EL PASO WATER - PUBLIC SERVICE BOARD
REQUEST FOR SUBMITTALS

RFS 73-22

June 28, 2022

TO: Invited Firms

RE: Request for Submittals to El Paso Water - Public Service Board (EPWater) Statement of Work – Professional Engineering Services

PROJECT: NORTHWEST SERVICE AREA WATER SUPPLY IMPROVEMENTS

ATTENTION:

RESPONSE SUBMITTALS to the attached Statement of Work for the referenced project are being accepted by the EPWater for consulting engineering services required for the construction of Northwest Service Area Water Supply Improvements in Northwest El Paso. Under the project management of the Utility's engineering staff, the firm selected will perform pre-design study, design, bid, and possibly construction phase services for the facility. The Response Submittal for this project shall include sufficient but brief information as enumerated further below, which will be used to evaluate your firm for this project.

CONTACTS:

All inquiries and communication regarding this Request for Submittals 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: "RFS 73-22 – Northwest Service Area Water Supply Improvements"

SELECTION:

In accordance with the Professional Services Procurement Act, Chapter 2254, of the Texas Government Code, the Architect and Engineer (AE) Selection Policy ensures that the Public Service Board (PSB) awards AE contracts for capital projects on the basis of demonstrated competence and qualifications related to a scope of services. The firm shall not be selected based on cost or manpower estimates. Cost information or other information from which cost can be derived must not be submitted and may cause disqualification of the Response Submittal.

The selection shall be based on the following information required to be submitted, and which shall comprise the evaluation criteria with associated weighted point scores:

Project Approach (40 Points) - Provide a brief discussion on proposed technical solutions approach to the project. Identify project risks and proposed risk mitigation. Suggestions for or consideration of various alternatives are encouraged. A firm will be evaluated on its ability to address the project issues and objectives. Information provided may include but not be limited to a brief discussion of such factors as: cost-effectiveness of proposed design; understanding of existing problem(s) and key activities; understanding of materials, system appurtenances, and operation of facilities applicable to this project; understanding of federal, state, and local rules and regulations, laws, and design standards; specialized problem-solving skills that would be required in the project; degree of commitment to EPWater's schedule; and if applicable, proposed use of innovative solutions and techniques, and any improvements to the statement of work. Provide a one-page Gantt chart schedule in an 11"x17" size sheet showing how the firm plans to meet EPWater's planned milestones.

Minimum Qualifications and Technical Competence (Pass/Fail) - The proposed firms shall comply with the following qualifications:

- Team shall include registered professional engineers in the State of Texas with a minimum eight (8) years' experience in pipeline, storage tank, and pump station design permitting, and construction.
- All firms on the team must be registered in the State of Texas
- Use Exhibit A, Part A to provide this information.

Proposed Project Team, Team Member Experience and References (35 Points) -

- Provide a hierarchal Organizational Chart indicating the project team which would include names of the proposed key project personnel, their area of responsibility, and relationships of sub consultants. Proposed organization shall reflect, where applicable, the planning, design, and construction phases of the project. The Utility's Project Engineering Manager for this project is Geoffrey Espineli, whose name shall appear in the organizational chart.

  The minimum team members required for this project are:

  a. Principal-in-Charge
  b. Project Manager
  c. Design Engineers
  d. Estimator
  e. Surveyor
  f. Geotechnical Engineer
  g. Environmental Engineer
  h. Construction Manager

- Provide team member resumes showing role, qualifications, experience, and availability and the firm profile for each sub consultant on the team. Use Exhibit A, Part B template to provide the information.

- 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.

Project Team, Team Members experience and references will be scored based on completeness of the team, team member qualifications, team member past experience, availability, qualifications of sub-consultants; utilization of minority groups; and Project Reference Forms received.

Past Project Experience (20 Points) - The firm shall provide four (4) **COMPLETED** past project experiences similar in scope and size in the past **10 years**. 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. Each project experience can score a maximum of five (5) points based on the similarity of project scope, complexity of the project, and role of the team member on the project. Use Exhibit A, Part C to provide this information.

