

REQUEST FOR STATEMENTS OF QUALIFICATIONS



**CITY OF EL PASO, TEXAS
CAPITAL IMPROVEMENT DEPARTMENT
SOLICITATION #2025- 0264R**

**DEVELOPMENT OF
PARKS AND RECREATION MASTER PLAN**

**MAYOR
RENARD JOHNSON**

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

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1. PURPOSE

The City of El Paso (City) through its Parks and Recreation Department (PARC) seeks to establish a contract with firms and Consultants (Consultant) with expertise in master planning and the field of parks and recreation to develop a Long-Range Plan for the El Paso Park system. PARC’s **Master Plan for Parkland, Facilities and Programs** is developed every 10 years and provides a roadmap to guide land acquisition, capital improvements (including improvements to existing facilities) and the development of new programs and amenities. PARC anticipates completion within one year of contract execution.

2. BACKGROUND

PARC promotes the City’s strategic goal 4 “Enhance El Paso’s Quality of Life Through Recreational, Cultural & Educational Environments”. PARC’s primary service areas include community and recreation services; facility and park maintenance; and planning and facility construction. The Department oversees more than 3,300 acres of parkland, about 170 miles of trails, 311 parks, 12 open spaces, 10 spray parks. Facilities include 21 recreation centers, 10 senior centers, 2 natatoriums, 10 aquatic centers, ([Attachment A: Parkland Inventory](#)). PARC has 5 core park zone areas throughout the City. Those park zones are subdivided in 8 or 10 additional subareas. In total the City has 48 park zones ([Attachment B: Park Zone Areas](#)). The Department has 8 divisions: Recreation, Sports, Aquatics, Seniors, Administrative Services, Special Events, Land Management, and Parks Planning and Development. The City is divided into 8 geographic districts ([Attachment C geographic districts](#)).

3. SCOPE OF SERVICES

3.1. No stamped documents are required for this project.

3.2. Minimum requirements

3.2.1. Consultant shall conduct a physical condition inventory and assessment of all Department Assets using ArcGIS with a high accuracy receiver on an Android or IOS system to collect photo and/data for inventories, evaluation, and/or conditions assessments. Inventory and assessment data shall be the basis for needs analysis. Assessment shall include all Departmental Assets and a line-item replacement and maintenance cost by amenity (I.e. basketball courts, fencing, playgrounds, etc.). The results of these assessments, in combination with the GIS data, shall be made into Parks Score Cards to help the City make important decisions about each park, facility, and recreation assets.

3.2.2. Prime consultant’s firm shall have completed no less than two master plans for a public entity within the last seven years. Park and recreation master plans for cities of similar size and scope as contained in this solicitation are preferred, but not required.

3.2.3. It is preferred that sub-consultants have completed no less than one master plan for a public entity within last seven years, but not required.

4. SCOPE OF WORK

4.1. Consultant's Responsibilities

4.1.1. Consultant is responsible for tasks 4.2-4.5 and shall work with PARD staff throughout the process and development of the Master Plan elements.

4.2. Project Organization

4.2.1. Project Work Plan (PWP) – The Consultant shall prepare a PWP, which shall be subject to review and approval by the PARD director. This document shall include Consultant's project team's organization, schedule of meetings, list of tasks, timeline for deliverables, and any other required actions for the completion of the Master Plan. The Consultant shall assign a project manager who shall manage overall communication and coordination that shall be undertaken by members of the Consultant and PARD during this project.

4.2.2. Kickoff Meeting – The Consultant shall attend a project kickoff meeting with key members of the PARD staff to review the PWP and discuss the approach to the project. This meeting shall include a discussion of previous planning efforts, data collection, and project goals and objectives.

4.2.3. User Groups – Consultant shall engage, inform, and rely upon stakeholder and other groups such as Steering Committee, Neighborhood Associations, Advisory Boards, and other specialized technical groups identified by the City whose members will assure their respective departments', or group's goals, policies, plans and constraints are understood and considered during the planning process by the Consultant.

