

# REQUEST FOR STATEMENTS OF QUALIFICATIONS



**CITY OF EL PASO, TEXAS  
CAPITAL IMPROVEMENT DEPARTMENT  
SOLICITATION #2025-0238R**

**ARCHITECTURE AND ENGINEERING SERVICES  
FOR THE EPIA FEDERAL INSPECTION SERVICES (FIS)  
RENOVATION, NEW INFORMATION DESK AND ACCESSIBLE PATHWAYS**

**MAYOR  
OSCAR LEESER**

<b>DISTRICT REPRESENTATIVES</b>	
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.**



**TABLE OF CONTENTS**

<b>REQUEST FOR QUALIFICATIONS</b>	<b>PAGE#</b>
<b>SECTION I - PROJECT OVERVIEW .....</b>	<b>3</b>
<b>SECTION II – SCOPE OF SERVICES.....</b>	<b>3-15</b>
<b>SECTION III – MINIMUM QUALIFICATIONS &amp; EXPERIENCE.....</b>	<b>16</b>
<b>SECTION IV – EVALUATION CRITERIA.....</b>	<b>17</b>
<b>SECTION V – SUBMITTAL REQUIREMENTS.....</b>	<b>18</b>
<b>SECTION VI – SELECTION PROCESS &amp; SCHEDULE.....</b>	<b>19</b>
<b>SECTION VII – GENERAL INFORMATION.....</b>	<b>20-22</b>
<b>EXHIBIT A - PROJECT REFERENCE FORM (PRF) .....</b>	<b>23</b>

## **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 architecture and engineering services for the design of the Federal Inspections Services building renovation, new information desk and accessible pathways project at the El Paso International Airport. 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 professional services required.

## **SECTION II – SCOPE OF SERVICES**

The purpose of this project is to provide space to relocate the Border Patrol offices located in the Lower Level West Concourse into the FIS with landside access only from the exterior, provide an information area to help passengers/visitors and ensure an accessible pathway in the exterior of the main building. The proposed improvements shall consist of but not limited to the Following (See Figure 1):

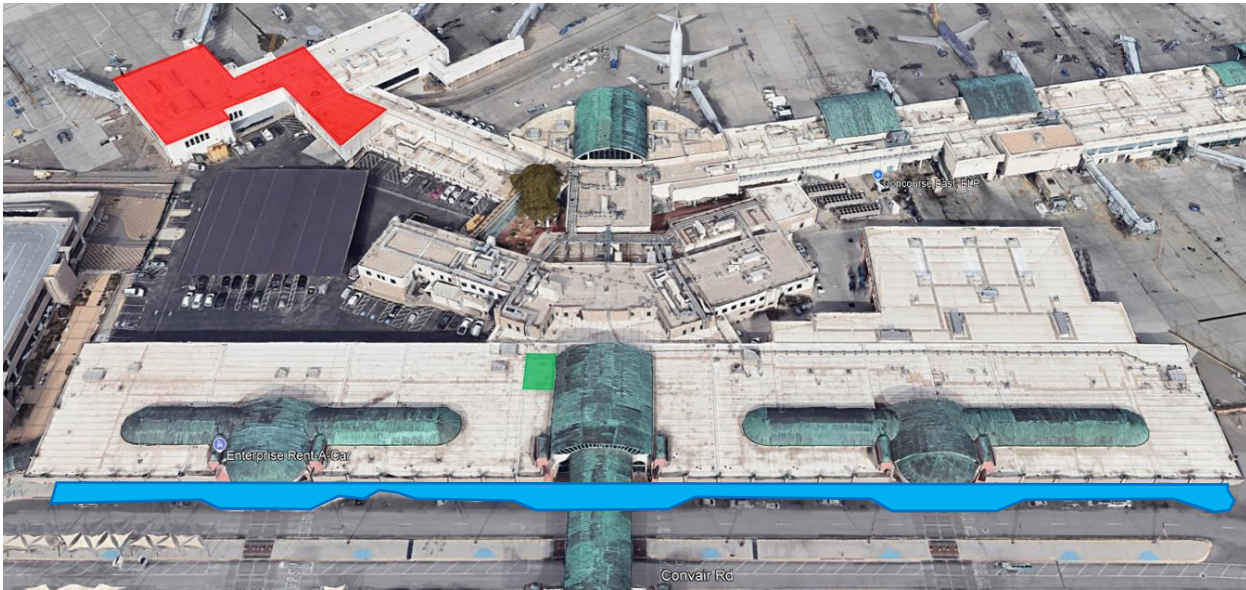
1. Federal Inspection Services – FIS
  - a. Reconfiguration of the floor plan, a direct secure and safe passage between the FIS area and the TSA check point, Mechanical, Electrical, Plumbing and Communications (Technology) improvements. The proposed improvements shall meet all ADA, NFPA, City of El Paso Building Code, Green Globe Requirements, 2021 Airport Technical Design Standards, General Aviation Facilities Design Standards, International Building Code (2021 IBC) and the Project Requirements Understanding/Acknowledgment (PRUA).
  - b. Approximate square footage is 11,186.
  - c.
2. Information Desk
  - a. The information desk shall have adequate lighting, power and data connections for at least two computers, a display screen and charging capacity for phones/tablets, shall be accessible for all passengers including those with special accommodations, shall have a section for flyers, brochures and a giftshop. A storefront shall be considered to secure the area during non-operating schedule and replace existing carpet with LVT flooring or similar.
3. Accessible Pathways
  - a. Design team shall assess the existing sidewalks, curbs, ADA ramps and propose repairs to ensure that the area meets ADA Standards and any other applicable requirements.

