

# REQUEST FOR STATEMENTS OF QUALIFICATIONS



**CITY OF EL PASO**

**CAPITAL IMPROVEMENT DEPARTMENT**

**SOLICITATION# 2025-0077R**

**ARCHITECT AND ENGINEERING SERVICES**

**FOR THE**

**FIRE STATION 7 RENOVATION PROJECT**

**MAYOR OSCAR LEESER**

<b>City Council Districts</b>	
<b>District 1 – Brian Kennedy</b>	<b>District 5 – Isabel Salcido</b>
<b>District 2 – Dr. Josh Acevedo</b>	<b>District 6 – Art Fierro</b>
<b>District 3 – Cassandra Hernandez</b>	<b>District 7 – Henry Rivera</b>
<b>District 4 – Joe Molinar</b>	<b>District 8 – Chris Canales</b>

**CITY MANAGER**

Dionne Mack

**CITY ENGINEER**

Yvette Hernandez, P.E.



**TABLE OF CONTENTS**

<b>REQUEST FOR QUALIFICATIONS</b>	<b>PAGE #</b>
SECTION I- PROJECT OVERVIEW.....	3
SECTION II- SCOPE OF SERVICES.....	3
SECTION III- MINIMUM QUALIFICATIONS & EXPERIENCE .....	14
SECTION IV- EVALUATION CRITERIA.....	15
SECTION V- SUBMITTAL REQUIREMENTS.....	16
SECTION VI- SELECTION PROCESS & SCHEDULE.....	17
SECTION VII- GENERAL INFORMATION.....	18
EXHIBIT “A”- PROJECT REFERENCE FORM (PRF) .....	21

## **SECTION I- PROJECT OVERVIEW**

With voter approval of the 2019 Public Safety Bond, the City of El Paso is seeking consulting services for the design of the Fire Station 7 renovation located in district 2, 3200 Pershing Avenue. Renovations to include, but not limited to, HVAC replacement, roof replacement, upgrade plumbing , upgrade electrical, security systems, concrete pavement, curbs, sidewalk, HMAC, signage, pavement markings, site furnishings, landscape, irrigation, furnishings, bathrooms, locker room upgrades, finishes, overhead doors, windows, doors, fire extinguishers, kitchen equipment and upgrades, site grading, IT components and structural components.

Consultant will keep the scope of work within the allocated construction budget. Alternates will have to be approved by City of El Paso before making it as part of the construction documents.

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

### **GENERAL SCOPE:**

#### **1.0 SERVICES REQUIRED:**

##### **1.1 Planning:**

The Consultant shall assist the Owner in providing schedules for obtaining utility easements, utility service lines, and other permits if necessary. The Consultant shall prepare both design and performance specifications.

##### **1.2 Investigation:**

The Consultant is responsible for investigating all necessary design standards and specifications to comply with all applicable City Codes, Ordinances, and Capital Improvement Department (CID) Guidelines, to include drawing guidelines. Furthermore, the Consultant shall adhere to all local, state, and federal regulations, including the American with Disabilities Act. Moreover, the Consultant shall investigate all existing utilities and pertinent information.

##### **1.3 Design Analysis:**

N/A

##### **1.4 Surveys:**

The Consultant shall provide all necessary surveys to ensure a complete design of the project. These surveys include topographic, horizontal, boundary, and other applicable surveys as needed.

**1.5 Design:**

The design shall be performed in phases as presented in the section 4.0 Project Schedule below.

The Consultant is responsible for submitting a turnkey design product. Moreover, the Consultant will be responsible for determining that the design is prepared by licensed State of Texas Designers. Furthermore, the irrigation design if necessary will be developed by a State of Texas Licensed Irrigator.

During preliminary engineering, the Consultant shall prepare a basis of design report identifying applicable codes/standards to which improvements will be made. This report is also to include a permitting matrix, identifying all permits required to complete the fire station renovations.

