

REQUEST FOR STATEMENTS OF QUALIFICATIONS



CITY OF EL PASO, TEXAS

EL PASO INTERNATIONAL AIRPORT

SOLICITATION #2026-0358R

ON-CALL LAND DEVELOPMENT / CONSTRUCTION MANAGEMENT SERVICES FOR EPIA CAPITAL PLAN 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
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CITY MANAGER

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1. SECTION I – PROJECT DESCRIPTION

The City of El Paso is requesting Statements of Qualification, pursuant to the Professional Services Procurement Act, Chapter 2254, Subchapter A of the Texas Government Code, from interested and qualified firms to provide land development / construction management services on an on-call basis to the El Paso International Airport. Firms offering these services must be registered 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, El Paso International Airport and team members to successfully provide the full scope of professional services required to complete the project requirements.

2. SECTION II – SCOPE OF SERVICES

The selected civil engineering firm is expected to provide comprehensive services for El Paso International Airport's Capital Improvement Plan and land development efforts. The scope of work encompasses various elements critical to the efficient and safe operation of the airport, aligning with Federal Aviation Administration (FAA) requirements and industry best practices. The contracts will be used for miscellaneous assignments on an on-call basis to include as appropriate but not limited to:

2.1. Investigation:

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

2.2. 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 and Land Surveyors required to provide design services. The firm shall follow City of El Paso and El Paso International Airport 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, FAA and the State. In addition, the firm shall be responsible for necessary Texas Department of Licensing and Regulation (TDLR) fees, registration, and for inspection.

The selected firm shall offer comprehensive Land Development / Construction Management services, encompassing project management, design, survey, and planning expertise. Responsibilities include the development of land development plans, construction specifications, contract documentation, cost estimates, and, if required, an Engineer's Report.

Sole sourcing will not be allowed. The firm shall prepare both design and performance specifications. The firm shall provide a guide schedule of necessary testing and sampling. 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 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.

2.2.1. Errors and Omissions on Design:

The City expects the firm to have an adequate Quality Assurance / Quality Control Program to minimize the potential for errors and omissions. Recently, the City has observed inconsistencies between plans and specifications including but not limited to conflicts between civil and landscape plans, inadequate review by the prime of the adequacy of the work of any and all subcontractors, discrepancies between the measurement and payment specifications and bid forms, and failure of the firms to verify utility locations in the field. The firm shall revise the work as necessary to correct errors and omissions appearing therein, when required to do so by the City (Owner). If errors or omissions are identified during the construction phase, the firm at its sole expense, shall modify plans and specifications, as necessary, to remedy the errors/omissions at no cost to the City. The firm may also be held financially liable for costs of any rework of work that has already been completed beyond the cost of the provision of the original / revised requirement. Finally, in the event that the construction contractor requires additional time to complete the project beyond the approved scheduled date of substantial completion due to an error or omission, the firm may also be financially liable for the cost of any Extended General Conditions deemed by the City to be appropriate.

2.2.2. Design Analysis:

The firm shall perform design analysis for the 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.

2.3. Land Development:

2.3.1. Site Analysis and Assessment

- Conduct a thorough analysis of the airport site, considering topography, soil conditions, and environmental factors.
- Assess the feasibility of proposed land development projects, considering existing infrastructure and potential impacts.

2.3.2. Master 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. 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. Contribute to the development and refinement of the airport's master plan, ensuring alignment with long-term goals and regulatory requirements.

Provide expertise in optimizing land use for current and future airport needs.

2.3.3. 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 Notice to Proceed (NTP) the firm shall verify all right-of-way (ROW) boundaries and identify any conflicts with the project.

2.3.4. 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, 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 and provide existing ROW limits and location of utilities. The firm shall also 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. The plans and specifications must identify how constraints will be handled, consider utility conflict, and identify potential conflicts. The firm shall prepare and evaluate pavement design report for compatibility with proposed construction, skewed intersections or replace with better functional and operational design. The firm will be tasked with determining the appropriate sizes and locations of drainage structures and incorporating this information into schematic design.

When work is railroad ROW, the firm shall coordinate with the railroad as appropriate to locate all potential and existing railroad crossings, determine existing crossing conditions, traffic control requirements, and identify the need and recommendations for interconnection, closing, or consolidating grade crossings.

2.3.5. Technical Specifications:

The firm shall prepare and provide technical specifications. The specifications shall be based on the most current version of CSI Master Format. 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.

2.3.6. 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. Installation of service will not be part of the firm's scope of work. 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 and easements shall be submitted monthly.

2.3.7. 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, 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 that 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 the construction phasing and coordinate relocation date.

2.4. Pavement Design

2.4.1. Runways, Taxiways and Aprons

- Develop pavement designs that adhere to FAA standards and specifications.
- Conduct structural analysis and provide recommendations for optimal pavement performance.

2.4.2. Standard Paving Design

2.4.2.1. Asphalt Paving

- Provide expertise in the design of asphalt pavements for streets, crossroads, and parking lots.
- Consider factors such as traffic loadings, climate conditions, and sustainability to deliver durable and cost-effective solutions.

