

# REQUEST FOR STATEMENTS OF QUALIFICATIONS



**CITY OF EL PASO**

**CAPITAL IMPROVEMENT DEPARTMENT**

**SOLICITATION# 2025-0598R**

**ON-CALL PROFESSIONAL SERVICES  
CIVIL ENGINEERING FOR TXDOT PROJECTS**

**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 requesting Statements of Qualification, pursuant to the Professional Services Procurement Act, 23 CFR, Part 172, and Subchapter A, Chapter 2254, of the Texas Local Government Code, from interested and qualified firms to provide professional engineering, architectural, and surveying services on an on-call basis. Effective January 1, 2000 HB 1544 requires that any entity offering engineering services to the public of Texas must register with the Texas Board of Professional Engineers (TBPE). Evidence of TBPE provider registration must be provided to the City and maintained throughout the duration of the contract. The selected firms will contract directly with the City of El Paso and will work cooperatively with the City and other affected entities and team members to successfully provide the full scope of professional services required to complete the project requirements.

## **SECTION II – SCOPE OF SERVICES**

The contracts will be used for miscellaneous assignments on an on-call basis to include:

### **Investigation:**

The firm is responsible for meeting with stakeholders to obtain all necessary design standards and specifications such as the City of El Paso Design Standards, Federal, and State standards, among others.

### **Design:**

Design shall meet all City, State, and Federal requirements for the project and shall be performed in phases as presented in the project schedule specified for each project.

The firm is responsible to submit a turnkey design product. The firm shall be responsible for providing State of Texas licensed Engineers, Architects, and Land Surveyors required by the State to perform this type of project design specified. The firm shall follow State design specifications and procedures for the development of the specified project and comply with all laws, regulations and policies set by the City of El Paso and the State. Irrigation design shall be designed by a licensed irrigator registered in the State of Texas and shall comply with City of El Paso Design and Construction Standards for park facilities. In addition, the firm shall be responsible for necessary TDLR fees, registration, and for inspection.

Aside from complying with local building codes, the firm shall comply with the City of El Paso Design Standards for Construction and Grading Ordinance, City of El Paso Design and Construction Standards for park facilities, City of El Paso Capital Improvement Department Drawing Guidelines, City of El Paso Bike Plan, National Association of Transportation Officials Urban Bikeway Design and Urban Street Design Guide, and the Dark Sky Ordinance as applicable. The firm is responsible with ensuring the project design is compliant with all federal, state, and local regulations and ordinances.

Early in the design the firm shall coordinate with the City Purchasing Director and staff and City support departments to prepare proposal notices, create proposal documents and assist in procurement of materials, rental/lease equipment, professional design services, selection cross sections, or other items needed to implement the federal/state funded projects, this may include multiple proposals for contracted work for various projects.

Provide Architectural/Civil Engineering project management and design and survey services, plans, contract documents, estimates and specifications and prepare construction contracts and an Engineer's Report, if requested.

Sole sourcing will not be allowed. The firm shall prepare both design and performance specifications. The firm shall provide a guide schedule of testing and sampling meeting current Texas Department of Transportation (TxDOT) specifications. Buy America must be enforced during design process.

The firm shall respond to comments regarding constructability, operability reviews on proposed construction projects and assist the City with but not limited to the following items: Review of proposed construction projects including such items as detail and cut omissions and inconsistencies between plans and specifications, vague or ambiguous notes, references, and lack of coordination between the drawings of all disciplines involved in the project.

#### **Errors and Omissions on Design:**

The firm shall make revisions to the work authorized which are necessary to correct the firm errors and omissions appearing therein, when required to do so by the City (Owner). No additional compensation shall be paid for this work. The selected firm may be financially responsible for rework and any extended general conditions for change orders during construction that are determined to be due to an error or omission.

#### **Studies and Reports:**

The firm shall perform research and database creation to conduct studies and produce reports to include investigations, drawings and sketches and, cost estimates. Reports shall include description of alternatives considered, estimates of construction costs, conclusions and recommendations. This task includes the preparation of feasibility studies, structural analysis, design analysis, traffic impact analysis, and other studies as required.

