

# REQUEST FOR STATEMENTS OF QUALIFICATIONS



**CITY OF EL PASO, TEXAS**

**CAPITAL IMPROVEMENT DEPARTMENT**

**SOLICITATION # 2024-0439R**

**ARCHITECT AND ENGINEERING SERVICES**

**FOR THE**

**EL PASO POLICE DEPARTMENT NORTHEAST REGIONAL  
COMMAND CENTER RENOVATION PROJECT**

**MAYOR OSCAR LEESER**

<b>City Council Districts</b>	
<b>District 1 – Brian Kennedy</b>	<b>District 5 – Isabel Salcido</b>
<b>District 2 – Dr. Josh Acevedo</b>	<b>District 6 – Art Fierro</b>
<b>District 3 – Cassandra Hernandez</b>	<b>District 7 – Henry Rivera</b>
<b>District 4 – Joe Molinar</b>	<b>District 8 – Chris Canales</b>

**INTERIM CITY MANAGER**

Colonel (Ret) Cary Westin

**CITY ENGINEER**

Yvette Hernandez, P.E.



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## **SECTION I – PROJECT OVERVIEW**

On November 2019 voters approved the 2019 Public Safety Bond. The City of El Paso is seeking professional consulting services to provide assessments, designs, and construction administration for the El Paso Police Department Northeast Regional Command Center Renovations project.

The City of El Paso is seeking a consulting firm with experience in designing and working with secure, technologically advanced, and community-oriented law enforcement facilities. The project requires that the designer assist in improving the facility and updating it to meet code compliance, force protection, life safety requirements, and other standards.

## **SECTION II – SCOPE OF SERVICES**

The project will include tenant improvements to the El Paso Police Department Northeast Regional Command Center at 9600 Dyer Street. Required improvements are outlined in the 2019 Facility Assessment, to be provided by owner. In addition, and in combination with the items identified in the 2019 Facility Assessment, the project may include, but is not limited to, the following identified services:

- **Assessment of architectural elements and the building’s compliance with the International Building Code (IBC) and the Texas Administrative Code (TAC).**
- **ADA Compliance Assessment and Redesign:** Evaluate all elements for ADA compliance, including, but not limited to, door width and clearance, sink and countertop heights, knee clearance, and covering exposed lavatory and sink pipes.
- **Force Protection System Design:** Design a force protection system comprising a secondary exit for secured parking, bulletproof glazing and doors for the front entrance and lobby of the regional command center.
- **MEP Systems Assessment and Design:** Assess and design the existing mechanical, electrical, and plumbing (MEP) systems, ensuring all lighting and electrical outlets have emergency backup, replacing non-functional emergency exit signs, damaged lighting fixtures, HVAC systems, ductwork, fire line, water heater redundancy, plumbing fixtures as necessary and any other concerns identified during the assessment. Any components of a mechanical system identified for replacement will need to be designed or specified to be compatible with the existing systems.
- **Fire Systems Assessment and Design:** Evaluate current fire systems to meet current code and industry standards. Conduct a thorough inspection of the existing fire suppression system, including fire alarms, sprinkler systems, fire extinguishers, and emergency exits. Identify any deficiencies or areas where the current systems do not meet current codes and standards.
- **Building Structure Assessment and Design:** Address any exterior and interior concerns including, but not limited to, structure for leaks, damaged ceiling tiles, p-lam on counters and cabinets, damaged paint, missing wall base and moldings, non-functional exhaust systems, unnecessary windows, condition of windows and doors, and damaged FRP Wainscot.
- **Exterior Concerns Assessment and Design:** Assess and design solutions for exterior concerns, including but not limited to creating a new accessible route from Dyer Street, repairing or replacing damaged ADA ramps, and installing a secondary roof ladder accessible from the police department side of the building.

