

**EL PASO WATER - PUBLIC SERVICE BOARD
REQUEST FOR SUBMITTALS**

RFS 39-18

February 27, 2018

TO: Invited Firms

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

PROJECT: ACQUISITION OF RIGHT-OF-WAY FOR CORNUDAS PIPELINE PROJECT

ATTENTION:

RESPONSE SUBMITTALS to the attached Statement of Work for the referenced project are being accepted by the EPWater for consulting engineering/surveying services required for the Acquisition of Right-of-Way for Cornudas Pipeline Project from east El Paso County to Hudspeth/Culberson County line. Under the project management of the Utility’s Engineering staff, the firm selected will perform Acquisition of Right-of-Way Services. 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:

Please direct all questions in writing to the Senior Purchasing Agent, Rosemary Guevara, at rguevara@epwu.org.

SELECTION:

The consultant shall be selected on the basis of the responsiveness of the submittal, and in accordance with the Professional Services Procurement Act, Texas Government Code, Chapter 2254, which addresses selection of a professional services provider and subsequent negotiations. The Architect/Engineering Selection Advisory Committee will adhere to the position held by the American Council of Engineering Companies and the Texas Council of Engineering Companies, as adopted by the El Paso Chapter, that the selection of engineering firms should be based on the firm’s qualifications, i.e., Quality Based Selection. The Committee may also consider a firm’s current workload with the EPWater in making its final recommendations to the Public Service Board. EPWater reserves the right to split the project between two qualified Consulting firms. The firm shall not be selected on the basis of 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:

Technical Competence (20 points) – Provide your understanding of the Scope of Work described in the Statement of Work provided below by the Utility. Briefly outline any project similar or related experience with the name of the contact person and telephone number. A complete history of projects and contacts shall not be provided. Information provided shall consist of a minimum of two (2) and not more than five (5) similar projects within the past five (5) years. The Utility will evaluate the preparedness, enthusiasm, and capacity of the proposer to understand and deal with the requirements of the project. This includes prior experience in the engineering planning and acquisition of right of way of project scope of work. The consulting firm shall not reiterate the tasks outlined in Exhibit A attached to the Statement of Work section discussed below in this document, except to summarize or reinforce its understanding of the Scope for this project.

Project Approach (40 points) – Provide a brief discussion on proposed approach to the project. Suggestions or consideration of various alternatives are encouraged. A firm will be evaluated on its ability to address the project issues and objectives, within the page limitations indicated in the Response Submittal Content discussion below. Information provided may include but not be limited to a brief discussion of such factors as: understanding of federal, state, and local rules and regulations, laws; specialized problem solving skills that would be required in the project; degree of commitment to Owner’s schedule; and if applicable, proposed use of innovative solutions and techniques, and any improvements to the statement of work. Proposed project schedule may be provided including personnel resources.

Team Organization and Availability (20 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 phases of the project. Key personnel experience and strengths relative to the project at hand may be briefly discussed, but extensive staff resumes shall not be submitted. The Utility’s Project Engineering Manager for this project is Amy Castner, P.E. and Alma DeAnda whose names shall appear in the organizational chart. Provide a table listing all active contracts and purchase orders with EPWater along with total dollar value for each and your project manager. Any contract or PO not closed-out per the El Paso Water Utilities' (EPWU) Procedures Manual for Administering and Managing Engineering and Construction Projects shall be considered “active.” This table shall be placed on its own page, and will not count toward the total submittal page count. The Utility will evaluate a firm’s proposed staffing organization based on factors such as how efficiently is the team structured; the qualifications of sub consultants; utilization of minority groups; and team members’ record of prior performance with the Utility. EPWater reserves the right to refuse the identified

personnel. In the event that EPWater objects to the identified personnel, Consultant shall be given an opportunity to make an alternate designation.

Project Management and Quality Control (20 points) – Provide a brief discussion of the process and procedures in place and proposed for managing this project. Indicate what the key ingredients are for a successful project and what methods and organizational efforts are made to provide for reviews and to ensure quality control in projects. The information provided may include the list of activities that may turn problematic as well as their proposed problem solving process, and the organization of key activities and their emphasis. In addition, a firm’s evaluation will be based on its track record of successful project management relative to scheduling, reporting, cost-control, quality of deliverables, timely response to the Utility, and the ability to provide experienced construction quality control personnel and procedures. The consultant should be familiar with EJCDC Contract Documents adopted by the Utility as its standard.

