

REQUEST FOR STATEMENTS OF QUALIFICATIONS



CITY OF EL PASO, TEXAS

CAPITAL IMPROVEMENT DEPARTMENT

SOLICITATION #2025-0344R

ARCHITECT AND ENGINEERING SERVICES

FOR THE SUNLAND PARK SHARED USE PATH PROJECT

MAYOR

RENARD U. JOHNSON

CITY REPRESENTATIVES

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CITY MANAGER

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CITY ENGINEER

Yvette Hernandez, P.E.

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SECTION I – PROJECT DESCRIPTION

PROJECT DESCRIPTION:

The City of El Paso is requesting Statement of Qualifications, pursuant to the Professional Services Procurement Act, Subchapter A, Chapter 2254, of the Texas Local Government Code, from interested and qualified consultants to provide architectural and engineering services for the design of the proposed Share Use Path on Sunland Park Dr. The selected consultant will contract directly with the City of El Paso and will work cooperatively with the City and other affected entities to successfully provide the full scope of professional services required.

KEY PROJECT OBJECTIVES:

Project is expected to let in fiscal year 2027

The selected consultant is expected to achieve design services for the following project scope:

- ❖ Shared Use Path running along Sunland Park Dr. from Cadiz Street to SH20/Mesa Street
- ❖ Storm water improvements.
- ❖ Pedestrian Illumination
- ❖ Parkway Improvements
- ❖ Street signals if applicable
- ❖ Pedestrian crossing improvements
- ❖ ADA compliant sidewalks, driveways and ADA ramps
- ❖ Landscape as per City requirements
- ❖ Bicycle facilities
- ❖ Pedestrian amenities

PROJECT MAP:



SECTION II – SCOPE OF SERVICES

GENERAL OVERVIEW

Services Required:

Investigation:

The consultant is responsible for meeting with stakeholders to obtain all necessary design standards and specifications such as the City of El Paso Design Standards, Federal, TxDOT standards, among others.

Design:

Design shall meet all City, Federal, and TxDOT requirements for the project and shall be performed in phases as presented in the project schedule outlined below.

The consultant is responsible to submit a turnkey design product. The consultant shall be responsible for providing State of Texas licensed Engineers, Architects, and Land Surveyors required by the State to perform this type of project design. The consultant shall follow TxDOT design specifications and procedures for the development of this project and comply with all laws, regulations and policies set by the City of El Paso and TxDOT. The irrigation design shall be designed by a licensed irrigator registered in the State of Texas and shall comply with City of El Paso Design and Construction Standards for park facilities. In addition, the consultant shall be responsible for necessary TDLR fees and registration.

Aside from complying with local building codes, the consultant shall comply, at a minimum, with the City of El Paso Design Standards for Construction and Grading Ordinance, City of El Paso Design and Construction Standards for park facilities, City of El Paso Engineering Department Drawing Guidelines, City of El Paso Bike Plan, National Association of Transportation Officials Urban Bikeway Design and Urban Street Design Guide, and the Dark Sky Ordinance as applicable. The consultant is charged with insuring the project design is in compliance with all federal, state, and local regulations and ordinances.

Early in the design the consultant shall coordinate selection cross sections, materials and equipment with the City support departments.

Sole sourcing will not be allowed. The consultant shall prepare both design and performance specifications

Errors and Omissions on Design

The firm shall make revisions to the work which are necessary to correct errors and omissions appearing therein, when required to do so by the City. No additional compensation shall be paid for this work.

Bidding & Construction:

The consultant shall submit the following for bidding both in hard copy and electronic format:

- Full and complete sealed set of drawings
- Full and complete sealed set of technical specifications (latest TxDOT specifications) both in hard copy and electronic format
- Detailed scope of work both in hard copy and electronic format
- Detailed unit price bid proposal form, both in hard copy and electronic format
- Detailed real-world value cost estimate

During the bidding process, the consultant shall assist the Owner with but not limited to the following items: respond to all questions from prospective bidders, attend a pre-bid conference, and if required prepare addendums. The bids shall be advertised as a unit price contract.

