

REQUEST FOR STATEMENTS OF QUALIFICATIONS



CITY OF EL PASO, TEXAS

CAPITAL IMPROVEMENT DEPARTMENT

SOLICITATION #2024-0568R

**ON CALL PROFESSIONAL SERVICES
SURVEYING**

MAYOR OSCAR LEESER

DISTRICT REPRESENTATIVES	
District 1 – Brian Kennedy	District 5 – Isabel Salcido
District 2 – Dr. Josh Acevedo	District 6 – Art Fierro
District 3 – Cassandra Hernandez	District 7 – Henry Rivera
District 4 – Joe Molinar	District 8 – Chris Canales

**INTERIM CITY MANAGER
Colonel (Ret) Cary Westin**

**CITY ENGINEER
Yvette Hernandez, P.E.**

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SECTION I - PROJECT DESCRIPTION

The City of El Paso is requesting Statements of Qualification from qualified firms to provide professional surveying services on an on-call basis. The firms will contract directly with the City and will work cooperatively with the City and other project team members to successfully provide the full scope of professional services required to complete project requirements.

SECTION II - SCOPE OF SERVICES

The contracts will be used for miscellaneous assignments on an on-call basis. Services to be included:

- Investigation
- Planning
- Platting
- GIS
- Stakeout of right-of-way for all utility relocations

Products required to include:

- Right-of-way map
- Boundary survey
- Legal description
- ALTA survey
- Topographic elevations
- Temporary benchmarks
- Metes and bounds
- Installation/certification of City monuments
- Improvement surveys
- Utility easements surveys
- Electronic digital data via an electronic data sharing platform shall be readable by and compatible with the Capital Improvement Department's AutoCAD platform and shall include, at the minimum, coordinate information and drawings.
- Hard copy which shall include original field books and drawings (specified to scale)
- Standards

All survey work shall meet or exceed the standards of practice set forth by the Texas Board of Professional Land Surveying in the General Rules of Procedures and Practices. More stringent standards may be set by the Capital Improvement Department at the time of assignment of a project.

Types of surveys required, but not limited to:

- Setting of aerial targets with the establishment of Texas State Plane Coordinates, Central Zone
- Boundary including the writing of legal descriptions
- Topographic surveys
- Construction surveys
- Field verification and as-built plans

KEY OBJECTIVES:

The selected firms are expected to achieve the following:

- To coordinate work with the Capital Improvement Department and other City Departments to resolve issues.
- Implementation of creative and innovative approaches to address project requirements.
- Ensure that the project will support the relevant department's mission, accreditation standards, and compliance with best practices.
- Develop a schedule and enforce compliance of the project schedule.
- Develop a budget and enforce compliance of the project budget.

SECTION III - MINIMUM QUALIFICATIONS AND EXPERIENCE

The firms shall comply with the following minimum qualifications:

- A member of the team shall have a minimum of five (5) years of surveying experience.
- A Project Manager that is registered as a Professional Land Surveyor in the state of Texas. The Project team is considered as key personnel; any substitution of key personnel requires City approval.
- Demonstrated knowledge of applicable city, state, and federal regulatory requirements.

Additionally, selected firms shall have the following skills and abilities:

- Familiarity with surveying software and technologies
- Problem solving abilities
- Attention to detail
- Strong communication skills
- Effective organizational skills
- Effective public relations skills
- Work in conjunction with the Capital Improvement Department and respective user departments to successfully resolve issues

SECTION IV - EVALUATION CRITERIA

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

Statements of Qualifications will be evaluated using the following criteria:

CRITERION	POINTS
1. Firm’s experience and capabilities related to providing surveying services	20
2. Qualifications and experience of proposed project managers and supporting staff	20
3. Proposed methodology for accomplishing the work	20
4. Quality Assurance and Quality Control (QA/QC) plan	15
5. Understanding of El Paso project issues	15
6. Evaluation of prior customer’s satisfaction with the work of the firm (to be evaluated using project reference forms - Exhibit A) References from public agencies only.	10
TOTAL SCORE	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"), 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.