This Request for Submittals has been posted on the EPWater website for downloading by interested consulting engineering firms. However, EPWater will review submittals prepared by firms that have been pre-qualified by the EPWater engineering staff, based on the qualifications submitted by each firm, past performance, staff qualifications, and ability to complete projects on time and schedule. The Utility will consider these factors, along with current information on record, in the evaluation of Response Submittals. The intent of the Utility is to achieve a well-coordinated, quality and economical project for the **Acquisition of Right-of-Way for Cornudas Pipeline Project**.

EPWater requires firms to become pre-qualified in order to ensure that their submittal is reviewed. To become qualified, please submit the required forms which can be downloaded from EPWater’s website at <http://www.epwu.org/bids>. Other information related to this RFS or other projects can be downloaded at the same website.

RESPONSE SUBMITTAL CONTENT:

The entire Response Submittal shall be limited to **ten (10) pages (front only, no double sided)** of information on 8-1/2” by 11” sheets, single-spaced. A suggested page count for each category of information required is as follows but may vary by firm:

1. Cover letter (not counted toward page count)
2. Technical Competence (two pages)
3. Project Approach (five pages)
4. Team Organization and Availability (one page)
5. Resumes (max 2 pages, not counted toward page count)
6. Table of Active Contracts and POs (1 page, not counted toward page count)
7. Project Management and Quality Control (two pages)

Brief resumes for Key Project Personnel may be submitted at the option of the consultant, for those persons new to the firm or with no history of having performed projects for the Utility. Such resumes shall be attached to the above Team Organization and Availability section, **all resumes shall fit on two (2) pages**. Resumes will **not** be included in the ten (10) page count described above.

PROCEDURE:

A pre-submittal meeting will be held for this project on March 6, 2018 at the EPWater Main Office, 1154 Hawkins Boulevard, El Paso, Texas 79925, 3rd Floor, Engineering Conference Room 1 at 10:00 a.m. **Additional records, record drawings, or reports are NOT available.**

Interested firms are encouraged to visit the project site indicated in the attached map. The Response Submittal will be first analyzed and rated by the EPWater Architect/Engineer (A/E) Short Listing Advisory Committee. 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 proposals to the A/E Selection Advisory Committee for their review. From the deliberations of the Short Listing Committee, at least five proposals 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.

Respondents shall submit ten (10) hard copies **and** two (2) electronic files on CDs of their proposal by express mail or similar means no later than **3:00 p.m. on March 20, 2018** to:

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

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 directed not to contact or lobby any member of the EPWater, Public Service Board, or the Committee. After the selection, each responding firm will be notified of their selection status by letter.

STATEMENT OF WORK:

This Statement of Work is provided by EPWater for a project which shall be referred to as the **Acquisition of Right-of-Way for Cornudas Pipeline Project.**

The project consists of three Segments as follows:

Segment 1 – Approximately 25 miles

Segment 1 begins in Clint, Texas and extends approximately 25 miles to the east. The route for Segment 1 has been determined and consists of approximately 13 miles in El Paso County and approximately 12 miles in Hudspeth County. A majority of the easements in the Hudspeth County portion of Segment 1 have already been acquired. A few of the easements in the El Paso County portion of Segment 1 have also been acquired.

- a. Consultant shall review the approximately 97 easements already acquired for Segment 1 to confirm a contiguous alignment with no gaps in coverage. All information on the acquired easements will be provided by EPWater.
- b. Consultant shall prepare a GIS parcel mapping of the project depicting all of the easements acquired to date.
- c. Consultant shall obtain easements for the remaining 26 parcels in Segment 1, which consists of approximately 21 parcels in El Paso County and 5 parcels in Hudspeth County. Acquisition of easements involves researching ownership of the parcels; making contact with property owners; tracking down heirs of deceased owners, if necessary; getting the parcels surveyed, if that has not been done; negotiating with the property owners for the acquisition of the easements within the parameters set by EPWater; completing the necessary easement documents that have been prepared by EPWater Legal Counsel; obtaining required signatures; filing the easements of record in the appropriate County Offices (either El Paso County or Hudspeth County); working with the relevant taxing entities (either El Paso County or Hudspeth County) to purchase at a tax sale, if the owners cannot be located; and providing copies of all recorded easements to EPWater.
- d. Consultant shall not be required to obtain any easements on the six parcels of property owned by the Texas and Pacific Land Trust.

Segment 2 – Approximately 41 miles

Segment 2 begins at the University of Texas Systems land approximately 13 miles east of the El Paso/Hudspeth County line and extends for approximately 41 miles in a northeasterly direction. The route for Segment 2 has been determined and consists of approximately 13 miles of University of Texas Systems land followed by approximately 28 miles of private property. Consultant is not responsible for obtaining easements or right-of-way access through the University of Texas System lands. All of the easements in the first six (6) miles of private property have been acquired. None of the easements in the remaining 21 miles of private property have been acquired.