- **Furniture Replacement Specifications:** Provide specifications for replacing current furniture as part of the turnkey project and adhere to specific specifications to ensure functionality, durability, and suitability for law enforcement operations.
- **Coordination with City of El Paso Information Services and Communication Department:** Coordinate with the City of El Paso Information Services and Communication Department and its consultants to incorporate their identified scope of work into the project, ensuring compliance with current standards.
- **Phasing Plan Development:** Create a detailed phasing plan outlining the project timeline, staff relocation strategy, and management of asbestos abatement based on the current asbestos survey , to be provided by the owner.

**1.0 SERVICES REQUIRED (as appropriate):**

**1.1 Facility Inspection:**

The consultant shall coordinate with the City’s Capital Improvement Department (CID) to inspect the facility. This inspection aims to verify the scope of work elements and assess whether additional improvements are required beyond those identified in the 2019 Facility Assessment and by staff. The consultant shall then produce a report identifying their findings and recommendations for additional work needed. Consultant shall specify which findings are maintenance-related repairs.

**1.2 Surveys**

The designer shall provide all topographic and horizontal surveys necessary for a complete design.

**1.3 Planning:**

The designer shall assist the Owner with any necessary planning services, including, but not limited to, platting of the property or portion thereof, obtaining special permits, and the vacation of easements, including coordination with relevant utility providers. This service shall encompass the provision of schedules for acquiring utility easements, utility service lines, and any aforementioned permits or services.

The consultant shall present the design to the City of El Paso Design Review Committee. The consultant shall comply with requirements set by the Review Committee.

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

**1.4 Design:**

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

The design shall meet all City requirements for the project and shall be performed in phases as presented in the section 6.0 Project Schedule below.

The consultant is responsible for submitting a turnkey design product. The consultant shall be responsible to determine State of Texas licensed designers required by the State to perform this type of project design. Besides complying with local building codes, the consultant shall comply with any other applicable codes and standards.

### **1.5 ADA Compliance and Requirements**

The designer shall include and comply with the Americans with Disabilities Act (ADA), Texas Accessibility Standards (T.A.S), and Texas Department of Licensing and Regulation requirements.

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

### **1.6 Technical Specifications:**

The designer shall prepare and provide technical specifications. The specifications shall be based on accepted national specifications. *No sole sourcing shall be allowed.* All specifications must include the type of materials listed in the construction drawings, placement method, and quality control and quality assurance testing. All specifications must comply with established specification standards and formats. The consultant shall provide design and performance specifications and an opinion of probable cost (OPC) at each design submittal.

### **1.7 Utility Services and Utility Easements**

Based on the design, the designer shall coordinate with all utilities during the preliminary design phase and throughout the entire design process. The designer 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 designer will not pull the installation of the service. The installation of the service shall be coordinated by the contractor. Construction documents shall clearly show all utility company contacts and the type of service requested. All utility service requests shall be submitted by the designer by or before the construction documents are submitted for bid advertisement. The designer shall prepare all metes and bounds descriptions for utility easements and/or vacations. The designer shall coordinate easements and/or vacations with City of El Paso staff and respective utility companies. All documents and coordination efforts by the designer shall be completed by or before the due date of the final design phase.

### **1.8 Utility Coordination**

The consultant shall be responsible for coordinating design efforts with all affected utility companies and record all utility coordination through a utility coordination log. The

purpose is to minimize utility relocation without compromising design standards. The consultant shall be responsible for obtaining all available horizontal and vertical information on utility lines, valves, covers, manholes, etc., from the different utility companies and applicable City Departments during the preliminary design phase. These existing utility structures shall be shown on the preliminary design plan submittal. The consultant shall meet with all affected utility companies to discuss the 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 set up a meeting between the CID Project Manager and the utility company to resolve the dispute. 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 designer shall be completed by or before the due date of the final design phase. The consultant shall submit all utility clearance letters from each utility company by or before the project is advertised for bid.

### **1.9 Private Property**

If the consultant believes construction shall extend inside private property, the consultant must obtain approval from the City to enter private property.

### **1.10 Traffic and Pedestrian Control Plan**

If a Traffic and Pedestrian Control Plan is required on this project, the Consultant shall include under general notes that the Contractor shall submit a traffic control plan to the Streets and Maintenance Department for approval at least two (2) weeks prior to commencing construction.

