

EL PASO WATER - PUBLIC SERVICE BOARD REQUEST FOR SUBMITTALS

RFS 82-22

PRECONSTRUCTION AND CONSTRUCTION MANAGEMENT SERVICES FOR THE NEW MAIN ADMINISTRATION BUILDING

ATTENTION:

EPWater seeks Response Submittals for Preconstruction and Construction Management (CM) Services for the EPWater New Main Administration Building, a project being delivered through a CMAR method. The selected firm will perform preconstruction, construction management and resident project representative (RPR) services for the duration of the project. The CM will also provide for a commissioning agent and construction materials testing. Responding CM firms must demonstrate success working amongst CMAR teams, performing preconstruction management, as well as customary construction management and inspection services.

Background

EPWater's New Main Administration Building is currently in Design Development and will be delivered using a CMAR method. The building is expected to be 75,000 square feet and will house Executive offices, Engineering and Data Management, EPWater's Network Operating Center, Finance, Purchasing, and Staff Resource divisions, the Public Service Board Chambers and a childcare facility. Final Construction Document completion is anticipated in January 2023. The project will be constructed while the current building remains occupied, and the final completion is expected to be January 2025. The project's construction budget is \$30 million dollars. The project will be accomplished in three phases:

- Package 1, Parking Deck
- Package 2, New Building
- Package 3, Demolition of Existing Building

EVALUATION CRITERIA

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. Submittals shall be evaluated and scored by the evaluation criteria described in this RFS.

I. Project Approach (30 points, five pages) - Discuss how the team plans to develop and implement preconstruction and construction management services. Include a description of technical and analytical approaches. Identify potential project risks and proposed risk mitigation recommendations during design and construction. Address the project issues in the context of project intent and objectives. EPWater's expects to achieve a high-quality, signature project, on-time and within budget.

The CM's Scope of Services will be specified in the task order and shall generally include:

Preconstruction management services:

- Consult with, advise and provide recommendations to EPWater and the Architect on aspects of the planning, design, and proposed construction.
- Review the CMAR construction management and safety plans.
- Review and monitor the CMAR quality management plan for conformance to the project design and specifications.
- Participate in monthly progress meetings, virtual and on-site.
- Review GMPs and contractor's constructability reports.
- Review and monitor the project cost model.
- Monitor and report on project design and construction schedule.
- Report the preconstruction phase planned versus actual progress on a monthly basis.

Construction management services:

- Provide for and manage customary field engineering, inspection services and testing during construction.
- Provide for and manage commissioning as per the current International Energy Conservation Code (IECC).
- Provide customary construction management services to include representing and advising Owner on resolution of problems due to actual field conditions encountered and provide field engineering and inspections services.
- Observe the quality of the executed work and report to Owner Review and provide decisions as to suitability of work.
- Review shop drawings for compliance with design intent; review and recommend solutions to design-related construction problems.
- Provide monthly activities report and records of all field tests.
- Review amounts of payments due to Contractor.
- Assist with substantial completion inspection walk-through of the project with Owner, Engineer, and Contractor and create punch list items in a timely manner.
- Assist with final inspection of project, recommend acceptance; turn over RPR daily logs and plan redlines; provide an evaluation of Contractor's performance on the project.
- Participate in a warranty inspection of the project within 30 days before end of one year from the date of Substantial Completion and submit a written report to the Owner.

II. Minimum Qualifications and Technical Competence (Pass/Fail, one page) - All firms on the team must be registered in the State of Texas, and the proposed Firms shall comply with the following specific qualifications. *Use Exhibit A, Item A to provide this information.*

1. The team shall include at least one (1) licensed professional architect and at least one (1) licensed engineer. Both shall have been registered in the State of Texas for over 10 years, have robust experience in signature architecture and landscape projects, and both shall reside in El Paso during their work on this project. The team lead shall have significant experience with CMAR project delivery to include:
 - a. GMP and Constructability Reviews
 - b. Schedule Management, Forecasting, and Scheduling
 - c. Team Performance Monitoring
 - d. Work Directive and Change Order Cost Negotiations
2. The team shall include two (2) Resident Project Representatives (RPRs), employed by the responding firm, seasoned in the construction and monitoring of large architecture and landscape projects. Proposed RPRs must have experience as construction foremen, superintendents, and construction engineers, in addition to RPR experience.
3. The team shall include a Document Controller.
4. The team shall include a Materials Testing firm.
5. The team shall include a Commissioning Agent, for compliance with the IECC.

III. Proposed Project Team and Team Member Experience (36 points, one page org. chart plus resume templates) – Project Team and Team Members will be scored based on completeness of the team, qualifications, experience, utilization of minority groups; and team members’ record of prior performance with EPWater.

- Provide an Organizational Chart indicating the project team to illustrate proposed key project personnel, their area of responsibility, and relationships. Proposed organization shall reflect the phases of the project where applicable. EPWater’s Project Engineering Manager for this project is Laura Foster. *Use Exhibit A, Item B template to provide the information.*
- Provide team member resumes showing role, qualifications, and experience for each member of the team.