Firm Availability (5 Points) - Provide list of all active contracts with EPWater along with the phase of the project, name of Project Manager, total dollar value, and percent completed for each contract. Any contract or purchase order not closed-out per the El Paso Water Utilities' (EPWU) Procedures Manual for Administering and Managing Engineering and Construction Projects shall be considered "active." List only active task orders for On-Call contracts. Use Exhibit A, Part D to provide this information.

Firm will be scored based on the number of active contracts with EPWater, phase of the active project contracts, Project Manager availability, contract amount and percent complete of the contract. Use Exhibit A, Part D to provide this information.

SCORING MATRIX				
Number of Active Contracts	**Project Phase**	**Proposed PM Involvement on Active Project**	**Sum of Task Order Amount**	**AVE % Complete**
0-3 = 1 pt.	0-2 Design = 1 pt.	0-2 = 1 pt.	<$1M = 1	No contract = 0
4-5 = 0.5 pt.	>3 Design = 0 pt.	>3 = 0 pt.	$1M - $5M = 0.5	0%-30% = 0.25
>6 = 0 pt.	0-2 Construction = 1 pt.		>$5M & No Contract = 0	31%-60% = 0.5
	>3 Construction = 0 pt.			61%-100% = 1

PROCEDURE:

A non-mandatory pre-submittal meeting will be held for this project on **July 7, 2022** at **11:00 a.m.** (local time) via Microsoft Teams Click here to join the meeting. The link for the meeting will be posted on the EPWater website.

The entire Response Submittal shall be limited to the listed information below. Use Exhibit A format to provide the information as instructed below. Page size will be 8-1/2" by 11" sheets, single-spaced, with font size no smaller than size 11.

1. Cover page (one page)
2. Cover letter (one page)
3. Project Approach (five pages, gant chart schedule not counted as a page)
4. Minimum Qualification and Technical Competence (Use Exhibit A, Part A)
5. Proposed Team and Team Member Experience (Use Exhibit A, Part B)
6. Past Project Experience (Use Exhibit A, Part C)
7. Firm Availability (Use Exhibit A, Part D)
8. List of Agencies providing the Project Reference Form (Use Exhibit A, Part E)

Respondents shall submit electronic copy of the Response Submittal in PDF format by e-mail to aeselections@epwater.org - maintaining file size below 10 megabytes (10MB). Due date for Response Submittals is no later than **3:00 p.m.** on **August 4, 2022**.

The Response Submittal will be first analyzed and rated by the EPWater Architect/Engineer (A/E) Short-Listing Advisory Committee if more than five (5) submittals are received. The A/E Short-Listing Advisory Committee will review submittals received for capital projects from architect and/or engineering firms and recommend the most qualified submittals to the A/E Selection Advisory Committee for their review. From the deliberations of the Short-Listing Committee, at least five (5) submittals will be short-listed and recommended to A/E Selection Advisory Committee for consideration. The A/E Selection Advisory Committee will select the most qualified firm and present a recommendation to the Public Service Board during a regularly scheduled meeting.

After the selection by the A/E Selection Advisory Committee, but prior to recommendation to the Public Service Board, contract negotiations shall be conducted with the selected firm. In the event a mutually agreeable contract cannot be negotiated with the selected firm, negotiations shall be conducted with the next highest ranked firm. The selected firm must obtain professional liability insurance in the amount of $1,000,000.

Firms are prohibited from lobbying or contacting any member of EPWater, Public Service Board, or the Committee regarding this RFS. During the RFS period, all communications shall be directed to aeselections@epwater.org.

All firms who submit Response Submittals will be notified of their selection status by e-mail, prior to the Public Service Board (PSB) meeting, a public hearing where the official contract award occurs. Selected firms shall contract directly with EPWater and provide the full and thorough scope of professional services required to complete the requirements of each task order.

BRIEFINGS AND INQUIRIES:

Teams who submit Response Submittals may request a debriefing to ask questions concerning their Submittal. The debriefing must occur after the PSB takes action at its regularly scheduled meeting. Requests and inquiries concerning a request for a debriefing shall be directed to aeselections@epwater.org.