This project will improve the airport operations as follows:

1. Providing an operational area for the FIS program by meeting or exceeding the required passenger's throughput.
2. Creating a place where the passengers can obtain information.
3. Providing an accessible pathway at the exterior of the main building.

This project may be phased to minimize disruption to ongoing operations and ensure continuous accessibility for users throughout the project's duration.

**Figure 1:**



- Renovation Area
- Information Desk
- Pathway Improvements

## **DESIGN CRITERIA**

The criteria consist as follows:

- Federal Inspection Services (FIS) Renovation consist of but not limited to the renovation of the existing FIS footprint including improvements to existing mechanical, electrical, plumbing and technology systems to accommodate the new floor plan.
- Information Desk shall include layouts for modular furniture Desk, provide power and data infrastructure.
- The proposed renovations shall comply with the all applicable codes, some of the standards are list in Section II – Scope of Services.

## **SERVICES REQUIRED**

### **Investigation**

All investigations include but are not limited to survey, asbestos survey, geotechnical, utility coordination, drainage, assessment of existing mechanical, electrical, plumbing and technology systems to accommodate proposed improvements. Coordination with the Federal Aviation Administration will be required.

## **Utility Investigation, Services and Coordination**

The consultant shall coordinate the project design with all utility companies that will be affected by the improvements. The purpose is to minimize utility relocation without compromising design standards. The consultant shall submit all applications to the utilities on behalf of the City, however, the City will pay all utility service fees. It is not the consultant's responsibility to pull the installation of the service, all activities required as part of the installation of the service will be coordinated and performed by the contractor doing the work.

All utility service requests shall be completed and submitted by the consultant before the construction documents are submitted for bid advertisement. The consultant shall prepare all metes and bounds descriptions for utility easements and/or vacations. The consultant shall coordinate easements and/or vacations with City staff and the respective utility companies. All documents and coordination efforts by the consultant shall be completed by or before the Final Design Phase due date.

The consultant shall pothole utilities to determine both the vertical and horizontal alignments. This information will allow for a more complete project design and will minimize the potential conflicts during construction.

The consultant shall obtain all available horizontal and vertical information on utility lines, valves, covers, manholes, etc. from the different utility companies during the Preliminary Design Phase, and these existing utility structures shall be shown on the Preliminary Design Phase plan submittal.