During the construction phase, the consultant shall assist the Owner, on a time and materials basis, with but not limited to the following items:

- Providing Procore Services
- Responding to all questions from the contractor (requests for information, RFIs)
- Providing advice and recommendation to the Owner
- Reviewing contractor technical submittals
- Participate in “punch list” inspection and provide punch list to Owner
- Produce and provide a set of reproducible (11”X17”) “as-built” drawings in electronic format.

Planning:

The consultant shall assist the Owner in providing schedules for obtaining utility easements, utility service lines and other permits.

The consultant shall comply with requirements set by the Capital Improvement Department Planning Division and TxDOT.

The consultant shall present design to City of El Paso Bicycle Advisory Committee.

Soils Investigation:

Consultant shall provide a soil investigation and pavement design report for this project.

Design Analysis:

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

Technical Specifications:

The consultant shall prepare and provide technical specifications. The specifications shall be based on the most current version of TxDOT specifications. No sole sourcing shall be allowed. All specifications must include type of materials listed in the construction drawings, placement method and quality control and quality assurance testing. The specification 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.

ADA Compliance and Requirements

The consultant shall include and comply with ADA, PROWAG, and Texas Department of Licensing and Regulation requirements.

Under this contract the consultant will employ the services of a Registered Accessibility Specialist (RAS) to perform a review of design documents and inspection of construction. The consultant shall comply with RAS design comments.

Public Art

If directed by the Capital Improvement Department, the Consultant shall coordinate with the Museum & Cultural Affairs Department (MCAD) for concept, design and installation of the Public Art at this facility.

Surveys

The consultant shall provide all topographic, horizontal surveys necessary to provide a complete design. Survey shall include project boundaries and identify all utilities. The consultant firm will be allowed to hire more than one surveying firm if necessary.

Environmental Issues

An environmental study will be performed by the consultant to comply with all NEPA requirements. The consultant may use a third-party consultant if the consultant’s firm does not have the capability to perform this task with their own staff.

Building Permits, Special Permits, and Other Land Use Permits

The consultant shall be responsible to comply with all local, state, and federal building codes. The consultant shall be responsible to submit required sets to City of El Paso Development Department for review and approval during final design phase period. The consultant shall be responsible to obtain approval from the City of El Paso Planning and Inspections Department before the construction documents are submitted for bid advertisement. It shall be the responsibility of the consultant to follow up review and approval process with the City of El Paso Planning and Inspections Department. After approval the consultant will pick up approved plans and store them in a safe place. The consultant shall not be responsible to pull permit. The pulling of the permit shall be responsibility of building contractor. The City of El Paso Planning and Inspections Department shall be responsible to review grading and drainage, storm water pollution prevention plan, electrical, structural, mechanical, plumbing permit requirements.

The consultant shall be responsible for the preparation all documents that include but are not limited to; metes and bounds descriptions, site plans, elevations, floor layouts, and applications for permits, special permits, zoning changes, and land use permits. The consultant shall represent the City of El Paso to make presentations, answer questions at the City of El Paso Bicycle Advisory Committee meetings and City Council meetings.



Storm Water Pollution Prevention Plan

The consultant shall prepare and provide 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 Planning and Inspections Department and TxDOT district office for review and approval.

Utility Services and Utility Easements

Based on the design, the consultant shall coordinate with all utilities, including but not limited to EP Electric, that will be affected by the proposed improvements. The consultant shall submit all applications to the utilities on behalf of the City of El Paso. However, the City of El Paso shall pay all utility service fees. The consultant will not pull the installation of service. The installation of the service shall be coordinated by the building contractor. Construction documents shall clearly show all utility company contacts and type of service requested. All utility service requests shall be submitted by the consultant by or 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 of El Paso staff and respective utility companies. All documents and coordination efforts by the consultant shall be complete by or before the 90% design phase due date.