RFS 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 RFS ..... June 28, 2022
Non-Mandatory Pre-Submittal Meeting .....July 7, 2022 at 11:00 A.M. (MST)
Deadline for Submission of Requests for Clarification ..... July 20, 2022 by 5:00 P.M. (MST)
EPWater provides Responses/Clarifications.....July 27, 2022
Deadline for Submission of SOQ and PRF..... August 4, 2022 by 3:00 P.M. (MST)
Notify Selected Team Estimated Date..... September 14, 2022
Present to Board for Approval .....October 12, 2022

All questions and responses and additional information will be included and issued in Addenda. To receive notification of newsletter for this RFS, subscribe from this link.

STATEMENT OF WORK:

This Statement of Work is provided by EPWater for a project which shall be referred to as the Northwest Service Area Water Supply Improvements. Scope of work needed for this project will involve the coordination, permitting, and engineering services necessary to construct the Transmountain No. 1A Booster Station, Transmountain No. 1 48-Inch Transmission Main, Transmountain No. 2 36-Inch Transmission Main, Transmountain No. 2A – 3 million-gallon (MG) ground storage tank, and Interstate Highway 10 (IH-10) 16/24-Inch parallel pipeline.

Background Information

The project area is in the Northwest area of El Paso, Texas. These improvements are part of the Northwest Service Area Water Master Plan, to meet future demand due to population growth in the Northwest area of El Paso. These projects are funded in the EPWater Capital Improvement Program for FY 2022 to FY 2026. All improvement must be constructed by the end of 2026.

The Transmountain No. 1 Booster Station is a new booster station with initial pumping capacity of 3 million-gallons per day and a future ultimate capacity of 22 million-gallons per day. The booster station will pump water from the Upper Valley pressure zone to the Coronado Country Club No. 1 pressure zone. The booster station will draw water from the proposed new 4 MG Transmountain No. 1A ground storage tank. EPWater is in the process of acquiring the property where the new pump station and tank will be located. Transmountain No. 1A Ground Storage Tank is not part of this project and is currently in the pre-design phase.

The Transmountain No. 1 48-inch transmission main is a new supply line for the proposed new Transmountain No. 1A ground storage tank. The new 48-inch transmission main will be connected to the existing Canutillo 60-inch transmission main that runs along El Chanate Drive and Phil Hansen Drive. The design for this pipeline may require new easements and will cross arroyos that may require permits from the U.S. Army Corps of Engineers (USACE).

