

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

RFQ SW78-23

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

PROJECT: **ON-CALL STORMWATER ENGINEERING SERVICES**

ATTENTION:

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

ON-CALL STORMWATER ENGINEERING SERVICES

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 two (2) years effective from the date of the contract award date (PSB meeting date). Within the two-year contract time, multiple task orders may be issued under each contract. However, total task orders amount is estimated at 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 each on-call contract.

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 SW78-23 - On-Call Stormwater Engineering Services”

A non-mandatory Pre-Submittal Meeting will be scheduled via the Microsoft Teams software (see RFQ Schedule). Access to this meeting will be open to everyone via the link provided on the El Paso Water Website. All inquiries regarding this Project and Request for Qualifications must be submitted via e-mail by **5:00 P.M. on September 13, 2023.**

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 **September 22, 2023 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.....	August 27, 2023
Non-Mandatory Pre-Submittal Meeting	September 6, 2023 at 1:00 P.M. (MST)
Deadline for Submission of Requests for Clarification	September 13, 2023 by 5:00 P.M. (MST)
EPWater provides Responses/Clarifications.....	September 18, 2023

Deadline for Submission of SOQ and PRF.....September 22, 2023 by 3:00 P.M. (MST)
Notify Selected Team(s) Estimated Date.....October 11, 2023
Present to Board for ApprovalNovember 8, 2023

PROJECT SCOPE

EPWater is requesting professional engineering services to provide/assist with: On-Call Stormwater Engineering Services. The work will be assigned on a Task Order basis and the tasks may include projects for studies, design, planning, construction, and other related functions for Stormwater engineering. Task Order assignments may also include, but are not limited to, assessment, recommendation and/or design of stormwater systems to mitigate current and future damages created by heavy flooding events in the El Paso area.

The scope of work in general terms may include but will not be limited to, the following activities:

- Drainage master plans
- Flood Studies
- Design of drainage systems following City of El Paso's DDM, DSC and EPWater's procedures manual
- H&H Studies
- Hydraulic modeling for pumping systems and design
- Dam evaluation and design
- CLOMRs and LOMRs
- FEMA's Community Rating System (CRS) studies
- Project coordination and permitting
- Preparation of construction cost estimate to include all fees
- Construction Management
- Third party reviews
- Assessments or evaluation of existing drainage structures
- Constructability Reviews

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

- a. Team shall include registered professional engineers in the State of Texas with a minimum eight (8) years' experience in stormwater.
- b. Team must include a minimum of one (1) Certified Floodplain Manager (CFM)
- c. The firms must be registered in the State of Texas.
- d. Use Exhibit A, Item A to provide this information.

2. **PROPOSED PROJECT TEAM AND TEAM MEMBER EXPERIENCE (43 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 Manager
 - Civil Site Engineer
 - H&H Engineers
 - QA/QC Manager
 - Structural Engineers
 - Environmental Engineers
 - Electrical Engineers
 - Mechanical Engineers
 - Subconsultants (*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 (48 POINTS)**

- a. The firm shall provide project experiences within the past 10 years that followed the City of El Paso's current Drainage Design Standards. Provide past projects for the following:

- H&H Studies of areas greater than or equal to 3 (three) acres – **(2 projects)**
- Design of drainage pipe greater than or equal to 36-inch, box culverts or channels - **(2 projects)**
- Dam assessment or design - **(2 projects)**
- Pond design - **(2 projects)**

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 six (6) points based on the similarity of project scope, complexity of the project, and role of the team member on the project.

4. PROJECT REFERENCES (9 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 3 points. Points will be calculated using the formula: 3 points x (reference points/60).
- b. EPWater Staff is allowed to provide a PRF.
- c. PRF must be submitted directly by the agency providing the reference to EPWater via e-mail to aeselections@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