

REQUEST FOR STATEMENTS OF QUALIFICATIONS



CITY OF EL PASO, TEXAS

CAPITAL IMPROVEMENT DEPARTMENT

SOLICITATION #2025-0163R

2016 BIKE PLAN UPDATE

**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
Yvette Hernandez, P.E.**



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SECTION I - PROJECT OVERVIEW

The City of El Paso is soliciting professional services from transportation planning firms with experience in multimodal transportation planning and engineering to review and update the City of El Paso 2016 Bike Plan. The City of El Paso will receive funding from the Federal Transit Administration FY 2023 Areas of Persistent Poverty (AoPP) to update its 2016 Bike Plan addressing first-mile and last-mile cycling connectivity for improved safe and equitable access to the Sun Metro BRIO transit system. The plan will focus on improving mobility and access to jobs, healthcare, and educational opportunities. The proposed update will consist of a targeted public engagement plan that prioritizes bicycle, pedestrian and transit users in underserved communities. The scope of work will include coordination and analysis of other adopted transportation planning initiatives, identifying technically sound and feasible programs for investments, and a review of built facilities and cycling demand to identify opportunities and priorities for additional infrastructure. The overall goal of the City of El Paso 2016 Bike Plan Update is to provide safe, connected, and efficient cycling facilities to residents of El Paso. The selected firm will contract directly with the City of El Paso and will work cooperatively with the City, State, and other affected entities to successfully provide the full scope of professional services required to execute the plan update in its entirety. The selected firm is expected to have knowledge and experience on:

- Recreational and transportation bicycle facility planning and design;
- Public involvement best practices, techniques, and applications;
- Data analysis, synthesis and documentation;
- Policy and ordinance development;
- Project prioritization;
- Geographic Information Systems (GIS);

SECTION II - SCOPE OF WORK AND DELIVERABLES

The selected firm will complete public outreach, a cycling demand analysis, engineering, planning, and design to update the 2016 Bike Plan. Services are intended to be comprehensive and provide a clear and implementable pathway for future investments, construction, and prioritization in El Paso. The update should ensure consistency with the City's adopted Street Design Manual, Comprehensive Plan, Major Thoroughfare Plan, Safe Routes to School Plan, Complete Streets Policy, Vision Zero Action Plan, Uptown Downtown Plan, Onward Alameda Plan, and other relevant documents and codes.

The scope is broken down into the following phases and deliverables:

Phase 1: Initial Review and Analysis

The initial phase will be an extensive analysis of existing conditions, policies, plans, and current and proposed projects. Current and completed multi-modal transportation documents, studies, and plans must be reviewed to ensure the Plan Update builds upon existing work, is consistent amongst stakeholders, and identifies existing land use and regulatory boundaries. The analysis should identify successful and unsuccessful components of the 2016 Bike Plan. This analysis includes the 2016 Bike Plan, Comprehensive Plan, Complete Street Policy, Vision Zero Action Plan, and Safe Routes to School Initiative.

Deliverable: Cycling Demand Analysis

Utilizing high-level data, the Plan Update will include an analytical model of city-wide cycling demand.

Phase 2: Public Outreach and Stakeholder Coordination

Phase 2 requires city-wide engagement, outreach, and coordination amongst institutional partners, government agencies, regulating authorities, transportation and cycling stakeholders, and the public, with special consideration given to the transportation needs of socioeconomically disadvantaged populations.

Deliverable: Public Engagement Summary

The Final Plan Update should include a summary of public engagement and feedback.

Phase 3: Draft Plan

Utilizing the data from Phase One and Two, a Draft Plan Update will undergo an internal stakeholder and external public review. The Plan Update is expected to contain the following elements:

- **Bicycle Demand Analysis:** Utilizing high-level data, the Plan Update will include an analytical model of cycling transportation demand.
- **Program Recommendations:** The Plan Update will include specific recommendations for regulatory changes and strategies to facilitate, promote, and enhance cycling as a transportation option.
- **Bicycle Facilities:** The Plan Update will include specific facility recommendations and prioritization for future bicycle facilities, as well as proposed modifications to existing plans and programs, based on demand modeling and socioeconomic considerations. Recommendations should emphasize first and last mile connectivity to Sun Metro Facilities.
- **Prioritization:** The Plan Update will identify clear prioritization of strategies, construction, recommendations, and improvements.
- **Planning and Performance Monitors:** Benchmarks and performance monitors will be identified.
- **Outreach Summary:** Outreach from Phase 2 will be summarized and documented in the Plan.
- **Policy Recommendations:** Utilizing the work done in Phase 1, the Plan will identify existing regulatory boundaries and make policy recommendations to ensure future implementation and facilitation of cycling.