In addition to complying with all local building codes, the Consultant will ensure compliance with the Dark Sky Ordinance, as applicable and if necessary.

Early in the design, the Consultant shall coordinate the selection of the materials and equipment with the city support departments.

The Consultant shall present the design to the City of El Paso Design Review Committee and comply with all committee requirements.

Sole sourcing will not be allowed.

**1.6 Public Involvement:**

N/A

**1.7 Utility Coordination:**

The Consultant shall be responsible to coordinate design efforts with all affected utility companies, so as to minimize utility relocation without compromising design standards. The Consultant shall be responsible to obtain all available horizontal and vertical information on utility lines, valves, covers, manholes, etc. from the utility companies during the preliminary design phase. Existing utilities shall be identified in the preliminary design plan submittal.

The Consultant shall meet with all affected utility companies to discuss the proposed design. Based on these coordination meetings, and correspondence between the Consultant and utility companies, the need and extent of relocation shall be determined. The Consultant will immediately schedule a meeting between the City of El Paso Project Manager and the utility company to resolve any disputes that may arise.

The Consultant, on behalf of the City of El Paso, shall request the relocation of all utility lines that conflict with the new improvements. The relocation of such utility lines can be

part of the bid package provided that the utility companies sign an agreement with the City of El Paso and funding is available.

Construction documents shall clearly show all existing and proposed utility lines and utility company contacts. The Consultant shall submit all utility clearance letters from each of utility company by or before the project is advertised for bid.

**1.8 Utility Services and Utility Easements:**

The Consultant shall submit all utility applications on behalf of the City of El Paso. However, the City of El Paso shall pay all utility service fees. The Consultant will not pull the installation of the utility service. The building contractor will be responsible for coordinating the installation of the utility services. Construction documents shall clearly show all utility company contacts and type of service requested. The Consultant will submit all utility service requests by, or before, the submittal of the construction documents for bid advertisement. The Consultant shall prepare all metes and bounds descriptions for utility easements. The Consultant shall coordinate easements the City of El Paso staff and respective utility companies. All documents and coordination efforts by the designer shall be complete by or before the final design phase due date.

**1.9 Storm Water Pollution Prevention Plan (if applicable):**

The Consultant shall prepare and provide a stormwater pollution prevention plan that meets all applicable requirements. The stormwater pollution prevention plan shall be submitted to the City of El Paso Planning and Inspection Department for review and approval if applicable.

**1.10 Traffic and Pedestrian Control Plan (If applicable):**

The Consultant shall provide, and produce, a specification identifying general requirements for the traffic and pedestrian control plan. The Consultant is required to comply with national, state, and local entities and obtain plan approval from the City of El Paso Streets and Maintenance Department.

**1.11 ADA Compliance and Requirements:**

The Consultant shall include, and comply with, ADA, T.A.S, and Texas Department of Licensing and Regulation requirements. Consultant shall employ the services of a Registered Accessibility Specialist (RAS). The RAS will review the design documents, submit for state project registration and inspect the final construction project. The Consultant will comply with the RAS review and comments.

**1.12 Environmental Issues:**

The City of El Paso will provide any available asbestos reports for the facility and will acquire the services for an updated asbestos survey if necessary. Any asbestos abatement will be part of the contract documents so that the selected construction contractor can provide those services.

**1.13 Public Art:**

N/A

**1.14 Leadership in Energy and Environmental Design (LEED) or Green Globes Compliance and Requirements:**

N/A

**1.15 Building Permits, Special Permits, and Other Land Use Permits:**

The Consultant is responsible for compliance of all local, state, and federal building codes. The Consultant will submit digital set of sealed plans to the City of El Paso Planning and Inspection Department for review and approval during the final design phase period. The Consultant will obtain approval, from the City of El Paso Planning and Inspection Department, before the submittal of construction documents for the bid advertisement. It is the responsibility of the Consultant to follow-up the review and approval process with the City of El Paso Planning and Inspection Department. After approval, the designer will collect the approved plans and store them in a safe place. The Consultant will not be responsible for pulling permits but will be responsible for initiating the permit process. Instead, the building contractor is responsible for pulling permits. The City of El Paso Development Department will review grading and drainage, stormwater pollution prevention plan, electrical, structural, mechanical, plumbing permit requirements. Should there be a revised drawing that needs to be reviewed and approved by Building Planning & Inspections during construction the consultant shall be responsible to submit and have that drawing approved within a timely manner.

