

REQUEST FOR STATEMENTS OF QUALIFICATIONS



CITY OF EL PASO, TEXAS

CAPITAL IMPROVEMENT DEPARTMENT

SOLICITATION #2024-0489R

**ON-CALL PROFESSIONAL SERVICES
TRAFFIC ENGINEERING**

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 traffic engineering services on an on-call basis. The firms will contract directly with the City and will work cooperatively with the Capital Improvement Department 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 for planning, geometric design and traffic operations of roads, streets and highways and their networks, terminals, abutting lands and relationships with other modes of transportation for the achievement of safe, efficient and convenient movement of people and goods. Services to include:

- Investigation, including traffic counts, analysis of accident statistics, and assessments of speed data, roadway conditions, signal coordination evaluations, adequacy of traffic calming and control measures
- Urban transportation modeling and traffic mitigation studies
- Turning movement counts
- Trip, distribution, and mode forecasting
- Traffic impact analysis
- Planning and roadway (including geometric) design
- Traffic signal, striping, and signage design
- Traffic control plan development for roadway capital improvements
- Development of bidding documents
- Construction administration

Products required to include:

- Studies/Reports
- Plans, specifications, cost estimates
- As-built plans
- Right-of-way maps
- Other analysis as requested

The following provides a general description of services, standards, and products required:

- Studies on traffic flow and circulation to determine unsafe or congested conditions. Evaluate statistical and physical data regarding existing and/or projected vehicular and pedestrian volume, roadway design, horizontal and vertical curves, sight distance and traffic control. Prepare condition and collision diagrams, and perform capacity analysis as necessary. Provide recommendations, design, and cost estimates to resolve condition.

- Determine if traffic control is required and warranted as per Texas Manual of Uniform Traffic Control Devices (latest edition). Perform computation and design to determine materials and cost of traffic control installations, including traffic signals, warning flashers, barriers, signing, striping, and pavement markings. Compute signal timing and phasing for isolated intersections. Prepare construction plans and specifications for installation and equipment.
- Design continuous street illumination systems to include school and pedestrian flashers, hawk traffic signals, railroad signal preemption. Calculate light pole spacing, length, luminaire type, electrical loads, and wire size. Prepare plans, specifications and cost estimates for systems.
- Perform traffic impact studies for new developments, roadway improvement alternatives, and traffic generators. Analyze existing traffic on adjacent and surrounding streets and generated traffic to determine if mitigating measures are required. Recommend and design measures to mitigate impact. Provide cost estimates for recommendations.
- Design expansion of computerized signal system. Prepare plans, specifications, and estimates for expansion. Evaluate communication alternatives including but not limited to coaxial cable, fiber optic cable, leased lines, and wireless communication.
- Calculate traffic signal timing for existing signals to reduce delays and provide progression within signal systems. Recommend modifications to timing and phasing. Provide revised timing sheets and coordinator offsets.
- Prepare traffic control plans in accordance with the Texas Manual of Traffic Control Devices for roadway or lane closures, special events, or other city projects.
- Provide technical support and engineering design for the use of Intelligent Transportation Systems technology and equipment in the automation, collection, and dissemination of traffic data, toll collection, vehicle identifications, and other traffic related functions.
- Evaluate and prepare regional transportation plans. Provide technical support and recommendations on these plans as they pertain to compliance with the City's Major Thoroughfare Plan and roadway capacities.
- Provide other traffic and transportation engineering studies, prepare technical reports and relevant design duties as assigned.

Errors and Omissions on Design:

The City expects the firm to have an adequate Quality Assurance/Quality Control Program to minimize the potential for errors and omissions. ***Recently, the City has observed inconsistencies between plans and specifications including but not limited to conflicts between separate divisions within the plan set, inadequate review by the prime of the adequacy of the work of any and all subcontractors, discrepancies between the measurement and payment specifications and bid forms, and failure of the firms to verify utility locations in the field.*** The firm shall revise the work as necessary to correct errors and omissions appearing therein, when required to do so by the City (Owner). ***If errors or omissions are identified during the construction phase, the firm at its sole expense, shall modify, as necessary, plans and specifications to remedy the errors/omissions at no cost to the City. Note, the firm may also be held financially liable for costs of any for rework of work that has already been completed beyond the cost of the provision of the original/revised requirement. Finally, in the event that the construction contractor requires additional time to complete the project beyond the approved scheduled date of substantial completion due to an error or omission, the firm may also be financially liable for the cost of any Extended General Conditions deemed by the City to be appropriate.***

SECTION III - MINIMUM QUALIFICATIONS AND EXPERIENCE

The Traffic engineering firms must comply with minimum qualifications of:

