

REQUEST FOR STATEMENTS OF QUALIFICATIONS



CITY OF EL PASO, TEXAS

CAPITAL IMPROVEMENT DEPARTMENT

SOLICITATION #2024-0687R

**ARCHITECTURAL AND ENGINEERING SERVICES FOR THE MODESTO
GOMEZ CENTRAL FLAT FIELDS PROJECT**

MAYOR OSCAR LEESER

DISTRICT REPRESENTATIVES	
District 1 – Brian Kennedy	District 5 – Isabel Salcido
District 2 – Dr. Josh Acevedo	District 6 – Art Fierro
District 3 – Cassandra Hernandez	District 7 – Henry Rivera
District 4 – Joe Molinar	District 8 – Chris Canales

CITY MANAGER

Dionne Mack

CITY ENGINEER

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SECTION I - PROJECT DESCRIPTION

The City of El Paso requests Statements of Qualification for professional architectural & engineering services for a specific project. These services will be provided for the design and development of the Modesto Gomez Flat Fields Project, located at 4600 Edna Ave. The selected firm will contract directly with the City and work cooperatively with the City and other project team members to provide the full scope of professional services required to complete the project in accordance with its specifications and requirements.

SECTION II - SCOPE OF SERVICES

The architectural and engineering service contract will be utilized for the commission of all customary architectural and engineering services specified for the Modesto Gomez Flat Fields Project. These services will include Schematic Design, Design Development, and Construction Documents phases, as well as any necessary supplementary services. The scope of services and deliverables may include, but are not limited to:

- Improvements to existing facilities, including other amenity improvements (e.g., parking areas, restroom/concession facilities, roadway, etc.)
- Multi-use Artificial Turf fields (e.g., combination football and soccer fields)
- Capital Project Design Development
 - A. 10% Design – Schematic Plans, design matrix
 - B. 30% Design – Plans and preliminary engineer’s estimate
 - C. 60% Design – Plans, specifications, and preliminary engineer’s estimate
 - D. 90% Design – Plans, specifications, and engineer’s estimate
 - E. Final design package – Plans, specifications, and engineer’s estimate
- Coordination with potential synthetic turf vendors/contractors to determine optimal construction methods and timing
- Land Entitlements (e.g. any title works necessary)
- Obtain all necessary permits including City site development permits and TCEQ water quality and municipal solid waste permits.
- 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
- 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 project. Reports shall include project progression, completion, and percentages and invoices billed and paid.

Performance of Scope

The objective for all services is to deliver an exceptional design for the construction of Modesto Gomez Flat Fields in El Paso. The consultant's tasks for this project shall include:

- **Assembling, coordinating, and overseeing** a project team of subject matter experts, including those with specific expertise in decommissioned landfill re-development, outdoor recreational & sports field design, and environmental engineering.
- **Overseeing field investigations** relevant to the project, with special emphasis on the geotechnical investigation to assess landfill stability as well as environmental assessments to ensure safety and compliance, land surveys, and any necessary archaeological/historic resource evaluations.
- **Producing construction and/or permit drawings and specifications** tailored for building on a decommissioned landfill, ensuring that all documents are coordinated, complete, within budget, and constructible, with special consideration for the unique challenges of the site.
- **Developing schedules** for the project phases and monitoring schedule performance, including recommending mitigation measures for any delays that may arise due to the complexities of building on a landfill.
- **Developing and managing the project budget**, continuously monitoring budget performance, and recommending strategies to mitigate cost overruns while enforcing compliance with the project budget.
- **Collaborating closely with the Capital Improvement Department** and other relevant City departments to proactively identify and address project requirements, constraints, and risks, ensuring successful and timely project completion within budget.
- **Proactively recommending cost-effective and innovative approaches** to resolve issues, particularly those arising from the challenges of constructing on a landfill, and optimizing the project's outcomes within the established constraints.
- **Implementing creative design and project delivery strategies** to maximize the functionality and aesthetic integration of the sports fields within the surrounding communities and neighborhoods, ensuring that the development enhances connectivity and complements the local environment.
- **Employing current and appropriate technologies**, including BIM, presentation software, and virtual meeting platforms, to produce exceptional work. The sub consultants are also expected to adhere to these standards.
- **Ensuring that the project aligns with the relevant department's mission**, complies with best practices, and contributes positively to the built environment, with a focus on quality of design, connectivity, and accessibility, especially considering the landfill's unique characteristics.
- **Identifying opportunities during project development** that align with the City's strategic goals, ensuring that the sports fields contribute to broader community and environmental objectives.
- **Performing feasibility studies, structural analysis, and design analysis** as required, with particular emphasis on the structural and environmental challenges associated with constructing on a landfill. These studies shall include research, database creation, and the production of reports, investigations, drawings, sketches, and cost estimates, as well as descriptions of alternatives, estimates, conclusions, and recommendations.
- **Preparing and refining scopes, plans, specifications, and cost estimates** specifically for the design of the artificial turf and associated infrastructure, ensuring that all elements are suitable for the unique landfill site.

- **Providing constructability reviews** to ensure the project can be bid on and operated effectively, with a focus on resolving any inconsistencies or ambiguities in the plans and specifications, particularly those related to the landfill's unique conditions. The firm shall also provide prompt responses to Requests for Information (RFIs).
- **Reviewing shop drawings, materials, fixtures, and equipment submittals**, making recommendations for approval or disapproval, ensuring all components are suitable for use in the specialized landfill environment.
- **Participating in regular meetings** and conferences, both live and virtual, that are pertinent to the project. This includes preparing for and attending periodic meetings requested by the City to discuss questions and issues related to the work being performed by the firm.