The Consultant will prepare all documents that include but are not limited to, metes and bounds descriptions, site plans, elevations, floor layouts, life safety, and applications for permits, special permits, zoning changes, and land use permits. The Consultant will represent the City of El Paso during presentations and answer questions at the City of El Paso Design Review Committee and City Council meetings.

**1.16 Technical Specifications:**

The Consultant shall prepare and provide technical specifications based on accepted national specifications. All specifications must include the type of materials listed in the construction drawings, placement methods, quality control, and quality assurance testing. All specifications must comply with established standards and formats. The Consultant shall coordinate with directed equipment vendor to develop performance specifications. Sole sourcing will not be permitted.

**1.17 Construction Sequencing Plan:**

The Consultant will prepare a construction-sequencing plan and submit each phase of construction for review and approval.

**1.18 Construction Schedule:**

The Consultant shall assist the City of El Paso in providing an estimated duration for the renovations of such station.

**1.19 Title Work (Search):**

The Title Work Services scope will encompass comprehensive research, examination, and verification of property titles to ensure a clear and marketable title for the City. This includes conducting a thorough search of public records to identify any existing liens, encumbrances, restrictions, easements, or other claims against the property. The Consultant will compile all pertinent documentation, including title abstracts, chain of title, and any recorded deeds, and prepare a detailed title report outlining the current status of the title, potential issues, and any necessary actions to clear the title. Additionally, the Consultant will assist in resolving title defects by coordinating with relevant parties and facilitating the removal of any clouds on the title.

#### **1.20 Land Entitlements:**

The Land Entitlement Services for the City of El Paso will include comprehensive management and execution of any needed rezoning, platting, and special permit application processes necessary for the development of the subject property in accordance with City's Development Codes (18, 19, 20, 21). The Consultant will begin by conducting an in-depth analysis of the property, including current zoning regulations, land use policies, and potential impacts on surrounding areas. This will involve coordinating with city planning officials, attending pre-application meetings, and identifying any challenges or requirements specific to the site. For rezoning, the provider will prepare and submit all required applications, supporting documentation, and justifications to the City of El Paso, while also representing the client in public hearings and meetings with the City Plan Commission and City Council to advocate for approval. In parallel with the rezoning efforts, Consultant will manage the platting process to ensure compliance with the Development Codes. This will include the preparation of preliminary and final plats, coordination with surveyors, engineers, and city staff to address technical requirements, and the submission of all necessary documentation for review and approval. The Consultant will also handle the application for a special permit, including the preparation of detailed site plans, impact assessments, and other required studies. The provider will engage in discussions with relevant city departments, stakeholders, and the community to mitigate any concerns, ensuring that the special permit application aligns with the city's planning objectives. Throughout the entire entitlement process, the service provider will maintain close communication with the client, providing regular updates, managing timelines, and ensuring that all milestones are met for a successful project approval.

## 2.0 PRODUCTS REQUIRED:

### 2.1 Drawings and Specifications:

#### A. Concept Design Layout:

The Consultant shall submit a concept floor plan for approval prior to the start of preliminary design. Two to three meetings may be needed with City of El Paso Capital Improvement Department, I.T. Department, Fire Department, & Building Maintenance to ensure the design will meet the needs of the project. From past fire station renovations, the critical items all stations seemed to include were decontamination room, plumbing lines replacement, HVAC, ADA compliant elements. The assessment report provided can be used as a guide on other items necessary for the renovation of the station.

