

REQUEST FOR STATEMENTS OF QUALIFICATIONS



CITY OF EL PASO

CAPITAL IMPROVEMENT DEPARTMENT

SOLICITATION# 2026-0187R

**ON CALL PROFESSIONAL SERVICES
MUNICIPAL SOLID WASTE ENGINEERING**

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 from qualified firms to contract with the City to provide professional municipal solid waste engineering services on an on-call basis. The firms will contract directly with the City and will work cooperatively with the City and other project team members to successfully provide the full scope of professional services required to complete project requirements.

SECTION II – SCOPE OF SERVICES

The on call municipal solid waste engineering services contracts will be used on an on-call basis. Services and their tangible products may include, but not be limited to:

- Investigations, studies, plans, permitting, and reporting
- Title V Operating Permits and new site permitting
- GHG monitoring
- Environmental sampling and testing
- Regulatory compliance assessments
- Design (including cell lining, closure and post closure)
- Plans, specifications, scheduling, budgeting, and cost estimating
- Preparation of construction documents
- Construction oversight and administration
- As-built plans
- Route studies
- Other services as requested

PERFORMANCE OF SCOPE

The firms must maintain sufficient knowledge to demonstrate compliance with federal and state solid waste rules and regulations, including but not limited to 30 Texas Administrative Code Chapters 330 and 335, regulating the management of municipal solid waste and industrial and hazardous waste. The firms may be required to provide the following types of municipal solid waste services:

- Perform groundwater sampling and analytical laboratory testing, analytical data management including validation, statistical data evaluation, and analytical reporting in accordance with requirements for municipal solid waste in landfills in Texas.
- Manage groundwater monitoring well installation or abandonment activities.
- Prepare groundwater sampling and analysis plans, groundwater monitoring reports, statistical analysis plans and reports, and groundwater monitoring well installation or abandonment reports for Texas Commission on Environmental Quality (TCEQ) approval.
- Prepare storm water pollution prevention plans and conduct storm water quality monitoring activities at landfill facilities.
- Prepare landfill gas management plans, conduct landfill gas monitoring, install or abandon landfill gas monitoring probes or landfill gas vents, identify, design and implement landfill gas management correction action programs, and design and install passive or active landfill gas removal systems.
- Conduct periodic Tier II Non-Methane Organic Compound air sampling and analysis, perform air emission calculations, and prepare air permit application documentation and annual emissions inventories.
- Update and prepare landfill closure and post-closure cost estimates.

- Prepare permit modifications/amendments for municipal solid waste permit documents and obtain TCEQ approval. The firms may also be required to prepare and submit permit amendments and permit modifications to applicable regulatory agencies.
- Perform topographical surveys of landfill facilities and volume calculations for the completion of annual waste reports. Periodic topographical with aerial photography may also be requested.
- Design, prepare construction plans and specifications and oversee construction solid waste landfill facility components; such as, , landfill cells, leachate collection and management systems, final cover systems, storm water management and erosion control structures and citizen collection sites, collection and material recovery facilities, and transfer stations.
- Conduct feasibility studies or strategic planning activities.
- Conduct routing and collection service planning studies that may be used to optimize residential collection routes.
- Provide technical services related to waste screening, waste characterization, waste minimization, recycling, waste-to-energy, and other renewable energy systems.

HOUSEHOLD HAZARDOUS WASTE PROGRAM

The firms may be required to provide the following household hazardous waste program services:

- Design, prepare construction plans and specifications and oversee construction of household hazardous waste collection facilities;
- Prepare operational and health and safety plans for household hazardous waste collection facilities;
- Provide operational and safety procedures training to City of El Paso personnel rat household hazardous waste collection sites, including 40-hour and 8-hour refresher OSHA HAZWOPER training.
- Assist the City of El Paso in the classification and proper disposal of household hazardous and non-hazardous waste.

