

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

RFQ 25-17

September 5, 2017

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

PROJECT: **ON-CALL PROFESSIONAL ENGINEERING SERVICES FOR
STORMWATER SYSTEMS**

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 STORMWATER SYSTEMS**

Most projects identified at this time have been approved in the FY2017/2018 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) with an option to add a one (1) year extension at the discretion of the EPWater. Within the two-year contract time, unlimited task orders may be issued under each contract - there is no maximum total contract amount. However, individual task orders will be limited to a maximum of \$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 may select up to five (5) consultants for each on-call contract. The estimated costs for these projects can range from \$100,000 to \$5 million (engineering and construction).

Submit ten (10) hard copies of the SOQ and two (2) electronic files on CDs in a sealed envelope. The due date for Statement of Qualifications (SOQ) submittals is **September 28, 2017 by 3:00 P.M.** Please submit your SOQ to the following address:

Attention: Rosemary Guevara, Senior Purchasing Agent
El Paso Water - Public Service Board
1154 Hawkins Boulevard
El Paso, Texas 79925

All inquiries regarding this Project and Request for Qualifications must be submitted via e-mail to Ms. Rosemary Guevara at rguevara@epwu.org, (915) 594-5547 by **5:00 P.M. on September 19, 2017.**

PROJECT SCOPE

EPWater is requesting professional engineering services to provide/assist with:

- Hydrologic and Hydraulic Analysis
- Sediment and Debris Analysis
- Environmental for Sediment and Erosion Control
- Street and Drainage
- Subdivision stormwater improvement plan review
- Basins and Ponds
- Green Stormwater Infrastructure; Park-Ponds
- Infiltration Dry Wells
- Open Channel and Ditches
- Bridges, Culverts, and Tunnels
- Storm Drain Systems
- Inlets, sumps, catch basins, sediment and debris basins and/or catch trap
- Cost Estimating and Constructability review
- Other miscellaneous stormwater and flood control structures

Background Information

- Stormwater Master Plan
- City of El Paso Drainage Design Manual
- City of El Paso Subdivision Ordinance
- Texas Commission on Environmental Quality Dam Emergency Action Plan

(A copy of the above listed Plans will be available and provided to the selected consultants).

The successful firms must demonstrate experience in designing and constructing the 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..... September 5, 2017
- Deadline for submission of requests for clarification September 19, 2017 by 5:00 P.M. (MST)
- EPWater provides responses/clarifications..... September 22, 2017
- Deadline for submission of Statements of SOQSeptember 28, 2017 @ 3:00 P.M. (MST)
- Notify selected team(s) estimated dateNovember 9, 2017
- Present to Board for Approval December 13, 2017

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.

1. The Statements of Qualifications (SOQ) will consist of three components to be submitted in a sealed envelope:
 - a. Minimum Qualifications submittal
 - b. Proposed Project Team and Project Managers submittal
 - c. Past Project Experience submittal

MINIMUM QUALIFICATIONS (30 Points)

The proposed Firms shall comply with the following qualifications:

- The team shall contain registered professional engineers in the State of Texas with minimum eight (8) years' experience.

The Minimum Qualifications submittal shall not exceed four (4) written 8-1/2" x 11" pages. The pages shall be double-sided. Therefore, the total amount of pages shall not exceed two (2) sheets. The size of lettering shall not be less than 11 size font. Line spacing shall be single-space or above.

A team's qualifications will be evaluated based on the minimum qualifications listed above and their ability to demonstrate their technical expertise with the services listed in the Project Scope.

PROPOSED PROJECT TEAM AND PROJECT MANAGERS (40 Points)

All prospective firms shall submit an Organizational Chart showing the relationships between the team members. At the option of each firm, brief resumes for key project personnel may be submitted for those persons new to the firm or with no history of having performed projects for EPWater. No more than two pages (total for all resumes) shall be submitted. Resumes will not be included in the total page count.

The Proposed Project Team shall not exceed four (4) written 8-1/2" x 11" pages. The pages shall be double-sided. Therefore the total amount of pages shall not exceed two (2) sheets. The size of lettering shall not be less than 11 size font. Line spacing shall be single-space or above. It is in the best interest of a prospective firm to provide a clear detailed description on the submittal that the consultant is the best qualified and fit team for the project. The Selection Committee shall evaluate and rate each team member.

Proposed Team and Project managers will be evaluated based on their qualifications with projects similar in scope and past experience with EPWater.

PAST PROJECT EXPERIENCE (30 Points)

All prospective candidates shall submit a list of projects designed and/or built of similar size and type. The list shall include project name, name of owner, project location, reference name with current contact information including telephone number, original construction cost, final construction cost, original completion date, actual completion date, brief explanation for delays, overruns, etc. (if any). The Project List shall not exceed six (6) written 8-1/2" x 11" pages. The pages shall be double-sided. Therefore, the total amount of pages shall not exceed three (3) sheets. The size of lettering shall not be less than 11 size font. Line spacing shall be single-space or above.

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 architectural 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.