Utility Coordination

The consultant shall be responsible to coordinate design efforts with all affected utility companies. The purpose is to minimize utility relocation without compromising design standards. The consultant shall be responsible to obtain all available horizontal and vertical information on utility lines, valves, covers, manholes, etc. from the different utility companies during the preliminary design phase, subsurface utilities shall be included as part of the consultant’s responsibilities. These existing utility structures shall be shown on the preliminary design plan submittal. The consultant shall meet with all affected utility companies to discuss proposed design. Based on these coordination meetings and correspondence that is sent between both the consultant and utility companies the need and extent of relocation shall be determined. If a dispute arises the consultant shall immediately setup a meeting between the City of El Paso Project Manager and the utility company to resolve the dispute. The consultant in behalf of the City of El Paso shall request from all utility companies that they relocate all lines that conflict with new improvements. However, EPWU can request that the City of El Paso include as part of the street and drainage improvement bid package the relocation of their utility lines provided that the utility company signs an agreement with the City and funding is provided. The consultant shall coordinate this effort with the utility companies and advise them of the City of El Paso policy to minimize pavement cuts on new roadways. All correspondence and meeting minutes shall be submitted to the City of El Paso when each phase is due. Construction documents shall clearly show all existing and proposed utility lines and utility company contacts. All documents and coordination efforts by the consultant shall be complete 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 90% design phase.

Public Involvement

The consultant shall assist the City throughout public outreach activities required by the NEPA or City process in providing plans/exhibits showing the proposed improvements and how proposed improvements will affect adjacent property owners and in identification of stakeholders. Community meetings will be held for the design phase and the consultant shall be responsible to attend and prepare the presentation and required exhibits for the proposed improvements and assist the City in answering any questions.



Traffic and Pedestrian Control Plan

A Traffic and Pedestrian Control Plan is required on this project.

Construction Sequencing Plan

A construction sequencing plan will be required for this project.

Construction Schedule

The consultant shall meet with City of El Paso Project Manager and Construction Manager to determine construction schedule. The schedule shall take into account lead delivery time of materials and equipment. The meeting shall be held after pre-final plans are submitted but before Final Design Notice to proceed is issued. The information will allow consultant to prepare a current market cost estimate at the final design phase submittal.

Construction Observation

Upon request, The Consultant shall provide the following:

- Attend the weekly construction meeting, to be scheduled by the City Project Manager
- Respond to Requests for Information (RFIs) within three (3) business days
- Conduct project site visits and produce a project observations report within three (3) business days of the project site visit
- Review and approve contractor submittals within three (3) business days at a maximum, or within a schedule previously agreed established by the City Project Manager
- Participate in punch list inspections as scheduled by the City Project Manager

PRODUCTS REQUIRED:

Pre-Design Report

Consultant shall be responsible to deliver a Pre-Design Report. This process shall include but not be limited to the following:

- Evaluate existing ROW and expected ROW acquisition if any
- Evaluate street alignment
- Develop typical sections
- Pavement design based on geotechnical recommendation
- Identify possible utility conflicts
- Identify possible additional conflicts with proposed improvements
- Provide construction estimate of proposed improvements
- Evaluate bicycle and pedestrian improvements

If the Owner considers the submittal as not compliant to the above required items, the consultant must resubmit as per the above-mentioned requirements. Additional forms might be required as requested by the Owner.



60% Design:

The consultant shall submit the following pre-final design phase submittal, as applicable:

