

REQUEST FOR STATEMENTS OF QUALIFICATIONS



CITY OF EL PASO, TEXAS

CAPITAL IMPROVEMENT DEPARTMENT

SOLICITATION# 2026-0359R

COMMISSIONING PROVIDER (CxP) SERVICES

FOR THE EL PASO INTERNATIONAL AIRPORT

EPIA ADVANCED MANUFACTURING DISTRICT PHASE 1

MAYOR: RENARD U. JOHNSON

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

CITY MANAGER

Dionne Mack

CITY ENGINEER

Yvette Hernandez, P.E.

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SECTION I – PROJECT DESCRIPTION

The City of El Paso seeks Statements of Qualifications, pursuant to the Professional Services Procurement Act, Subchapter A, Chapter 2254, of the Texas Local Government Code, from interested firms to provide Commissioning Agent Services for the EPIA Advanced Manufacturing District located at 310 George Perry Boulevard, El Paso, TX 79925. The selected firm will contract directly with the City of El Paso and will work cooperatively with the City and other project members to successfully provide the full scope of the required professional services.

The intent of this RFQ is to select a qualified firm for Third Party Commissioning Agent Services for the Advanced Manufacturing District (AMD) project located at the El Paso International Airport (ELP).

The project will be in a 250-acre parcel of land in the vicinity of the airport and is to be developed in different phases. The expected timeframe for the full development of the site is approximately 15 years, eventually growing to a 20 to 25 building campus.

The Advanced Manufacturing District – Phase 1 will consist of the site development and vertical construction improvements to support future industrial and advanced manufacturing tenants. The scope of work will generally include the following components needed to deliver a fully functional and secure industrial development:

Overall Site:

- Site clearing and grubbing; excavation of unclassified soil materials; import and placement of select fill soil; grading and compaction of subgrade soils;
- New utility infrastructure including, water, sewer, drainage, gas and underground electric and associated piping, manholes, boxes, and other incidental structures throughout the project.
- Access roadways; curbs; sidewalks; drainage elements; security checkpoint (guard house); sitework element and amenities; parking areas; perimeter security fencing and gates; signage and striping; landscape and irrigation; illumination and other related features.

Building A:

- Associated improvements required for the construction of a 50,000 SF tilt-up building. The building includes approximately 10,000 SF of finished administrative space for offices, training and conference rooms, and 40,000 SF of shell space intended for future tenant improvements. The scope includes all associated building materials including but not limited to concrete, masonry, metals, woods & plastics, thermal & moisture protection, openings, finishes, specialties, equipment, furnishings, fire suppression elements, plumbing, electrical, mechanical and communication systems. Additionally, the improvements will include the furnishing and installation of HVAC systems for future tenant spaces.

Future Building B:

- Site clearing and grubbing, earthwork and grading needed to accommodate the future Building "B" as well as the implementation erosion control measures while the permanent elements are constructed.

The goal for Phase 1 is to become the starting point of an advanced manufacturing development that will eventually grow into the 250-acre land assigned to this project and into the twenty-five approximate buildings that it will hold.



Project Schedule and Funding

The Owner has solicited the services of a Design-Build Contractor, Jordan Foster Construction, that is providing design documents to the commissioning provider.

100% Design Documents are planned to be completed on **April 2026.**

Expected Construction Start Date is **May 2026.**

Expected Occupancy Date is **May 2027.**

The Construction Project Budget is **\$27 million.** The project’s funding source is the **EDA Federal Grant and Airport Enterprise Funds.**



SECTION II – SCOPE OF SERVICES

This contract will be used to procure professional commissioning services for the Advanced Manufacturing District Phase 1 project. The Commissioning Provider (CxP) shall provide independent, third-party commissioning services to verify and document that building systems and infrastructure are installed, tested, operated, and maintained in accordance with the Owner's Project Requirements (OPR), contract documents, and applicable codes and standards.

The selected firm shall provide comprehensive commissioning services, including, but not limited to:

- Development and implementation of a Commissioning Plan.
- Review and verification of the Owner's Project Requirements (OPR).
- Review of the Basis of Design (BOD) documentation.
- Design commissioning review of 100% Design Documents and Construction documents.
- Construction phase commissioning oversight.
- Functional performance testing (FPT) of commissioned systems.
- Verification of system installation and startup.
- Coordination with design professionals, contractors, and Owner representatives.
- Review of submittals related to commissioned systems.
- Verification of testing, adjusting, and balancing (TAB) reports.
- Systems training verification.
- Development of final commissioning report and systems manual documentation.
- Post-occupancy/warranty phase review.