#### B. Preliminary Design:

The Consultant shall submit the following preliminary design submittals, as applicable:

- Coversheet (90% complete)
- Electrical Plan and Details (50% complete)
- Mechanical Plan and Details (50% complete)
- Plumbing Plan and Details (50% complete)
- Architectural Plan and Details (50% complete)
  - Civil Plan and Details (50% complete)
  - Structural 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)
  - Landscape Details (75% complete)
  - Irrigation Layout (40% complete)
  - Irrigation Details (75% complete)
  - Outline of Technical Specifications (90% complete)
  - General notes (50% complete)
  - **Engineers Construction Estimate**
  - Utility Coordination Notifications



The Consultant shall submit and one (1) PDF file of the completed preliminary design documents for review and comments. If the submitted preliminary design documents do not meet the Owners requested completion percentage rate, the Consultant must make the necessary corrections and resubmit the documents within ten (10) calendar days.

The City of El Paso Project Manager and the Consultant shall attend the City Design Review (CDR) meeting to present the design to the review committee. The Consultant shall answer any questions or comments given by the committee. The review committee will give the Project Manager and the Consultant approval to continue into the next phase of the design process. Prior to the City Design Review Meeting the designer and consultants will meet with the City Project Manager and stakeholders to review comments and comment annotations.

**C. Pre-Final Design:**

The Consultant shall submit the following pre-final design submittals, as applicable:

- Coversheet (95% complete)
- Electrical Plan and Details (95% complete)
- Mechanical and Details (95% complete)
- Plumbing Plan and Details (95% complete)
- Architectural Plan and Details (95% complete)
- Civil Plan and Details (95% complete)
- Structural Plan and Details (95% complete)
- Horizontal Control Plan (95% complete)
- Demolition Plan (95% complete)
- Construction Notes (95% complete)
- Storm Water Pollution Prevention Plan (95% complete)
- Typical Construction Details (95% complete)
- Site Plan (95% complete)
- Grading Plan (95% complete)
- Landscape Plan (95% complete)
- Landscape Details (95% complete)
- Irrigation Layout (95% complete)
- Irrigation Details (95% complete)
- Outline of Specs (95% complete)
- Technical Specification (95% complete)
- Quantity Summary Sheet (95% complete)
- General Notes
- **Engineer's Construction Estimate**
- Contract time determination
- Utility Clearance Letter/Certifications (Utilities, etc.)

The Consultant shall submit one (1) PDF file of the completed pre-final design documents for review and comments. If the submitted pre-final design documents do not meet the Owners requested completion percentage rate, the Consultant must make the necessary corrections and resubmit the documents within ten (10) calendar days.

The City of El Paso Project Manager and the Consultant shall attend the City Design Review (CDR) meeting to present the design to the review committee. The Consultant shall answer any questions or comments given by the committee. The review committee will give the Project Manager and the Consultant approval to continue into the next phase of the design process. Prior to the City Design Review Meeting the designer and consultants will meet with the City Project Manager and stakeholders to review comments and comment annotations.

**D. Final Design:**

The Consultant shall submit the following final design phase submittal, as applicable:

- Coversheet (100% complete)
- Electrical Plan and Details (100% complete)
- Mechanical and Details (100% complete)
- Plumbing Plan and Details (100% complete)
- Architectural Plan and Details (100% complete)
- Civil Plan and Details (100% complete)
- Structural 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)
- Site Plan (100% complete)
- Grading Plan (100% complete)
- Landscape Plan (100% complete)
- Landscape Details (100% complete)
- Irrigation Layout (100% complete)
- Irrigation Details (100% complete)
- Outline of Specs (100% complete)
- Technical Specification (100% complete)
- Quantity Summary Sheet (100% complete)
- General Notes
- **Final Engineer's Construction Estimate**
- Final Contract time determination
- Final Utility Clearance Letter/Certifications (Utilities, etc.)