- Coversheet (100% complete)
- Quantity Summary Sheet (100% complete)
- Architectural Plan and Details (75% complete)
- Electrical Plan and Details (75% complete)
- Mechanical Plan and Details (75% complete)
- Plumbing Plan and Details (75% complete)
- Horizontal Control Plan (100% complete)
- Demolition Plan (100% complete)
- Construction Notes (90% complete)
- Storm Water Pollution Prevention Plan (100% complete)
- Typical Construction Details (100% complete)
- Special Construction Details (75% complete)
- Site Plan (95% complete)
- Grading Plan (95% complete)
- Landscape Plan (95% complete)
- Typical Landscape Details (100% complete)
- Special Landscape Details (75% complete)
- Pre-final Irrigation Layout (75% complete)
- Typical Irrigation Details (100% complete)
- Special Irrigation Details (75% complete)
- Outline of Specs (100% complete)
- List of Governing Specs (100% complete)
- TxDOT Form 1002
- TxDOT Form 2443
- TxDOT Form 2229
- General Notes
- Engineer's Estimate and TxDOT form Estimate
- Environmental Scope Development Tool
- Design Criteria
- 30% complete action items report and complete review comment forms
- Engineer's Seal
- Contract time determination
- Certifications (ROW, Utilities, etc.)
- Temporary Road Closure Request
- Construction Speed Zone Request
- TDLR Registration Form
- Redlines showing quality control

If the Owner considers the submittal as not compliant to the above required completion percentages, the consultant must resubmit as per the above-mentioned requirements. Additional forms may be required as requested by the Owner.

95% Design:

The consultant shall submit, at a minimum, the following final design phase submittal, as applicable:

- Cover Sheet (100% complete)
- Quantity Summary Sheet (100% complete)
- Architectural Plan and Details (100% complete)
- Electrical Plan and Details (100% complete)
- Mechanical Plan and Details (100% complete)
- Plumbing Plan and Details (100% complete)
- Horizontal Control Plan (100% complete)
- Demolition Plan (100% complete)
- Construction Notes (100% complete)
- Storm Water Pollution Prevention Plan (100% complete)
- Typical Construction Details (100% complete)
- Special Construction Details (100% complete)
- Site Plan (100% complete)
- Grading Plan (100% complete)
- Landscape Plan (100% complete)
- Typical Landscape Details (100% complete)
- Special Landscape Details (100% complete)
- Pre-final Irrigation Layout (100% complete)
- Typical Irrigation Details (100% complete)
- Special Irrigation Details (100% complete)
- Outline of Specifications (100% complete)
- List of Governing Specs (100% complete)
- TxDOT Form 1002
- TxDOT Form 2443
- TxDOT Form 2229
- General Notes
- Buy America matrix with documentation requirements
- Engineer's Estimate and TxDOT form Estimate
- Environmental Scope Development Tool
- Design Criteria
- 60% complete action items report and complete review comment forms
- Engineer's Seal
- Contract time determination
- Certifications (ROW, Utilities, etc.)
- Testing Schedule
- Temporary Road Closure Request
- Construction Speed Zone Request
- TDLR Registration Form
- Performance end date
- Redlines showing quality control

If the Owner considers the submittal as not compliant to the above required completion percentages, the consultant must resubmit as per the requirements. Additional forms may be required.

100% Design

The consultant shall re-submit the 95% documentation with City’s and TxDOT’s comments addressed.

Bidding and Construction:

For bidding purposes, the consultant shall submit a CD consisting of PDFs and AutoCAD files of the sealed construction drawings, sealed technical specifications, scope of work, and unit price bid proposal form.

Before bid opening consultant shall provide a CD 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 preconstruction meeting the consultant shall provide a CD 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.

During construction project closeout the consultant shall produce and provide a set of reproducible (11”X17”) in electronic format “as-built” drawings

Cost Estimates:

The consultant shall develop and submit the construction cost estimates. 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 of El Paso prevailing wage rates as adopted by the City Council.

Design Analysis:

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

Reproduction

The consultant shall be responsible for printing for the different phases and for code review requirements.

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

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 Owner in writing. All Construction Services if necessary will be covered by time set forth by the contract.