#### **Planning:**

The firm shall assist the City in providing schedules for obtaining utility easements, utility service lines and other permits. The firm shall comply with requirements set by the City's Capital Improvement and Planning and Inspections Departments and TxDOT. Preparation of plans, specifications and cost estimates for design of buildings, structures and similar construction, design of street and drainage improvements, other site improvements, civil, structural, soils forensic engineering, and subsurface utility engineering to include records research and field verification. The firm shall present design to City of El Paso Bicycle Advisory Committee for specified projects.

#### **Soils Investigation:**

The firm shall provide a soil investigation and soils forensic engineering, and pavement design report for specified projects. Pavement design report shall include a life expectancy analysis.

**Cost Estimates:**

The firm shall develop and submit the construction cost estimates. The cost opinion of construction cost provided by the Consultant, as required herein, are to be made in light of such familiarity and are expected to be within **ten percent (10%)** of the bid for the base bid item expected from the lowest responsible bidder. As noted herein, if the all responsible bids exceed the final cost opinion by more than **ten percent (10%)**, the firm agrees, at the direction of the City, to redesign the project without additional charge to the City in order to bring the project within the budgetary limitations. After bidding, the firm shall submit a bid evaluation per bid item table and a letter of recommendation/rejection of bids.

**Design Analysis:**

The firm shall perform design analysis for t h e project to ensure public safety. Design analysis shall include all engineering calculations for review by the City, governmental authorities who may have jurisdiction over each construction contract, and public utilities. All design analysis must comply with all applicable City, County, State, and Federal laws and regulations.

**Technical Specifications:**

The firm shall prepare and provide technical specifications. The specifications shall be based on the most current version of TxDOT specifications. No sole sourcing shall be allowed. All specifications must include type of materials listed in the construction drawings, placement method and quality control and quality assurance testing. The specification shall correlate with unit price format. All specifications must comply with established specification standards and formats. The firm shall provide both design and performance specifications.

**ADA Compliance and Requirements:**

The firm shall include and comply with Americans With Disabilities Act (ADA), the 2022 Texas Accessibility Standards (T.A.S), and Texas Department of Licensing and Regulation requirements.

Under this contract, the firm will employ the services of a Registered Accessibility Specialist (RAS) to perform a review of design documents and inspection of construction. The firm shall comply with RAS design comments.

**Public Art:**

If directed by the Capital Improvement Department, the firm shall coordinate with the Museum & Cultural Affairs Department (MCAD) for concept, design and installation of the Public Art.

**Surveys:**

The firm shall provide all topographic, horizontal surveys necessary to provide a complete design. Survey shall include project boundaries, improvement surveys and identify all utilities. Immediately after NTP, the firm shall verify all ROW boundaries and identify any conflicts with the project.

### **Geometric Improvements:**

The firm shall provide a detailed schematic and preferred geometric alignment, including typical section(s) that should be defined enough to determine basic requirements such as drainage structures, right of way (ROW), business or home relocations, and utility conflicts that must comply and meet with all applicable City, County, State, and Federal laws and regulations.

The firm shall be responsible for the preparation of traffic data. Add existing ROW limits and location of utilities. Generate preliminary cross sections to aid in determining ROW needs and control of access restrictions, and examine needs for special drainage or run-off pollution control measures, and hydraulic system issues. Show how constraints will be handled, consider utility conflict, and identify potential conflicts. Prepare and evaluate pavement design report for compatibility with proposed construction, skewed intersections or replace with better functional and operational design. Identify needed design exceptions or waivers. Establish sizes of drainage structures add location and size to schematic. Obtain project specific minute order, if required. Coordinate landscape with landscape architect.

Initiate railroad coordination for all work within railroad ROW. Locate all potential railroad crossings within project limits and determine existing crossing within project limits. Determine existing crossing conditions, traffic control, and identify the need and recommendations for interconnection, closing or consolidate grade crossings.

### **Environmental Issues:**

The firm to comply with all National Environmental Policy Act (NEPA) requirements will perform an environmental study. The firm may use a subcontracted provider if the prime firm does not have the capability to perform this task with available staff.