The Consultant shall submit one (1) PDF file of the completed final design documents for review and comments. If the submitted final design documents do not meet the Owners requested completion percentage rate, the Consultant must make the necessary corrections and resubmit the documents within ten (10) calendar days.

The City of El Paso Project Manager and the Consultant shall attend the City Design Review (CDR) meeting to present the design to the review committee. The Consultant shall answer any questions or comments given by the committee. The review committee will give the Project Manager and the Consultant approval to continue into the next phase of the design process. Prior to the City Design Review Meeting the designer and consultants will meet with the City Project Manager and stakeholders to review comments and comment annotations.

#### **E. Bidding and Construction:**

The Consultant shall submit the following documents for bidding purposes:

- A complete sealed set of drawings, in an acceptable electronic format
- A detailed scope of work, in an acceptable electronic format
- A detailed real world value cost estimate in electronic format

During the bidding process, the designer shall assist the Owner with but not limited to the following items: respond to all questions from prospective bidders, attend a pre-bid conference, and if required prepare addendums.

During the construction phase, the Consultant shall assist the Owner on a time and material basis, which includes the following items:

- Responding to requests for information, RFI, from the Contractor
- Providing ASI's as necessary during construction
- Providing advice and recommendations to the Owner
- Reviewing Contractor technical submittals
- Attending weekly construction meetings
- Visiting site once a week and providing written observation reports
- Advising the Owner on the validity of requested change orders
- Preparing independent cost estimates on requested change orders resulting from design oversights
- Participating in "punch list" inspection and providing punch list to the Owner
- Producing and providing an electronic format "as-built" drawings

After the bid opening, but before the pre-construction meeting, if required, the Consultant shall provide in electronic format all revised PDF files of the sealed construction drawings, and revised sealed technical specifications, as well as a revised project scope and unit price proposal form. In addition to the revised documents, the Consultant will include written bid clarifications. The Consultant shall provide one (1) electronic copy of the revised sealed construction drawings, and revised sealed technical specifications, as well as the revised project scope of work and unit bid proposal form. In addition to the revised documents, the Consultant will provide one (1) electronic copy of the written bid clarifications. During construction project closeout period, the Consultant shall produce an electronic format “as-built” drawings.

**2.2 Final Construction Cost Estimate:**

The Consultant shall develop and submit construction cost estimates. The construction cost estimate is expected to be within ten percent (10%) of the base bid item expected from the Contractor. The Consultant's final cost estimate shall take into account all labor costs based on the current City of El Paso prevailing wage rates, as adopted by the City Council.

**2.3 Reproduction:**

The Consultant shall be responsible for all printing requirements during each phase of the project, as well as for code review requirements.

**3.0 OTHER CONSIDERATIONS:**

- 3.1** All work will be in coordination with the Capital Improvement Department, El Paso Fire Department, and all affected stakeholders.
- 3.2** The design shall follow the City of El Paso Department of Information Technology Services (“DoITS”) requirements for computer and telephone systems, if applicable.
- 3.3** **At each design phase the Consultant is responsible for the review of all drawings, specifications from their sub-consultants and for preparing a review comment form before the submittal of such documents to the Capital Improvement Department.**
- 3.4** **The Consultant shall provide upon request documentation demonstrating implementation of its Quality Assurance program and completion of Quality Control measures, including red-line drawings and plan sets.**
- 3.5** **Consultant shall verify all zoning requirements early in design and advice owner of any changes that may be required.**

- 3.6 Some minor demolition and/or renovations may be considered by Capital Improvement Department that may not be shown in the Building Assessment as long as design is kept within the construction budget.**
- 3.7 Consultant shall keep the renovation design within the allocated construction budget, if unable to keep within budget consultant shall immediately notify owner and schedule a review meeting to discuss construction budget.**
- 3.8 A construction estimate shall be included with each design phase within the allocated time provided below. Consultant shall make arrangements to complete the design with enough ample time to allow the estimator time to provide the construction estimate. An incomplete submittal package will not be accepted.**