KEY OBJECTIVES:

The selected firms are expected to provide the following services:

- Serve as the Owner's representative for construction projects, coordinating directly with the City of El Paso Capital Improvement Department on all related tasks and construction activities.
- Advocate the interests of the City of El Paso.
- Implement creative and innovative approaches to problem solving.
- Provide effective and informative reports of the progress, and schedule and budget status of on-going work activities.
- Implement an effective quality assurance program.
- Assess the adequacy of contractor schedules, including overall and look ahead schedules; monitor and report on schedule performance and where necessary identify schedule recovery measures.
- Monitor and report on project construction and construction management budgets.

ELECTRONIC DOCUMENT MANAGEMENT

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

- Concept documents
- Investigative studies and analytical testing reports
- Permits and supporting documentation

- Design documents including specifications and estimates
- Bid documents
- Contract terms and conditions
- Construction drawings and documentation
- Correspondence
- Environmental Documentation
- Quality Assurance/Quality Control
- Meeting minutes

The selected firms are to provide electronic access to the Capital Improvement Department Project Manager or his/her designee for the duration of each task order issued under this contract.

SECTION III – MINIMUM QUALIFICATIONS & EXPERIENCE

The selected firms shall comply with the following minimum qualifications:

- The firm shall have a minimum of four (4) years extensive practical experience providing municipal solid waste engineering services.
- The firms shall have a minimum of two (2) years extensive practical experience related to hazardous waste services.
- Field staff must be current on all applicable OSHA required health and safety training such as Hazardous Waste Operations and Emergency Response (HAZWOPER) training and first aid.
- The assigned project manager must be a registered Professional Engineer in Texas.

REQUIRED KNOWLEDGE AND SKILLS

- The selected firm must provide for groundwater sampling and analytical laboratory testing, analytical data management including validation, statistical data evaluation, and analytical reporting in accordance with requirements for municipal solid waste in landfills in Texas.
- Laboratory shall maintain accreditation in accordance with National Environmental Laboratory Accreditation Program (NELAP), demonstrate successful participation in appropriate proficiency analytical testing programs, and be in good standing with the EPA and TCEQ.

The firms shall have the following skills and abilities:

- Timely responsiveness to requests for services
- Development of and adherence to schedule and budget deadlines
- Effective communication skills, both verbal and written
- Effective conflict resolution skills
- Ability to establish and maintain positive relationships with regulatory authorities, City staff, and other stakeholders
- Effective negotiation skills
- Effective organizational skills
- Economize project resources
- Effective public relations skills
- Keep a photo log
- Maintain an accurate and current submittal log
- Knowledge and application of project management and engineering best practices

SECTION IV – EVALUATION CRITERIA

The following are the criteria the City will use to evaluate the Statements of Qualifications received in response to this RFQ.

The City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. The City may consider the history of the firm in complying with project programs, schedules, and budgets on previous City projects.

CRITERIA	POINTS
1. Firm's experience and capabilities related to municipal, industrial, and household hazardous waste management and engineering, environmental sampling, testing, and reporting	20
2. Qualifications and experience of proposed project managers and supporting staff	20
3. Experience with work of a similar scope and complexity	15
4. Project Management Plan	15
5. Quality Assurance and Quality Control (QA/QC) plan	10
6. Understanding of municipal waste collection and management best practices	10
5. Evaluation of Prior Customer's Satisfaction with the Work of the Firm (PRFs)	10
TOTAL POINTS	100

SECTION V - SUBMITTAL REQUIREMENTS

Firms interested in the above project shall submit a Statement of Qualifications (SOQ) to address the SOQ criteria by the specified cutoff date and time. The SOQ shall be a maximum length of 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, full address including City, State, Zipcode, project title, principle point of contract including name, phone number and email address.

All firms shall submit a Project Reference Form for all references. Current City of El Paso Capital Improvement Department employees may not provide references. Please be advised that the City has recently implemented a Vendor Performance Management System and reserves the right to use current vendor performance reports in evaluating past performance.

Please see Exhibit A – Project Reference Form (PRF)

DO NOT SUBMIT A COST PROPOSAL AS PART OF THE SOQ PACKAGE:

Please submit the SOQ electronically via email, One Drive or other file sharing platform at the time and date listed in the schedule on the following page.