The consultant shall correspond and meet with all affected utility companies to discuss the proposed design and to determine if a relocation is needed. If a relocation is required, the extent of the relocation will be determined. If a dispute arises, the consultant shall promptly set up a meeting between the City Project Manager and the utility company to discuss and resolve the issue.

The consultant, on behalf of the City, shall request that all affected utility companies relocate the services that are in conflict with the project improvements. However, each utility company can request that the City include, the relocation of their utility lines, provided that the utility company enters into an agreement with the City and provides the funding. The consultant shall coordinate this effort with the utility companies and advise them of the City's policy to minimize pavement cuts.

All correspondence and meeting minutes shall be submitted to the City when each design phase is due. The construction documents shall show all utility company contacts, and shall clearly show all existing and proposed utility lines. All documents and coordination efforts by the consultant shall be completed by or before the Final Design Phase due date. The consultant shall submit all utility clearance letters from each utility company by or before the project is advertised for bid.

Existing utility crossings include but are not limited to: gas, FAA communication cables, FAA electrical, and EPIA electrical.

## **Planning**

The designer shall assist the Owner in developing the phasing requirements to minimize disruptions to ongoing operations.

## **Soils Investigation**

The designer shall provide a subsurface soil investigation study for the project and should be submitted to the Owner for a review. Log boring information can be shown on construction documents with appropriate notes and disclaimers that will minimize change orders. Soil investigation shall meet FAA requirements.

## **Surveys**

The designer shall provide all topographic and horizontal surveys for this project and to meet AC-18 requirements. The consultant will follow through with submittal thru the AGIS portal in accordance with AC 15, 17 and 18 requirements.

## **Design Analysis and Project Design**

The consultant shall perform a design analysis for each project to ensure public safety, and all design analysis must comply with the applicable City, County, State, FAA, and Federal laws and regulations.

Design shall meet all City requirements for the project and shall be performed in phases, in accordance with the Project Schedule Section below.

The consultant shall determine the discipline of the State of Texas licensed designers that will be required by the State to perform this type of project design.

Besides complying with local codes, the consultant shall comply, at a minimum, with the City of El Paso's Design and Construction Standards, the City's Grading Ordinance, the City's Engineering Department Drawing Guidelines, the National Association of City Transportation Official's guidance and the Dark Sky Ordinance as applicable.

The consultant shall ensure that the project design is completed in compliance with all federal, state and local regulations and ordinances.

Early in the design the consultant shall coordinate the selection of materials and equipment with the appropriate City support departments.

## **Bidding**

The consultant shall submit the following for bidding:

- Full and complete sealed set of drawings in electronic format
- Full and complete sealed set of technical specifications in electronic format
- Detailed scope of work in electronic format
- Detailed bid proposal form in electronic format
- Detailed real-world value cost estimate in electronic format

During the bidding process, the consultant shall assist the Owner with, but not limited to the following items: respond to all questions from perspective bidders, attend a pre-bid conference, and if required prepare addendums. The bids shall be advertised as a lump sum contract and selection of the bidders shall be a “Competitive Sealed Proposal” selection. Procurement documents shall follow FAA requirements.

## **Construction**

During the construction, the City may request that the consultant provide construction observation services, to be billed on a time and materials basis. These services may include but are not limited to:

- Attendance at the weekly construction meeting scheduled by the City Project Manager
- Weekly project site visits and development of a project observations report within three (3) business days of the visit
- Respond to Requests for Information (RFIs) from the project contractor
- Review and approve contractor technical submittals within a schedule previously established by the City Project Manager
- Providing advice and recommendations to the Owner
- Participate in punch list inspections and produce punch lists for submittal to Owner
- Produce and provide (24” X 36”) “as-built” drawings in an electronic format.

## **Technical Specifications**

The consultant shall prepare and provide technical specifications. The specifications shall be based on FAA requirements. The specifications shall be based on accepted national specifications. **Sole sourcing will not be allowed.** All specifications must include type of materials listed in the construction drawings, placement method and quality control and quality assurance testing. The specifications shall correlate with unit price format. All specifications must comply with established specification standards and formats. The consultant shall provide both design and performance specifications.