#### **4.0 PROJECT SCHEDULE:**

- |                            |                              |
|----------------------------|------------------------------|
| ➤ Concept Phase            | 30 consecutive calendar days |
| ➤ Preliminary Design Phase | 70 consecutive calendar days |
| ➤ Pre Final Design Phase   | 40 consecutive calendar days |
| ➤ Final Design Phase       | 25 consecutive calendar days |

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

The consultant team shall comply with the following minimum qualifications:

- The Project Manager shall be a Texas-licensed architect with five (5) or more years' experience designing facilities to accommodate the functions identified in Section II, in accordance with El Paso building codes and industry best practices.
  
- The A/E firm shall carefully consider the project scope described herein and provide project team organization and credentials. The scope of the design services for the project requires, without limitation, the general disciplines named below to the extent necessary to provide exceptional, complete, and fully coordinated design and construction:
  - Architect
  - Interior Designer
  - Architectural Rendering
  - Graphic Designer
  - Urban Designer
  - Landscape Architect
  - Civil Engineer
  - MEP
  - Structural Engineer
  - Electrical Engineer
  - Registered Accessibility Specialist
  - Lighting Designer (internal and external site improvements)
  - Furniture, fixtures, and equipment (FF&E) Consultant
  - Security Systems Designer
  - Information Technology Specialist
  - Telecommunications Designer
  
- Key personnel and their availability and anticipated level of commitment to the project are to be identified in the offeror's Statement of Qualifications. Substitution of key personnel without approval of the City of El Paso is not permitted.

**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>CRITERION</b>	<b>PTS</b>
1. The qualifications of the proposed project manager, supporting staff and subconsultants and the role and level of involvement of staff/subconsultants in projects descriptions provided to satisfy Criterion 2.	<b>20</b>
2. Demonstrated specific experience of project team in applying internal and external best practices processes and procedures and innovative technologies and how they consistently lead to value added fire station design services.	<b>25</b>
3. Opportunities and challenges for design and construction of Fire Station #7	<b>20</b>
4. Measures employed to avoid scope creep, recover from schedule delays, and control costs within available budget	<b>15</b>
5. Evaluation of prior customer's satisfaction with the work of firm (PRF Forms to be submitted directly by the firm providing the reference) See Exhibit A	<b>10</b>
6. Demonstrated value of consultant’s quality assurance/quality control program in project execution.	<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 twenty (20) pages (8 ½” x 11”) single sided, of at least 11-point font, including an organization chart. Resumes for each key team member shall be limited to a maximum length of two pages, and should be attached as an appendix to the SOQ. Resumes, cover letter, table of contents and dividing tab inserts will not count toward the 20-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](mailto: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.



## **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>September 13, 2024</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 MST)</b>	<b>September 25, 2024</b>
<b>City of El Paso provides responses and clarifications</b>	<b>September 30, 2024</b>
<b>Deadline for submission of Statement of Qualifications (SOQ) And Project Reference Forms (PRF) 5PM MST</b>	<b>October 14, 2024</b>
<b>Evaluation of Statements of Qualification completed</b>	<b>October 28, 2024</b>
<b>Notifications of ranking completed</b>	<b>October 31, 2024</b>
<b>Protest Period Ends</b>	<b>November 5, 2024</b>
<b>City Council recommended contract approval target date</b>	<b>December 2024</b>

All questions must be submitted in writing to [aeselection@elpasotexas.gov](mailto: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 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.

### **❖ 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:** October 14, 2024 5 PM MST

**PROJECT NAME:** 2025-0077R A&E Services for the Fire Station 7 Renovation 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](mailto:aeselection@elpasotexas.gov) by the time and date shown above**



