

REQUEST FOR STATEMENTS OF QUALIFICATIONS



CITY OF EL PASO, TEXAS
EL PASO INTERNATIONAL AIRPORT
SOLICITATION #2024-0392R

**DEVELOPMENT OF SUSTAINABILITY MASTER PLAN
FOR THE EL PASO INTERNATIONAL AIRPORT**

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.

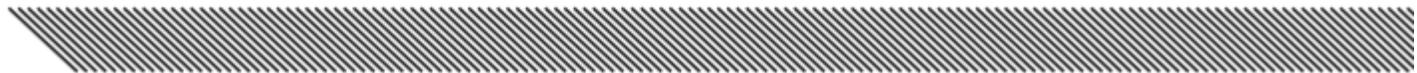


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SECTION I - PROJECT OVERVIEW

Statement of Intent

The El Paso International Airport (EPIA) is issuing a Request for Qualifications (RFQ) from companies (respondents) that can provide all required services to develop a Sustainability Master Plan. This includes turnkey consulting services to provide a comprehensive sustainability planning document that will set energy and sustainability goals, positioning EPIA as a leader in sustainability among its peers, strike a balance between the benefits and costs of sustainability activities, develop metrics for measuring sustainability success, and identify the key players who will be needed to ensure sustainability in the future.

EPIA will evaluate all statements of qualifications taking into consideration the overall respondents' team and assigned project manager, demonstrated experience, project approach, and quality of response and references.

Project Location & Airport Overview

El Paso International Airport (ELP or Airport) is a commercial service airport owned and operated by the City of El Paso. The City of El Paso, the sixth-largest city in Texas, is the largest metropolitan area along the Texas-Mexico border. ELP is classified by the Federal Aviation Administration (FAA) as a commercial primary small-hub airport and there are seven passenger airlines at the airport. In 2022, the Airport experienced 3,342,803 enplanements which increased significantly from 2021's 2,522,157 enplanements.

ELP provides low-cost travel and regional access to a large, disadvantaged population. El Paso International Airport serves a large historically underutilized region. The 2020 Census reported a Hispanic population of 81%, with a community poverty rate of 17.6%. The national average of poverty at the time of the 2020 Census was 11.4%. Investments into the airport directly benefit the underserved population served by the airport.

The Airport is located six miles east of downtown El Paso and encompasses nearly 6,850 acres of land. According to the U.S. Census and El Paso’s Economic Development Office, in 2021 El Paso International Airport served a community of 867,947 residents and the area is project to grow by 20,689 over the next five years. Additionally, with an 81% Hispanic population, the region offers a strong bilingual and binational workforce.

The Airport plays a vital role in the regional transportation system for aviation and passenger travel, cargo, and industrial activity by serving as a gateway connecting Texas, New Mexico, and Mexico.



Image Source: www.lockardonline.c

SECTION II - SCOPE OF SERVICES AND APPROACH

Specific tasks under this contract will contribute to the development of a comprehensive Sustainability Master Plan for the EPIA that incorporates sustainability in airport long term planning. The primary funding source for the project is a federal grant.

(<https://www.federalregister.gov/documents/2022/12/29/2022-28285/fy-2022-competitive-funding-opportunity-airport-improvement-program-supplemental-discretionary>).

The Airport Sustainability Master Plan will follow Federal Aviation Administration (FAA) regulations and guidelines, to include Advisory Circular 150/5070-6B for Airport Master Plans. As found on: <https://www.faa.gov/sites/faa.gov/files/airports/environmental/sustainability/SustainableMasterPlanPilotProgramLessonsLearned.pdf>. The Airport Sustainability Master Plan will follow environmental regulations and guidelines of the Federal Aviation Administration (FAA). As found on: https://www.faa.gov/sites/faa.gov/files/airports/environmental/sustainability/interim_guidance_sustainable_master_plan_pilot.pdf.