The firm shall demonstrate experience commissioning systems typical of advanced manufacturing and public infrastructure facilities, including:

- Mechanical Systems
 - HVAC systems (RTUs, AHUs, chillers, boilers, VRF systems)
 - Building Automation Systems (BAS)
 - Ventilation and pressurization systems
 - Industrial exhaust systems (if applicable)
 - Energy recovery systems
- Electrical Systems
 - Lighting and lighting controls
 - Power quality and monitoring systems
- Plumbing Systems
 - Domestic water systems
 - Specialty process piping (if applicable)
 - Storm and sanitary systems
- Fire Protection and Life Safety Systems
 - Fire alarm systems
 - Fire suppression systems

- Integrated life safety controls
- Integrated Systems
- Security and access control systems
- Low-voltage and communication systems
- System interfaces and cross-discipline integration

The selected firm shall provide, at a minimum:

- Commissioning Plan.
- Design review comments and reports, including review of tenant improvement if applicable.
- Pre-functional checklists.
- Functional performance test procedures and documentation.
- Deficiency logs with tracking and resolution status.
- Monthly commissioning progress reports including:
 - Project status.
 - Percent completion of commissioning activities.
 - Outstanding issues.
- Final Commissioning Report.
- Systems Manual.
- Warranty-phase review report.

All reports shall be submitted to the Owner in accordance with the project technical specifications.

Qualifications for the Lead CxP

The lead CxP must be highly qualified in the commissioning process and superior management, coordination and communication skills, in addition to having excellent engineering and technical skills. The Owner desires a Cx team that will provide consistency throughout the project. The lead CxP will hold that role throughout the entire project, but it is acceptable to have different design and construction experts or leads.

It is the Owner’s intent for the person designated as the Lead CxP to satisfy as many of the following requirements as possible:

- Acted as the lead commissioning authority for at least three projects of comparable size, type and scope.
- Extensive field experience in the operation and troubleshooting of HVAC systems and energy management control systems.
- A minimum of five full years of commissioning experience.
- Knowledgeable in building operation and maintenance and O&M training.
- Demonstrated commissioning experience in all systems to be commissioned.
- Knowledgeable in test, adjust, & balance of air and water systems.
- Experienced in energy-efficient equipment design and control strategy optimization, energy features energy use/savings calculations.
- Direct experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data logging equipment.
- Demonstrated experience with total building commissioning approach including building envelope, data and communication systems and other specialty systems.

- Excellent verbal and writing communication skills. Highly organized and able to work with both management and trade contractors.
- Experienced in writing commissioning specifications.
- A bachelor's degree in mechanical or electrical engineering is strongly preferred, and P.E. license is desired. However, other technical training, past commissioning, and field experience will be considered as a substitute.
- Building Commissioning Association membership is required and certification as a BCA Certified Commissioning Professional is desired, but not required.
- Experienced in commissioning of sustainable features (LEED, Green Globes, etc.).

Qualifications for Discipline Leads

For each of the disciplines for which systems or assemblies are being commissioned, there shall be a commissioning lead assigned who has requisite skills and experience for commissioning design review, commissioning specification development and field verification, including having excellent written and verbal communication skills. They each shall have acted as commissioning technicians or providers for three other projects of similar complexity and size for their discipline. An individual may be discipline lead for more than one discipline.

Required Knowledge and Expertise

The firm shall have knowledge in the building commissioning field and have experience with the following:

- Current International Building Code.
- National Electrical Code (NEC).
- ASHRAE standards and guidelines.
- Applicable FAA advisory circulars (if applicable to airport-related facilities).
- City of El Paso codes and ordinances.
- Texas Commission on Environmental Quality (TCEQ) requirements.
- Occupational Safety and Health Administration (OSHA) requirements.
- Other applicable local, state, and federal codes and regulations.

Goals and Key Objectives

The selected firm is expected to achieve the following goals:

- Provide exemplary commissioning services to ensure systems operate as intended.
- Deliver thorough documentation and reporting.
- Enhance building performance, reliability, maintainability, and energy efficiency.
- Ensure compliance with project requirements and industry best practices.