- a. Consultant is not responsible for obtaining easements or right of way access through the University of Texas System Lands.
- b. Consultant shall review the approximately six (6) easements already acquired through the first six (6) miles of private property to confirm a contiguous alignment with no gaps in coverage. All information on the acquired easements will be provided by EPWater.
- c. Consultant shall prepare a GIS parcel mapping depicting all of the easements acquired to date.
- d. Consultant shall obtain easements for the approximately 128 parcels remaining in Segment 2 (approximately 21 miles). Acquisition of easements involves researching ownership of the parcels, making contact with property owners, tracking down heirs of deceased owners if necessary, obtaining surveys of parcels, negotiating with the property owners for the acquisition of the easements within the parameters set by EPWater, completing the necessary easement documents that have been prepared by EPWater Legal Counsel, obtaining required signatures, filing the easements of record in Hudspeth County, working with the Hudspeth County tax authority to purchase at a tax sale if the owners cannot be located, and providing copies of all recorded easements to EPWater.

Segment 3 – Approximately 15 miles

Segment 3 begins two (2) miles east of FM 1437 and runs north of U.S. Highway 62 for approximately 14.42 miles, ending at the Hudspeth/Culberson County line. The route for Segment 3 has not been finalized and none of the easements in Segment 3 have been acquired.

- a. Consultant shall work with EPWater Engineering staff to determine the final route for Segment 3.
- b. There is one major property owner in Segment 3 as well as a few other property owners. Consultant shall work with EPWater Real Estate Manager and Counsel for the acquisition of an easement from the one major property owner of Segment 3. EPWater is currently contemplating a purchase of property from the major land owner in Segment 3 and EPWater may explore the possibility that the necessary easement be included in the purchase transaction. The acquisition of the easement from the major land owner in Segment 3 should be the last task completed in this Scope of Work.
- c. Consultant shall obtain easements from the remaining non-major property owners in Segment 3. It is estimated that there are approximately 13 parcels in Segment 3 including the major and non-major property owners. Acquisition of easements involves researching ownership of the parcels, making contact with property owners, tracking down heirs of deceased owners if necessary, obtaining surveys of parcels, negotiating with the property owners for the acquisition of the easements within the parameters set by EPWater, completing the necessary easement documents that have been prepared by EPWater Legal Counsel, obtaining required signatures, filing the easements of record in Hudspeth County, working with the Hudspeth County tax authority to purchase at a tax sale if the owners cannot be located, and providing copies of all recorded easements to EPWater.

Consultant shall be required to update the GIS parcel map on a regular basis and provide monthly status reports to the EPWater Engineering Project Manager for this Project and to the EPWater Real Estate Manager and Counsel and EPWater Management as requested.

Background Information

El Paso Water Utilities – Public Service Board (EPWater) is seeking professional consulting services for the acquisition of right-of-way (easements) for an 81-mile pipeline from east El Paso in El Paso County to the Hudspeth/Culberson County line.

EPWater is currently in the process of acquiring significant amounts of property with water rights in and around the Dell City area in Hudspeth County, Texas for the future importation of water to El Paso. The plan is to construct an 81-mile pipeline from Dell City to Clint, Texas to import the water. The actual importation of water is not planned for another 20-30 years, however, EPWater desires to acquire the required right-of-way now. The right-of-way acquisition project is known as the Cornudas Pipeline Project (the “Project”) and has already begun. EPWater is seeking a consulting firm to complete the acquisition of right-of-way. The desired width of each easement is 60-feet; however, EPWater will accept a 40-foot permanent easement with a 20-foot Temporary Construction Easement.

Tentative Scope of Work and Objectives

The scope of work for this project is the Acquisition of Right of Way services of the following improvements. This effort includes, but is not limited to, the following selected activities:

- Review preliminary engineering reports;
- Consideration of FEMA flood zones;
- Consideration of flexibility to future development and impact on commercial development;
- Assessment of Archaeological/Environmental sensitive areas;
- Coordination with EPWater Engineering staff, City and County entities, and others if necessary;
- Field data gathering;
- Provide all necessary surveys and maps required for acquisition of right of way;
- Provide preliminary design;
- Provide legal descriptions and right-of-way maps and assist in the acquisition of Real Property, easements, and rights-of-way necessary for this project;
- Develop final design in coordination with local and state agencies as necessary;
- Prepare construction cost estimate to include all fees;
- A Basis of Design Technical Memorandum is not necessary or required;

- A Basis of Design Technical Memorandum is required and shall include;
- Prepare bid documents;
- Obtain necessary approvals or permits for construction of the project;
- Conduct all activities in accordance with Owner’s procedures manual;
- Obtain approval and coordinate the relocation of any utilities as necessary with respective owners;
- Construction administration;
- Evaluation of system alternatives;
- * Additional Details
- An initial conceptual layout of this system is shown in Exhibit B.

