

# REQUEST FOR STATEMENTS OF QUALIFICATIONS



**CITY OF EL PASO, TEXAS**  
**CAPITAL IMPROVEMENT DEPARTMENT**  
**SOLICITATION #2026-0440R**

**ON-CALL PROFESSIONAL SERVICES**  
**ARCHITECTURE**

**MAYOR**  
**RENARD JOHNSON**

<b>DISTRICT REPRESENTATIVES</b>	
District 1 – Alejandra Chávez	District 5 – Ivan Niño
District 2 – Dr. Josh Acevedo	District 6 – Art Fierro
District 3 – Deanna M. Rocha	District 7 – Lily Limón
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 requests Statements of Qualification for professional architectural services to be performed on an on-call basis. These services may be provided at existing or new City facilities. Firms will contract directly with the City and will work cooperatively with the City and other project team members to provide the full scope of professional services required to complete project requirements.

## **SECTION II - SCOPE OF SERVICES**

The architectural services contracts will be used on an on-call basis for the commission of all customary architectural services, from Schematic Design and Design Development through Construction Documents phases as well as Supplementary services. Services and their tangible products may include, but are not limited to:

- Turn-key Capital Project Design Development
- Coordination and Oversight of Sub-consultants, Service Providers, and Contractors
- Utility Coordination
- Programming and Space Planning
- Design Analysis and Briefs/Basis of Design reports
- Design/Construction Delivery Strategy Development
- Charrettes, Public Presentations, Graphic Design, Mapping and Information Graphics
- Virtual/On-line Project Team Meetings and Community Engagement
- Architectural Modeling and Rendering
- Building/Facility Conditions Assessments
- Feasibility Assessments
- Urban and Contextual Analysis, Site Master Planning
- Tactical Urbanism Design
- Cost Estimating and Budget Verification
- Code Analysis
- Sustainability Consulting
- Bid Support Services
- Construction Administration
- Accessibility Design
- As-Builts, BIM models, and digital project records
- Other architectural functions, assignments, and analyses as requested
- Monthly status reports on each project. Reports shall include project progression, completion, and percentages and invoices billed and paid.

## **Performance of Scope**

The objective for all services shall be to provide exceptional design for El Paso. In general, the Architect's tasks shall likely include:

- Assembling, coordinating, and overseeing project team of subject matter experts as required.
- Overseeing field investigations including but not limited to traffic analyses, geotechnical investigations, land surveys, and archaeological/historic resources and environmental assessments, as required.
- Producing construction and/or permit drawings and specifications that iterate throughout each phase so that the final documents are coordinated, complete, within budget and constructible.
- Developing schedules and monitoring schedule performance; recommending mitigation measures for delays.
- Developing budgets and monitoring budget performance, recommending measures to mitigate cost over-runs and enforce compliance of the project budget.
- Working in conjunction with the Capital Improvement Department and the respective user departments to proactively, innovatively, and successfully identify project requirements, constraints, and risks to successfully completing the project on time and within budget.
- Proactively recommending cost effective and innovative approaches to resolve issues within project constraints.
- Implementing creative and innovative design/project delivery strategies to optimize space uses and connect/ with and compliment the surrounding communities/neighborhoods.
- Employing current and task-appropriate technology, to include BIM, presentation software, and virtual meeting platforms for the production of exceptional work. Concurrent with this expectation is that the architect's consultants follow this standard.
- Assuring that the project will support the relevant department mission, and accreditation standards, comply with best practices, and contribute to the built environment in quality of design, connectivity, and accessibility.
- Identifying opportunities in project development that tie into the strategic goals of the City.
- Performing feasibility studies, structural analysis, design analysis and other studies as required. Such studies shall require research and database creation to conduct studies and produce reports, investigations, drawings, sketches and cost estimates. Analyses shall include description of alternatives, estimates, conclusions and recommendations.
- Preparing and refining scopes, plans, specifications and cost estimates for design of buildings, structures, and similar construction.
- Providing constructability, ability to bid, and operability reviews on proposed construction projects, to 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 the drawings of all disciplines involved in the project. The firm shall also provide prompt responses to Requests for Information (RFIs).
- Reviewing shop drawings, materials, fixtures, and equipment submittals and making recommendations for approval or disapproval.
- Live and virtual attendance and participation in regular meetings and conferences pertinent to the work. In addition to regular meetings, the Architect shall prepare for and attend periodic meetings held as requested by the City for discussion of questions and problems relating to the work being performed by the firm.

### **SECTION III - MINIMUM QUALIFICATIONS AND EXPERIENCE**

The Architect's project team shall meet the following minimum qualifications:

- A lead member of the team shall have a minimum of eight (8) years in the licensed practice of architecture.
- The assigned project manager, project representative, or lead designer must be a registered architect in the State of Texas and in good standing with the Texas Board of Architectural Examiners.
- Demonstrated knowledge of in Sustainable and Environmentally responsible Design or equivalent Green Globes certification requirements and ability to produce design work in which sustainability and energy efficiency is integral and operative.
- Demonstrated knowledge of applicable city, state, and federal regulatory and permit requirements.
- Demonstrated knowledge of successful community engagement through resourceful and innovative engagement strategies.

