

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

RFS 15-18

January 30, 2018

TO: Invited Firms

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

PROJECT: ON-CALL SURVEYING SERVICES 2018

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 On-Call Surveying Services 2018 in various areas in El Paso, Texas. Under the project management of the Utility's Engineering staff, the firm selected will perform surveys for project design, construction staking, as-built surveys, platting, property and boundary surveys, as well as other related surveying tasks as assigned. 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:

Up to four (4) consultants 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. 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 Surveying Consultants selected shall, at a minimum, have a Registered Professional Land Surveyor (RPLS) licensed as such in the State of Texas as well as be a registered firm in the State of Texas. The RPLS shall have a minimum of five (5) years' experience as an RPLS. Each Survey Crew Chief assigned shall also have a minimum of five (5) years as a Survey Crew Chief.

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. The Surveying Consultants selected shall assign a Project Manager that has at least 5 years’ experience as a Registered Professional Land Surveyor (RPLS) licensed as such in the State of Texas. The Surveying Consultant shall be registered firm within in the State of Texas. Each Survey Crew Chief assigned shall also have a minimum of five (5) years as a Survey Crew Chief. The Surveying Consultants shall have demonstrated knowledge of applicable local, state, federal regulatory, and Utility requirements. The Surveying Consultants shall have a knowledge of current surveying practices and techniques used in the design and construction of a variety of Utility or public works projects.

Briefly outline any project (s) 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 five (5) and not more than ten (10) similar projects within the past ten (10) 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 surveying for engineering design, construction, as-builts, platting, planning, right-of-way staking, easement, property and boundary surveys, and all of the associated work that applies to such surveying work and as outlined in the Surveying Consulting Services Scope of Work in Exhibit A. 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 (20 points) – Provide a brief discussion on proposed technical solutions approach to the project. Do not provide extensive comments or consideration of various alternatives in detail. A firm will be evaluated on its ability to address the general solutions approach to 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:

- cost-effectiveness of proposed survey(s);
- understanding of existing problem(s) and key activities;
- understanding of federal, state, and local rules and regulations, laws, and surveying standards;
- specialized problem solving skills that would be required in the Task Order assignments;
- degree of commitment to Owner’s schedule(s); and if applicable,
- proposed use of innovative solutions, equipment, and techniques; and
- any improvements to the Statement of Work.

Team Organization and Availability (40 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. Key personnel experience and strengths relative to the project at hand may be briefly discussed, but extensive staff resumes shall not be submitted. There will be various EPWater Project Engineering Managers for the various Task Order assignments that may be assigned. As this work will be conducted on a Task Order basis and may have a short duration as well as a quick turnaround, the Survey firm shall detail their ability to staff and execute short duration assignments. 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.

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 constructability 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 and construction administration 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.

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, experience on water, wastewater, stormwater, and reclaimed water projects, 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 On-Call Surveying Services 2018.

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 formal pre-submittal meeting will **not** be held for this project. Surveying firms wishing additional technical information should first contact in writing the Senior Purchasing Agent, Rosemary Guevara, at rguevara@epwu.org. No additional records, record drawings, or reports shall be issued after announcement of this Request for Submittals. 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 February 14, 2018** to:

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

The selected firms 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 an On-Call Surveying Services contract, which shall be referred to as the On-Call Surveying Services 2018. The work will be assigned on a Task Order basis and the projects may involve water, wastewater, reclaimed, or stormwater, or other in-house projects for design, construction, as-built, and other related functions. Task Order assignments may include, but not limited to, surveying for transmission and distribution mains, sewer interceptor and collection lines, elevated reservoirs, pump stations, stormwater facilities including conveyance systems, detention ponds, dams, channels, and pumping systems. The scope of work includes any and all of the following tasks outlined in Exhibit A depending on the specific project as requested and required by EPWater.

Background Information

EPWater has various construction projects scheduled. Many of the smaller projects will require working directly with an Engineering firm for the execution of the work. The selected firm will be coordinating with multiple project managers within EPWater and Engineering consulting firms in regards to testing locations and distribution of results.