The final deliverable of this project is a Sustainable Airport Master Plan document that would include but not be limited to the following contents:

- Master Plan Sustainable Planning Process & making sustainability as core objective for attaining close to net zero by 2035.
- Airport's Economic Benefit
- Identifying Airfield Facilities Initiatives
- Identifying Landside Facilities Initiatives
- Identifying Area Land Use Initiatives
- Aviation Demand Forecasts
- Sustainability Baseline Assessment (Greenhouse Gas Emissions, Energy & Water, Waste Management & Recycling, Social Responsibility & Governance etc.)
- Propose goals and means to accomplish (Greenhouse Gas Emissions Reduction, Energy & Water usage reduction, Waste Management & Recycling improvements etc.)
- Proposed Airport Improvements
- Capital Improvement Plan and Cost
- Supporting Documents (Figures, Exhibits, Appendices, etc.)

The anticipated scope items to be addressed in the sustainability plan include but are not limited to the following:

- Improvements related to enhancing airport safety, capacity, security, environmental sustainability, planning, or any combination of the above, including terminal development.
- Planning for the feasibility of and options for unleaded aviation fuel infrastructure.
- Airport projects associated with pavement rehabilitation, reconstruction, and extension of the pavement's useful life.
- Noise reduction planning and noise mitigation.
- Projects to plan for, relocate, and/or construct run-up locations to reduce community exposure to emissions from leaded aviation fuel usage.

- Other Energy Use and Greenhouse Gas Emissions reduction projects (such plans may address a broad array of environmental and energy planning activities, green construction and operations, energy efficiency, renewable energy/climate resiliency, analysis of energy

usage, building characteristics, weather data, and the typical usage of the facilities. Analyses, evaluation, and identification of various methods to reduce energy demand and consumption, improve performance, and address operation and maintenance challenges for Airport infrastructure.

- Water storage and water reduction projects across all airport operations and landscaping.
- Waste and Recycling – Reducing waste and increasing/promoting recycling opportunities across all airport operations and waste management.
- Airport Mobility planning, Built Environment, and Site Design considerations that support fiscally responsible land use, employ efficient transportation planning that reduce greenhouse gas emissions.
- Education, Outreach, and Engagement – Working with business partners and community.
- Policies and Contracts – Sustainable business practices that promote the integration of economic, environmental, social sustainability, and administrative support.
- Instruction, Research, and Innovation in the field of resiliency and redundancy.
- Analyses, evaluation, and identification of various methods to expand the use of renewable energy in powering EPIA infrastructure and fleet including but not limited to installation of renewable energy and storage systems on/at EPIA facilities, fleet replacement with electric or alternative fuel vehicles, power purchasing agreements, and public-private partnerships in centralized renewable energy facilities.
- Clear communication of Sustainability Master Plan goals, strategies, policies, etc. to key EPIA staff and stakeholders.
- Identification and evaluation of funding opportunities for all energy and sustainability options including revolving funds, energy service contracts, grants, and power purchasing agreements.
- Identification of regulatory and environmental constraints and requirements that pertain to the implementation of measures outlined within the Sustainability Master Plan.

Proposed Team Identification & Information

Respondent Prime Firm to provide the following information:

- Prime firm identification information. (Firm name, address, phone number, and persons to contact regarding the response, year established).
- Prime firm: Provide a complete listing of ALL team members proposed for the project. Provide organization chart, key staff resumes and outline roles and responsibilities. Please provide resumes and qualifications of the personnel (Team) who will be supporting the project including licensing (Engineering and Architectural professionals registered in Texas) and certification(s) (LEED, etc.)
- Please provide assigned Project Manager (team lead) experience & qualifications who will be leading this effort for the EPIA project. Provide educational qualification, training, licensing, certification(s), and example projects for which individual served as team lead.
- Sub-consultants/contractors: Provide a listing of all sub-consultants and contractors anticipated to be involved with the project. Please provide sub-consultant/contractor name, contact information, and roles.
- Three (3) references of previously completed projects that were completed in the last five (5) years of similar size and scope.

SECTION III - MINIMUM QUALIFICATIONS AND EXPERIENCE

The selected respondent shall be responsible for the completion of all work set out in the contract and task orders. All work is subject to evaluation and acceptance by EPIA. EPIA may employ all reasonable means including but not limited to progress reports, progress meetings, etc. to ensure that the work is progressing and being performed in compliance with the contract. The selected firm shall comply with the following minimum qualifications. Please note that the minimum requirements must be met, and respondents shall be evaluated, ranked, and selected based upon the evaluation criteria.