2.4.2.2. Concrete Paving

- Demonstrate proficiency in designing concrete pavements for various applications, including streets, intersections, and parking areas.
- Utilize best practices in joint design, reinforcement, and surface finishes to ensure longevity and minimal maintenance.

2.4.3. Compliance with FAA Regulations

- Ensure that all pavement designs comply with current FAA regulations and guidelines.
- Stay abreast of any updates or changes to FAA requirements and adjust designs accordingly.

2.5. Environmental Considerations:

2.5.1. Environmental Impact Assessment:

- Conduct environmental impact assessments for proposed projects, addressing potential ecological, noise, and air quality concerns.
- Propose mitigation strategies to minimize the environmental footprint of the projects.

2.5.2. Sustainability Initiatives

- Explore and integrate sustainable practices into the design and development process.
- Propose innovative solutions to enhance the airport's environmental stewardship.

2.5.3. 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.

2.5.4. Storm Water Pollution Prevention and Erosion Control Plan:

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

2.5.5. 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.

2.6. Documentation and reporting

The selected firm is expected to prepare detailed project documentation, including design drawings, specifications, and reports. Provide regular progress reports and attend meetings to update stakeholders on project status.

2.6.1. 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.

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.

2.6.2. 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 selected contractor. 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 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 or rejection of bids.

2.6.3. 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 of all documents that include but are not limited to: metes and bounds descriptions, site plans, elevations, 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.

2.6.4. 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.

2.6.5. 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.

2.6.6. 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.

2.7. PRODUCTS REQUIRED:

2.7.1. Pre-Design Report (If applicable)

The firm shall be responsible for conducting a Pre-Design Analysis prior to the 30% design phase submission. Upon receipt of the notice to proceed, the schedule for the pre-design report will be established on a project-by-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

2.7.2. 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)
- General Notes
- Engineer's Estimate

- 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.

2.7.3. 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)
- General Notes
- Engineer's Estimate
- Design Criteria
- 30% complete action items report and complete review comment forms
- 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.

2.7.4. 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)
- General Notes
- Engineer's Estimate
- Design Criteria
- 60% complete action items report and complete review comment forms
- 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.

2.7.5. 100% Design

The firm shall re-submit the 95% documentation with City comments addressed.

2.7.6. 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 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.

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

2.7.7. 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 for discussion of questions and problems relating to the work being performed by the firm. 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 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.

2.7.8. Reproduction

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

2.8. Project Schedule

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

Preliminary Design Phase:	60 consecutive calendar days
Pre-Final Design Phase:	60 consecutive calendar days
Final Design Phase:	15 consecutive calendar days
Bid Phase (Signed and Sealed)	15 consecutive calendar days

If the firm is to propose an alternate schedule, it is to be included in the Statement of Qualifications.

3. SECTION III – MINIMUM QUALIFICATIONS AND EXPERIENCE

The El Paso International Airport is seeking a highly qualified and experienced firm specializing in land development and pavement design to collaborate on our diverse range of projects. We are in search of a strategic partner with a demonstrated track record of success in the aviation industry, particularly in the areas of land development and pavement design. The selected firm should demonstrate expertise in meeting and exceeding FAA requirements, ensuring the highest standards of safety, efficiency, and environmental sustainability. We invite firms with a strong commitment to innovation and a history of successful project delivery to showcase their qualifications and experience in this section.

3.1.1. General Requirements and Criteria

- Design must meet all applicable City Codes and Ordinances.
- Design must comply with Engineering & Construction Management Guidelines.
- Design must comply with all local, state and federal laws and regulations, including but not limited to the Americans with Disabilities Act.
- The designer shall submit all redlines to the owner when plan submittals are due.

3.1.2. Minimum Qualifications

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 and demonstrate knowledge of applicable City, State, and Federal regulatory requirements
- Demonstrated familiarity with the City of El Paso’s Capital Program
- Commitment to innovative problem solving and producing quality deliverables

3.1.3. Key Objectives

Selected firms are expected to achieve the following:

- 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

3.1.4. Knowledge and Skills

The architect and engineering firm shall have the following skills and abilities:

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

3.1.5. Electronic Document Management

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

- Concept documents
- Design documents including specifications and estimates
- Bid documents
- Contract terms and conditions
- Construction drawings
- Reissued construction drawings
- Submittals
- Correspondence
- Environmental Documentation
- Quality Assurance / Quality Control
- Meeting minutes
- Project schedules
- Daily reports

- Monthly reports
- Requests for Information / Change / Deviation
- Inspection reports
- Observation reports
- Pay applications
- Change Orders
- Operations and maintenance documentation
- Closeout documents
- Warranty documents
- Photos
- Project account and budget information

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

The selected firm will serve as one of the administrators of the software platform. Their responsibilities will include setting up projects within the software and conducting training sessions for the project team on its utilization. The web-based software must be intuitive and easily accessible. Additionally, it is imperative that all identified stakeholders, including City staff, are granted user-friendly access to the software platform.

3.1.6. 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.