### **Building Permits, Special Permits, and Other Land Use Permits:**

The firm shall be responsible to comply with all local, state, and federal codes. The firm shall be responsible to submit required sets to City of El Paso Planning and Inspections Department (BP&I) for review and approval during final design phase period. The firm shall be responsible to obtain approval from BP&I before the construction documents are submitted for bid advertisement. It shall be the responsibility of the firm to follow up review and approval process with the BP&I. After approval, the firm will pick up approved plans and store them in a safe place. The firm shall not be responsible to pull permit. The pulling of the permit shall be responsibility of building contractor. BP&I shall be responsible to review grading and drainage, storm water pollution prevention plan, electrical, structural, mechanical, plumbing permit requirements.

The firm shall be responsible for the preparation all documents that include but are not limited to: metes and bounds descriptions, site plans, elevations, floor layouts, and applications for permits, special permits, zoning changes, and land use permits. The provider shall represent the City of El Paso to make presentations, answer questions at the City of El Paso Bicycle Advisory Committee meetings and City Council meetings.

### **Storm Water Pollution Prevention and Erosion Control Plan:**

The firm shall prepare and provide storm water pollution prevention plan. The firm shall be responsible to be knowledgeable on the storm water pollution prevention plan requirements. The storm water pollution prevention plan shall be submitted to BP&I and TxDOT district office for review and approval.

### **Utility Services and Utility Easements:**

Based on the design, the firm shall coordinate with all utilities and interested parties that will be affected by the proposed project improvements. The firm shall submit all applications to the utilities and interested parties on behalf of the City. However, the City shall pay all utility service fees. The firm will not pull the installation of service. The building contractor shall coordinate the installation of the service. Construction documents shall clearly show all utility company contacts and type of service requested. Before the construction documents are submitted for bid advertisement, the firm shall submit all utility service requests. The firm shall prepare all metes and bounds descriptions for utility easements and/or vacations. The firm shall coordinate easements and/or vacations with City staff and respective utility companies and all interested parties. All documents and coordination efforts by the firm shall be complete by or before the 90% design phase due date. A checklist of all coordinated services, easements shall be submitted monthly.

### **Utility Coordination:**

The firm shall be responsible to verify utility locations in the field and coordinate design efforts with all affected utility companies and interested parties. The purpose is to minimize utility relocation without compromising design standards. The firm shall verify utility lines, valves, covers, manholes, etc. from the different utility companies and interested parties during the preliminary design phase, subsurface utilities shall be included as part of the firm's responsibilities to include records research and field verifications. All existing utility structures shall be shown on the preliminary design plan submittal. The firm shall meet with all affected utility companies and interested parties to discuss proposed design. Based on these coordination meetings and correspondence that is sent between the firm and utility companies and interested parties the need and extent of relocation shall be determined. If a dispute arises, the firm shall immediately setup a meeting between the City's Project Manager and the utility company or interested parties to resolve the dispute. The firm, on behalf of the City, shall request from all utility companies or interested parties that they relocate all lines that conflict with new improvements. However, El Paso Water Utilities (EPWU) can request that the City include as part of the street and drainage improvement bid package the relocation of their utility lines provided that the utility company or interested parties signs an agreement with the City and funding is provided. The firm shall coordinate this effort with the utility companies and interested parties and advise them of the City policy to minimize pavement cuts on new roadways. All correspondence and meeting minutes shall be submitted to the City when each phase is due. Construction documents shall clearly show all existing and proposed utility lines and utility company or interested party contacts. All documents and coordination efforts by the firm shall be complete by or before the final design phase due date. The firm shall submit all utility clearance letters from each utility company or interested parties by or before the 90% design phase. If relocations cannot occur before construction consultant must incorporate into construction phasing and coordinate relocation date.

### **Public Involvement:**

The firm shall assist the City throughout public outreach activities required by the NEPA or City processes in providing plans/exhibits showing the proposed improvements and how those improvements will affect adjacent property owners and in identification of stakeholders. Community meetings will be held for the design phase, and the firm shall be responsible to attend to include virtual meetings, prepare the presentation, display required exhibits for the proposed improvements, and assist the City in answering any questions.