## **Special Permits, and Other Land Use Permits**

The consultant shall submit the required number of plans sets to the City of El Paso Development Department. The consultant shall be responsible for obtaining the required approvals from the City of El Paso Development Department before the construction documents are submitted for bid advertisement. As applicable, it shall be the responsibility of the consultant to follow up on the review and approval process with the City of El Paso Development Department. *The consultant shall not be responsible for pulling the permit.* The pulling of the permit shall be the responsibility of the contractor. It is the responsibility of the City of El Paso Development Department to review the grading and drainage, storm water pollution prevention plan, and electrical permit requirements.

The consultant shall prepare all documents that include, but are not limited to, metes and bounds descriptions, site plans, elevations, layouts, and applications for permits. The consultant shall represent the City to make presentations and answer questions at City Council meetings.

## **Storm Water Pollution Prevention Plan**

The consultant shall prepare and provide a storm water pollution prevention plan. The consultant shall be responsible to be knowledgeable on the storm water pollution prevention plan requirements. The storm water pollution prevention plan shall be submitted to the City of El Paso Development Department for review and approval.

## **Public Involvement**

The consultant shall assist the City throughout stakeholder outreach activities in providing plans/exhibits showing the improvements and how improvements will impact passengers, stakeholders and operations.

## **Construction Safety/Management plans**

The Consultant shall prepare a Construction Safety and Phasing Plan and a Construction Management Plan in accordance with FAA, Federal, State and City regulations.

## **Environmental Issues**

The project shall obtain environmental clearance from the FAA.

## **Construction Sequencing Plan**

The consultant shall prepare a construction sequencing plan and submit it at all design phase submittals for review. The City will review and approve the sequencing plan. The contractor shall not be given the option of developing the sequence of construction.



## **Construction Schedule**

The consultant shall meet with the City Project Manager and Construction Manager to determine the construction schedule for each phase, order of work, and which phases will be done concurrently. The meeting shall be held after pre-final plans are submitted but before the Final Design Notice to proceed is issued. The information will allow the consultant to prepare a current market cost estimate at the final design phase submittal.

## **PRODUCTS REQUIRED**

### **Drawings and Specifications**

#### **Preliminary Design Phase**

As part of the Preliminary Design Phase submittal, the consultant shall provide three (3) copies in PDF format on three individual flash drives, of the Preliminary Design documents for review, comments and approval.

The Preliminary Design Phase submittal shall consist of the following documents:

- Coversheet with code and permit summary (90% complete)
- Construction Cost Estimate
- Construction Safety Phasing Plan (30% complete)
- Site Plan (30% complete)
- Demolition Plan (30% complete)
- Civil Engineering Plan and Details (30% complete)
- Architectural Plan and Details (30% complete)
- Furniture Plan (30% complete)
- Engineers Basis of Design Report (30% complete)
- Structural Plan and Details (30% complete)
- Electrical Plan and Details (30% complete)
- Mechanical Plan and Details (30% complete)
- Plumbing Plan and Details (30% complete)
- Special Systems Plan and Details (30% complete)
- Horizontal Control Plan (30% complete)
- Construction Notes (30% complete)
- Storm Water Pollution Prevention Plan (30% complete)
- Typical Construction Details (30% complete)
- Grading Plan (30% complete)
- Outline of Specs (90% complete)

If the City determines that the submittal does not comply with the above required completion percentages, the consultant shall resubmit in accordance with the above requirements.

During the Preliminary Design Phase, the consultant shall obtain or perform all boundary, topographic and horizontal surveys necessary for the project.

After the comments have been provided by City staff and addressed by the consultant, the consultant shall submit electronic copies of the revised preliminary design package to the City within five (5) business days.

The City Project Manager and the consultant shall attend the City Design Review (CDR) meetings to present and address any comments and/or issues by the review board in order for CID to give direction to the Project Manager and the consultant to proceed with the next phase of the project.