Phase 4: Final Plan

Utilizing feedback from Phase 3, the consultant will deliver a final plan for City Council adoption.

SECTION III - MINIMUM QUALIFICATIONS & EXPERIENCE

At least one principal or responsible member of the firm shall demonstrate a minimum of five years' experience in responsible charge of, or major expertise in, the field involved in this Request for Qualifications (RFQ). The offeror must show minimum experience of projects in the development of recreational and transportation bicycle facility planning. Projects in comparable context areas should be noted, if applicable to the project team.

SECTION IV - EVALUATION CRITERIA

DO NOT SUBMIT A COST PROPOSAL AS PART OF THE RFQ PACKAGE. The city will hold a scoping meeting with the selected consultant to negotiate the final contract terms.

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

CRITERION	POINTS
1. Prior experience of the project manager and the team on similar plans.	30
2. The proposer's project understanding and responsiveness to submission requirements.	20
3. Qualifications of firm and project team members and technical expertise.	20
4. Community Engagement strategy and experience working with diverse populations and local organizations.	10
5. Timeline for project completion, including major milestones and the firms ability to deliver the project on time.	10
6. Evaluation of prior customer's satisfaction with the work of the consultant.	10
TOTAL POINTS	100

The submittal shall follow an outline that mirrors the selection criteria above. In addition, the firm shall clearly label and provide contact information where necessary to establish the minimum qualification requirements.

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.

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

TENTATIVE SCHEDULE

The following tentative schedule has been prepared:

City of El Paso issues the Request for Qualifications (RFQ)	October 28, 2024
Non-mandatory pre-proposal conference (MICROSOFT TEAMS)	November 1, 2024
Deadline for submission of written questions and requests for clarification (5 pm MST)	November 6, 2024
City of El Paso provides responses and clarifications	November 12, 2024
Deadline for submission of Statement of Qualifications (SOQ) and Project Reference Forms (PRF) 5 pm MST	November 25, 2024
Evaluation of Statements of Qualification completed	December 9, 2024
Notifications of ranking completed	December 12, 2024
Protest Period Ends	December 17, 2024
City Council recommended contract approval target date	January 2025

A non-mandatory pre-proposal conference will be held on Friday, November 1, 2024 at 10 A.M. (MST). You may join the meeting by clicking directly on “Join the Meeting Now” below:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 256 684 672 127

Passcode: 66S6dM

Questions and requests for clarification for this SOQ can also be submitted via email to:

Elsa Rodriguez, Contracts Manager
aeselection@elpasotexas.gov

All Q&A received during the pre-proposal conference or via email will be posted on the solicitations page on the responses and clarifications due date.

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.

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 B
PROJECT REFERENCE FORM (PRF)

Directions: Request references from three (3) private or 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 (This form must be submitted directly by the public agency providing the reference). 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: November 25, 2024 @ 5 PM (MDT)

PROJECT NAME: 2025-0163R 2016 Bike Plan Update

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 was the firm's role, and in what capacity did they serve on the above referenced project?

3. On a scale of 1 to 10 (1 being poor, 10 being Excellent) how would you rate this company's performance on the following:

Rate: 1-10 (Only)

How would you rate work performed by this firm on your project?

Was the project completed on time?

Was the project completed within budget?

What was the quality of the work performed?

Was staff proactive in solving problems that may have occurred on your project?

What was the extent of staff turnover? (10=low staff turnover, 1=high staff turnover)

Would you be willing to contract with this firm again? (10=Yes, 1=No)

TOTAL POINTS (maximum 70 points): _____

Name of Agency or Firm Submitting Evaluation: _____

Name of Reviewer and Title: _____

Please email form directly to Elsa Rodriguez at aeselection@elpasotexas.gov by the time and date shown above