4.3. Data Needs Request and Data Exchange – The Consultant shall submit to the City a written request for data, plans, policies & procedures, maps, reports and any other materials required to conduct the work as described in this Scope. When feasible, the Consultant shall leverage existing data sources. When unavailable, the Consultant may acquire additional data to complete the task as identified within this Scope.

4.4. Community Engagement and Outreach

4.4.1. Public Engagement Plan (PEP) – The Consultant shall provide a PEP, which shall clearly state the goals and process for public engagement. Public engagement shall be inclusive of El Paso diverse residents with a focus on underserved communities with limited access to technology. The PEP shall include a description of all outreach activities and efforts; in addition to innovative techniques (such as community ambassadors) to ensure a broad range of voices are included in the planning process. Minimum requirements for the PEP include:

4.4.1.1. On-line digital public engagement survey tool that shall enable meaningful and far-reaching public involvement. PARD staff will review and approve the survey tool and questions.

4.4.1.2. Up to 10 public meetings, including facilitation.

4.4.1.2.1. Create, print, distribute, and present meeting materials including invitations, flyers, signs, sign-in sheets, agendas, handouts, presentation materials, etc.

- 4.4.1.2.2. Provide all presentation materials for all project and public meetings. Also, set up, provide hosting, assist attending media, and break down and cleanup for all project meetings.
- 4.4.1.3. Focus groups – PEP shall include at least five focus groups to engage a demographically diverse group of people in a guided discussion about PARD’s long-range goals.
- 4.4.1.4. A strategy for engaging diverse communities specifically addressing language barriers and limited access to technology.
- 4.4.1.5. Community Engagement Summary – Consultant shall provide a report that details the goals of community engagement, how the goals were met, and at a minimum, the following information about the participants and/or respondents: domicile by zip code, race, ethnicity, sex, age.
- 4.4.1.6. The consultants should develop a public-facing tool (such as a website, dashboard, or alternative interactive medium) that allows for participants to track progress, provide feedback and acquire project documents. The tool should be updated regularly (on a weekly basis) or in real-time. The purpose of this is to promote transparency surrounding the project, its recommendations and feedback.

4.5. **Long Range Plan Elements**

4.5.1. Introduction

- 4.5.1.1. El Paso’s Park and Recreation Story – Consultant shall work with the City to develop a citywide message. This message shall explain the goals and standards that guide the development of the Master Plan with emphasis on:
 - 4.5.1.1.1. The City’s Mission, Vision, Values, Strategic Plan;
 - 4.5.1.1.2. Plan organization and time period of plan (10-year plan with 5-year update);
 - 4.5.1.1.3. Texas Parks and Wildlife Department Master Plan requirements;
 - 4.5.1.1.4. Commission for Accreditation of Park & Recreation Agencies;
 - 4.5.1.1.5. Envision El Paso and other City initiatives;
 - 4.5.1.1.6. Impact of the City’s parks and recreation on public health, economic development, climate change, mobility, etc.

4.5.1.2. History and Overview of El Paso’s Park System

- 4.5.1.2.1. Concise narrative and key historic photos
- 4.5.1.2.2. Maps documenting park acquisitions over time, existing parks, facilities, trails, trailheads, and 8 council districts.

4.5.2. State of the Parks and Recreation System

- 4.5.2.1. Definitions and standards for parks, facilities and trails – Consultant shall review the 2014 Parks Master Plan and affirm existing and/or proposed new definitions and standards for the development and maintenance of parks, trails, open space and facilities.