4. SECTION IV – EVALUATION CRITERIA

The El Paso International Airport is dedicated to selecting a firm specializing in land development and construction management services that perfectly aligns with our vision and project objectives. Our evaluation process will be thorough and objective, focusing on key criteria that reflect our priorities for successful project outcomes. We encourage firms to carefully review and address each criterion, showcasing their strengths and unique capabilities. The following criteria will guide our assessment, ensuring a fair and comprehensive evaluation of all submissions. Statements of Qualification will be evaluated using the following criteria:

Criterion	Points
PROJECT MANAGER AND TEAM EXPERIENCE	
The proposed project manager experience demonstrating qualifications for this project. Specific project descriptions to support this criterion shall have been completed within the last three years. The role of the project manager in these projects shall be specified. In addition, offeror shall provide the initial and final budget and schedule for each project.	15
The proposed project team’s experience demonstrating qualifications for this project. Specific project descriptions to support this criterion shall have been completed within the last three years. The role of the team members in these projects shall be specified.	15
Evaluation of prior customer’s satisfaction with the work of the firm (to be evaluated using Project Reference Forms (Exhibit A) submitted directly to the City by the reference).	10
PROJECT UNDERSTANDING AND APPROACH	
Understanding of the objectives, products and services required; potential value engineering opportunities.	20
The firm’s solution/approach to fulfilling the objectives, products and services required and addressing any anticipated challenges and/or associated risks within the project limits and in consideration of the current construction cost volatility and mitigation strategies.	20
Team approach: Strategies and practices for coordination of project team and subconsultants deliverables to ensure discipline plans and specifications are appropriately aligned.	10
Approach to ensuring quality deliverables are produced on time and within budget	10
Total Points	100

5. 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, time, and place. The SOQ shall be a maximum length of twelve (12) pages (8 ½” x 11”), 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, 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.

Please submit the SOQ electronically via One Drive or other file sharing platform or e mail at the time and date listed in the schedule on the following page. Direct your submission to aeselection@elpasotexas.gov. 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. The city will host a scoping meeting with the selected consultant to negotiate the final contract terms.

Please be advised that failure to adhere to the specifications detailed in the submittal requirements may result in disqualification.

6. SECTION VI – SELECTION PROCESS AND SCHEDULE

The selection process shall consist of:

- Submittal of Statements of Qualification
- Evaluation of Statements of Qualification
- Notification of rankings
- Protest period
- Notification of final selection
- Negotiations with the selected firm(s)
- Contract award

6.1.1. Tentative Schedule

The following tentative schedule has been prepared:

City of El Paso issues the Request for Qualifications (RFQ)	March 13, 2026
Non-mandatory pre-proposal conference (MICROSOFT TEAMS)	March 19, 2026
Deadline for submission of written questions and requests for clarification (5:00 PM MST)	March 23, 2026
City of El Paso provides responses and clarifications	March 26, 2026
Deadline for submission of Statement of Qualifications (SOQ) and Project Reference Forms (PRF) 5:00 PM MST	April 7, 2026
Evaluation of Statements of Qualification completed	April 16, 2026
Notifications of ranking completed	April 20, 2026
Protest Period Ends	April 23, 2026
City Council recommended contract approval target date	May 2026

The non-mandatory pre-proposal conference will be held via Microsoft Teams on Thursday, March 19, 2026 at 9:00 AM.

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

Join: [Join the Meeting Now](#)
Meeting ID: 241 365 976 278 1
Passcode: FN7RX7ke

For written questions regarding this SOQ, please contact aeselection@elpasotexas.gov by the date and time shown above.

7. SECTION VII – GENERAL INFORMATION

7.1. 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/>

7.2. 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.

7.3. Indebtedness Ordinance 016529

Prior to presenting to City Council for award an indebtedness verification will be performed on behalf of the firm(s). 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.

7.4. Notice of Results of Review and Ranking

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

7.5. 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.**

7.6. 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.

7.7. 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.

7.8. 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.

7.9. City Council Approval of Contract

Successfully negotiated agreements will be presented to Council for award.

7.10. 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

7.11. 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: <https://www.sam.gov/portal/SAM##1>.

7.12. 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.

7.13. 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.

7.14. 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.

7.15. 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 B) 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:

- 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.
- Next, after making a reasonable determination that no additional supplemental information is necessary, the Contract Manager 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. 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 7, 2026 @ 5 PM (MDT)
Submit to: Elsa Rodriguez @ aselection@elpasotexas.gov

PROJECT NAME: #2026-0358R Land Development / Construction Management Services for the EPIA Capital Projects

NAME OF COMPANY TO BE EVALUATED: _____

NAME OF PROJECT AND DATE COMPLETED: _____

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. 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 or Firm Submitting Evaluation: _____

Name of Reviewer: _____

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

Architectural-Engineering services are required to: [insert description of task order requirement] under contract 2026-XXXX.

This serves as notice of an upcoming task order under the subject on-call contract. You may submit a maximum of 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?
2. Relevant Experience and Past Performance: Provide a brief description of the qualifications and experience, including specific projects, your firm has conducted relevant to the scope of this task order. Relevant Vendor Performance Reports if available may also 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 (MDT) 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 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.