

REQUEST FOR STATEMENTS OF QUALIFICATIONS



CITY OF EL PASO, TEXAS

CAPITAL IMPROVEMENT DEPARTMENT

SOLICITATION #2025- 0262R

**ON-CALL PROFESSIONAL SERVICES GEOTECHNICAL
ENGINEERING & MATERIALS TESTING SERVICES**

**MAYOR
RENARD JOHNSON**

DISTRICT REPRESENTATIVES	
District 1 – Alejandra Chávez	District 5 – Ivan Niño
District 2 – Dr. Josh Acevedo	District 6 – Art Fierro
District 3 – Deanna M. Rocha	District 7 – Lily Limón
District 4 – Cynthia Boyar Trejo	District 8 – Chris Canales

CITY MANAGER
Dionne Mack

CITY ENGINEER
Yvette Hernandez, P.E.



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SECTION I – PROJECT DESCRIPTION

With the passage of the Community Progress Bond and the increased funding for street resurfacing the City of El Paso requires additional capacity for geotechnical and materials testing services and is therefore requesting Statements of Qualification from qualified firms to provide these services. Services are to be provided in a manner that enhances project schedule and budget efficiency while meeting the specific Task Order assignment(s). All work is to be performed in accordance with applicable accreditation standards and in compliance with best practice geotechnical engineering and materials testing means and methods.

SECTION II – SCOPE OF SERVICES

The firm is to perform all phases of geotechnical and geological investigation, testing, analysis, and design services from conceptual through final design and construction. The anticipated projects under these selections may include roadways, parking lots/structures, quality of life, public safety, and other municipal facilities. Anticipated activities include, but are not limited to:

- Site investigation and characterization
- Installing soil borings and collecting soil and groundwater samples
- Locating utilities, underground structures such as manholes, concrete pavement, monuments, railroad tracks, etc., and potholing
- Evaluating site materials
- Installing and monitoring geotechnical instrumentation
- Forensic evaluation of settlement of existing structures, pavement, and other material failures
- Soil slope stability analyses (i.e., berms, embankments and cut slopes) and development of recommendations for slope construction (i.e., slope angles, protection, anchoring, backfilling material requirements, and compaction), slope protection or stabilization methods to mitigate slope erosion and maintenance
- Determining of lateral earth pressure coefficients for below-grade and retaining wall structures
- Identifying trench safety considerations for ground vibration and movement monitoring during construction
- Identifying of considerations for the construction of structures in areas of shallow groundwater, dewatering, and short and long-term groundwater monitoring
- Reviewing existing geotechnical data and background information
- Developing conceptual design or layout in support of the geotechnical recommendation
- Providing geotechnical recommendations for the expansion of existing facilities and new facility construction
- Implementing creative and innovative approaches to address project requirements.
- Geotechnical laboratory testing as appropriate, including but not limited to the following:
 - A) Materials Sampling and Testing: Concrete compressive strength ASTM-C39, concrete and asphalt coring, Hot Mix Asphaltic Concrete (HMAC) molding for flow/stability, extraction/gradation, Marshall density /stability and flow, field density ASTM-D6938, base course proctor, SA, PI (w/D-4718 oversize correction) and field density base course ASTM D 6938.

- B) Earthwork Sampling and Testing of select fill, backfill, and existing subgrade materials for determination of moisture-density relationship (Proctor) ASTM-D698 or D1557, grain size distribution, #200 Test ASTM-D6913 & D1140, Atterburg Limits (PI) ASTM-D4318 - field density ASTM-D1566, soil corrosivity ASTM STP 741, and ASTM STP1013, field measurement of soil resistivity ASTM G 57-78 and ASTM G 51-84 as appropriate, and trenching, subgrade and base course compaction testing

Other materials testing as requested including but not limited to:

- Roofing moisture, withdrawal resistance of mechanical fasteners, and wind uplift
- Visual, acoustics, radiographic, dye penetrants, magnetic particle (ferrous metal only) weld testing
- Mill thickness, lead for paint materials
- Subgrade and drainage design
- Stability, settlement, and foundation design
- Performing geotechnical construction observation and testing during construction
- Preparing geotechnical reports, design plans, and specifications
- Coordinating with other design disciplines or parties

SECTION III - MINIMUM QUALIFICATIONS

The firms shall comply with the following minimum qualifications:

All work shall be performed under the supervision of a registered Professional Engineer (PE) with a minimum of eight (8) years of geotechnical engineering and materials testing experience.