### **Pre-Final Design**

As part of the Pre-Final Design submittal, the consultant shall provide three (3) flash drives with the electronic copies of the Pre-Final Design documents for review, comments and approval.

The Pre-Final Design Phase submittal shall consist of the following documents:

- Coversheet with code and permit summary (100% complete)
- Construction Cost Estimate
- Construction Safety Phasing Plan (60% complete)
- Site Plan (60% complete)
- Demolition Plan (100% complete)
- Civil Engineering Plan and Details (60% complete)
- Architectural Plan and Details (60% complete)
- Furniture Plan (60% complete)
- Engineers Basis of Design Report (60% complete)
- Structural Plan and Details (75% complete)
- Electrical Plan and Details (75% complete)
- Mechanical Plan and Details (75% complete)
- Plumbing Plan and Details (75% complete)
- Special Systems Plan and Details (75% complete)
- Horizontal Control Plan (100% complete)
- Construction Notes (90% complete)
- Storm Water Pollution Prevention Plan (100% complete)
- Typical Construction Details (100% complete)
- Special Construction Details (75% complete)
- Grading Plan (95% complete)
- Outline of Specs (100% complete)
- Technical Specification (75% complete)

If the City determines that the submittal does not comply with the above required completion percentages, the consultant shall resubmit in accordance with the above requirements.

After the comments have been provided by City staff and addressed by the consultant, the consultant shall submit three (3) flash drives with electronic copies of the revised pre-final design package to the City within five (5) business days.

The City Project Manager and the consultant shall attend the CDR (City Design Review) meeting to present and answer any comments and/or issues by the review board in order for CID to give direction to the project manager and the consultant to proceed with the next phase of the project.

### **Final Design**

As part of the Final Design submittal, the consultant shall provide three (3) flash drives with the electronic copies of the Pre-Final Design documents for review, comments and approval.

The Final Design Phase submittal shall consist of the following documents:

- Cover Sheet (100% complete)
- Construction Cost Estimate
- Construction Safety Phasing Plan (100% complete)
- Site Plan (100% complete)
- Demolition Plan (100% complete)
- Civil Engineering Plan and Details (100% complete)
- Architectural Plan and Details (100% complete)
- Furniture Plan (100% complete)
- Engineers Basis of Design Report (100% complete)
- Structural Plan and Details (100% complete)
- Electrical Plan and Details (100% complete)
- Mechanical Plan and Details (100% complete)
- Plumbing Plan and Details (100% complete)
- Special Systems Plan and Details (100% complete)
- Horizontal Control Plan (100% complete)
- Construction Notes (100% complete)
- Storm Water Pollution Prevention Plan (100% complete)
- Typical Construction Details (100% complete)
- Special Construction Details (100% complete)
- Grading Plan (100% complete)
- Outline of Specifications (100% complete)
- Technical Specifications (100% complete)

## **FAA Coordination**

The consultant will be responsible to provide any and all information required for coordination with the FAA.

If the City determines that the submittal does not comply with the above required completion percentages, the consultant shall resubmit in accordance with the above requirements.

The City Project Manager and the consultant shall attend the CDR (City Design Review) meeting to present and answer any comments and/or issues by the review board in order for CID to give direction to the project manager and the consultant to proceed with the next phase of the project.

## **Bidding and Construction**

For bidding purposes, the consultant shall submit flash drive consisting of PDFs and AutoCAD files of the sealed construction drawings, sealed technical specifications, detailed scope of work, and price bid proposal form and a detailed real-world value cost estimate.

Before bid opening the consultant shall provide a flash drive consisting of PDFs of the revised sealed construction drawings, revised sealed technical specifications, revised scope of work, revised unit price bid proposal form, and written bid clarifications.

After bid opening and before the preconstruction meeting, the consultant shall provide a flash drive consisting of PDFs of the revised sealed construction drawings, revised sealed technical specifications, revised scope of work, revised price bid proposal form, and written bid clarifications. The consultant shall also provide nine (9) paper plan sets of the revised sealed construction drawings, revised sealed technical specifications, revised scope of work, revised unit price bid proposal form, and written bid clarifications.