- 4.5.2.1.1. The standards shall reflect best practices for communities with highly urbanized areas and take into consideration Envision El Paso comprehensive plan policies related to the environment, economic development, health and the creative community, and provide goals for land acquisition, development and programming.
- 4.5.2.1.2. Standards shall also include the City’s adopted standards of park space per 1,000 population, service area radio for parks and recreation facilities, as well as a baseline figure for developing parks and recreation facilities.
- 4.5.2.1.3. Inventory of Past Policies and Goals. The PARD Master Plan should include an inventory of past plans policies and goals that highlights completed items as well as those that have not yet been meaningfully implemented or completed.
- 4.5.2.2. Inventory & Conditions Assessment of Parkland, Facilities, and Open Space.
 - 4.5.2.2.1. Consultant shall conduct a physical asset inventory and condition assessment of all PARD assets using Collector for ArcGIS with a high frequency receiver on an Android or IOS system to collect photo and/data for inventories, evaluation, and/or conditions assessments. Inventory shall include all Departmental assets and a line-item replacement and maintenance cost by amenity (I.e. basketball courts, fencing, playgrounds, etc.). The evaluation methodology shall be reviewed and approved by the PARD. Inventory results shall be placed in a GIS database and update existing GIS inventory data. It shall also incorporate existing departmental assessments, reports, and master plans. Existing data is provided in Attachment C: Existing Data or can be found at the link: **Existing Data**. Other information to be included but not be limited to the following:
 - 4.5.2.2.2. Park type and purpose, location, acreage, and service area boundaries. Recreational Centers, Senior Centers, Community Centers, Natatoriums, Pools, Spray Parks, collectively referred to as (“the Facilities”).
 - 4.5.2.2.3. Amenities Including but not limited to; sports fields, sports courts, dog parks, splash pads, playground equipment, lighting, permanent and portable restrooms. Furnishings such as canopies, bleachers, benches, water fountains, picnic tables, trash receptacles, etc.).
 - 4.5.2.2.4. General assessment of physical conditions and functionality.
 - 4.5.2.2.5. Trails, trailheads, and trail connectivity.
 - 4.5.2.2.6. Open space areas and acreages.
 - 4.5.2.2.7. Consultant shall develop a “report card” for all the Assets. The Report Card shall communicate the results of the above assessment, showing the evaluation of the parkland, facilities, open space, trails, and trailheads.

- 4.5.2.2.8. The consultant shall leverage the data provided and collected from the inventory and incorporate data for utilities (electric, water, etc.), staffing costs and maintenance requests to determine the operations and maintenance costs for each facility. In total, the City shall be able to determine the cost of service, operations and maintenance by facility.
 - 4.5.2.2.9. A planning area profile document shall be developed that summarizes the PARD planning areas (west, east, central, eastside, and mission valley) statistics related to existing park acreage, demographics, park multi-modal access and park amenities and facilities (i.e. state of each planning area). The Profile shall incorporate the Report Card ratings for facilities in each park planning area presented in a mapped format.
 - 4.5.2.2.10. Consultant shall provide a summary of national and local trends, opportunities and challenges in the field of parks and recreation and the implications for long-range planning.
 - 4.5.2.2.11. Consultant shall provide an overview of existing funding strategies related to operation and maintenance of the City of El Paso parks and recreation system. The overview shall include existing funding streams such as the General Fund, Parkland Dedication and Capital Bond Program; the available nonprofit sector funding and volunteers, including park conservancies and partners; and philanthropic sector.
- 4.5.3. Needs Assessment and Analysis
- 4.5.3.1. Consultant shall perform a demographic and socio-economic analysis that shall demonstrate the areas in the city of greatest need and the presence of vulnerable populations and general growth patterns. Analysis will be done city-wide by Planning Areas and shall include:
 - 4.5.3.1.1. Methodology and demographic overview.
 - 4.5.3.1.2. Population growth and density including projected growth.
 - 4.5.3.1.3. Gender, age (broken into ranges), ethnicity, race, household income and household type (presence of children, grandparents, single parents in households, marital status);
 - 4.5.3.1.4. Low-income & underserved children: child age, ethnicity, race; children on free lunch program; public assistance, i.e. Medicaid, food stamps, WIC, AISD free and reduced lunch participants; Residential Move, i.e. Children who have recently moved to US by income level; parental nativity, i.e. children in low income families by parent's nativity, i.e. immigrant parents vs. native-born parents; parental employment status, education status and marital status;
 - 4.5.3.1.5. Low-income & underserved seniors: ethnicity and race, home ownership, social security income, public assistance, i.e. food stamps, Medicare.
 - 4.5.3.1.6. Overall growth patterns of elderly and low-income & underserved youth.