### **1.11 Construction Sequencing Plan**

The consultant shall provide a construction sequencing plan as required in order to minimize impacts on the building's operations and ensure the safety of the facility's employees.

### **1.12 Construction Schedule**

The consultant shall meet with the CID Project Manager and Construction Manager to determine the construction schedule. The schedule shall consider the lead delivery time of equipment, the relocation by user departments of occupied spaces, etc. The meeting shall be held after pre-final plans are submitted but before the Final Design Notice to proceed is issued. The information will allow the consultant to prepare a current market cost estimate at the final design phase submittal.

### **1.13 Bidding:**

The consultant shall submit the following in an electronic format for bidding:

- Full and complete sealed set of drawings.

- Full and complete sealed set of technical specifications.
- Detailed scope of work.
- Detailed unit price bid proposal form; and
- Detailed real-world value cost estimate.

During the bidding process, the designer 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 lump sum price contract, and the selection of the contractor shall be a competitive seal bid or a job order contract.

#### **1.14 Construction Administration:**

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

- Responding to all questions from the contractor (request for information (RFIs).
- Providing advice and recommendations to the Owner.
- Provide contract drawing modifications for permit revisions (as required).
- Reviewing contractor technical submittals and shop drawings in a timely matter.
- Attend weekly construction meetings (as required).
- Provide meeting minutes of weekly meetings.
- Visit the site once a week and provide written observation report.
- Review change order requests by the Contractor. Provide a separate independent analysis and provide recommendations to the Owner.
- Prepare independent cost estimates on all change orders created by design oversights.
- Attend substantial completion inspection and provide punch list to Owner.
- Produce and provide an electronic copy (PDF and CAD) of “as-built” record drawings.

## **2.0 PRODUCTS REQUIRED:**

### **2.1 Drawings and Specifications:**

Consultant shall provide a design schedule from the building assessment phase to the final design phase to include all milestones as specified in Section 6.0 – Design Schedule and forecasted payment drawdowns. For each submittal, the designer shall provide a detailed Design Monitoring Report at the due date of every stage indicating the highlights of the a) design tasks, b) budgets, c) project schedule, d) quality assurance and control on design, e) submission of invoices, f) overall progress, and h) cost, presenting red lines at each stage, how new changes were implemented, and how overall quality was controlled. This report will also include a compliance letter summarizing key points of the overall progress and demonstrating full compliance with all owner design requirements.

#### **A. Assessment:**

During the building assessment phase, the consultant, in collaboration with any subconsultants, shall conduct all necessary assessments for the project. During the building assessment phase, the consultant shall have thirty (35) consecutive calendar days to electronically submit a report of all findings with a cost estimate prepared by an independent cost estimator to the City for review and comment. The cost estimate shall include a breakdown of the items identified. The consultant shall provide recommendations if the cost estimate exceeds construction budget. The consultant shall submit one digital copy, cost estimate, and scope of work document to the City for review and comment in accordance with the schedule in Section 6.0 of this document. Within fifteen (15) calendar days of submitting the assessment report, the consultant shall schedule a meeting with the City to finalize the scope of work.

As part of the review by City Staff, the assessment report and other necessary submittals shall be submitted for review to any pertinent commissioning agency, the City of El Paso Design Review Committee, stakeholder meetings, and others as needed. The consultant shall be responsible for providing all copies necessary for the review process.

#### **B. 30% Preliminary Design:**

The consultant shall submit the following preliminary design submittal:

- Coversheet and Index of drawings (90% complete)
- Architectural Plan and Details (50% complete)
- Demolition Plan (90% complete)
- General Notes (50% complete)
- Typical Construction Details (75% complete)
- Site Plan (75% complete)
- Structural Plan (75% complete)
- Mechanical and Plumbing Plan (50% complete)
- Electrical Plan (50% complete)



- Outline of technical specification (90% complete)
- Third-party cost estimate

Upon the completion of the preliminary design phase, the consultant shall submit two (2) copies of the preliminary design documents for review and comments. The consultant must also provide electronic copies of the submittal in the format requested by the Owner, which may include but is not limited to CAD files or GIS shape files. If the Owner considers the submittal as not compliant with the above required completion percentages, the consultant must resubmit as per the requirements mentioned above. No adjustments to the schedule contained in Section 6.0 will be made in the event the consultant fails to meet the above-mentioned completion requirements.

