

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

RFQ 14-23

March 7, 2023

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

PROJECT: **ON-CALL PROGRAM AND CONSTRUCTION MANAGEMENT
SERVICES FOR VARIOUS WATER, WASTEWATER, RECLAIMED
WATER, AND STORMWATER CONSTRUCTION PROJECTS**

ATTENTION:

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

**ON-CALL PROGRAM AND CONSTRUCTION MANAGEMENT SERVICES
FOR VARIOUS WATER, WASTEWATER, RECLAIMED WATER, AND
STORMWATER CONSTRUCTION PROJECTS**

Most projects identified at this time have been approved in the FY2023/2024 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). 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 \$1,500,000. 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 will select multiple qualified consultants for this 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 aeselections@epwater.org with the Subject Line beginning with the RFQ/RFS Number followed by the title of the RFQ/RFS. Example: “RFQ 14-23 On-Call Program and Construction Management Services for Various Water, Wastewater, Reclaimed Water, and Stormwater Construction Projects”

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 **March 30, 2023 by 3:00 P.M.**

PROJECT SCOPE

EPWater is requesting professional engineering services to provide Program and Construction Management Services for various Water, Wastewater, Reclaimed Water and Stormwater construction projects. Multiple firms will be selected. Anticipated services to be rendered by the selected consultant consists of Program and Construction Management of Capital Projects for EPWater. Services to be rendered shall include but are not limited to some or all the following services:

- Design Services
 - Cost estimates (hard and soft costs)
 - Value engineering
 - Review of building systems
 - Formal constructability review
 - Consideration of life cycle costs
- Bidding Assistance
 - Stimulate bid/proposal interest
 - Pre-qualify/Qualify, bids/proposals including evaluation of bidder/proposer qualifications, bonds, insurance coverage, and financial capability
 - Assistance with possible pre-purchase of long-lead materials
 - Assist in the conduct of pre-bid/pre-proposal and pre-construction meetings
- Construction and Inspection Services
 - Provide Resident Project Representative (RPR) services for various projects located within the City of El Paso corporate limits.
 - Work with Owner, Architect, and Contractors to clearly define roles and responsibilities during construction and develop a construction management plan.
 - Coordinate the work of the Contractor without interfering in the progress of the project and make them a part of the project team.
 - Chair and conduct meetings with Owner, Architect, and Contractor and produce minutes from each meeting. Assure that the project is on schedule and if not, develop recovery plans with Contractor.
 - Establish notification procedures for any shutdowns of utilities for the progress of the work.
 - Coordinate the testing and inspection of the project and review test reports and make recommendations as necessary.
 - Coordinate the activities of the multiple contracts between projects to assure that they are not interfering with each other.
 - Produce monthly cost reports to monitor the current and project final costs of the project. Prepare cash flow projections as needed.

- Provide administrative assistance to manage the filing systems, meeting minutes, and the office.
- Develop and maintain correspondence logs.
- Review and make recommendations on change order requests from the Contractors. Determine if the requests are legitimate.
- Review any Owner or design team document changes and prepare cost estimates for each.
- Maintain a change order log reflecting the status of each change order and the total cost of changes.
- Develop and maintain submittal and shop drawing logs. Review both as they are received before transmittal to the design teams to assure that they are complete and accurate.
- Develop and maintain a Request for Information (RFI) logs. Coordinate and track responses with the design teams.
- Produce weekly management report summary defining the progress of the work including change orders, RFI's, submittals, schedule and potential claims. Produce a more detailed monthly report of the same items.
- Review the monthly payment requests for completeness and accuracy including proper payroll documentation and lien releases are in order and make recommendation for payment to Owner.
- Monitor the construction schedule provided by the Contractor.
- Provide progress photos and video taping of the project on a regular basis.
- Review any potential claims. If any are received, review them and make recommendations.
- Field inspection to evaluate work in progress to confirm that it conforms to the contract documents.
- Work with local and government agencies to keep them informed of the progress of the project. Meet with them as required.
- Monitor the Contractors' safety program.
- Prepare in conjunction with the design team and Owner all punch-lists. Monitor the completion of the punch-lists by the Contractor.
- Coordinate and receive all close-out items including as-built drawings, operation and maintenance manuals, and warranties as required.
- Assist with resolving all contract issues, warranties, bonds, etc. at close-out of project.
- Prepare a final close-out report with recommendation as to final payment, notice of completion.
- Assist the Owner with obtaining occupancy permit.
- Assist with commissioning the building and owner training.