- 4.5.3.1.7. Presence of vehicles in a household or customary transportation choice.
- 4.5.3.1.8. Health data as available for El Paso County (Epidemiology and Health Statistics Unit data for obesity and other health trends like diabetes, heart, etc., Community Health Assessment Program (CHP) data, and food desert and community garden data to analyze places where programming and facilities should focus on food provision and/or education).
- 4.5.3.1.9. National Level of Service (LOS) standards.
- 4.5.3.1.10. City PD crime and crash data to describe and map safety around parks.
- 4.5.3.1.11. Locations of public and low-income housing.
 - 4.5.3.1.12. Population projection data by planning area including City of El Paso 2040 Population Projections, recent residential permit building activity or other evidence of growth projections on the ground, if needed, or other local data available to discuss projections.
 - 4.5.3.1.13. Summary of demographic analysis, comparison from the 2014 Parks Master Plan, population projection, and implications for park and recreation planning including public health impacts.
- 4.5.3.2. Consultant shall provide a summary of the major needs and themes communicated by the public through the Master Plan process. Detailed list of all public feedback shall be provided in an appendix of the plan. Each comment shall be organized by Planning Area and according to the topics below:
 - 4.5.3.2.1. Existing and Undeveloped parkland
 - 4.5.3.2.2. Trails and Open Space
 - 4.5.3.2.3. Programs (sports, special events, summer, aquatics, etc.)
 - 4.5.3.2.4. Recreation, Community Centers and Senior Centers
 - 4.5.3.2.5. Aquatics Facilities
 - 4.5.3.2.6. Sports Facilities
- 4.5.3.3. Consultant shall use the Planning Area Profiles and Report Cards, as well as already-completed PARD studies to determine areas of the city that are underserved by park and recreation facilities. GIS-based analysis shall be incorporated in order to visually show park system gaps. Gap analyses shall be conducted by a standards-based approach and a resource-based approach.

- 4.5.3.3.1. Standard-based approach – Using the standards established in 4.5.2.1 Consultant shall evaluate Park Amenities based on the following:
- 1) Determine how well park acreage is spread throughout the system; gap analysis should look at age and other demographics of residents to determine if existing acreage location and sizes is sufficient to serve the population density. Standards-based analysis should produce GIS mapping of park service coverage throughout the City.
 - 2) Determine if enough amenities are available to meet standards (for example, flat fields per 1,000 population). Gap analysis should look at the ages and other demographics of residents to determine if the acreage is sufficient to serve the population density and whether population characteristics warrant new, existing, or decommissioned facilities.
 - 3) Determine Trails and Open Space land acquisition and development needs. Land needed to connect open space and trails to parkland and park facilities. Identify potential connections; and trail construction and amenities needed to improve the City’s Trails and Open Space System.
 - 4) Determine if current Design and Construction Standards for Parks are in line with other urban municipalities of this size.
- 4.5.3.3.2. Resource-based approach – Using the inventory in **4.5.2.2**, Consultant shall determine where and how park buildings and centers should be expanded and maintained to meet program gaps. The analysis should include:
- 1) Facility needs for indoor recreation and other program needs identified by community feedback, including facility retrofits and new facilities needed to improve and expand programs. Consultant shall consider health; safety and security of facilities; as well as equity in facility location and specialized programming needed at some locations and incorporate recommendations from the City’s most recent assessment of its facilities.