The City of El Paso Project Manager and the consultant of record (DOR) shall attend the City Design Review (CDR) meeting to present and answer any comments and or issues by the review board in order for CID to give direction to the project manager and consultant to proceed to the next phase of the project.

### **C. 60% Pre-Final Design:**

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

- Coversheet and Index of drawings (100% complete)
- Architectural Plan and Details (75% complete)
- Demolition Plan (100% complete)
- Construction Notes (90% complete)
- Typical Construction Details (100% complete)
- Special Construction Details (75% complete)
- Site Plan (95% complete)
- Structural Plan (75% complete)
- Mechanical and Plumbing Plan (75% complete)
- Electrical Plan (75% complete)
- Outline of Technical Specification (100% complete)
- Technical Specifications (75% complete)
- Third-party cost estimate

Upon completion of the pre-final design phase, the consultant shall submit (2) copies of the preliminary design documents for review and comments. The consultant must also provide electronic copies of the submittal in the format requested by the Owner, which may include but is not limited to CAD files or GIS shape files. If the Owner considers the submittal as not compliant with the above required completion percentages, the consultant must resubmit as per the above-mentioned requirements. No adjustments to the design schedule will be made in the event the consultant fails to meet the above-mentioned completion requirements.

The City of El Paso Project Manager and the consultant of record (DOR) shall attend the City Design Review (CDR) meeting to present and answer any comments and or Issues by

the review board in order for CID to give direction to the project manager and consultant to proceed to the next phase of the project.

**D. 90% Final Design:**

Consultant shall comply with the 100 percent design schematic provided by the Capital Improvement Department, deliver the design fully complete as shown below, and provide a Design Monitoring Report upon submission.

The consultant shall submit the following final design phase submittal:

- Coversheet (100% complete)
- Architectural Plan and Details (100% complete)
- Demolition Plan (100% complete)
- Construction Notes (100% complete)
- Typical Construction Details (100% complete)
- Special Construction Details (100% complete)
- Site Plan (100% complete)
- Structural Plan (100% complete)
- Mechanical and Plumbing Plan (100% complete)
- Electrical Plan (100% complete)
- Outline of Technical Specification (100% complete)
- Technical Specifications (100% complete)
- Third-party cost estimate

Upon the completion of the final design phase, the consultant shall submit two (2) copies of the preliminary design documents for review and comments. The consultant must also provide electronic copies of the submittal in the format requested by the Owner, which may include but is not limited to CAD files or GIS shape files. If the Owner considers the submittal as not compliant with the above required completion percentages, the consultant must resubmit as per the above-mentioned requirements. No adjustments to the schedule contained in Section 6.0 will be made in the event the consultant fails to meet the above-mentioned completion requirements.

The City of El Paso Project Manager and the consultant of record (DOR) might attend the City Design Review (CDR) meeting to present and answer any comments and or Issues by the review board in order for CID to give direction to the project manager and consultant to proceed to bidding.

**E. Cost Estimates:**

The designer shall develop and submit the construction cost estimates per each design phase, 30%, 60%, and 90% for review and approval. The construction cost estimate is expected to be within ten percent (10%) of the bid for the base bid item expected from the lowest responsible bidder. The designer's final estimate shall consider all labor costs based on the City of El Paso's current prevailing wage rates as adopted by the City Council.

**F. 100% Permit Review**

The consultant is responsible for submitting all required documentation to the City of El Paso Planning and Inspection Department through the "City of El Paso, Texas Online Permitting/Licensing Citizen Portal" for permit review prior to bid. Any required modifications are to be considered a part of the Final Design Phase.