**The Architect shall ensure capacity throughout the project and staff appropriately. Each project shall have a staff structure reflecting the Architect's commitment to meeting the City's objectives, and shall include but will not be limited to the following roles:**

- **A Project Manager.** The firm shall appoint a Project Manager to serve as a single point of contact and liaison between the firm and the City for all work, throughout all phases required under the agreement. The project manager will be responsible for the complete coordination of all work developed under each assignment. They shall incorporate controls and review procedures to eliminate conflicts, errors, and omissions, and to ensure the technical accuracy of all design information. The project manager shall also be responsible for contract administration, progress reporting, invoicing, etc.
- **A Project Representative.** The firm shall designate and assign a project representative, subject to the approval of the City, who will serve as the full time 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.
- **Architect,** El Paso is a design-oriented community, and as such, its built work should embody pride of place, iconicism and be of exceptional thought and built quality. They shall fully understand the site and cultural context, the project's philosophical and pragmatic criteria, and respond with innovative and authentic work. The architect will assure that the work respects all relevant project conditions and constraints.

**SECTION IV - EVALUATION CRITERIA**

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

<b>CRITERION</b>	<b>POINTS</b>
1. The qualifications of the proposed project manager, staff architects, and supporting technical staff, including the application of new technologies, public engagement best practices, as well as innovative methodologies in design available within the last three (3) years.	<b>15</b>
2. Project experience, with relevance to the scope of services, with public works and civic projects Role of proposed staff is to be provided for each project description.	<b>15</b>
3. Proposed programming, stakeholder engagement, design methodology, and capacity to identify challenges and opportunities in providing the scope of services to the City.	<b>10</b>
4. Measures/control systems to ensure all deliverables are completed on or ahead of schedule and at or below budget.	<b>15</b>
5. Quality Assurance and Quality Control (QA/QC) measures/systems to ensure all deliverables are free of errors and omissions, prepared in accordance with industry standards, and meet or exceed user group requirements and applicable building code and other requirements.	<b>15</b>
6. Confirm that firm has submitted resumes demonstrating that minimum qualifications and experience have been met: a. A lead member of the team shall have a minimum of eight (8) years in the licensed in the State of Texas and in good standing with the Texas Board of Architectural Examiners. b. Demonstrated knowledge of Leadership in Energy and Environmental Design or equivalent Green Globes certification requirements and ability to produce design work in which sustainability is integral and operative.	<b>20</b>
7. Evaluation of prior customer’s satisfaction with the work of the firm.	<b>10</b>
<b>TOTAL POINTS</b>	<b>100</b>

**SECTION V - SUBMITTAL REQUIREMENTS**

Firms interested in the above project shall submit a Statement of Qualifications (SOQ) to address the SOQ criteria by the specified cutoff date and time. The SOQ shall be a maximum length of twelve (12) pages (8 ½” x 11”), 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:**

The selected firm(s) will be required to submit a fee proposal through the provided Fee Proposal Template. The city will host a scoping meeting with the selected consultant to negotiate the final contract terms.

Please see Exhibit B – Fee Proposal

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 [aeselection@elpasotexas.gov](mailto:aeselection@elpasotexas.gov).

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

**SECTION VI - SELECTION PROCESS AND SCHEDULE**

The selection process shall consist of:

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

**TENTATIVE SCHEDULE**

The following tentative schedule has been prepared:

<b>City of El Paso issues the Request for Qualifications</b>	<b>June 18, 2026</b>
<b>Non-mandatory pre-proposal conference</b>	<b>N/A</b>
<b>Deadline for submission of written questions and requests for clarification (5 PM MDT)</b>	<b>June 26, 2026</b>
<b>City of El Paso provides responses and clarifications</b>	<b>June 30, 2026</b>
<b>Deadline for submission of Statement of Qualifications (SOQ) And Project Reference Forms (PRF) 5 PM MDT</b>	<b>July 15, 2026</b>
<b>Evaluation of Statements of Qualification completed</b>	<b>July 24, 2026</b>
<b>Notifications of ranking completed</b>	<b>July 28, 2026</b>
<b>Protest Period Ends</b>	<b>July 31, 2026</b>
<b>City Council recommended contract approval target date</b>	<b>September 2026</b>

All questions regarding this solicitation must be submitted via email to Elsa Rodriguez at [aeselection@elpasotexas.gov](mailto:aeselection@elpasotexas.gov). All questions and responses will be made available to the public. Q&A will be posted on the solicitations page on the date shown in the tentative schedule.

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

❖ **City Rights**

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

❖ **Contact with City Employees**

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

## ❖ CONE OF SILENCE/ANTI-LOBBYING POLICY

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

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

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

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

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

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

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

**EXHIBIT "A"**  
**PROJECT REFERENCE FORM (PRF)**

**Directions:** Request references from three (3) public agencies for which you have substantially completed similar work. 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:** July 15, 2026 - 5:00 P.M. MDT

**PROJECT NAME :**2026-0440R – On-Call Professional Services - Architecture

**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. 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 or Firm Submitting Evaluation: \_\_\_\_\_

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

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



**A. PROPOSAL DETAILS**

Consultant Name: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Solicitation No: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_

**B. PERSONNEL**

LABOR CLASSIFICATION	YEARS OF EXPERIENCE	HOURLY RATES		
		2024	2025	2026
Principal Architect:	8+			
Architect:	5+			
Intern Architect:	2+			
Project Manager:	5+			
Project Representative:	8+			
CADD	5+			
Interior Designer:	8+			
Administrative:	5+			

**Notes:**

- 1: Billing rates shall be fully burdened and include labor, overhead, and profit.
- 2: Maximum 2.5% billing rate increase per year