- 2) Consultant shall evaluate PARD maintenance buildings and yards and determine if current locations will continue to be feasible or if new facilities should be developed based on park system location growth. Consultant shall also evaluate current maintenance district boundaries and make recommendations if improvements are needed.
 - 3) The consultant shall prepare a matrix that provides a data-driven decision-making process for prioritizing investment and or decommission of facilities and other PARD's assets.
- 4.5.4. Consultant shall propose and execute a methodology to form and prioritize the Master Plan recommendations by Park Planning Area and system-wide needs for parkland, facilities, trails, aquatics, sports, nature-play opportunities and recreation programming. The scoring system shall be reviewed by PARD staff and based on the following: (1) Standards and Resource- Based gaps, including demographics, (2) Community feedback about park and recreation needs (both thematic and park-specific), (3) Recommendations already listed in approved Park Master Plans, (4) Guiding Values, including equity, inclusion, accessibility, connectivity, green infrastructure, and (5) park themes and growth corridors envisioned by the adopted and ongoing City's Comprehensive Plan update.
- 4.5.5. Master Plan Recommendations and Implementation Guide.
- 4.5.5.1. Consultant shall develop a list of large capital projects to be completed in the next 10 years, and identify projects to be completed in the next 2-4 years' time frame. Cost estimates and potential funding sources must be included. List should be done by Rank and Park Planning Area for the following categories:
 - 4.5.5.1.1. Existing facilities to be expanded or undergo major improvements to address programing service gaps.
 - 4.5.5.1.2. Underutilized and/or cost prohibitive facilities to be repurposed or decommissioned.
 - 4.5.5.1.3. Regional, Community, Neighborhood, and Pocket Park projects, including strategies to encourage all-abilities play into existing parks.
 - 4.5.5.1.4. Undeveloped parks for future development based on population growth projections, community feedback, service gaps.
 - 4.5.5.1.5. Areas for land acquisition to meet population growth projections, implement Envision El Paso growth objectives, and reduce park deficient areas.
 - 4.5.5.2. Recommendations should include a guide for future growth (expand and adapt as needed) to include an implementation plan/Capital plan.
 - 4.5.5.2.1. Include an estimated schedule for implementation of recommendations. Estimated schedule shall include a short-term implementation plan (2–4-year time frame), as well as a long-range implementation plan (10-year time frame).

- 4.5.5.3. The Consultant shall develop an implementation strategy that includes:
 - 4.5.5.3.1. Overview of annual funding needs inclusive of land, facilities and programs.
 - 4.5.5.3.2. Potential funding sources for capital improvements and maintenance.
 - 4.5.5.3.3. Method for tracking plan implementation, performance and recommended update schedule.
 - 4.5.5.3.4. Identification of improved or new opportunities for partnerships or conservancies.
- 4.5.5.4. Open Space Update. As a Chapter to the Plan, the Consultant shall create a clear and concise policy for open space within the City.
 - 4.5.5.4.1. Utilizing data collected through public engagement and overall city development patterns and projections, the consultant will identify locations for potential open space areas.
 - 4.5.5.4.2. As well as provide considerations for open space preservation, protection, maintenance, enhancement, and future acquisitions.
- 4.5.5.5. Trails Update. To connect existing parks, recreation facilities and open space areas. The Consultant shall develop a Trails plan. The trails plan will show the general locations of the trails and trailheads which will enable the City to require dedication from private development as well as funding from future Capital Plans. The trails plan shall include:
 - 4.5.5.5.1. Location criteria for trail development.
 - 4.5.5.5.2. A map exhibit that identifies the general locations of the existing and proposed trails and trailheads; and
 - 4.5.5.5.3. Design standards for construction for trails and trailheads that set minimum standards and uniform design practices.
- 4.5.5.6. The Consultants shall make recommendations for Park system management of the following:
 - 4.5.5.6.1. Consultant shall develop a summary of major recommendations related to cultural/historic resource management including best practices for the identification, preservation, stewardship and interpretation of historic resources.
 - 4.5.5.6.2. Consultant shall develop a summary of major recommendations related to natural resource management. Summary shall include overview of best practices in natural resource management in the park system.
 - 4.5.5.6.3. Consultant shall develop a summary of strategies for increasing sustainable practices in building construction and on-going operations and management; strategies for reduction of energy and water consumption, increasing use of renewable energy and reclaimed water, and adopting policies related to the **City's Climate Action Plan.**

