

**EL PASO WATER – PUBLIC SERVICE BOARD
REQUEST FOR QUALIFICATIONS**

RFQ 21-20

May 12, 2020

RE: Request for Qualifications (RFQ) - Professional Engineering Services

PROJECT: **ON-CALL PROFESSIONAL MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES FOR WATER, WASTEWATER, RECLAIMED WATER, STORMWATER, AND ADMINISTRATIVE FACILITIES**

ATTENTION:

Proposals are being accepted by El Paso Water (EPWater) for Statements of Qualifications (SOQ) from interested firms for:

ON-CALL PROFESSIONAL MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES FOR WATER, WASTEWATER, RECLAIMED WATER, STORMWATER, AND ADMINISTRATIVE FACILITIES

Most projects identified at this time have been approved in the FY2020/2021 capital improvements program, however others will be identified throughout the year. The nature of these contracts will be for on-call services for a period of three (3) years effective from the date of the contract award date (PSB meeting date) with an option to add a one (1) year extension at the discretion of EPWater. Within the three-year contract time, multiple task orders may be issued under each contract. However, total task orders amount will be limited to a maximum of \$750,000. If work on a task order is issued prior to the expiration of the contract, the work order will remain in effect until completion of the work order. EPWater may select up to three (3) consultants for each on-call contract. The estimated costs for these projects can range from \$100,000 to \$5 million (engineering and construction).

All inquiries and communication regarding this Request for Qualifications must be submitted via e-mail to AESelection@epwater.org with the Subject Line beginning with the RFQ/RFS Number followed by the title of the RFQ/RFS. Example: “RFQ 21-20 - On-Call Professional Mechanical, Electrical, and Plumbing Engineering Services for Water, Wastewater, Reclaimed Water, Stormwater, and Administrative Facilities”

A non-mandatory Pre-Submittal Meeting will be scheduled via the Microsoft Teams software (see RFQ Schedule). R.S.V.P. for the Pre-Submittal Meeting to receive access to the meeting via Microsoft Teams. All inquiries regarding this Project and Request for Qualifications must be submitted via e-mail by **5:00 P.M. on May 26, 2020.**

Submit electronic copy of the Statement of Qualifications (SOQ) in PDF format by e-mail. File size should be no more than five megabytes (5MB). The due date for SOQ submittals is **June 2, 2020 by 3:00 P.M.**

RFQ SCHEDULE

The following Schedule of Events represents EPWater's best estimate of the schedule that will be followed. EPWater reserves the right to modify the schedule as required.

EPWater issues RFQ.....	May 12, 2020
RSVP for Pre-Submittal Meeting by	May 19, 2020
Non-Mandatory Pre-Submittal Meeting	May 20, 2020 at 3:00 P.M. (MST)
Deadline for Submission of Requests for Clarification	May 26, 2020 by 5:00 P.M. (MST)
EPWater provides Responses/Clarifications.....	May 29, 2020
Deadline for Submission of SOQ and PRF.....	June 2, 2020 by 3:00 P.M. (MST)
Notify Selected Team(s) Estimated Date.....	July 8, 2020
Present to Board for Approval	August 12, 2020

PROJECT SCOPE

EPWater is requesting professional mechanical, electrical, and plumbing engineering services for water, wastewater, reclaimed water, stormwater, and administrative building facilities to provide/assist with preparation of:

- Technical Memorandum
 - Conduct study on a given task order and prepare technical memorandum to include existing condition and proposed improvement
 - Provide preliminary engineering estimate
 - Provide life cycle cost analysis, if needed
- Schematic Design
 - Create a thorough list of project objectives
 - Develop schematic design options in 2-D
 - Review options with Owner
- Design Development
 - Detail to schematic design is added
 - Incorporate requested changes based on EPWater's feedback
 - Review changes with EPWater
- Construction Estimate
 - Develop construction cost estimate
 - Engineer shall provide a description of work
 - Provide a list of specific products, fixtures, equipment, and materials to be included in the estimate and quantities of materials
- Construction Documents
 - Design drawings, specifications, and construction cost estimate are completed

- Construction Documents shall be in accordance with building codes and zoning ordinances and EPWater design guidelines
- Construction Administration and Inspection
 - Engineer acts as the EPWater’s advocate during construction by:
 - Answering contractor questions
 - Interpreting the construction documents
 - Inspection of work of contractor
- The above-noted services, may or may not be applied to all projects, involving the following:
 - Heating, ventilation, and air-conditioning
 - Pump selection and specification
 - Power generation
 - Power distribution
 - Lighting
 - Fire alarm and security system
 - Communication System
 - Low and medium voltage electrical systems
 - Domestic water and sewage system
 - Instrumentation and control
 - Corrosion control

The successful firms must demonstrate experience in designing and constructing the facilities described above on time and within budget. Only the personnel whose credentials are submitted for evaluation shall be pre-qualified to act as engineer of record on EPWater projects. EPWater reserves the right to accept additional engineers of record not included in this RFQ without prior qualification.