**G. Bidding and Construction:**

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

Before the bid opening, the consultant shall provide 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 the bid opening and before the preconstruction meeting, the consultant shall provide 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 the construction project, the consultant shall produce and provide 24"X36" electronic format "as-built" drawings.

**2.2 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.

**2.3 Reproduction**

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

**2.4 Quality Assurance**

**A. Design Standards Compliance:**

- Ensure all designs adhere to relevant building codes, regulations, and industry standards.
- Conduct regular audits to verify compliance with design standards and requirements.

**B. Document Control:**

- Implement robust document control procedures to manage project documentation effectively.
- Maintain version control, document revisions, and ensure proper documentation of design changes and approvals.

**3.0 GENERAL REQUIREMENTS AND CRITERIA:**

3.1 Design must meet all applicable City Codes and Ordinances.

3.2 Design must comply with Engineering & Construction Management Guidelines.

3.3 Design must comply with all local, state, and federal laws and regulations, including but not limited to the Americans with Disabilities Act.

3.4 The designer shall submit all redlines to the owner when plan submittals are due.

**4.0 OTHER CONSIDERATIONS:**

4.1 Work to be coordinated with the El Paso – CID, Police Department, and all affected stakeholders.

4.2 Design shall follow the City of El Paso Information Services and Communication Department requirements for computer and telephone systems, if applicable.

**5.0 REQUEST FOR PROPOSAL BREAKDOWN:**

All services described under Design and Bidding will be considered Basic Services. The consultant shall submit a detailed cost proposal based on the contract, and after agreed negotiations, a purchase order will be opened. If necessary, the Owner will request all services under Construction in writing (DO NOT SUBMIT A COST PROPOSAL AT THIS STAGE OF THE PROCESS).

## **6.0 PROJECT SCHEDULE:**

The consultant shall submit a detailed preliminary schedule based on the project scope, including review time by the owner. The schedule shall include preliminary design, prefinal design, final design, public involvement, and owner's review time as follows:

- Building Assessment Phase: 35 calendar days
- 30% Preliminary Design Phase: 60 calendar days
- 60% Pre-Final Design Phase: 75 calendar days
- 90% Final Design Phase: 75 calendar days
- 100% Bid Phase (Signed and Sealed) 14 calendar days

## **7.0 ERRORS AND OMISSIONS**

The City expects the selected 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 civil and landscape plans, inadequate review by the prime of the adequacy of the work of any subcontractors, discrepancies between the measurement and payment specifications, and bid forms, and failure of the firms to verify utility locations in the field. At its sole cost, the firm shall revise the work as necessary to correct errors and omissions appearing therein when required by the City (Owner). If errors or omissions are identified during construction, 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 that the firm may also be held financially liable for the costs of any rework of work that has already been completed beyond the price 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 & EXPERIENCE**

The consultant team shall comply with the following minimum qualifications:

- The project manager shall be a Texas-licensed architect with five (5) or more years' experience designing Facilities to accommodate the functions identified in Section II in accordance with El Paso building codes and industry best practices Facilities.
- The A/E firm shall carefully consider the project scope described herein and provide project team organization and credentials. The scope of the design services for the project requires, without limitation, the general disciplines named below to the extent necessary to provide exceptional, complete, and fully coordinated design and construction:
  - Architect
  - Interior Designer
  - Architectural Rendering
  - Graphic Designer
  - Urban Designer
  - Landscape Architect
  - Civil Engineer
  - MEP
  - Structural Engineer
  - Fire Protection Engineer
  - Electrical Engineer
  - Registered Accessibility Specialist
  - Lighting Designer (internal and external site improvements)
  - Furniture, fixtures, and equipment (FF&E) Consultant
  - Security Systems Designer
  - Information Technology Specialist
  - Telecommunications Designer
  - Construction Administrator and on-site Representative during construction
- Key personnel and their availability and anticipated level of commitment to the project are to be identified in the offeror's Statement of Qualifications. Substitution of key personnel without approval of the City of El Paso is not permitted.