**Street Car Track Access:**

If required, the firm shall be responsible to follow the Track Access Program Policy on the El Paso Streetcar (EPSC) Operational Right-of-Way (ROW) and under any streetcar infrastructure within 10 feet and 25 feet of the track centerline to include trenching and/excavations. <http://www.sunmetro.net/streetcar/track-access>.

**Traffic and Pedestrian Control Plan and Analysis:**

The firm shall provide a traffic and pedestrian control plan based on traffic analysis. Traffic analysis may also include miscellaneous assignments related to planning, geometric design and traffic operations of roads, streets and highways and their networks, terminals, abutting lands and relationships with other modes of transportation for the achievement of safe, efficient and convenient movement of people and goods. The firm will be required to present Traffic and Pedestrian Control Plan to TxDOT's safety review committee.

**Construction Sequencing Plan:**

The firm shall provide a construction-sequencing plan. The firm shall take into consideration all work tasks required of all base bids, and different work tasks to include EPWU, which shall be shown as other phases or on its own.

**Construction Schedule:**

The firm shall meet with City's Project and Construction Managers to determine construction schedule. The schedule shall consider lead delivery time of materials, equipment, and any known utility relocations. The firm shall evaluate proposed changes to the contract and actively manage impacts to the project. The meeting shall be held after pre-final plans are submitted, but before Final Design Notice to proceed is issued. The information will allow the firm to prepare a current market cost estimate at the final design phase submittal.

**Contract Time Determination:**

The firm shall prepare a contract time determination to identify clearly and accurately the critical path as the longest continuous path. Provide a legend for all abbreviations, run date, data date, project start date, and project completion date in the title block necessary for the activities and estimated expected duration of the activity or milestone indicating the progress of the project.

Using calendars incorporate seasonal weather conditions into the schedule for work (e.g., earthwork, concrete paving, structures, asphalt, drainage, utilities, etc.) that may be influenced by temperature or precipitation. Also, include non-work periods such as holidays, weekends, or other non-work days as identified in the contract.

**PRODUCTS REQUIRED:**



### **Pre-Design Report (If applicable)**

The firm shall be responsible to deliver a Pre-Design Analysis before submitting the 30% design phase, after notice to proceed' the schedule for the predesign report will be determined on a per project basis. This process shall include but not be limited to the following:

- Evaluate existing ROW and expected ROW acquisition if any
- Evaluate street alignment
- Develop typical sections
- Pavement design based on geotechnical recommendation
- Identify possible utility conflicts
- Identify possible additional conflicts with proposed improvements
- Provide construction estimate of proposed improvements
- Evaluate bicycle and pedestrian improvements

### **30% Design:**

The firm shall submit the following preliminary design submittal, as applicable.

- Coversheet (90% complete)
- Quantity Summary Sheet (100% complete)
- Landscape Architectural Plan and Details (50% complete)
- Electrical Plan and Details (50% complete)
- Mechanical Plan and Details (50% complete)
- Plumbing Plan and Details (50% complete)
- Horizontal Control Plan (90% complete)
- Demolition Plan (90% complete)
- Construction Notes (50% complete)
- Storm Water Pollution Prevention Plan (75% complete)
- Typical Construction Details (75% complete)
- Site Plan (75% complete)
- Grading Plan (50% complete)
- Landscape Plan (50% complete)
- Typical Landscape Details (75% complete)
- Preliminary Irrigation Layout (40% complete)
- Typical Irrigation Details (75% complete)
- List of Governing Specs (100% complete)
- TxDOT Form 1002
- TxDOT Form 2443
- General Notes
- Engineer's Estimate and TxDOT form Estimate
- Environmental Scope Development Tool
- Design Criteria
- Geotechnical Report
- Pavement Design Memo (if applicable)

- Utility Status and coordination report

If the City considers the submittal as not compliant to the above-required completion percentages, the provider must resubmit as per the above-mentioned requirements. Additional forms might be required as requested by the City.