Minimum Requirements

- Respondent consulting firm shall have five (5) years of demonstrated experience in the development of Sustainability Master Plans for various projects of similar size and scope.
- Team shall include a project manager with relevant education, and a minimum of Five (5) years of experience as Project Lead in development of sustainability projects of similar size, scope, and budget.
- At least one team member shall have LEED-AP (BD+C) certification.
- At least one team member shall be a registered Architect licensed in the state of Texas with experience in airport design and development projects.
- At least one team member shall be a registered Engineer licensed in the state of Texas with experience in airport design and development projects.

SECTION IV - EVALUATION CRITERIA

The proposal evaluation process is designed to award the contract to the Respondent with the best combination of attributes (i.e., qualifications, experience, and approach etc.) based upon the evaluation factors specifically established for this RFQ.

Respondents must provide all information outlined in the Evaluation Factors to be considered responsive. Proposals will be evaluated based on the responsiveness of the Respondent’s information to the Evaluation Factors which will demonstrate the Respondent’s understanding of the Evaluation Factors and capacity to perform the required services of this Request for Proposals.

The establishment, application and interpretation of the Evaluation Factors shall be solely within the discretion of The City of El Paso (“the City”). The City reserves the right to determine the suitability of proposals on the basis of all these factors. The following selection and evaluation criteria will be used in evaluating, scoring, and ranking respondents submitting proposals:

Criterion	Points
<p>1. Qualifications – Team Composition</p> <p>Identify and describe team members roles with qualifications, trainings, certifications and licenses of key personnel and subcontractors assigned to the project. Points will be awarded as follows:</p> <ul style="list-style-type: none"> • (10 pts) Project Manager • (10 pts) Licensed Engineer • (10 pts) Licensed Architect 	30
<p>2. Demonstrated Experience</p> <p>Grading shall be based on the services performed for three (3) representative projects performed in the last ten (10) years of similar size, scope and complexity. The respondent that has the greatest amount of relevant experience with a proven track record of successful Sustainability Master Plan development as well as applicable sustainability consultant experience shall be graded the highest points in this section. Provide the following:</p> <ul style="list-style-type: none"> • All services performed for the projects; • Project narratives that detail the scope of services; • Deliverables and successful implementation of recommendations; • Provide project owner contact information for the services provided (Owner name, contact name and title, phone number, and email address for each project. 	30
<p>3. Project Approach</p> <p>The response shall clearly describe respondent’s approach (technical and management approach) for planning and development of a Sustainability Master Plan. Respondent shall identify various opportunities and challenges and outline ways to address these with the delivery of the Sustainability Master Plan. Identifying opportunities and measures taken to meet project objectives and overcome challenges with specific example(s) is a plus. The respondent providing the highest quality of response covering all aspects of the project approach shall be graded the highest points in this section.</p>	30
<p>4. Evaluation of prior customer’s satisfaction with the work of consultant (PRFs)</p>	10
<p>Total Score:</p>	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 city will host a scoping meeting with the selected consultant to negotiate the final contract terms.

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)	March 8, 2024
Non-mandatory pre-proposal conference (MICROSOFT TEAMS)	March 12, 2024
Deadline for submission of written questions and requests for clarification (5 pm MST)	March 15, 2023
City of El Paso provides responses and clarifications	March 21, 2024
Deadline for submission of Statement of Qualifications (SOQ) and Project Reference Forms (PRF)	March 27, 2024
Evaluation of Statements of Qualification completed	April 9, 2024
Notifications of ranking completed	April 15, 2024
Protest Period Ends	April 18, 2024
City Council recommended contract approval target date	May 2024

The non-mandatory pre-proposal conference will be held via Microsoft Teams on Tuesday March 12, 2024 at 10:00 AM MST.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 242 481 445 780

Passcode: b35KuH

[Download Teams](#) | [Join on the web](#)



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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: March 27, 2024 @ 5 PM (MDT)

PROJECT NAME: Sustainability Master Plan for the El Paso International Airport

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. 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 aselection@elpasotexas.gov by the time and date shown above.