During construction project closeout the consultant shall produce and provide a set of (24"X36") "as-built" drawings in an electronic format.

## **Cost Estimates**

The consultant shall develop and submit the construction cost estimates in each design phase. The construction cost estimate is expected to be within ten percent (10%) of the bid for base bid item expected from the lowest responsible bidder. The consultant's final estimate shall take into account all labor costs that shall be based on the current City prevailing wage rates as adopted by the City Council.

## **Design Analysis**

Design analysis shall include all engineering calculations for review by the City, governmental authorities who may have jurisdiction over each construction contract, and public utilities.

## **Reproduction**

The consultant shall be responsible for all printing required during all design phases and for code review requirements.

## **OTHER CONSIDERATIONS**

- Work to be coordinated with the Capital Improvement, El Paso International Airport, FAA, and affected stakeholders not specifically mentioned.

## **REQUEST FOR PROPOSAL BREAKDOWN**

All services described under Design and Bidding will be considered Basic Services. The consultant shall submit a detailed cost proposal and, after an appropriate fee is negotiated, a purchase order will be opened. If necessary, Construction Services will be requested by the Owner in writing. All Construction Services if necessary will be covered by time set forth by the contract.

### **PROJECT SCHEDULE:**

<b>Preliminary Design Phase:</b>	<b>75 consecutive calendar days</b>
<b>Pre-Final Design Phase:</b>	<b>60 consecutive calendar days</b>
<b>Final Design Phase:</b>	<b>30 consecutive calendar days</b>
<b>Bid Phase (Signed and Sealed)</b>	<b>15 consecutive calendar days</b>

## **KEY OBJECTIVES**

The firm is expected to achieve the following:

- To coordinate work with the Capital Improvement, EPIA, and FAA to resolve issues.
- Implement creative and innovative approaches to problem solving
- Implement an effective quality assurance program
- Ensure the project will meet the intended results
- Develop a schedule and enforce compliance of the project schedule
- Design to budget

## **KNOWLEDGE AND SKILLS:**

The architect and engineering firm shall have the following skills and abilities:

- Must know how to use project management software
- Prepare and formulate independent cost estimates and cost analysis
- Prepare detailed requests for proposals
- Prepare back up documentation for Change Orders
- Prepare detailed project schedules using Gantt Charts
- Review architectural and engineering drawings and specifications
- Effective conflict resolution skills
- Effective communication skills, both verbal and written
- Willingness to meet with stakeholders
- Multi-task several activities
- Prepare meeting agendas and meeting minutes
- Effective negotiation skills
- Effective organizational skills
- Track project and activity status
- Follow-up on pending items
- Economize project resources
- Effective public relations skills
- Prepare daily and monthly reports
- Review pay applications
- Keep a photo log
- Maintain an accurate and current submittal log

## **ELECTRONIC DOCUMENT MANAGEMENT:**

The selected firm is encouraged to minimize the use of large amounts of paper in an effort to promote a “green approach” to document management. Several available web-based programs or software to store, manage, view, review, and comment will be available. While not exhaustive, the following are some of the documents to be placed on web-based software:

- Concept documents
- Design documents including specifications and estimates
- Bid documents
- Contract terms and conditions
- Construction drawings
- Reissued construction drawings
- Submittals
- Correspondence
- Environmental Documentation
- Quality Assurance/Quality Control
- Meeting minutes
- Project schedules
- Daily reports
- Monthly reports
- Requests for Information/Change/Deviation
- Inspection reports
- Observation reports
- Pay applications
- Change Orders
- Operations and maintenance documentation
- Closeout documents
- Warranty documents
- Photos
- Project account and budget information

The web-based software shall be for review and approval and not only storage.

The architect and engineering firm will be one of the administrators of the software. They will be responsible to setup the project on the software and provide training to the project team on how to use the software. The web-based software shall be user friendly and easy to access. Identified stakeholders including City staff shall be provided user-friendly access to software.