IV. Past Project Experience (25 points, 5 pages) The firm shall provide five (5) past project experiences from the past 10 years, similar in scope and size to the New Main Administration Building. 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, Item C to provide this information.*

Similar project scopes will include:

- Work with an integrated, multidisciplinary AE Team and CMAR delivery
- Complex site work
- Demo and construction occupied sites
- Multi GMP projects
- Headquarters for government
- Construction on operational sites
- Administration buildings which include NOCs

V. Project References (9 points, one page)

All firms shall have the three (3) Project Reference Forms (PRF) submitted by the agencies listed on *Exhibit A, Item D*. Each PRF can acquire a maximum of three (3) points. Points will be calculated using the formula: 3 points x (reference points/60).

Use Exhibit B, Project Reference Form, to provide this information. PRF must be submitted directly by the agency providing the reference to EPWater via e-mail to aeselections@epwater.org.

FORMAT

The entire Response Submittal shall be formatted as described below. Page size will be 8-1/2" by 11" sheets, single-spaced, with font size no smaller than 11 points.

- Cover page (one page)
- Cover letter (one page)
- I. Project Approach (five pages)
- II. Minimum Qualification and Technical Competence (Use Exhibit A, Item A; one page)
- III. Proposed Team and Team Member Experience (Use Exhibit A, Item B; org chart plus resumes)
- IV. Past Project Experience (Use Exhibit A, Item C; five pages)
- V. List of Agencies providing the Project Reference Form (Use Exhibit A, Item D; one page)

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 **5:00 p.m. on July 8, 2022.**

CONTACT

All inquiries and communication regarding this Request for Submittals must be submitted via e-mail to aeselections@epwater.org with the subject line “RFS 82-22 – Preconstruction and Construction Management Services for the EPWater New Main Administration Building”. Firms are prohibited from lobbying or contacting any member of EPWater, Public Service Board or the Committee regarding this RFS.

PROCEDURES

The Response Submittal will be analyzed and rated by the EPWater Architect/Engineer (A/E) Short Listing Advisory Committee, who will advance the most qualified submittals to the A/E Selection Advisory Committee for their review. 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.

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 will provide the full and thorough scope of professional services required to complete the requirements of each task order and contract directly with EPWater.

BRIEFINGS AND INQUIRIES

Teams who respond to this RFS 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 for a debriefing shall be directed to aeselections@epwater.org.

RFS SCHEDULE:

The following dates represent EPWater’s estimate of the procurement schedule. Schedule changes as well as all questions, responses and additional information will be included and issued in addenda.

EPWater issues RFS.....	June 23, 2022
Non-Mandatory Pre-Submittal Meeting.....	June 28, 2022 at 4:00 P.M. (MST)
Deadline for Submission of Requests for Clarification.....	June 29, 2022 by 5:00 P.M. (MST)
EPWater provides Responses/Clarifications.....	July 1, 2022
Deadline for Submission of SOQ and PRF.....	July 8, 2022 by 5:00 P.M. (MST)
Notify Selected Team Estimated Date	August 12, 2022
Present to Board for Approval.....	September 14, 2022

A non-mandatory pre-submittal meeting will be held for this project on **June 28, 2022 at 4:00 p.m.** (local time) via Microsoft Teams application. The link for the meeting will be posted on the EPWater website.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 915-255-2297,,510103351# United States, El Paso

Phone Conference ID: 510 103 351#

Find a local number | Reset PIN

**EXHIBIT A
ITEM A**

Response Submittal for

RFS 82-22

**PRECONSTRUCTION AND CONSTRUCTION MANAGEMENT SERVICES FOR THE NEW
MAIN ADMINISTRATION BUILDING**

A. MINIMUM QUALIFICATIONS (Pass/Fail)

The proposed Firms shall comply with the following qualifications:

- The team shall include a Professional Architect licensed in the state of Texas with over ten (10) years of verifiable experience.

NAME	TX REGISTRATION NO.	FIRM	YEARS OF EXPERIENCE

- The team shall include a Professional Engineer licensed in the state of Texas with over (10) years of verifiable experience.

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.

EXHIBIT A
ITEM B

B. PROPOSED PROJECT TEAM AND TEAM MEMBER EXPERIENCE (36 Points)

Provide an Organizational Chart in the space below showing team member relationships. The Selection Committee shall evaluate and rate the project team and team members based on completeness of the team, qualifications, and experience. Provide resumes according to the template on the following page.

EXHIBIT A
ITEM B – Resume Template

	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:		

<u>EXHIBIT A - ITEM C - PAST PROJECT EXPERIENCE (5 points each)</u> 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?

<u>EXHIBIT A - ITEM C - PAST PROJECT EXPERIENCE (5 points each)</u>	
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?

<u>EXHIBIT A - ITEM C - PAST PROJECT EXPERIENCE (5 points each)</u>	
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?

<u>EXHIBIT A - ITEM C - PAST PROJECT EXPERIENCE (5 points each)</u>	
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?

<u>EXHIBIT A - ITEM C - PAST PROJECT EXPERIENCE (5 points each)</u>	
Past Project Experience No. 5	
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 REFERENCES (9 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 AESelections@epwater.org.

AGENCY	AGENCY REPRESENTATIVE	E-MAIL ADDRESS

EXHIBIT B
RFS 82-22 Preconstruction and Construction Management
Services for the EPWater New Main Administration Building
PROJECT REFERENCE FORM (PRF)

Directions to Submitting Firm: Request three (3) agencies or clients for whom you have completed Professional Services with comparable scope to that of this RFS. Provide this form to the 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.

Due Date and Time: 5:00 pm July 8, 2022 (MST)

PROJECT: **RFS 82-22 Preconstruction and Construction Management Services for the EPWater New Main Administration Building**

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)