### **60% Design:**

The firm shall submit the following pre-final design phase submittal, as applicable:

- Coversheet (100% complete)
- Quantity Summary Sheet (100% complete)
- Architectural Plan and Details (75% complete)
- Electrical Plan and Details (75% complete)
- Mechanical Plan and Details (75% complete)
- Plumbing Plan and Details (75% complete)
- Horizontal Control Plan (100% complete)
- Demolition Plan (100% complete)
- Construction Notes (90% complete)
- Storm Water Pollution Prevention Plan (100% complete)
- Typical Construction Details (100% complete)
- Special Construction Details (75% complete)
- Site Plan (95% complete)
- Grading Plan (95% complete)
- Landscape Plan (95% complete)
- Typical Landscape Details (100% complete)
- Special Landscape Details (75% complete)
- Pre-final Irrigation Layout (75% complete)
- Typical Irrigation Details (100% complete)
- Special Irrigation Details (75% complete)
- Outline of Specs (100% complete)
- List of Governing Specs (100% complete)
- TxDOT Form 1002
- TxDOT Form 2443
- TxDOT Form 2229
- General Notes
- Engineer's Estimate and TxDOT form Estimate
- Environmental Scope Development Tool
- Design Criteria
- 30% complete action items report and complete review comment forms
- Engineer's Seal
- Contract time determination
- Certifications (ROW, Utilities, etc.)
- Temporary Road Closure Request
- Construction Speed Zone Request
- TDLR Registration Form

- Redlines showing quality control
- Utility Status and coordination report

If the City considers the submittal as not compliant to the above-required completion percentages, the provider must resubmit as per the above-mentioned requirements. Additional forms might be required as requested by the City.

### **95% Design:**

The firm shall submit, at a minimum, the following final design phase submittal, as applicable:

- Cover Sheet (100% complete)
- Quantity Summary Sheet (100% complete)
- Architectural Plan and Details (100% complete)
- Electrical Plan and Details (100% complete)
- Mechanical Plan and Details (100% complete)
- Plumbing Plan and Details (100% complete)
- Horizontal Control Plan (100% complete)
- Demolition Plan (100% complete)
- Construction Notes (100% complete)
- Storm Water Pollution Prevention Plan (100% complete)
- Typical Construction Details (100% complete)
- Special Construction Details (100% complete)
- Site Plan (100% complete)
- Grading Plan (100% complete)
- Landscape Plan (100% complete)
- Typical Landscape Details (100% complete)
- Special Landscape Details (100% complete)
- Pre-final Irrigation Layout (100% complete)
- Typical Irrigation Details (100% complete)
- Special Irrigation Details (100% complete)
- Outline of Specifications (100% complete)
- List of Governing Specs (100% complete)
- TxDOT Form 1002
- TxDOT Form 2443
- TxDOT Form 2229
- General Notes
- Engineer's Estimate and TxDOT form Estimate
- Environmental Scope Development Tool
- Design Criteria
- 60% complete action items report and complete review comment forms
- Engineer's Seal
- Contract time determination
- Certifications (ROW, Utilities, etc.)
- Temporary Road Closure Request
- Construction Speed Zone Request

- TDLR Registration Form
- Performance end date
- Redlines showing quality control
- Utility status and coordination report

If the City considers the submittal as not compliant to the above-required completion percentages, the provider must resubmit as per the above-mentioned requirements. Additional forms might be required as requested by the City.

### **100% Design:**

The firm shall re-submit the 95% documentation with City and TxDOT's comments addressed. The firm shall provide an electronic copy of all approved environmental documents.

### **Bidding and Construction:**

The firm shall provide constructability, ability to bid, operability reviews on proposed construction projects. The review will cover such items as detail and cut omissions and inconsistencies between plans and specifications, vague or ambiguous notes and references and lack of coordination between drawings of all disciplines involved in the project.

The firm shall submit the following for bidding both in hard copy and in electronic format:

- Full and complete sealed set of drawings
- Full and complete sealed set of technical specifications and list of governing specs (latest TxDOT specifications) both in hard copy and electronic format
- Detailed scope of work both in hard copy and electronic format
- Detailed unit price bid proposal form, both in hard copy and electronic format
- Detailed real-world value cost estimate
- Construction time determination schedule

During the bidding process, the firm shall respond to all questions from prospective bidders, attend a pre-bid conference, and if required prepare addendums. The bids shall be advertised as a unit price contract.