5. FINAL REPORT AND SUPPORTING DOCUMENTATION

- 5.1.1. Consultant shall prepare a plan document that concisely describes the planning process, participants, methodology and recommendations. The plan shall rely on charts, graphs, tables, maps, and graphic exhibits to communicate ideas and information. Consultant shall make any necessary changes to the final adopted master plan, as advised by the City Council and reviewed and approved by the PARD director or designee, prior to final acceptance by the City. The final plan shall be formatted for print as well as electronic distribution.
- 5.1.2. Elements of the final plan should be thoroughly incorporated in to the plan website mention in 4.4.1.6. with interactive maps. Users should be able to use the website as a suitable, generalized substitute for the plan document.
- 5.1.3. Consultant shall develop a concise executive summary document to be viewed in the context of the full plan or as a stand-alone document to be viewed independently. The summary should be geographically based. The executive summary document shall be formatted for print as well as electronic distribution.
- 5.1.4. Consultant shall provide the technical documentation as an appendix to the plan and shall be intended for limited production. This documentation may be a compilation of technical data & analysis and outreach summaries. The intent shall be to provide technical information in a format that is accessible to individuals, agencies, and organizations that shall benefit from access to the information generated during the planning process. Document shall be formatted for print as well as electronic distribution.
- 5.1.5. Throughout the development of the LRP, the Consultant shall maintain GIS data and analysis on ArcGIS online, Collector for ArcGIS. This data shall be organized in a structure supportive of future use. GIS electronic maps shall also be provided.

6. PLAN ADOPTION

- 6.1. The Consultant shall support City staff through the required process to adopt the plan. This shall include development of PowerPoint presentations for:
 - 6.1.1. City’s Executive and Leadership Team (SBR meeting).
 - 6.1.2. Parks and Recreation Advisory Board and Open and Space Advisory Board.
 - 6.1.3. City Plan Commission
 - 6.1.4. City Council

7. PROJECT TIMELINE

- 7.1. It is desired that all tasks be completed within (12) months from the Notice to Proceed date. In addition to the required (12) months schedule, the Consultant may submit an alternate schedule with proposed changes to this timeframe for consideration.

8. MINIMUM QUALIFICATIONS AND SCORING CRITERIA

- The Project Manager shall have a minimum of 5 years of relevant municipality planning and or urban design experience and be accredited by the American Planning Association AICP.
- At the minimum one member of the team must be accredited member of the Congress of New Urbanism CNU-a.
- At the minimum one team member must be a Registered Landscape Architect in the State of Texas.
- Demonstrated knowledge of applicable City, State and Federal regulatory requirements.
- Demonstrated track record of implementing planning technology and/or innovative planning process to inform policy recommendations.

9. EVALUATION CRITERIA

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

CRITERION	POINTS
PROJECT MANAGER AND TEAM EXPERIENCE	
Demonstrated experience with communities of similar size, demographics, and built environment.	20
Qualifications & experience of assigned personnel and subconsultants.	20
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).	10
PROJECT UNDERSTANDING AND APPROACH	
Approach to public outreach and engagement.	15
Project approach for addressing the overarching goals contained in the purpose section.	15
Innovative ideas, deliverables or techniques included in the respondent’s scope of work.	10
Proposed format of draft and final deliverables.	10
TOTAL POINTS	100

10. 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 fifteen (15) 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.

11. 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)	January 17, 2025
Non-mandatory pre-proposal conference (MICROSOFT TEAMS 2 P.M.)	January 27, 2025
Deadline for submission of written questions and requests for clarification (5 pm MST)	January 28, 2025
City of El Paso provides responses and clarifications	January 30, 2025
Deadline for submission of Statement of Qualifications (SOQ) and Project Reference Forms (PRF) 5 pm MST	February 14, 2025
Evaluation of Statements of Qualification completed	February 28, 2025
Notifications of ranking completed	March 3, 2025
Protest Period Ends	March 6, 2025
City Council recommended contract approval target date	March / April 2025

A non-mandatory pre-proposal conference will be held on Monday January 27, 2025 at 2:00 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: 217 929 297 823

Passcode: Ns9rz2QN

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.