### **SECTION III – MINIMUM QUALIFICATIONS AND EVALUATION CRITERIA**

The firm will be selected through a qualifications-based selection process. Firms interested in providing architect and engineering services must submit a Statement of Qualifications (SOQ) that addresses the following issues in the following order:

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE:**

The proposed architect and engineering firm and/or its team members shall comply with the following qualifications:

- The proposed project manager and engineering firm and/or its principals shall have a minimum of five (5) years of design experience in aviation requirements and possess the required Texas Professional Engineer license(s).
- The Project Manager shall have a minimum of three (3) projects of similar scope within the past 5 years with a combined minimum cost of \$10,000,000.
- The firm must be knowledgeable with public design standards and requirements.
- Demonstrated knowledge of applicable FAA requirements associated with the project
- Demonstrated experience with projects of similar complexity.
- Design must meet all applicable Capital Improvement guidelines.
- Design must meet all applicable City Codes and Ordinances.
- Design must comply with all local, state and federal laws and regulations, including but not limited to, the Americans with Disabilities Act.



**EVALUATION CRITERIA:**

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

<b>CRITERION</b>	<b>POINTS</b>
<b>PROJECT MANAGER AND TEAM EXPERIENCE</b>	
The proposed project manager experience demonstrating qualifications for this project. Specific project descriptions to support this criterion shall have been completed within the last three years. The role of the project manager in these projects shall be specified. In addition, offeror shall provide the initial and final budget and schedule for each project.	<b>15</b>
The proposed project team’s experience demonstrating qualifications for this project. Specific project descriptions to support this criterion shall have been completed within the last three years. The role of the team members in these projects shall be specified. In addition, offeror shall provide the initial and final budget and schedule for each project.	<b>15</b>
Evaluation of prior customer’s satisfaction with the work of the firm (to be evaluated using project reference forms (Exhibit A) submitted directly to the City by the reference).	<b>10</b>
<b>PROJECT UNDERSTANDING AND APPROACH</b>	
Understanding of the objectives, products and services required; potential value engineering opportunities.	<b>20</b>
The firm’s solution/approach to fulfilling the objectives, products and services required and addressing any anticipated challenges and/or associated risks within the project limits and in consideration of the current construction cost volatility and mitigation strategies.	<b>20</b>
Team approach: Strategies and practices for coordination of project team and subconsultants deliverables to ensure discipline plans and specifications are appropriately aligned.	<b>10</b>
Approach to ensuring quality deliverables are produced on time and within budget	<b>10</b>
<b>TOTAL POINTS</b>	<b>100</b>

## **SECTION IV – 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.**

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

## **SECTION V – 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:

<b>City of El Paso issues the Request for Qualifications (RFQ)</b>	December 6, 2024
<b>Non-mandatory pre-proposal conference (MICROSOFT TEAMS 3 P.M.)</b>	December 12, 2024
<b>Deadline for submission of written questions and requests for clarification (5 pm MST)</b>	December 13, 2024
<b>City of El Paso provides responses and clarifications</b>	December 17, 2024
<b>Deadline for submission of Statement of Qualifications (SOQ) and Project Reference Forms (PRF) 5 pm MST</b>	January 3, 2025
<b>Evaluation of Statements of Qualification completed</b>	January 17, 2025
<b>Notifications of ranking completed</b>	January 21, 2025
<b>Protest Period Ends</b>	January 24, 2025
<b>City Council recommended contract approval target date</b>	February 2025

A non-mandatory pre-proposal conference will be held on Thursday, December 12, 2024 at 3 P.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: 215 886 846 399

Passcode: gT9Xt7Nb

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

Elsa Rodriguez, Contracts Manager

[aeselection@elpasotexas.gov](mailto: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](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 (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:** January 3, 2025 @ 5 PM (MST)

**PROJECT NAME:** Architecture and Engineering Services for the EPIA Federal Inspection Services (FIS) Renovation, New Information Desk and Accessible Pathways

**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 [aselection@elpasotexas.gov](mailto:aselection@elpasotexas.gov) by the time and date shown above**