- The firm shall possess materials testing laboratory capabilities and be staffed with a Technical Service Group that consists of certified field and laboratory technicians.
- Members of the Technical Service Group shall possess and maintain the following qualifications and certifications
 - Certified National Institute for Certification in Engineering Technologies – Construction Materials Testing Level I-IV
 - Current National Institute for Certification in Engineering Technologies – Geotechnical Engineering Level I-III
 - Current American Concrete Institute – Grades I and II Concrete Technician
 - Current Nuclear Gauge Operator and Safety Training Certification
- All field and laboratory work shall be performed by certified technicians with at least five (5) years of materials testing and inspection experience.
- Demonstrated knowledge of applicable local, state and federal regulatory requirements.
- Firms shall be accredited by the American Association of State Highway and Transportation Officials (AASHTO).

SECTION IV - EVALUATION CRITERIA:

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

CRITERION	POINTS
1. The qualifications of the proposed project manager, professional staff, and proposed sub-consultants, including continuing education within the last three (3) years	20
2. Offeror’s project experience and involvement of proposed staff, relevance to the scope of services, nature of potential projects, and coordination requirements including but not limited to user groups, local civil engineering firms, architects, contractors, and permitting authorities TxDOT, County of El Paso, and utility services providers.	25
3. Geotechnical engineering and materials testing challenges and opportunities in El Paso	15
4. Measures/control systems to ensure all field investigations are performed in a safe, cost-efficient, and timely manner, and that investigation, and deliverables, including, materials testing reports, are complete and acceptable to the owner	15
5. Quality Assurance and Quality Control (QA/QC) measures/systems to ensure all materials testing, data reporting, reports, plans, and specifications deliverables are free of errors and omissions, prepared in accordance with industry standards, and meet or exceed user group requirements and applicable building code and other requirements	10
6. Evaluation of prior customer satisfaction with the work of the firm.	15
TOTAL POINTS	100

SECTION V - SUBMITTAL REQUIREMENTS

Firms interested in the above project shall submit a Statement of Qualifications (SOQ) to address the SOQ criteria by the specified cutoff date and time. The SOQ shall be a maximum length of twelve (12) pages (8 ½” x 11”) 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 12-page limit.

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

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

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

Please see Exhibit A – Project Reference Form (PRF)

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

The selected firm(s) will be required to submit a fee proposal through the provided Fee Proposal Template. The city will host a scoping meeting with the selected consultant to negotiate the final contract terms.

Please see Exhibit B – Fee Proposal – Sample Only

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

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

SECTION VI - SELECTION PROCESS AND SCHEDULE

The selection process shall consist of:

- Submittal of Statements of Qualifications
- Evaluation of Statements of Qualifications
- Notification of rankings
- Protest period
- Notification with selected firm
- Negotiations with selected firm
- Contract award

TENTATIVE SCHEDULE

The following tentative schedule has been prepared:

City of El Paso issues the Request for Qualifications	January 24, 2025
Non-mandatory pre-proposal conference	N/A
Deadline for submission of written questions and requests for clarification (5 PM MST)	January 30, 2025
City of El Paso provides responses and clarifications	January 31, 2025
Deadline for submission of Statement of Qualifications (SOQ) And Project Reference Forms (PRF)	February 11, 2025
Evaluation of Statements of Qualification completed	February 19, 2025
Notifications of ranking completed	February 21, 2025
Protest Period Ends	February 26, 2025
City Council recommended contract approval target date	March 2025

All questions regarding this solicitation must be submitted via email to Elsa Rodriguez at aeselection@elpasotexas.gov. All questions and responses will be made available to the public. Q&A will be posted on the solicitations page on the date shown in the tentative schedule.