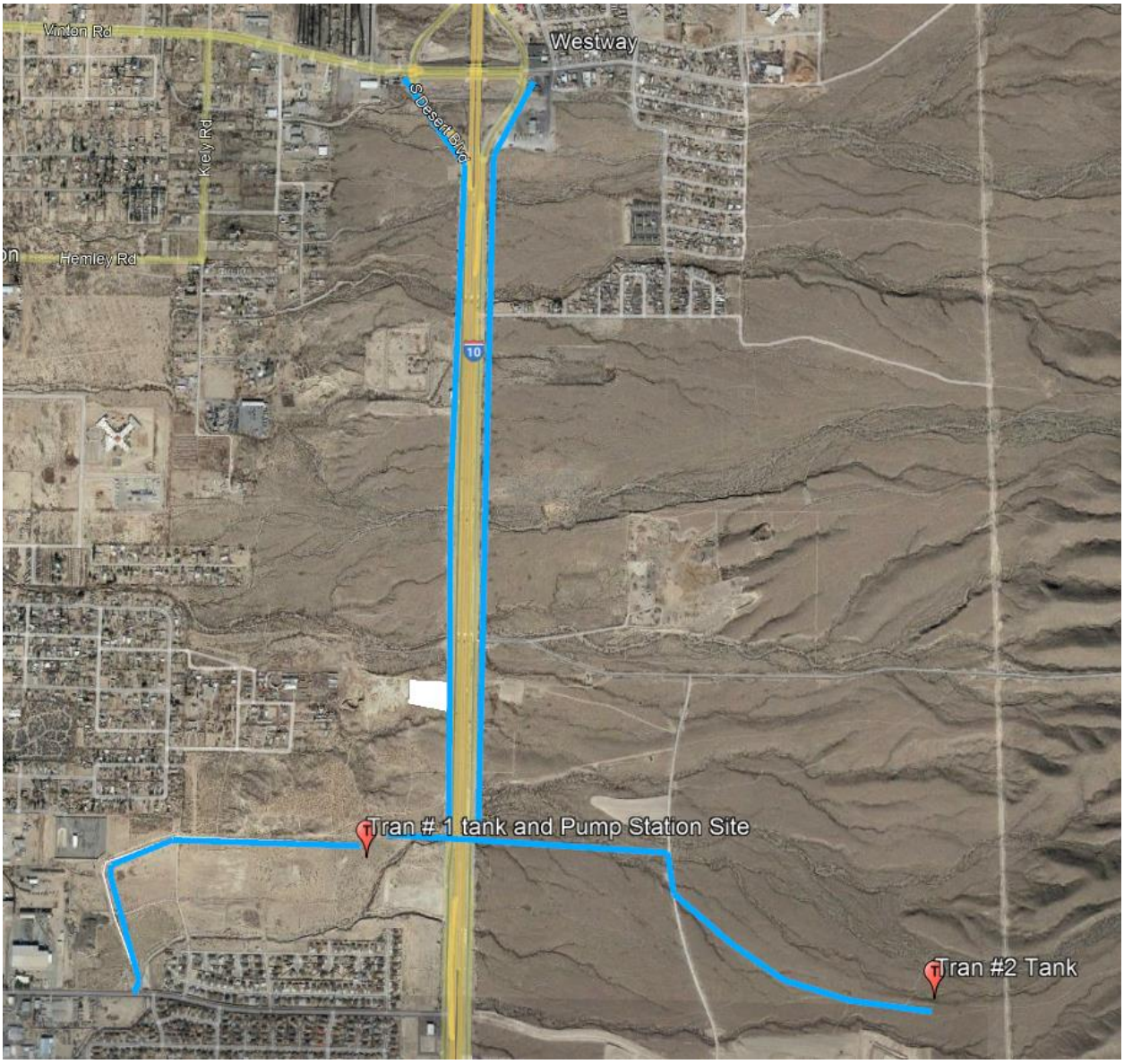
The Transmountain No. 2 36-inch transmission main is a new supply line for the proposed Transmountain No. 2A 3-million-gallon ground storage tank. A routing study will be required for this new line. The line will be connected to the discharge side of the Transmountain No. 1 booster station. This pipeline will have a crossing along IH-10, may require new easements and may cross existing arroyos that may require permit from USACE.

The Transmountain No. 2A ground storage tank is a new 3-million-gallon ground storage tank. A site study will be needed for the tank site. This tank will be part of the Coronado Country Club Pressure Zone Number 1.

Interstate Highway 10 (IH-10) 16/24-Inch parallel pipelines are new 16-inch and 24-inch transmission mains that will run parallel to IH-10 from Los Mochis Drive to Vinton Road/Westway Boulevard. The lines are planned to be installed outside TXDOT right-of-way. There are partial easements that already exist, and some are still to be acquired. Two crossing at IH-10 will be needed to loop/interconnect the two parallel lines for redundancy.

The design of these facilities shall comply with the most current EPWater Design Standards Manual, TCEQ guidelines and applicable City of El Paso ordinances and codes for a structure that will be designated uninhabitable. Site design will comply with all El Paso Water Design Standards for health and safety, ease of ingress and egress, and shall include but not limited to a pump building, chlorinator building, electrical and instrumentation room, paved driveway, and electric generator. The pump station fronting any street, adjacent to private and commercial properties shall have rock walls that are aesthetically pleasing and must meet the minimum requirements of a height that will deter intrusion into the site. The parkways will be landscaped according to City of El Paso Landscaping standards.