Tentative Scope of Work and Objectives

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

- Site Evaluation
- Staking of Right-of-Way
- Preparing a Right-of-Way map
- Boundary
- Planning
- Platting
- Preparation of Metes and Bounds and Legal Descriptions
- Easement Surveying, Staking, and Plat Preparation
- Setting Permanent and Temporary Benchmarks
- Topographic
- Improvement
- As Built
- Construction Survey and Staking
- Research of Surveys, Plats, Maps, Deeds, Ownership and/or Title Search

The objectives are to provide professional surveying 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 surveying and Utility practices.

Owner's Proposed Project Schedule:

The On-Call Surveying Services will be for a 36-month duration. The overall schedule is subject to change depending on circumstances and availability of funds.

ATTACHMENTS:

1. Exhibit A – Work Breakdown by Tasks and Phasing

EXHIBIT A

WORK BREAKDOWN BY TASKS AND PHASING FOR ON-CALL SURVEYING SERVICES 2018

TASK 1 – PROJECT MANAGEMENT SERVICES

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

- A. 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).
- B. 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.
- C. Task Order Management
 - 1. Surveying Services will be on an as-needed basis throughout the term of the Agreement.
 - 2. Surveying Services will be authorized by task orders issued by the Utility, which will be in the form of a written request.
 - 3. Task orders may vary significantly in size and scope and will be determined in greater detail as each task order is assigned. The Utility will discuss the scope of services with the Surveying Consultant prior to issuing a task order. The Surveying Consultant will be responsible for preparing a detailed scope and fee estimate for each task order within a timely manner after notification by the Utility.
- D. Records Review and Analysis
 - 1. Review of deeds, title reports, chains of title, and associated documents. Technical review of legal descriptions, plat maps, record of surveys, and easements of all types.
 - 2. Perform historical and/or forensic analysis of discrepancies, errors, or inconsistencies in plats, legal descriptions, surveys, record of surveys, and other documents, as needed.
- E. Attend meetings
 - 1. Provide professional opinion/s, as needed.
 - 2. Attend meetings for coordination of the work with Utility staff, Engineering Consultants, and other entities, as needed.

TASK 2 - PRELIMINARY SCOPE OF SERVICES

The scope of work for this contract will vary as need arises based upon the Task Order assignment and will be at the discretion of the Utility.

- A. Provide surveying services for various projects at the request of Utility or Utility Engineering Division Manager.
- B. Survey data may be provided directly to Utility or to a separate design consultant.
- C. Construction staking requests, on occasion, may be needed within a 48-hour notification.
- D. The main categories of work will include:
 - 1. Perform site surveys and evaluations;
 - 2. Determine locations of property lines, boundaries, easements, and right-of-ways;
 - 3. Construction surveys and staking;
 - 4. Establish and adjust benchmarks for use during construction;
 - 5. Establish and set Control Points for use during construction;
 - 6. Traditional topographic surveys and aerial topographic surveys to determine locations and elevations of existing improvements, structures, and topographic features;
 - 7. Perform research and survey work related to property divisions and mergers;
 - 8. Perform research and survey work related to public and private land ownership, public and private easements, public improvements, construction, and historic information;
 - 9. Complete all survey-related and some engineering-related computations and drawings using traditional methods and/or using computer methods currently available;
 - 10. Prepare and interpret deeds and descriptions;
 - 11. Perform As-Built Surveys;
 - 12. Perform Improvement Surveys;
 - 13. Develop legal descriptions, metes and bounds, and plat maps.
- E. All survey work shall meet or exceed the standards of practice set forth by the Texas Board of Professional Land Surveying in the General Rules of Procedures and Practices. More stringent standards may be set by the Utility, as needed.

TASK 3 – PRODUCTS TO BE DELIVERED

The products required from the Surveying firm will vary for each Task Order assignment. In general, the products shall be:

- A. Electronic digital data contained on CD or DVD shall be readable by and be compatible with the 2013 3D Civil AutoCAD with layers conforming to the National CAD Layer Standards.
- B. Electronic files (csv format) of all survey data points.
- C. Key descriptions as feature identifier for each surveyed infrastructure.
- D. Separate layers for different topographic features.
- E. Hard Copy - which shall include original field books and drawings generated in the execution of the work.