Projects may involve water, wastewater, and reclaimed water transmission, distribution, interceptor, and collection mains, ground and elevated tanks, lift and pump stations, and treatment plants. The various water and wastewater projects include but are not limited to treatment systems, structural rehabilitation and facilities, general site work (including clearing, grubbing, grading, etc.), roadway reconstruction (including new sidewalks, curb and gutter, HMAC placement, etc.), system installations (including piping, junction boxes, manholes), and other pertinent structures. New concrete structures may require an expertise in structural inspections. The various stormwater projects include but are not limited to flood control, drainage infrastructure, new ponding area excavation possibly within existing or proposed dams, general site work (including clearing, grubbing, grading, etc.), roadway reconstruction (including new sidewalks, curb and gutter, HMAC placement, etc.), new storm drain system installations (including concrete piping, drop inlets, reinforced concrete box culverts, junction boxes, manholes, etc.), and new concrete structure installations (including outfalls, headwalls, outlet towers, spillways, etc.). New concrete structures may require an expertise in structural inspections.

The successful firms must demonstrate experience in program and construction management and inspection of facilities described above on time and within budget.

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.

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..... | March 7, 2023 |
| Deadline for submission of requests for clarification | March 21, 2023 by 5:00 P.M. |
| EPWater provides responses/clarifications | March 23, 2023 |
| Deadline for submission of Statements of SOQ | March 30, 2023 @ 3:00 P.M. (MST) |
| Notify selected team(s) estimated date | April 12, 2023 |
| Present to Board for Approval | May 10, 2023 |

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 aeselections@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. **FIRM PROFILE (40 POINTS)**

- a. Provide general information about your Firm, such as lines of business, service offerings, locations of home and other offices, number of employees (professional and non-professional), years in business.
- b. No template required to provide this information. Three (3) pages maximum.

2. **MINIMUM QUALIFICATIONS (Pass/Fail)**

The proposed Firms shall comply with the following qualifications:

- a. The team shall include at least one (1) licensed professional engineer registered in the State of Texas and one (1) Program and Construction Manager with a minimum of five (5) years of experience performing construction management functions to include, but not limited to:
 - Program Management
 - Constructability Reviews
 - Construction Cost Control and Estimating
 - Schedule Management, Forecasting, and Scheduling (CPM and other methods)
 - Monitor Contractor Performance
 - Work Directive and Change Order Cost Negotiations
- b. The team shall include a qualified Resident Project Representative (RPR) to independently observe and inspect the work being performed for El Paso Water and

who works under the direction of the design engineer or under the direction of El Paso Water.

An RPR may be an employee, contract employee, or sub-consultant to the selected firm. It is essential for RPRs to have substantial prior experience in the specific type of construction being observed, so the qualifications described below apply to all RPRs provided by consultants. Candidates for the position of RPR must meet the following minimum qualifications. Task Order for specific type of project will be issued to the firm based on the available RPR on the team. EPWater's Chief Technical Officer or Consultant may impose more restrictive criteria on a project-by-project basis.

- Work experience as a construction foreman, construction superintendent, construction engineer, or RPR for each of the types of construction projects:

| <u>Type of Project</u> | <u>Minimum Experience</u> |
|---|---------------------------|
| Pipeline | 3 Years |
| Drainage Improvements | 3 Years |
| Water or Wastewater Plant | 5 Years |
| Storage Reservoirs (elevated or ground) | 3 Years |
| Well Installation | 3 Years |
| Pump & Lift Station | 5 Years |
| MEP Specialty * | 5 Years |

** Specialty includes but is not limited to Mechanical, Electrical or Plumbing, HVAC, Power, Controls, and Structures*

- c. Use Exhibit A, Part A template to provide this information.
- d. The team will be required to use a cloud-based construction management software application chosen at the sole-discretion of El Paso Water.

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

- a. Provide Organizational Chart showing relationship between team members and sub-consultants (*if any*).
- b. The team members required for this project are:
 - 1. Principal in-charge
 - 2. Registered Professional Engineer
 - 3. Program and Construction Manager
 - 4. RPR
 - 5. Additional RPR (*if any*)

- c. Provide team member resume showing role, qualifications, experience, and availability. Use Exhibit A, Item B template to provide this information.
- d. Provide two (2) Project References Forms (PRF) to be filled out by previous clients from any completed past projects. Use Exhibit B, Project Reference Form, to provide this information. PRF must be submitted directly by the person providing the reference to EPWater via e-mail to aeselections@epwater.org.
- e. Project Team and Team Members will be scored based on completeness of the team, qualifications, experience, and availability.
- f. Provide a Firm Team Experience Matrix for the firm and proposed team. Use the template found in Exhibit C.1. The “Team Member” row can be adjusted as necessary, however, the “Experience Type” column shall not be modified. Additionally, a reference project list is required that allows EPWater to cross-reference and confirm the information listed in the Skills Matrix can be tied to a reference project experience. This is not the same as evaluation criterion Number 4 below. A sample list is provided in Exhibit C.2 and may be used as a reference.

4. PAST PROJECT EXPERIENCE (20 POINTS)

- a. The firm shall provide a maximum of four (4) past project experiences that successfully demonstrate experience in program and construction management and inspection of facilities described above on time and within budget within 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 5 points based on the similarity of project scope, complexity of the project, and role of the team member on the project.

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 complete the contract 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
3. Exhibit C.1 – Firm Team Experience Matrix
4. Exhibit C.2 – Team Experience Reference Project List