Project Site



Tentative Scope of Work and Objectives

- The water transmission lines will be in right-of-way or on existing property or easements.
- Improvements shall consider FEMA floods zones
- Study Archaeological/Environmental sensitive areas
- Flexibility to future development
- Address project impact to the public during construction
- Provide preliminary layout of the proposed improvements, and other site appurtenances
- Subsurface utility engineering to identify existing utilities and avoid utility conflict
- Coordination for the work with local and state agencies, as necessary
- Conduct all activities in accordance with Owner's procedures manual
- Activities include but are not limited to coordination with EPWater Engineering staff, other City and County entities, field data gathering to determine final location for the water line and appurtenances, surveying, and subsurface geotechnical investigations
- Provide all necessary surveys and maps required for design of the project
- Prepare construction cost estimate to include all fees
- Prepare bid documents
- Identify project risk and maintain a risk register and mitigation plan
- Obtain approval and coordinate the relocation of any utilities as necessary with respective Owner's
- Construction administration

Owner's Proposed Project Schedule:

MILESTONE	TENTATIVE DATE
Start Pre-Design:	November 1, 2022
Complete Design:	July 31, 2023
Receive Bids:	September 12, 2023
Start Construction:	October 16, 2023

Schedule is subject to change depending on circumstances and availability of funds.

The Consultant shall complete the work delineated under this scope of work within 349 days from the Notice to Proceed, excluding any time required for permitting agencies to grant permits.

Additional time will be granted should review agencies take more time than allocated in the project schedule.

The Consultant shall be responsible for the professional quality by implementing a quality control process for each of the required milestones (pre-design, 30%, 60%, 95%, and 100%), technical accuracy, and coordination of all designs, drawings, specifications, and other services furnished by the Consultant. The Consultant, without additional compensation, shall correct or revise any errors or deficiencies in its designs, drawings, specifications, and other services.

In accordance with Texas Statutes, all engineering reports, drawings, and other technical documentation shall be signed and sealed by a professional engineer registered in the State of Texas.

ATTACHMENTS:

1. Exhibit A – Response Submittal for Northwest Service Area Water Supply Improvements
2. Exhibit B – Project Reference Form
3. Exhibit C – Canutillo Transmission Main Record Drawings

EXHIBIT A

Response Submittal for
NORTHWEST SERVICE AREA WATER SUPPLY IMPROVEMENTS - RFS 73-22

A. MINIMUM QUALIFICATIONS (Pass/Fail)

The proposed Firms shall comply with the following qualifications:

- Team shall include registered professional engineers in the State of Texas with a minimum eight (8) years' experience in pipeline, storage tank and pump station design permitting, and construction.

NAME	TX P.E. LICENSE NO.	FIRM	YEARS OF EXPERIENCE

- List all Firms on the Team and registration in the State of Texas

FIRM NAME	OFFICE ADDRESS	TX REGISTRATION NO.

B. PROPOSED PROJECT TEAM AND TEAM MEMBER EXPERIENCE (35 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:		

(Use this form to provide Firm Profile of Sub-Consultants)

Firm Logo	Firm Name:	
	TX Registration No.:	Years in Business:
	Office Address:	
	Firm Profile:	

Firm Logo	Firm Name:	
	TX Registration No.:	Years in Business:
	Office Address:	
	Firm Profile:	

Firm Logo	Firm Name:	
	TX Registration No.:	Years in Business:
	Office Address:	
	Firm Profile:	

C. PAST PROJECT EXPERIENCE (20 Points)

All firms shall submit four (4) past master plan project experiences in the past 10 years similar in scope and size. 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 five (5) 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. _	
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. FIRM AVAILABILITY (5 POINTS)

Provide list of all active contracts with EPWater along with the phase of the project, project manager name, contract dollar value, and percent completed for each contract.

CONTRACT NAME	PROJECT PHASE (PreDesign/Design/ Construction)	PROJECT MANAGER	CONTRACT AMOUNT	% COMPLETE

E. PROJECT REFERENCE FORM

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 aeselections@epwater.org.

AGENCY	AGENCY REPRESENTATIVE	E-MAIL ADDRESS

END OF EXHIBIT A

EXHIBIT B

PROJECT REFERENCE FORM (PRF)

Directions to Submitting Firm: Request two (2) 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 aeselections@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: **August 4, 2022 – 3:00 P.M. (MST)**

PROJECT NAME: **NORTHWEST SERVICE AREA WATER SUPPLY IMPROVEMENTS – RFS 73-22**

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)	_____