Restriction of Communication: From the time of release of this solicitation until final award is made to a successful respondent and such award is announced, interested firms are not permitted to communicate about this solicitation or scope with any staff or any official representatives of EPWater, or their consultants, except for submission of questions as instructed in this RFQ. EPWater reserves the right to disqualify the submittal of any respondent in violation of this policy.

SUBMITTAL EVALUATION

All firms must follow the requirements listed below. It is the firm's responsibility to assure compliance with these requirements. Failure to follow these instructions may result in disqualification.

- A. The Statements of Qualifications (SOQ) is to be submitted electronically in PDF format by e-mail to AESelection@epwater.org. File size should be no more than five megabytes

(5MB). Use provided SOQ template (Exhibit A). The size of the lettering shall not be less than 11 size font. Line spacing shall be single-space. Attach a cover page and a one-page cover letter on the SOQ.

B. SOQ will be evaluated using the criteria below:

1. **MINIMUM QUALIFICATIONS (5 POINTS)**

- a. Team shall have a registered Professional Engineer in the State of Texas with minimum of eight (8) years' experience designing mechanical systems
- b. Team shall have a registered Professional Engineer in the State of Texas with minimum eight (8) years' experience designing electrical systems
- c. Team shall have a registered Professional Engineer in the State of Texas with minimum eight (8) years' experience designing plumbing systems
- d. All firms on the team must be registered in the State of Texas

2. **PROPOSED PROJECT TEAM AND TEAM MEMBER EXPERIENCE (40 POINTS)**

- a. Provide Organizational Chart showing relationship between team members and sub-consultants.
- b. The team members required for this project are:
 - Principal in-charge
 - Project Manager
 - Design Engineers, Mechanical and Electrical
 - QA/QC Manager
 - Estimator
 - Scheduler
 - Construction Engineer
 - Sub-consultants (*if any*)
- c. Provide team member resume showing role, qualifications, experience, and availability. Use Exhibit A, Item B template to provide this information.
- d. Project Team and Team Members will be scored based on completeness of the team, qualifications, experience, and availability.

3. **PAST PROJECT EXPERIENCE (40 POINTS)**

- a. The firm shall provide a maximum of four (4) past project experiences similar in scope and size in the past 10 years. Use Exhibit A, Item C to provide this information.
- b. The project experience shall include project name, name of owner, project location, reference name with current contact information including telephone number and e-mail address, original construction cost, final construction cost, original

completion date, actual completion date, brief explanation for delays, change orders, project team member involved on the project and their role.

- c. Each project experience can acquire a maximum of 10 points based on the similarity of project scope, complexity of the project, and role of the team member on the project.

4. **PROJECT REFERENCES (15 POINTS)**

- a. All firms shall have the three (3) Project Reference Forms submitted by the agencies listed on Exhibit A, Item D. Each Project Reference Form (PRF) can acquire a maximum of 5 points. Points will be calculated using the formula: 5 points x (reference points/60).
- b. EPWater Staff is not allowed to provide a PRF.
- c. PRF must be submitted directly by the agency providing the reference to EPWater via e-mail to AESelection@epwater.org.

POST SELECTION PROCESS

Firms who were not selected will be notified in writing of the decision. The selected Firms will contract directly with the EPWater and will work to successfully provide the full scope of professional services required to complete the project requirements.

EPWater will evaluate inquiries and issue an appropriate response. All questions and responses and additional information will be included and issued in an Addendum.

ATTACHMENTS:

- 1. Exhibit A – Statement of Qualifications
- 2. Exhibit B – Project Reference Form

EXHIBIT A

Statement of Qualifications for

**ON-CALL PROFESSIONAL MECHANICAL, ELECTRICAL, AND PLUMBING
ENGINEERING SERVICES FOR WATER, WASTEWATER, RECLAIMED WATER,
STORMWATER, AND ADMINISTRATIVE FACILITIES – RFQ 21-20**

A. MINIMUM QUALIFICATIONS (0 Points if not met, 5 Points if met)

The proposed Firms shall comply with the following qualifications:

- The team shall include a Professional Engineer licensed in the state of Texas with a minimum of eight (8) years of verifiable experience designing the mechanical systems of Mechanical, Electrical, and Plumbing (MEP) projects.

NAME	TX REGISTRATION NO.	FIRM	YEARS OF EXPERIENCE

- The team shall include a Professional Engineer licensed in the state of Texas with a minimum of eight (8) years of verifiable experience designing the electrical systems of MEP projects.

NAME	TX REGISTRATION NO.	FIRM	YEARS OF EXPERIENCE

- The team shall include a Professional Engineer licensed in the state of Texas with a minimum of eight (8) years of verifiable experience designing the plumbing systems of MEP projects.

NAME	TX REGISTRATION NO.	FIRM	YEARS OF EXPERIENCE


- All Firms on the team must be registered in the State of Texas.

FIRM NAME	OFFICE ADDRESS	TX REGISTRATION NO.