**SECTION IV – EVALUATION CRITERIA**

The following are the criteria the City will use to evaluate the Statements of Qualifications received in response to this RFQ.

City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.

Criterion	Points
<p><b>1. Availability and Organization of Project Team</b></p> <p>City is interested in understanding the availability and anticipated time commitment of the Project Team on the project. Only one individual per job responsibility should be designated. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Prime firm and sub consultants must commit that staff proposed in this submittal would be available for the proposed work.</p> <ul style="list-style-type: none"> <li>a) Provide a statement on the availability and commitment of the Respondent and its principal(s) and assigned professionals, including all consultants to undertake the Project, for the timeline noted in Section II.</li> <li>b) Provide a brief history of the Respondent’s firm and each consultant proposed for the Project.</li> <li>c) Describe, in graphic and written form, the Respondent’s proposed Project assignments and lines of authority and communication for its principals and key professional members, including each consultant’s staff that will be involved in the Project. Indicate the estimated percent of time these individuals will be involved in the Project for design and construction</li> </ul>	15
<p><b>2. Experience of Project Team</b></p> <p>Prime firm and sub consultants must have adequate and experienced current staff to competently and efficiently perform the work. The results of any reference checks will be provided to the evaluation committee and used when scoring the written qualifications.</p> <ul style="list-style-type: none"> <li>a) Provide resumes stating the experience and expertise of the Respondent’s professional members and each consultant’s staff that will be involved in the Project, including their experience with similar projects, the number of years with the firm, and their city of residence.</li> <li>b) Clearly identify the members of the proposed team who worked on the listed projects in Consideration Item 4 and describe their roles in those projects.</li> <li>c) Describe the basis for the selection of the proposed consultants included in the design team and the role each will play for this Project.</li> <li>d) Describe the Respondent’s process in working with consultants and integrating them into the design process and construction administration process.</li> <li>e) Identify the Respondent’s experience working with any proposed consultants in the past five (5) years.</li> </ul>	15



<p><b>3. Project Ownership</b></p> <p>Demonstrate firm’s ownership in the project by addressing the following questions:</p> <p>a) What is your firm’s philosophy on project “Ownership”?</p> <p>b) How will you ensure that all assigned personnel will take “ownership” of the project?</p> <p>c) Provide examples of taking “ownership” in projects that you have led. How did this result in a better, faster, less expensive project outcome?</p> <p>d) Explain your firm’s QA/QC Policy. Is it a written policy?</p> <p>e) What processes are in place to ensure the QA/QC Policy is followed?</p> <p>f) Provide examples where your QA/QC Policy saved a client money by avoiding a significant mistake before the project was bid/under construction.</p> <p>g) What action was taken to ensure the mistakes above were not repeated?</p>	20
<p><b>4. Prime Firm's Comparable Project Experience</b></p> <p>List no less than three (3) but no more than five (5) projects for which Respondent has provided services that are most directly related to this Project and completed within the last five (5) years. List the projects in order of priority, with the most relevant for and which best illustrate current experience and capabilities relevant to this Project. Provide the following information for each project listed:</p> <p>a) Project name, location, description, and contract delivery method</p> <p>b) Photographic color images of exterior, interior, and floor plans and site plans as applicable.</p> <p>c) Construction cost estimates at Design Development, final GMP amount or bid, and final construction cost. Explain the reasons for any deviations.</p> <p>d) Final project size in gross square feet</p> <p>e) Type of construction (new, renovation, or expansion) and description of professional services Respondent provided for the project.</p> <p>f) Planned versus actual durations for Schematic Design, Design Development and ninety five percent (95%) Construction Documents phases. Provide an explanatory justification for any slippage of dates exceeding fifteen (15) calendar days between planned and actual for each milestone.</p> <p>g) Originally planned and actual: Notice to Proceed and Substantial Completion dates for construction. Any events or occurrences that affected the schedule should be explained.</p> <p>h) Name of project manager (individual responsible to the owner for the overall success of the project)</p> <p>i) Name of project architect (individual responsible for coordinating the day-today work)</p> <p>j) Name of project designer (individual responsible for design concepts)</p> <p>Consultants and name of project manager for each consultant. Identify proposed personnel for this Project along with explanations of their role in the past project(s).</p>	20