- Five (5) years of relative traffic engineering experience
- Assigned project manager or representative must be a registered Professional Engineer and demonstrate knowledge of applicable City, State, and Federal regulatory requirements
- Demonstrated familiarity with the City of El Paso's Capital Program
- The project team is to include all disciplines to meet all quality standards and successfully deliver the project on time and within budget
- Understanding of traffic operations, planning and design elements
- Commitment to innovative problem solving and producing quality deliverables

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

- Familiarity with transportation engineering software and technologies
- Prepare and formulate independent cost estimates and cost analysis
- Prepare detailed requests for proposals
- Prepare back up documentation for Change Orders
- Prepare and monitor detailed project schedules and budgets
- Review engineering drawings and specifications
- Effective conflict resolution skills
- Effective communication skills, both verbal and written
- Willingness to meet with stakeholders
- Multi-task several activities
- Prepare meeting agendas and meeting minutes
- Effective negotiation skills
- Effective organizational skills
- Economize project resources
- Effective public relations skills
- Prepare daily and monthly reports
- Review pay applications
- Keep a photo log
- Work in conjunction with the Capital Improvement Department and the respective user departments to successfully resolve issues.
- Implement creative and innovative approaches to address project requirements.
- Assure that the projects will support the relevant department mission, accreditation standards, and compliance with best practices.

KEY OBJECTIVES:

Selected firms are expected to achieve the following:

- To coordinate work with the Capital Improvement Department and User 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.
- Design and provide construction set of drawings and specifications for each project.
- Develop a schedule and enforce compliance of the project schedule.
- Develop a budget and enforce compliance of the project budget.

OTHER CONSIDERATIONS:

- Work to be coordinated with the Capital Improvement Department, TxDOT, EPWU, El Paso Water Improvement District (EPWID), and all other affected utility services, and all affected stakeholders and interested parties.
- Design shall follow City's Department of Information Technology Services requirements for fiber optic, computer equipment, and telephone systems, if applicable.

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
PROJECT MANAGER AND TEAM EXPERIENCE	
1. The proposed project manager experience demonstrating qualifications for this project. Specific project descriptions to support this criterion shall have been completed within the last three years. The role of the project manager in these projects shall be specified. In addition, offeror shall provide the initial and final budget and schedule for each project.	15
2. The proposed project team’s experience demonstrating qualifications for this project. Specific project descriptions to support this criterion shall have been completed within the last three years. The role of the team members in these projects shall be specified.	15
PROJECT UNDERSTANDING AND APPROACH	
3. Understanding of the objectives, products and services required; potential value engineering opportunities.	20
4. The firm’s solution/approach to fulfilling the objectives, products and services required and addressing any anticipated challenges and/or associated risks within the project limits and in consideration of the current construction cost volatility and mitigation strategies.	10
5. Team approach: Strategies and practices for coordination of project team and subconsultants deliverables to ensure discipline plans and specifications are appropriately aligned.	15
6. Approach to ensuring quality deliverables are produced on time and within budget	15
EXHIBIT A – PROJECT REFERENCE FORMS	
7. Evaluation of prior customer’s satisfaction with the work of the firm, related to the work referenced in criterion 2 (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 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

City of El Paso issues the Request for Qualifications (RFQ)	May 30, 2024
Non-mandatory pre-proposal conference (MICROSOFT TEAMS)	June 5, 2024
Deadline for submission of written questions and requests for clarification (5 pm MST)	June 7, 2024
City of El Paso provides responses and clarifications	June 11, 2024
Deadline for submission of Statement of Qualifications (SOQ) and Project Reference Forms (PRF) 5 pm MST	June 18, 2024
Evaluation of Statements of Qualification completed	July 2, 2024
Notifications of ranking completed	July 3, 2024
Protest Period Ends	July 9, 2024
City Council recommended contract approval target date	July / August 2024

The non-mandatory pre-proposal conference will be held via Microsoft Teams on Wednesday June 5, 2024 at 10:00 AM MST. Join meeting by clicking “Join the meeting now” below:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 293 982 362 469

Passcode: 784Xtp

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 18, 2024 @ 5 PM (MDT)

PROJECT NAME: 2024-0489R On Call Professional Services - Traffic Engineering

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? | <table border="1" style="border-collapse: collapse; width: 60px; height: 100px;"><tr><td style="width: 100%; height: 20px;"></td></tr><tr><td style="width: 100%; height: 20px;"></td></tr><tr><td style="width: 100%; height: 20px;"></td></tr><tr><td style="width: 100%; height: 20px;"></td></tr><tr><td style="width: 100%; height: 20px;"></td></tr><tr><td style="width: 100%; height: 20px;"></td></tr><tr><td style="width: 100%; height: 20px;"></td></tr></table> | | | | | | | |
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| 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