SECTION VII - GENERAL INFORMATION

❖ Instructions

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

❖ Statement of Qualifications

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

❖ Indebtedness Ordinance 016529

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

❖ Notice of Results of Review and Ranking

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

❖ Protesting the Rankings

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

❖ Review of Protest

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

❖ Appeal of Final Ranking and Protest

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

❖ Authorization to Negotiate

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

❖ **City Council Approval of Contract**

Successfully negotiated agreements will be presented to Council for award.

❖ **Debriefing**

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

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

❖ **Debarment Check**

Prior to presenting to City Council for award a debarment verification will be performed prior to entering into a contract. The Contract Manager, in conducting his/her due diligence, shall verify that the vendor does not appear on the list maintained by the federal government. The System for Award Management can be accessed at the following web link: <https://www.sam.gov/portal/SAM##1>.

❖ **City Rights**

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

❖ **Contact with City Employees**

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

❖ CONE OF SILENCE/ANTI-LOBBYING POLICY

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

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

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

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

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

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

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

EXHIBIT "A"
PROJECT REFERENCE FORM (PRF)

Directions: Request references from three (3) public or private 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: February 11, 2025

PROJECT NAME : 2025-0262R On-Call Professional Services Geotechnical Engineering & Materials Testing Services

NAME OF COMPANY TO BE EVALUATED: _____

NAME OF PROJECT AND DATE COMPLETED: _____

QUESTIONS:

1. Has the above-referenced project reached substantial completion? (circle one) Yes No
2. What project delivery method was utilized? (circle one) Designed-Bid-Build Design-Build CMAR
3. What was the firm's role, and in what capacity did they serve on the above-referenced project?

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

How would you rate work performed by this firm on your project?	
Was the project completed on time?	
Was the project completed within budget?	
What was the quality of the work performed?	
Was staff proactive in solving problems that may have occurred on your project?	
What was the extent of staff turnover? (10=low staff turnover, 1=high staff turnover)	
Would you be willing to contract with this firm again? (10=Yes, 1=No)	

TOTAL POINTS (maximum 70 points): _____

Name of Agency or Firm Submitting Evaluation: _____

Name of Reviewer: _____

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



A. PROPOSAL DETAILS

Consultant Name: _____

Date Submitted: _____

B. PROFESSIONAL PERSONNEL

LABOR CLASSIFICATION	YEARS OF EXPERIENCE	HOURLY RATES
Principal:	TBD	
Senior Project Manager:	TBD	
Project Engineer:	TBD	
Senior Engineer	TBD	
Staff Engineer / Geologist / Specialist Level I	TBD	
Staff Engineer / Geologist / Specialist Level II	TBD	
Senior Field Technician	TBD	
GIC/CAD Technician	TBD	
Field / Lab Technician	TBD	
Welding Inspector	TBD	
Administrative Assistant	TBD	

C. LABORATORY TESTING

ITEM #	YEARS OF EXPERIENCE	COST (EACH)
TEST 1	TBD	
TEST 2	TBD	
TEST 3	TBD	
TEST 4	TBD	
TEST 5	TBD	
TEST 6	TBD	
TEST 7	TBD	
ETC.	TBD	

E. REIMBURSABLE COSTS

Mileage	0.625 (or current IRS approved Rate)
Sub Consultants (If applicable):	cost x 1.10
Per Diem (If applicable):	\$155 per day (or current rate per USGSA)
Other Travel (If applicable):	Actual cost

Notes:

1: Billing rates shall be fully burdened and include labor, overhead, and profit.

2: All project related expenses to be billed at rates determined with respect to current market pricing, a complete list of miscellaneous expenses to be provided attached to this proposal.