<p><b>5. Project Approach</b></p> <p>City is interested in team's organizational structure, their understanding of the project issues and their approach to the project. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager and the sponsoring department, and how sub consultants will work within the management structure. Describe any significant project issues and the team's approach in addressing those issues.</p> <p>a) Describe the Respondent's design philosophy, design methodology, and process for integrating municipal standards into the design.</p> <p>b) Describe the Respondent's quality assurance program explaining the methods used and how Respondent maintains quality control during the development of construction documents and quality assurance during the construction phase of a project. Provide specific examples of how these techniques or procedures were used for any combination of three (3) projects listed in response to Consideration Item 4.</p> <p>c) Describe Respondent's demonstrated technical competence and management qualifications with municipal projects.</p> <p>d) Describe Respondent's cost estimating methods for the design and construction phases. Explain how cost estimates are developed and how often are they updated. For any combination of three (3) projects listed in response to Consideration Item 4, provide examples of how these techniques were used and what degree of accuracy was achieved.</p> <p>e) Describe the way in which Respondent develops and maintains work schedules to coordinate with the owner's project schedule, assuring timely completion of this Project, including methods for schedule recovery if necessary. For any combination of three (3) projects listed in response to Consideration item 4, provide examples of how these techniques were used.</p> <p>Describe Respondent's experience working with Public-Private Partnership or Alternative Delivery project delivery methods. Discuss Respondent's method of working with the contractor, and the owner as a team member, to deliver a Guaranteed Maximum Price ("GMP") and to maintain the GMP throughout the design and construction process.</p>	20
<p><b>6. Evaluation of Prior Customer's Satisfaction with the Work of the Firm (PRFs)</b></p>	10
<p><b>Total Points</b></p>	<b>100</b>

## **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](mailto: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 & SCHEDULE**

The selection process shall consist of:

- Submittal of Statements of Qualifications
- Evaluation of Statements of Qualifications
- Notification of rankings
- Protest period
- Notification with selected firm
- Negotiations with selected firm
- Contract award

**TENTATIVE SCHEDULE**

The following tentative schedule has been prepared:

<b>City of El Paso issues the Request for Qualifications</b>	<b>March 7, 2024</b>
<b>Non-mandatory pre-proposal conference</b>	<b>March 21, 2024</b>
<b>Deadline for submission of written questions and requests for clarification (5 PM MST)</b>	<b>March 28, 2024</b>
<b>City of El Paso provides responses and clarifications</b>	<b>April 4, 2024</b>
<b>Deadline for submission of Statement of Qualifications (SOQ) And Project Reference Forms (PRF)</b>	<b>April 11, 2024</b>
<b>Evaluation of Statements of Qualification completed</b>	<b>April 25, 2024</b>
<b>Notifications of ranking completed</b>	<b>May 1, 2024</b>
<b>Protest Period Ends</b>	<b>May 6, 2024</b>
<b>City Council recommended contract approval target date</b>	<b>May / June 2024</b>

The non-mandatory pre-proposal conference will be held via Microsoft Teams on at AM/PM MST

Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

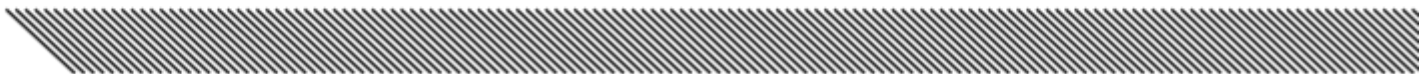
Meeting ID: 210 326 153 194

Passcode: k2wyyW

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## **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](mailto: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](mailto: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](mailto: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](mailto: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:** April 11, 2024 @ 5 PM (MST)

**PROJECT NAME:** Architect & Engineering Services – Northeast Regional Command Center Renovation Project

**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:

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](mailto:aeselection@elpasotexas.gov) by the time and date shown above.**

