.

## **1.4 Cost Estimating and Budget Verification**

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

## **1.5 ADA Compliance and Requirements**

The designer shall include and comply with the American with Disabilities Act (ADA), Texas Accessibility Standards (TAS), Public Right of Way Accessibility Guidelines, 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.

## **1.6 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.

### **1.7 Sub-consultant and Service Provider Coordination**

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

### **1.8 Utility Services and Utility Easements**

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

### **1.9 Utility Coordination**

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

### **1.10 Private Property**

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

### **1.11 Traffic and Pedestrian Control Plan**

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

## **1.12 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

## **1.13 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% Site Assessment & Pre-Design Report:**

During this phase, the Consultant, in collaboration with any subconsultants, shall conduct all necessary assessments for the project, and provide a report on deficiencies and proposed improvements. During this phase, the Consultant shall have forty-five (45) 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. 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.

### **C. 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.

#### **D. 100% Construction Documents:**

The Consultant is to deliver the following documents suitable for procurement to include

- Single Document Permit Drawings with DOR seal and signature and City of El Paso Planning and Inspection Permit Review acceptance stamps
- Technical Specifications sealed and signed
- Cost Estimate for Construction

#### **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%, 60%, 90% and 100% 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, Streets and Maintenance, Parks and Recreation, 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

### **5.0 REQUEST FOR PROPOSAL BREAKDOWN**

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

### **6.0 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:

- 15% Site Assessment & Pre-Design Report Phase: 45 calendar days
- 60% Pre-Final Design Phase: 75 calendar days
- 90% Final Design Phase: 45 calendar days
- 100% Bid Phase (Signed and Sealed): 30 calendar days

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

The selected engineering firm and project manager are expected to have a minimum of five (5) years of experience, and knowledge on:

- Roadway safety design and requirements and possess the required Texas Professional Engineer license(s).
- City of El Paso Vision Zero Action Plan and Federal Highway Administration Proven Safety Countermeasures.
- Public design standards and requirements.
- Bicycle and pedestrian facility planning and design.
- Traffic calming and engineering.
- Public involvement best practices, techniques, and applications.
- Data analysis, synthesis and documentation.

**DO NOT SUBMIT A COST PROPOSAL AS PART OF THE RFQ PACKAGE.** The city will hold a scoping meeting with the selected consultant to negotiate the final contract terms.

All services described under Design and Bidding will be considered Basic Services. The consultant shall submit a detailed cost proposal based on contract and after agreed negotiations a purchase order will be opened. All services under Construction will be requested, if necessary, by Owner in writing. All Construction Services, if necessary, will be covered by time set forth by the contract.

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

## **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>CRITERIA</b>   | <b>POINTS</b> |
|---|---------------|
| <b>1. EXPERIENCE  </b><br>a. Provide the Prior experience of the project manager and the design team with similar designs of, street reconfiguration, road diets, curb extensions, and other related safety improvements. Including compliance with federal, state and local codes and regulations, and demonstrated success and coordination with local stakeholders.<br>b. Provide resumes for key project personnel to be involved in the project.<br>c. Organization chart showing the hierarchy of the proposed firm and its sub consultants   | 25            |
| <b>2. PROJECT UNDERSTANDING  </b><br>The proposer's project understanding of unique challenges related to traffic safety and traffic calming near parks and within high injury network corridors. Including comprehension of USDOT proven safety countermeasures, quick builds, and the safe system approach.   | 25            |
| <b>3. INNOVATION  </b><br>Evaluation of street adjustments expected conflicts, and creative approaches to address these issues. Including demonstrated experience understanding applying context-sensitive innovative solutions based on site-specific conditions and community feedback.   | 30            |
| <b>4. PRF  </b><br>Evaluation of prior customers' satisfaction with the work of the consultant (PRF Forms)  | 10            |
| <b>5. QUALITY ASSURANCE  </b><br>Outline your internal quality assurance and control processes for your professional services and how it addresses the following:<br><br>a. Proactive Prevention: Identifying and addressing potential issues early in the design phase.<br>b. Systematic Verification: Applying consistent and documented review processes.<br>c. Compliance Adherence: Ensuring all designs meet applicable codes, standards, and regulations.<br>d. Constructability & Maintainability: Reviewing designs for ease of construction and long-term upkeep.<br>e. Risk Mitigation: Identifying and addressing design elements that could lead to safety concerns, cost overruns, or operational failures.<br>f. Documentation & Traceability: Maintaining clear records of all QA activities and decisions. | 10            |
| <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 & 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:

|  |                           |
|--|---------------------------|
| <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 4, 2025</b>     |
| <b>City of El Paso provides responses and clarifications</b>   | <b>August 8, 2025</b>     |
| <b>Deadline for submission of Statement of Qualification (SOQ) and Project Reference Forms PRF (5:00 PM MST)</b> | <b>August 22, 2025</b>    |
| <b>Evaluation of Statements of Qualification completed</b>   | <b>September 5, 2025</b>  |
| <b>Notifications of ranking completed</b>  | <b>September 10, 2025</b> |
| <b>Protest Period Ends</b>   | <b>September 15, 2025</b> |
| <b>City Council recommended contract approval target date</b>  | <b>Oct / Nov 2025</b>     |

The non-mandatory pre-proposal conference will be held via Microsoft Teams on Friday, August 1, 2025 at 11:00 AM (MST).

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

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

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

Meeting ID: 272 423 357 714

Passcode: qs2bC6W7



## **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. Interviews may be deemed necessary by the City Engineer following an assessment of the criteria and final rankings.

### **❖ Indebtedness Ordinance 016529**

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

### **❖ Notice of Results of Review and Ranking**

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

### **❖ Protesting the Rankings**

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

### **❖ Review of Protest**

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

### **❖ Appeal of Final Ranking and Protest**

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

### **❖ Authorization to Negotiate**

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

## **City Council Approval of Contract**

Successfully negotiated agreements will be presented to Council for award.

### **❖ Debriefing**

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

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

### **❖ Debarment Check**

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

### **❖ City Rights**

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

### **❖ Contact with City Employees**

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

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

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

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

If contact is required with City employees, such contact will only be through the Capital Improvement Department email address [aeselection@elpasotexas.gov](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:** August 22, 2025 (5 P.M. MST)

**PROJECT NAME:** 2025-0590r - Traffic Engineering and Design Services for City-Wide Park Safety Intersection Improvements

**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)

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

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

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

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