After bid opening, the firm shall provide all documentation required for State concurrence, these items include:

- Engineer's Cost Estimate line item review
- Engineer's Bid Tab review and recommendation letter

During the construction phase, the firm shall assist the City, on a time and materials basis, with but not limited to the following items:

- Responding to all questions from the contractor (requests for information, RFIs)
- Providing advice and recommendation to the Owner and other technical engineering functions and analysis as may be required by the City
- Reviewing contractor technical submittals

- Participate in “punch list” inspection and provide punch list to Owner
- Produce and provide a set of reproducible (11”x17”) “as-built” drawings of new construction in electronic format or hard copy if requested

During construction, project closeout the firm shall produce and provide a set of “as-built” (11”X17”) in electronic format, AutoCAD file, and USB flash drive displaying the firm name and project.

### **Construction Observation:**

The firm shall provide the following and upon request:

- Designate and assign a project representative, subject to the approval of the City, who will serve as the point of contact during the on-site observation and inspection of the construction work in progress and to ascertain that the work is properly executed in conformance with the drawings and specifications.
- The project representative will be responsible for the complete coordination of work developed under each assignment. Work will be accomplished with adequate controls and review procedures to eliminate conflicts, errors, and omissions, and to ensure the technical accuracy of all design information.
- Attend the weekly construction meetings as requested, to be scheduled by the City Project Manager. Other periodic meetings shall be held whenever requested by the City to discuss project progress and resolve project issues. The firm shall be required to attend and participate in all design conferences pertinent to the work being performed.
- Respond to Requests for Information (RFIs) within three (3) business days
- Conduct project site visits and produce a project observations report within three (3) business days of the project site visit as requested by the Project Manager.
- Review and approve material sourcing and any material updates meeting current TxDOT specifications.
- Review and approve contractor shop drawings and material submittals and make recommendations within three (3) business days at a maximum or within a schedule previously agreed established by the City Project Manager and with the final approval by the City.
- Prepare cost estimates for street and drainage improvements, park and site improvements, and other project estimates as requested when the contractor submits a change order.
- Provide as-built drawings of new construction.
- Provide other civil engineering functions and analysis as may be required by the City as unforeseen conditions may occur.
- Participate in punch list inspections as scheduled by the City Project Manager
- Provide a letter at the end of the construction to certify that the project was constructed according to project requirements, plans, and specifications.

### **Reproduction:**

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

**APPROVED TOTAL PROJECT BUDGET: DO NOT SUBMIT A COST PROPOSAL AS PART OF THE RFQ PACKAGE.**

The City will hold a scoping meeting with the selected firms to negotiate the final contract terms.

All services described under Design and Bidding will be considered Basic Services. The firm shall submit a detailed cost proposal and, after an appropriate fee is negotiated, a purchase order will be opened. If necessary, Construction Services will be requested by the City in writing. All Construction Services if necessary will be covered by time set forth by the contract.

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

Selected firms must comply with minimum qualifications of:

- Five (5) years of relative civil engineering experience.
- Assigned project manager or representative must be a registered Professional Engineer in Texas and demonstrate knowledge of applicable City, State, and Federal regulatory requirements.

### **KEY OBJECTIVES:**

Selected firms are expected to achieve the following:

- To coordinate work with the Capital Improvement Department and User Departments to resolve issues.
- Implementation of creative and innovative approaches to address project requirements.
- Ensure that the project will support the relevant department's mission, accreditation standards, and compliance with best practices.
- Design and provide construction set of drawings and specifications for each project.
- Develop a schedule and enforce compliance of the project schedule.
- Develop a budget and enforce compliance of the project budget.

### **OTHER CONSIDERATIONS:**

- Work to be coordinated with the Capital Improvement Department, TxDOT, EPWU, El Paso Water Improvement District (EPWID), and all other affected utility services, and all affected stakeholders and interested parties.
- Design shall follow City's Department of Information Technology Services requirements for fiber optic, computer equipment, and telephone systems, if applicable.

