

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

RFQ 76-22

May 24, 2022

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

PROJECT: **ON-CALL PROFESSIONAL ENGINEERING SERVICES FOR
WASTEWATER TREATMENT PLANTS**

ATTENTION:

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

**ON-CALL PROFESSIONAL ENGINEERING SERVICES FOR
WASTEWATER TREATMENT PLANTS**

Most projects identified at this time have been approved in the FY2022-2023 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 \$1,000,000. 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 five (5) consultants for the 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 76-22 - On-Call Professional Services for Wastewater Treatment Plants”

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 23, 2022 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 24, 2022
Deadline for Submission of Requests for Clarification June 9, 2022 by 5:00 P.M. (MST)
EPWater provides Responses/Clarifications..... June 14, 2022
Deadline for Submission of SOQ and PRF..... June 23, 2022 by 3:00 P.M. (MST)

Notify Selected Team(s) Estimated Date..... August 10, 2022
Present to Board for Approval September 14, 2022

PROJECT SCOPE

EPWater is requesting professional engineering services for Wastewater Treatment Plants to provide/assist on the following but not limited to:

- Design and procurement of process/mechanical equipment
- Evaluation and design of structural repairs
- Evaluation and design of electrical upgrades
- Evaluation and design of instrumentation upgrades
- Evaluation and design of process/mechanical components
- Evaluation and design of architectural components
- Evaluation and design of odor control facilities
- Evaluation and design of sludge facility dewatering, stabilization, and handling
- Evaluation and design of civil site improvements, including but not limited to, yard piping modifications and site landscaping/beautification
- Hydraulic modeling and analysis
- Computation fluid dynamics (CFD)
- Wastewater Treatment Process evaluation, analysis, and studies
- Water quality analysis
- Permitting
- Corrosion and odor control
- Construction management inspection and quality control
- Development of health and safety plans
- Value engineering
- Feasibility studies
- Facility master plans
- Pilot and bench scale testing
- Sampling and analysis
- Security
- HVAC evaluations, designs, rehabilitations, improvements
- Cost estimating
- Plant Operation Assistance (optional services if team member is available)

The successful Firms must demonstrate experience in designing and constructing the facilities described above on time and within budget.

The objectives are to provide professional engineering services resulting in enhanced project efficiency on schedule within budget while meeting the specific Task Order assignment(s) objectives while assuring the work is to accreditation standards and in compliance with standard surveying and Utility practices.

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 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 to provide this information. Five (5) pages maximum.

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

- a. The firm shall have a full-time registered Professional Engineer in the State of Texas with minimum of eight (8) years' experience in wastewater treatment plant evaluation, design, construction and permitting.
- b. The firms must be registered in the State of Texas.
- c. Use Exhibit A, Part A template to provide this information.

3. **PROPOSED PROJECT TEAM AND TEAM MEMBER EXPERIENCE AND TEAM PROJECT REFERENCES (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:
 - Principal in-charge
 - Project Manger
 - Design Engineers
 - Hydraulic/CFD Modeler
 - Wastewater Treatment Plant Process Engineer
 - Wastewater Treatment Plant Safety Specialist
 - Construction Manager
 - Resident Project Representative
 - Licensed Wastewater Treatment Plant Operator A, B, C or D (optional team member)
- 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.

4. **PAST PROJECT EXPERIENCE (20 POINTS)**

- a. The firm shall provide a maximum of four (4) past project experiences similar in scope 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 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 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