GENERAL PROJECT TIMELINE:

- Pre-Design Report 40 consecutive calendar days
- 60% Design Phase 70 consecutive calendar days
- 90% Design Phase 95 consecutive calendar days
- 100% Design Phase 21 consecutive calendar days



SECTION III – MINIMUM QUALIFICATIONS AND EXPERIENCE

The Consultant’s project team shall meet the following minimum qualifications:

- A lead member of the team shall have a minimum of eight (8) years in the licensed practice Engineering in the State of Texas.
- The assigned project manager, project representative, or lead designer must be a registered Engineer in the State of Texas and in good standing with the Texas Board of Professional Engineers.
- Demonstrated knowledge of applicable city, state, and federal regulatory and permit requirements.
- Demonstrated knowledge of successful community engagement through resourceful and innovative engagement strategies.

The Consultant shall ensure capacity throughout the project and staff appropriately. Each project shall have a staff structure reflecting the Consultant’s commitment to meeting the City’s objectives, and shall include but will not be limited to the following roles:

- **A Project Manager.** The firm shall appoint a Project Manager to serve as a single point of contact and liaison between the firm and the City for all work, throughout all phases required under the agreement. The project manager will be responsible for the complete coordination of all work developed under each assignment. They shall incorporate controls and review procedures to eliminate conflicts, errors, and omissions, and to ensure the technical accuracy of all design information. The project manager shall also be responsible for contract administration, progress reporting, invoicing, etc.
- **A Project Representative.** The firm shall designate and assign a project representative, subject to the approval of the City, who will serve as the full time point of contact during construction to support the City’s Superintendent. The project Manager can serve as the Project Representative.
- **The Engineer** shall fully understand the site and respond with innovative and authentic work. The engineer will assure that the work respects all relevant project conditions and constraints

SECTION IV – EVALUATION CRITERIA:

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

OTHER CONSIDERATIONS:

- Work to be coordinated with the Capital Improvement Department, TxDOT, EPWU, EPWID and all affected stake holders.
- Design shall follow City of El Paso Department of Information Technology Services requirements for computer and telephone systems, if applicable.

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

CRITERION	POINTS
1. Prior experience of the project manager and design team in similar road design	20
2. The proposer’s project understanding, coordination required, site observations and evaluation, expected conflicts and approach to address these issues.	30
3. The proposer’s team prior experience preparing a NEPA document for federally funded projects	30
4. Evaluation of prior customer's satisfaction with the work of consultant	10
5. Quality Assurance and Quality Control (QA/QC) plan, proposed design schedule	10
TOTAL POINTS	100

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



SECTION V – SUBMITTAL REQUIREMENTS

Firms interested in the above project shall submit a Statement of Qualifications (SOQ) to address the SOQ criteria by the specified cutoff date and time. The SOQ shall be a maximum length of 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:

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 to selected firm
- Negotiations with selected firm
- Contract award

TENATIVE SCHEDULE

City of El Paso issues the Request for Qualifications	February 14, 2025
Non-mandatory pre-proposal conference	February 21, 2025
Deadline for submission of written questions and requests for clarification (5 PM MST)	February 25, 2025
City of El Paso provides responses and clarifications	February 27, 2025
Deadline for submission of Statement of Qualifications (SOQ) And Project Reference Forms (PRF) 5 PM MST	March 14, 2025
Evaluation of Statements of Qualification completed	March 28, 2025
Notifications of ranking completed	April 1, 2025
Protest Period Ends	April 4, 2025
City Council recommended contract approval target date	May 2025

A non-mandatory pre-proposal conference will be held on Friday, February 21, 2025 at 10:00 A.M. (MST). You may join the meeting by clicking directly on “Join the Meeting Now” below:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 268 179 799 572

Passcode: ec6KA7XW

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

- Elsa Rodriguez, Contracts Manager
- aeselection@elpasotexas.gov

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



SECTION VII – GENERAL INFORMATION

❖ Instructions

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

❖ Statement of Qualifications

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

❖ Indebtedness Ordinance 016529

Prior to presenting to City Council for award an indebtedness verification will be performed on behalf of the 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 n 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 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 OR AIRPORT EMPLOYEES WILL NOT BE ACCEPTED.**

PRF & SOQ Due: March 14, 2025 (5 P.M. MST)

PROJECT NAME: 2025-0344R AE Services Sunland Park Shared Use Path

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:

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

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