#### **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.

**(Please see Exhibit B – Sample Project Description and Sample Project scope of Services)**

**For the purpose of evaluation, firms are expected to base their responses on the sample project scope in Exhibit B.**

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

For the purpose of evaluation, providers are expected to base their responses on the Sample Project in Exhibit B.

<b>CRITERIA</b>	<b>POINTS</b>
Prior experience of the project manager and design team in similar federally funded road assigned project design and proposed methodology for accomplishing the work	<b>20</b>
The proposer's project understanding of the sample project (see sample project description in Exhibit B), coordination required, site observations and evaluation, expected conflicts and approach to address project issues and propose value engineering solutions. Response is in respect to the sample project provided in Exhibit B.	<b>30</b>
Evaluation of the firm's schedule for the sample project in Exhibit B, including narrative of issues and proposed solutions	<b>15</b>
The proposer's team prior experience and qualifications and preparing a NEPA document for federally funded projects if required. Provide expected NEPA documentation for sample project in Exhibit B.	<b>25</b>
Evaluation of prior customer satisfaction with the work of the firm	<b>10</b>
<b>TOTAL POINTS</b>	<b>100</b>

The submittal shall follow an outline that mirrors the selection criteria above. In addition, the firm shall clearly label and provide contact information where necessary to establish the minimum qualification requirements.



## **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
- Interviews (if necessary)
- Notification with selected firm
- Protest Period (if interviews were conducted)
- 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 4, 2025</b>
<b>Deadline for submission of written questions and requests for clarification (5:00 PM MST)</b>	<b>August 6, 2025</b>
<b>City of El Paso provides responses and clarifications</b>	<b>August 11, 2025</b>
<b>Deadline for submission of Statement of Qualification (SOQ) and Project Reference Forms (PRF) 5 PM MST</b>	<b>August 25, 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>November 2025</b>

The non-mandatory pre-proposal conference will be held via Microsoft Teams on Monday, August 4, 2025 at 3:00 PM (MST).

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

Microsoft Teams [Need help?](#)  
[Join the meeting now](#)

Meeting ID: 227 253 132 030 3

Passcode: VU7AJ26r

## **SECTION VII - GENERAL INFORMATION**

### **❖ Instructions**

The City of El Paso shall not be held responsible for any oral instructions. Any changes to this RFQ will be in the form of an addendum, posted on the City's solicitation page at <https://www.elpasotexas.gov/capital-improvement/solicitation/>

### **❖ Statement of Qualifications**

All Statements of Qualifications meeting the minimum qualifications outlined in the RFQ will be evaluated and scored by the Evaluation Committee. The Evaluation Committee will submit scores to the Capital Improvement Department Contract Manager. The Contract Manager will compile all scores and based on the scores, determine the ranking. The final rankings will then be forwarded to the City Engineer for approval.

### **❖ Indebtedness Ordinance 016529**

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

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

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

### **❖ Protesting the Rankings**

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

### **❖ Review of Protest**

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

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

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

### **❖ Authorization to Negotiate**

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

## **City Council Approval of Contract**

Successfully negotiated agreements will be presented to Council for award.

### **❖ Debriefing**

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

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

### **❖ Debarment Check**

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

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.

### ❖ **Assignment of Task Orders**

On-call task assignments are given to the most qualified for the specific scope of work. Task Order Requirements Notices (Exhibit C) are issued to all of the on-call providers of the specific discipline (e.g., civil engineering). Responses to task order requirements notices are evaluated by the project team and the most qualified is selected to initiate negotiations with.

An alternate task order assignment approach may be used when the Project Team and the evaluators believe that the City already has sufficient information in the relevant SOQs to determine the most highly qualified firm for a specific task order requirement without the need to request supplemental information. When using this approach, the following procedures apply:

1. Evaluators analyze and evaluate each relevant SOQ on file using the aforementioned criteria in Section 1. Following this initial evaluation, the evaluators may determine that additional supplemental information is not necessary. The evaluation of each firm's qualifications and the basis for the determination that additional supplemental information is not necessary is to be supported in writing by citing the specific information identified in the relevant SOQ, which is responsive to each of the evaluation criteria.
2. Next, after making a reasonable determination that no additional supplemental information is necessary, the Contract Development Coordinator will notify all on-call awardees in the discipline specific pool of the project requirements and to allow the firms the opportunity to submit additional qualifications information, if they so choose, in response to the specific task order requirement.