B. PROPOSED PROJECT TEAM AND TEAM MEMBER EXPERIENCE (40 Points)

Provide Organizational Chart in the space provided below showing the relationships between the team members. Provide team member resumes showing their role, capacity, and involvement in this project, including their experience, education, registration, certifications, and catalog of representative or relevant projects. It is in the best interest of a prospective firm to use the submittal to provide a clear and detailed explanation of how the consultant is the best qualified and fit team for the project. The Selection Committee shall evaluate and rate Project Team and team members based on completeness of the team, qualifications, experience, and availability.

In the space below, please provide the team organizational chart. Provide state registration, if applicable.



(Use this form to provide Qualifications of all Team Members)

	Name:	Title:
	TX Registration No.:	Firm:
	Availability (%):	
	Team Role:	
Team Member Qualifications:		
Team Member Experience:		

	Name:	Title:
	TX Registration No.:	Firm:
	Availability (%):	
	Team Role:	
Team Member Qualifications:		
Team Member Experience:		

C. PAST PROJECT EXPERIENCE (40 Points)

All firms shall submit four (4) past project experiences in the past 10 years designed and/or built of similar size and type. The list shall include project name, name of owner, project location, reference name with current contact information including telephone number and e-mail address, original construction cost, final construction cost, original completion date, actual completion date, brief explanation for delays, change orders, name of project team member involved on the project and their role. Each project experience can acquire a maximum of 10 points. The Selection Committee will evaluate and rate each Past Project Experience based on similarity of project scope, complexity of the project, and role of team member on the project. *(Use the forms on next page for Past Project Experience)*

Past Project Experience No. 1	
Project Name:	
Project Owner:	
Name:	Title:
Role of Respondent:	
Phone:	E-mail:
Delivery Model and Contract Type:	
Project Team Member(s) involved in this project:	
Project Summary:	
Project Highlights and relevance to this project:	
Initial Cost:	Scheduled Completion:
Final Cost:	Actual Completion:
Change Orders (%):	Design related delays?

Past Project Experience No. 2	
Project Name:	
Project Owner:	
Name:	Title:
Role of Respondent:	
Phone:	E-mail:
Delivery Model and Contract Type:	
Project Team Member(s) involved in this project:	
Project Summary:	
Project Highlights and relevance to this project:	
Initial Cost:	Scheduled Completion:
Final Cost:	Actual Completion:
Change Orders (%):	Design related delays?

Past Project Experience No. 3	
Project Name:	
Project Owner:	
Name:	Title:
Role of Respondent:	
Phone:	E-mail:
Delivery Model and Contract Type:	
Project Team Member(s) involved in this project:	
Project Summary:	
Project Highlights and relevance to this project:	
Initial Cost:	Scheduled Completion:
Final Cost:	Actual Completion:
Change Orders (%):	Design related delays?

Past Project Experience No. 4	
Project Name:	
Project Owner:	
Name:	Title:
Role of Respondent:	
Phone:	E-mail:
Delivery Model and Contract Type:	
Project Team Member(s) involved in this project:	
Project Summary:	
Project Highlights and relevance to this project:	
Initial Cost:	Scheduled Completion:
Final Cost:	Actual Completion:
Change Orders (%):	Design related delays?

D. PROJECT REFERENCE FORM (15 Points)

List the name of the three agencies that will provide the Project Reference Form (PRF) - Exhibit B attached. The PRF must be submitted directly by the agency providing the reference to EPWater via e-mail to AESelection@epwater.org to get points.

AGENCY	AGENCY REPRESENTATIVE	E-MAIL ADDRESS

END OF EXHIBIT A

EXHIBIT B

PROJECT REFERENCE FORM (PRF)

Directions to Submitting Firm: Request three (3) Public/Private agencies for which you have completed Professional Services with similar in scope. Provide this form to the Agency or Agency's representative directly responsible for oversight of the project to complete and submit via e-mail to AESelection@epwater.org prior to the date and time listed below. If the form is received after the date and time specified, it will not be accepted.

Statement of Qualifications Due Date and Time: JUNE 2, 2020 – 3:00 P.M. (MST)

PROJECT NAME: **ON-CALL PROFESSIONAL MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES FOR WATER, WASTEWATER, RECLAIMED WATER, STORMWATER, AND ADMINISTRATIVE FACILITIES – RFQ 21-20**

NAME OF COMPANY TO BE EVALUATED: _____

NAME OF AGENCY OR FIRM SUBMITTING EVALUATION: _____

NAME/PHONE NUMBER OF PERSON SUBMITTING EVALUATION: _____

NAME OF PROJECT AND DATE SUBSTANTIALLY COMPLETED: _____

QUESTIONS:

- 1. Has the above-referenced project reached final completion? (Select one) Yes No
- 2. What project delivery method was utilized? (Select one) DBB CMAR D-B OTHER
- 3. What was the firm's role, and in what capacity did they serve on the above-referenced project?

- 4. 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

- 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? _____
- Would you be willing to contract with this firm again? (1 = No and 10 = Yes) _____

TOTAL POINTS (maximum 60 points) _____