SECTION III - MINIMUM QUALIFICATIONS AND EXPERIENCE

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

- A **lead member of the team** shall have a minimum of eight (8) years of licensed architectural or engineering practice, with specific experience in projects involving artificial sports fields, landfill development, and park and recreational facilities.
- The **assigned project manager, project representative, or lead designer** must be a registered architect or engineer in the State of Texas and in good standing with the Texas Board of Architectural Examiners or Texas Board of Professional Engineers and Land Surveyors with demonstrated experience in projects involving landfill-based construction and large-scale outdoor recreational facilities.
- **Demonstrated knowledge of sustainable and environmentally responsible design** of sports fields, landscaping, and park facilities on a landfill site.
- **Demonstrated knowledge of applicable city, state, and federal regulatory and permit requirements**, including those specific to landfill development, environmental protection, irrigation, and construction of recreational facilities.
- **Demonstrated experience in successful community engagement**, using innovative and resourceful strategies to gather input and build consensus on projects involving public recreational spaces and landfill redevelopment.

The Consultant shall ensure adequate capacity throughout the project and staff appropriately to meet the City's objectives for the construction of professional artificial multi-use sports fields on top of a decommissioned landfill. The staffing structure shall include, but not be limited to, the following roles:

- **Project Manager:** The Consultant shall appoint a Project Manager to serve as the single point of contact and liaison between the firm and the City throughout all phases of the project. The Project Manager will be responsible for the complete coordination of all work, including the integration of landfill-specific design considerations, sports field standards, and park amenities. They shall implement controls and review procedures to eliminate conflicts, errors, and omissions, ensuring the technical accuracy of all design information. Additionally, the Project Manager will oversee contract administration, progress reporting, invoicing, and other administrative tasks.
- **Project Representative:** The Consultant shall designate a Project Representative, subject to the City's approval, who will serve as the full-time point of contact during the on-site observation and inspection of construction work in progress. This representative will ensure that all work is executed in conformance with the drawings, specifications, and project requirements, especially considering the unique challenges of building on a landfill.
- **Design Lead:** The Consultant's design lead will fully understand the site's environmental, cultural, and functional context. The Consultant will produce innovative and authentic designs that meet the City's goals for iconic, high-quality, and sustainable recreational spaces. The design lead will ensure that the sports fields and park amenities align with all relevant project constraints, including environmental, landfill, and community requirements, and embody the City's vision for exceptional built quality.

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:

CRITERION	POINTS
1. Demonstrate firm’s ability to design artificial sports fields that meet or exceed Synthetic Turf Council, FIFA Quality, and World Rugby Regulation 22 standards. This includes evaluating the materials, turf installation techniques, shock absorption, ball behavior, and overall field performance.	15
2. Describe the firm’s ability to manage landfill-specific challenges such as methane management, soil stability, and water drainage, while ensuring a long-term solution to landfill site development and improvements.	15
3. Demonstrate firm’s experience in designing park amenities (e.g., playgrounds, seating, pathways), irrigation systems, landscape and vegetation, and renovation of restrooms, particularly on complex sites like landfills. This includes compliance with ADA standards, safety considerations, and the integration of amenities into the overall park design.	10
4. Describe the firm’s qualifications, experience, and expertise of the proposed project team, including key personnel and specialized consultants in sports field construction, irrigation systems, and park amenities. This factor evaluates the team's ability to deliver high-quality results across all aspects of the project.	20
5. Describe firm’s approach to environmental compliance and sustainability, especially in the context of landfill development. This includes strategies for minimizing environmental impact, using sustainable materials, and ensuring the project aligns with environmental regulations and best practices.	10
6. Describe firm’s approach to managing the project schedule and budget. This includes the ability to deliver the project on time and within budget, as well as strategies for mitigating delays and cost overruns, especially given the complexities of landfill construction.	20
7. Evaluation of prior customer’s satisfaction with the work of the firm (PRF forms – to be submitted directly by the firm providing the reference)	10
TOTAL POINTS	100

SECTION V - SUBMITTAL REQUIREMENTS

Firms interested in the above project shall submit a Statement of Qualifications (SOQ) to address the SOQ criteria by the specified cutoff date and time. The SOQ shall be a maximum length of twelve (12) pages (8 ½” x 11”), of at least 11-point font, including an organization chart. Resumes for each key team member shall be limited to a maximum length of two pages, and should be attached as an appendix to the SOQ. Resumes, cover letter, table of contents and dividing tab inserts will not count toward the 12-page limit.

Pages with criteria information will be counted towards the maximum page limit, including pages with project photos, charts and graphs. The City reserves the right to accept or reject SOQs that exceed the maximum page limit.

The submittal package must include the firm name, address, project title, principle point of contract including name, phone number and email address.

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

Please see Exhibit A – Project Reference Form (PRF)

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

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

City of El Paso issues the Request for Qualifications	September 13, 2024
Non-mandatory pre-proposal conference	N/A
Deadline for submission of written questions and requests for clarification (5 PM MST)	September 24, 2024
City of El Paso provides responses and clarifications	September 27, 2024
Deadline for submission of Statement of Qualifications (SOQ) And Project Reference Forms (PRF) 5 PM MST	October 11, 2024
Evaluation of Statements of Qualification completed	October 25, 2024
Notifications of ranking completed	October 29, 2024
Protest Period Ends	November 1, 2024
City Council recommended contract approval target date	December 2024

All questions must be submitted in writing to aeselection@elpasotexas.gov before the date and time shown above.

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.

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

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

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

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

EXHIBIT "A"
PROJECT REFERENCE FORM (PRF)

Directions: Request references from three (3) public agencies for which you have substantially completed similar work. 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: October 11, 2024 (5PM MST)

PROJECT NAME :2024-0678R A&E Services for the Modesto Gomez Central Flat Fields Project

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 aeselection@elpasotexas.gov by the time and date shown above