Following receipt of any supplemental information, the evaluators must incorporate and evaluate this new information along with the existing information in the relevant SOQ.

**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 25, 2025 (5 P.M. MST)

**NAME:** 2025-0598R On-Call Professional Services – Civil Engineering for TXDOT Projects

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

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

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

**QUESTIONS:**

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

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

How would you rate work performed by this firm on your project?

Was the project completed on time?

Was the project completed within budget?

What was the quality of the work performed?

Was staff proactive in solving problems that may have occurred on your project?

What was the extent of staff turnover? (10=low staff turnover, 1=high staff turnover)

Would you be willing to contract with this firm again? (10=Yes, 1=No)

Rate: 1-10 (Only)


**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**

## **EXHIBIT “B”**

### **EVALUATION CRITERIA – SAMPLE PROJECT DESCRIPTION**

The Sample Project is the **Piedras Street Reconstruction and Shared Use Path**, which is for the reconstruction of Piedras Street from Alameda Avenue to Paisano Drive. This reconstruction of this 0.5-mile segment of roadway would consist of:

- 4 travel lanes north of Magoffin Ave and 2 travel lanes south of Magoffin
- Landscaped parkways within right of way, sidewalk, and shared use path
- Illumination
- Drainage infrastructure/ ponding areas

The approximate right of way varies between approximately 65’ and 80’.

#### **SAMPLE PROJECT SCOPE OF SERVICES**

The project includes topographic surveying, right-of-way mapping, traffic control, geotechnical, environmental investigations and document preparation, illumination, landscaping/irrigation and design services. The project includes development of roadway geometry, drainage and traffic. The consultant team must prepare the required environmental document for approval by the designated agency.

Coordination with the various agencies as well as TxDOT is required. The consultant team will also be required to prepare a complete bid package, participate during the bid phase (respond to any questions received by prospective bidders and attend a pre-bid conference). Construction phase services will include responding to requests for information, checking submitted shop drawings and developing final as-built plans. Construction engineering and inspection services are not included for this specific project. Because Federal and State funding could be used for this Sample Project, all efforts must conform to the latest editions of the TxDOT Project Development Process Manual, the Roadway Design Manual, the PS&E Preparation Manual, TxDOT accepted environmental and Right-of-way processes, and other applicable codes, ordinances, criteria, standards, regulations, policies, guidelines, practices and procedures.

It is estimated that the project will start on the design and environmental process September 2023. NEPA clearance is expected 3 months before the letting date. Letting date is projected to be February 2025.

The Provider shall include a schedule showing major design phases through the TxDOT process. Schedule shall include project initiation, submittal dates, DDR dates, design completion date, letting and award dates, crucial environmental milestones, and construction time.



**EXHIBIT “C”  
TASK ORDER REQUIREMENT NOTICE**

Architectural-Engineering services are required to: [insert description of task order requirement] under contract 20XX-XXXX

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

1. Key Staffing: What are the qualifications of the personnel who will be working on this task order? Persons identified as key staff may not be substituted without written approval by the City.
2. Relevant Experience and Past Performance: Provide a brief description of the qualifications and experience, to include specific projects, your firm has conducted relevant to the scope of this task order. Relevant Vendor Performance Reports if available may also will be reviewed.
3. Technical: Provide a brief description of your proposed technical approach to this specific task order.

Covers, tabs, and graphics are not needed.

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

The City will review the technical capabilities, as reflected in the responses to the request for supplemental information in conjunction with the relevant SOQ on file, to determine the most highly qualified firm for this task order. Additional discussions may occur once the information has been reviewed; however, the intent is to make the selection decision based on the information provided. Selection of the most highly qualified firm will use the selection criteria included in the relevant RFQ. Please submit your information in PDF format via email at [aeselection@elpasotexas.gov](mailto:aeselection@elpasotexas.gov) or a file sharing platform such as One Drive.

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