Direct your submission to:

Elsa Rodriguez, Contracts Manager

aeselection@elpasotexas.gov

A confirmation email will be sent for all SOQs within 3 business days of receipt

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

SECTION VI – SELECTION PROCESS & SCHEDULE

The selection process shall consist of:

- Submittal of Statements of Qualifications
- Evaluation of Statements of Qualifications
- Notification of rankings
- Protest period
- Notification with selected firm
- Negotiations with selected firm
- Contract award

TENTATIVE SCHEDULE

The following tentative schedule has been prepared:

City of El Paso issues the Request for Qualifications	November 3, 2025
Deadline for submission of written questions and requests for clarification (5:00 PM MST)	November 12, 2025
City of El Paso provides responses and clarifications	November 14, 2025
Deadline for submission of Statement of Qualification (SOQ) and Project Reference Forms (PRF)	December 1, 2025
Evaluation of Statements of Qualification completed	December 9, 2025
Notifications of ranking completed	December 12, 2025
Protest Period Ends	December 17, 2025
City Council recommended contract approval target date	January 2026

All questions must be submitted to:

Elsa Rodriguez, Contracts Manager

aeselections@elpasotexas.gov

SECTION VII - GENERAL INFORMATION

❖ Instructions

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

❖ Statement of Qualifications

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

❖ 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](#)

❖ City Rights

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

❖ Contact with City Employees

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

❖ CONE OF SILENCE/ANTI-LOBBYING POLICY

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

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

If contact is required with City employees, such contact will only be through the Capital Improvement Department email address aeselection@elpasotexas.gov.

The Cone of Silence/Anti Lobbying Policy prohibits any communication or lobbying activities during the Cone of Silence period, by any person, including but not limited to, lobbyists or service providers or potential vendors, and any of the following:

- City Staff and City Consultants, including any employee of the City of El Paso, any person retained by the City of El Paso as a Consultant on the project, or any person having participated in the development, design, or review of documents related to the project.
- City Officials, including the Mayor, Council Representatives, and their respective staff.

The Cone of Silence/Anti-Lobbying Policy does not apply to:

- Questions of process and procedure - all communications with the Capital Improvement Department will be through the Capital Improvement Department email address aeselection@elpasotexas.gov, provided the communications are strictly limited to matters of process or procedure already contained in the Request for Qualifications.
- Pre-proposal conference - Prospective consultants will be able to ask oral questions to the Capital Improvement department staff. However, all questions and responses will be made available to all consultants to whom the RFQ was issued.
- Written Communications - all written communications are to be sent through the Capital Improvement Department email address aeselection@elpasotexas.gov.
- Questions - Questions pertaining to the selection process or contract issues shall be directed to Elsa Rodriguez, Contracts Manager and authorized representative at aeselection@elpasotexas.gov. All inquiries shall be in writing.

EXHIBIT “A”
PROJECT REFERENCE FORM (PRF)

Directions: Request references from three (3) public agencies for which you have substantially completed similar work within the last 5 years. Reference form should be completed and submitted by the person directly responsible for oversight of the project. Please submit via email prior to the date and time listed below. If the form is received after the date and time specified, it will not be accepted. If your firm has not completed prior projects with the City of El Paso, you will not be penalized. **PROJECT REFERENCE FORMS FROM CURRENT CITY OF EL PASO CAPITAL IMPROVEMENT DEPARTMENT EMPLOYEES WILL NOT BE ACCEPTED.**

PRF & SOQ DUE: December 1, 2025 (5 P.M. MST)

NAME: 2026-0187R- On-Call Professional Services – Municipal Solid Waste Engineering

NAME OF COMPANY TO BE EVALUATED: _____

NAME OF PROJECT: _____

COMPLETION DATE: _____

QUESTIONS:

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

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

Rate: 1-10 (Only)

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

TOTAL POINTS (maximum 70 points): _____

Name of Agency Submitting Evaluation: _____

Name of Reviewer: _____

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