The selected firm is expected to achieve the following:

- Work collaboratively with the Capital Improvement Department and El Paso International Airport, design team, construction team and Owner's rep.
- Identify and resolve system integration issues proactively.
- Support the Owner's operational, safety, and sustainability objectives.
- Implement innovative and efficient commissioning methodologies.
- Ensure systems support the mission, accreditation standards, and long-term operational goals of the facility.

SECTION III – MINIMUM QUALIFICATIONS AND EXPERIENCE

The Commissioning Provider firm will be selected through a qualifications-based selection process. Firms must submit a Statement of Qualifications (SOQ) that addresses the following minimum qualifications:

- Firm must have demonstrated experience providing commissioning services on three projects of similar size and complexity.
- Assigned Project Manager/CxP Lead must be a registered Professional Engineer (PE) or Registered Architect (RA) in the State of Texas
- Firm shall have certified commissioning professionals, such as:
 - Certified Commissioning Professional (CCP)
 - Certified Building Commissioning Professional (CBCP)
 - Other nationally recognized commissioning certifications
- Commissioning team members shall have a minimum of five (5) years of commissioning experience.
- Demonstrated experience in commissioning of mechanical, electrical, plumbing, and life safety systems.
- Demonstrated knowledge of local, state, and federal regulatory requirements.
- Ability to provide independent, third-party commissioning services without conflict of interest.

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.

CRITERION	POINTS
PROJECT MANAGER/CxP AND TEAM EXPERIENCE	
Project Manager/ CxP Lead qualifications and commissioning experience.	25
Commissioning team experience with multi building development. I identify the proposed Discipline Leads that have delivered previous projects to demonstrate project experience. Provide an organizational chart of the project team.	20
PROJECT UNDERSTANDING AND APPROACH	
Understanding of the objectives, products and services required in this RFQ.	15
Solution/approach to fulfilling the objectives, products and services required and addressing any anticipated challenges and/or associated risks.	15
Approach to managing and executing the project expertly and efficiently including: <ul style="list-style-type: none"> • Site Visits. Describe why and how many site visits you propose be made at what stages with what type of personnel. • Meetings. Describe why and how many meetings on and offsite will be made at what stages with what type of personnel. • Getting construction checklists filled in accurately and timely by the Contractor. • Ensuring that systems are actually ready for formal functional testing so testing goes smoothly. • Testing Support. Describe how you intend to conduct field testing of systems relative to the quantity of CxP personnel and contractor support necessary to conduct testing in a timely manner. • Test Equipment. Describe what test equipment you own and intend to provide to augment any required of the contractor. • Testing Process. Describe how you will manage requests from the contractor to test partially complete systems. • Safety. Describe the safety protocols that will be followed. • Reporting. Describe your proposed reporting type and frequency throughout the project. • Training. Provide comprehensive training for Owner’s staff on all commissioned systems, including but not limited to: operation, routine maintenance, troubleshooting, and safety procedures. 	15
PRIOR CUSTOMER’S SATISFACTION	
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, 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

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	March 17, 2026
Non-mandatory pre-proposal conference	March 24, 2026
Deadline for submission of written questions and requests for clarification (5:00 PM MST)	March 25, 2026
City of El Paso provides responses and clarifications	March 31, 2026
Deadline for submission of Statement of Qualification (SOQ) and Project Reference Forms (PRF) 5:00 PM MST	April 14, 2026
Evaluation of Statements of Qualification completed	April 24, 2026
Notifications of ranking completed	April 28, 2026
Protest Period Ends	May 1, 2026
City Council recommended contract approval target date	June / July 2026

The non-mandatory pre-proposal conference will be held via Microsoft Teams on Tuesday, March 24, 2026 at 9:30 AM MST).

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

Microsoft Teams [Need help?](#)

Join: [Join the meeting now](#)

Meeting ID: 272 446 062 059 28

Passcode: D9ht9bE7

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.

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 AIRPORT DEPARTMENT EMPLOYEES WILL NOT BE ACCEPTED.**

PRF & SOQ DUE: April 14, 2026 (5 P.M. MST)

NAME: 2026-0359R Commissioning Agent Services for the EPIA Advanced Manufacturing District Phase 1 Project

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 by the time and date shown above