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.

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(s) to negotiate final contract terms.

Please see Exhibit B – Reference Fee Proposal

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

SECTION VI - SELECTION PROCESS AND SCHEDULE

The selection process shall consist of:

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

TENTATIVE SCHEDULE

The following tentative schedule has been prepared:

City of El Paso issues the Request for Qualifications (RFQ)	May 30, 2024
Non-mandatory pre-proposal conference (MICROSOFT TEAMS)	June 6, 2024
Deadline for submission of written questions and requests for clarification (5 pm MST)	June 10, 2024
City of El Paso provides responses and clarifications	June 13, 2024
Deadline for submission of Statement of Qualifications (SOQ) and Project Reference Forms (PRF) 5 pm MST	June 20, 2024
Evaluation of Statements of Qualification completed	July 3, 2024
Notifications of ranking completed	July 5, 2024
Protest Period Ends	July 10, 2024
City Council recommended contract approval target date	July / August 2024

The non-mandatory pre-proposal conference will be held via Microsoft Teams on Thursday June 6, 2024 at 9:30 AM MST. Join meeting by clicking “Join the meeting now” below:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 268 720 867 025

Passcode: kS2anG

Questions regarding SOQ, please contact aeselection@elpasotexas.gov.

SECTION VII - GENERAL INFORMATION

❖ Instructions

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

❖ Statement of Qualifications

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

❖ Indebtedness Ordinance 016529

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

❖ Notice of Results of Review and Ranking

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

❖ Protesting the Rankings

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

❖ Review of Protest

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

❖ Appeal of Final Ranking and Protest

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

❖ Authorization to Negotiate

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

❖ **City Council Approval of Contract**

Successfully negotiated agreements will be presented to Council for award.

❖ **Debriefing**

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

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

❖ **Debarment Check**

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

❖ **City Rights**

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

❖ **Contact with City Employees**

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

❖ **CONE OF SILENCE/ANTI-LOBBYING POLICY**

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

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

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

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

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

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

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

EXHIBIT "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 EMPLOYEES WILL NOT BE ACCEPTED.**

PRF & SOQ Due: June 20, 2024 @ 5 PM (MDT)

PROJECT NAME: 2024-0568R On Call Professional Services - Surveying

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: _____

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



A. PROPOSAL DETAILS

Consultant Name: _____
 Project Name: _____
 Solicitation No: _____
 Date Submitted: _____

B. PROFESSIONAL PERSONNEL

LABOR CLASSIFICATION	YEARS OF EXPERIENCE	HOURLY RATES		
		2024	2025	2026
Senior Survey Manager (RPLS)	5+			
Surveyor (RPLS)	5+			
Admin / Clerical / Document Control:	5+			

C. TECHNICAL PERSONNEL

LABOR CLASSIFICATION	YEARS OF EXPERIENCE	HOURLY RATES		
		2024	2025	2026
GIS Technician	5+			
Right-of-Way Project Manager	5+			
Surveying Technician	5+			
Surveying CAD Draftsman	5+			

D. FIELD PERSONNEL

LABOR CLASSIFICATION	YEARS OF EXPERIENCE	HOURLY RATES		
		2024	2025	2026
2 Man SUE Crew	5+			
Survey 1 Man Crew	5+			
Survey 2 Man Crew	5+			
Survey 3 Man Crew	5+			
Survey 4 Man Crew	5+			
Flagger	5+			

E. SAFETY

ITEM:	COST	UNIT
Traffic Control		
Permits		



F. Direct Costs

ITEM:	Cost each
Copies (8.5 X 11)	
Copies (11x17)	
Copies (18x24)	
Copies (24x36)	
Copies (30x42)	
Copies (36x48)	

G. REIMBURSABLE COSTS

Mileage	Current IRS approved Rate:
Surveying Materials and Supplies	Cost + 10%
Misc. Expenses Related to Project	Cost + 10%

Notes:

- 1: Billing rates shall be fully burdened and include labor, overhead, and profit.
- 2: Maximum 2.5% billing rate increase per year

REFERENCE ONLY