Owner’s Proposed Project Schedule:

<u>MILESTONE</u>	<u>TENTATIVE DATE</u>
Start Acquisition of Right-of-Way:	June 4, 2018
Complete:	June 3, 2019
Receive Bids:	N/A
Start Construction:	N/A

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

Extended and Specific Works Tasks

The Work Breakdown Structure by Tasks and Phasing of Services are described in **EXHIBIT A**, attached. This list comprises a guide to specific tasks and work elements to be performed as part of the overall Scope of Work for this project, and as estimated by the Utility’s Planning and Development, Project Administration Engineering Division, and Contracts Administration staff. The Tasks shown therein are not all inclusive and tasks or activities may be added, removed or deferred, by agreement between the Utility and the selected firm as a basis for negotiating a contract.

ATTACHMENTS:

1. Exhibit A – Work Breakdown by Tasks and Phasing
2. Exhibit B – Cornudas Pipeline Proposed Route Map

EXHIBIT A

WORK BREAKDOWN BY TASKS AND PHASING FOR ACQUISITION OF RIGHT-OF-WAY FOR CORNUDAS PIPELINE PROJECT

TASK 1 – PROJECT MANAGEMENT SERVICES

This effort includes, but is not limited to, the following selected activities:

- Provide a proposed timeline schedule for the completion of the Scope of Work with planned dates of deliverables, personnel resources and responsibilities. The schedule should be provided within two (2) weeks of Notice to Proceed (NTP).
- Provide a monthly status report no later than the 10th day of each month accompanied by a progress schedule (Microsoft Project 2003 is preferable or one capable of being imported to Microsoft Project 2003).
- Monthly status report shall address percent complete by task as per negotiated scope of work and an overall project percent complete. Schedule shall track progress against the baseline schedule. Monthly status report shall address anticipated or actual variances from baseline and reason, along with recommendations for achieving established milestones or goals.
- Formal meetings will be required to discuss preliminary engineering, and 60 percent, 95 percent, and 100 percent final design documents.
- The consultant shall prepare the agenda and minutes of these meetings. Draft meeting minutes shall be prepared within five (5) working days of the meeting and shared for input.
- Utilize EPWU Project Administration Manual throughout the conduct of this project.
- Other

TASK 2 – PRELIMINARY ENGINEERING SERVICES

This effort includes, but is not limited to, the following selected activities:

- Gather, assemble, and review record facility data, maps, and engineering reports for identification of the Right of Way.
- Conduct horizontal and vertical control surveys as necessary.
- Conduct geotechnical investigation on the project area if required by Owner. The investigation will be conducted by a qualified geotechnical engineer. The investigation will include [Choose an item] to obtain geotechnical data in order to be analyzed and develop recommendations necessary for project design.

- Establish digital base mapping for the project as may be appropriate for redesign and design functions. Coordinate with the Utility's Geographic Information Systems (GIS) department in establishing Global Positioning Satellite (GPS) control coordinates for existing and proposed facilities.
- Coordinate design locations with affected City/State departments, other utilities, and private entities that are impacted by the location of the proposed project.
- Represent Owner in making presentations to planning agencies, environmental groups, highway agencies, and other stakeholders and private groups impacted by the location of the proposed improvements.
- Provide Basis of Design Technical Memorandum summarizing the proposed design, public concerns, design details and connections, right-of-way issues, and preliminary construction cost estimates for the proposed design.
- Develop legal descriptions for easements including metes and bounds. The Engineering Consultant shall assist the Owner in acquiring easements, right-of-way, and other property, if necessary, for the pipeline facilities. These efforts shall involve coordination with Utility's Land Administrator and presentations to the PSB.
- Research and assess the necessary permits (temporary and permanent) for the project and the anticipated time for approval from the associated regulatory authorities. Develop a Technical Memorandum including the assessment, permitting schedule, and table of costs for obtaining various permits.
- Other

The Utility requires the use of AUTOCAD to maintain standardization in information exchange where possible. Standard spreadsheet software operating in a PC environment for tabulation of data and results is also encouraged.

The Consultant shall complete the work delineated under this scope of work within 365 days from the NTP, 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.

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