

# REQUEST FOR STATEMENTS OF QUALIFICATIONS



**CITY OF EL PASO**

**CAPITAL IMPROVEMENT DEPARTMENT**

**SOLICITATION# 2026-0361R**

**PERMITTING ENGINEERING SERVICES FOR  
NEW TYPE I MUNICIPAL SOLID WASTE LANDFILL**

**MAYOR: RENARD U. JOHNSON**

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| 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 |

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## **SECTION I – PROJECT OVERVIEW**

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 engineering services for the permitting of a new Type I Municipal Solid Waste Landfill located at 2600 Darrington Rd., Clint TX 79928. 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.

## **SECTION II – SCOPE OF SERVICES**

### **PERMITTING OF A NEW TYPE I MUNICIPAL SOLID WASTE LANDFILL**

#### **General Description**

The City of El Paso (“City”) is seeking a qualified and experienced professional engineering firm to provide professional services to obtain a new municipal solid waste (MSW) Type I landfill permit from the Texas Commission on Environmental Quality (TCEQ) for approximately 1,200 acres of City-owned property adjacent to the Greater El Paso Landfill.

The selected Consultant will be responsible for preparing a complete permit application in accordance with the 30 Texas Administrative Code (TAC) Chapter 330 – Municipal Solid Waste Management Regulations, and for hiring and managing all sub-consultants and specialty technical disciplines required to support the application. The Consultant will also provide ongoing advisory and technical support to the City of El Paso throughout the permitting process.

The project is anticipated to require close, ongoing coordination with City staff, including periodic progress meetings, milestone reviews, and joint evaluation of technical or regulatory issues.

#### **Administratively Complete Permit Application**

The Administratively Complete Permit Application scope of services will result in a permit application prepared and submitted to TCEQ that will be determined to be Administratively Complete by TCEQ. This part of the project will address the requirements for obtaining a new landfill permit, preparing the permit application, and obtaining an administratively complete determination from TCEQ. Included in this part of the scope of services will be the coordination and permitting, if required, with other regulatory agencies. The permit application will include the following:

- Part I – Site and Applicant Information
- Part II – Existing Conditions and Character of the Facility and Surrounding Area
- Part III – Facility Investigation and Design
- Part IV – Site Operating Plan

#### **Technically Complete Permit Application**

Under this phase, the Consultant shall provide all services required to achieve a Technically Complete determination from TCEQ, including:

- Coordinating with TCEQ reviewers throughout the technical review process.
- Responding to all Notices of Deficiency (NODs), technical review comments, and requests for additional information from TCEQ.
- Preparing and submitting revisions to the permit application and all supporting documentation.
- Providing updated engineering analyses, drawings, modeling, and reports as required.
- Supporting TCEQ during preparation of the Application Summary and draft permit.
- Supporting the City during any public meeting conducted by TCEQ, if applicable.

The Consultant shall manage all communication and documentation with TCEQ in a timely and professional manner to maintain project schedule requirements.

### **Contested Case Hearing Support**

If a contested case hearing is requested and subsequently granted by TCEQ, the Consultant shall provide technical support throughout the hearing process. Services under this phase may include:

- Coordination with the City’s legal counsel and City staff.
- Preparation of technical materials, responses, exhibits, and expert analysis for use during the hearing.
- Participation in strategy meetings with legal counsel.
- Serving as a technical expert witness, if requested.
- Providing written and oral testimony, data analysis, and technical clarification as required.

City-selected legal counsel will lead the contested case hearing process, and the Consultant will support the legal team with all necessary technical expertise.

### **Evaluation Criteria and Points**

#### **Project Approach / Project Management Plan**

- a. Demonstrated understanding of the Request for Qualifications and full scope of work
- b. Proposed approach and methodology for obtaining a Type I landfill permit
- c. Detailed work plan, task organization, and project schedule
- d. Team’s ability to meet schedule milestones and regulatory timelines
- e. Approach to interaction, coordination, and communication with City staff
- f. Demonstrated knowledge of the TCEQ permitting process, including landfill permitting and major amendment experience

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

- Texas Registered Professional Engineer (PE) on the project team.
- Engineering firm registered in Texas (or state of performance).
- OSHA HAZWOPER-trained field staff (24/40-hour with current refresher).
- Experience permitting Type I MSW landfills under TCEQ regulations.
- NELAP-accredited laboratory support for environmental sampling (if applicable).
- Minimum 3–5 years of landfill engineering and permitting experience.

**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.

| <b>CRITERIA</b>  | <b>POINTS</b> |
|--|---------------|
| <b>1. Firm’s</b> experience and qualifications   | 10            |
| <b>2. Qualifications</b> and experience of the proposed Project Manager  | 15            |
| <b>3. Roles</b> , responsibilities, and qualifications of key project personnel, including lead technical resources  | 20            |
| <b>4. Qualifications</b> , relevant experience, and geographic location of proposed subconsultants   | 20            |
| <b>5. List</b> of cities/landfills that the firm currently works with, including services such as cell construction, permit modifications, groundwater monitoring, and landfill gas monitoring | 15            |
| <b>6. Recent</b> comparable project experience (last five years) including at least two (2) new permit or major amendment projects   | 10            |
| <b>7.</b> Firm’s location and ability to meet with City personnel as required.   | 10            |
| <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 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 letters, 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 contact including name, phone number and email address.

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

Please see Exhibit A – Project Reference Form (PRF)

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

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

Direct your submission to:

Elsa Rodriguez, Contracts Manager

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

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

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

**SECTION VI – SELECTION PROCESS & SCHEDULE**

The selection process shall consist of:

- Submittal of Statements of Qualifications
- Evaluation of Statements of Qualifications
- Notification of rankings
- Protest period
- 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>March 27, 2026</b>   |
| <b>Non-mandatory pre-proposal conference</b>   | <b>April 2, 2026</b>    |
| <b>Deadline for submission of written questions and requests for clarification (5:00 PM MST)</b>                 | <b>April 3, 2026</b>    |
| <b>City of El Paso provides responses and clarifications</b>   | <b>April 8, 2026</b>    |
| <b>Deadline for submission of Statement of Qualification (SOQ) and Project Reference Forms (PRF) 5:00 PM MST</b> | <b>April 21, 2026</b>   |
| <b>Evaluation of Statements of Qualification completed</b>   | <b>April 30, 2026</b>   |
| <b>Notifications of ranking completed</b>  | <b>May 5, 2026</b>      |
| <b>Protest Period Ends</b>   | <b>May 8, 2026</b>      |
| <b>City Council recommended contract approval target date</b>  | <b>June / July 2026</b> |

The non-mandatory pre-proposal conference will be held via Microsoft Teams on Thursday, April 2, 2026 at 1:30 PM (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: 287 052 935 492 7  
Passcode: 8dE9w8hc

## **SECTION VII - GENERAL INFORMATION**

### **❖ Instructions**

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

### **❖ Statement of Qualifications**

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

### **❖ Indebtedness Ordinance 016529**

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

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

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

### **❖ Protesting the Rankings**

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

### **❖ Review of Protest**

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

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

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

### **❖ Authorization to Negotiate**

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

## **City Council Approval of Contract**

Successfully negotiated agreements will be presented to Council for award.

### **❖ Debriefing**

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

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

### **❖ Debarment Check**

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

### **❖ City Rights**

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

### **❖ Contact with City Employees**

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

## ❖ CONE OF SILENCE/ANTI-LOBBYING POLICY

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

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

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

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

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

### 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.