12. 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 "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 (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: February 14, 2025 @ 5 PM (MST)

PROJECT NAME: 2025-0264R Parks and Recreation Master Plan

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 by the time and date shown above

EXHIBIT B
Adopted Policy, Planning Documents & Supplemental Resources

- **Adopted Policy & Planning Documents**
 - **Envision El Paso** update to the City’s Comprehensive plan <https://envisionep.com/>
 - **Towards a Brighter Future: PARD Master Plan 2014**
https://www.elpasotexas.gov/assets/Documents/CoEP/Parks/Park-Planning/master_plan_complete.pdf
 - **Municipal Code Chapter 19.20, Parks and Open Space**
https://library.municode.com/tx/el_paso/codes/code_of_ordinances?nodeId=TIT19SU_DEPL_ART2SUST_CH19.20PAOPSP
 - **Design and Construction Standards for Parks and Recreation, June 26, 2018**
<https://www.elpasotexas.gov/assets/Documents/CoEP/Parks/Park-Planning/ParkDesignConstructionStandards.pdf>
 - **City of El Paso Strategic Plan, 2024**
<https://www.elpasotexas.gov/assets/Documents/CoEP/Government/Strategic-Planning/StrategicBooklet2024-c.pdf>
 - **Policy and Standards Manual for the Care of Trees and Shrubs in the City of El Paso, 2001**
<https://www.elpasotexas.gov/assets/Documents/CoEP/Parks/Park-Planning/Tree-Care-Manual.pdf>
 - **Approved Plant and Tree List,**
https://www.elpasotexas.gov/assets/Documents/CoEP/Parks/Park-Planning/Plant_list.pdf
 - **Mary Frances Keisling Park Master Plan** <https://www.elev8ep.com/mfk>
 - **The City of El Paso Bike Plan, August 2016**
https://www.elpasotexas.gov/assets/Documents/CoEP/Capital-Improvement/Project-Updates/081616-EPBP_Plan_August-2016.pdf
 - **All Abilities Playground** <https://www.elev8ep.com/abilities-playground>
 - **A ULI Advisory Services Panel Report. Active Transportation System, El Paso, TX November 2016.**
https://www.elpasotexas.gov/assets/Documents/CoEP/Capital-Improvement/Project-Updates/081616-EPBP_Plan_August-2016.pdf
 - **The City of El Paso Complete Streets Policy, July 2022**
https://www.elpasotexas.gov/assets/Documents/CoEP/Capital-Improvement/Project-Updates/081616-EPBP_Plan_August-2016.pdf
 - **The City of El Paso Infill & Redevelopment Policy, July 2022**
https://www.elpasotexas.gov/assets/Documents/CoEP/Capital-Improvement/Project-Updates/081616-EPBP_Plan_August-2016.pdf
 - **Title 19 and specifications contained in the City of El Paso Street Design Manual (adopted via Ordinance #19327, April 26, 2023) and Stormwater Design Manual (Draft May 2022)**
https://www.elpasotexas.gov/assets/Documents/CoEP/Capital-Improvement/Project-Updates/081616-EPBP_Plan_August-2016.pdf
 - **Texas Accessibility Standards TDLR /TAS**
https://www.elpasotexas.gov/assets/Documents/CoEP/Capital-Improvement/Project-Updates/081616-EPBP_Plan_August-2016.pdf
 - **Downtown + Uptown Plan**
https://www.elpasotexas.gov/assets/Documents/CoEP/Capital-Improvement/Project-Updates/081616-EPBP_Plan_August-2016.pdf
- **Supplemental Resources**
 - **City Parks and Recreation Finder** <https://gis.elpasotexas.gov/parksfinder/>
 - **County Parks Master Plan** <https://www.epcountyparks.com/epcparksmasterplan>
 - **Paso del Norte Trail** <https://www.pasodelnortetrail.org/>
 - **Texas Parks and Wildlife Master Plan Guidelines**