

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

RFS 16-18

January 30, 2018

TO: Invited Firms

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

PROJECT:

ON-CALL GEOTECHNICAL 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 Geotechnical Services 2018 in various areas of El Paso, Texas. Under the project management of the Utility's Engineering staff, the firm selected will perform required geotechnical 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. 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 design 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 technical solutions 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: 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 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, design, and construction 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. There will be various EPWater Project Engineering Managers for the various Task Order assignments that may be assigned. 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 the On-Call Geotechnical 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. 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. The recommendation shall include multiple firms.

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 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 El Paso Water (EPWater) for an On-Call contract, which shall be referred to as the On-Call Geotechnical Services 2018. The projects will involve water, wastewater, reclaimed, or stormwater projects and includes but is not limited to construction materials testing at construction sites. Construction sites may include transmission and distribution mains, sewer interceptor and collection lines, elevated reservoirs, pump stations, stormwater facilities including conveyance systems, detention ponds, dams, and channels. 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

El Paso Water has various construction projects scheduled. The selected firm will be coordinating with multiple project managers within EPWater and consulting firms in regards to testing locations and distribution of results.

Tentative Scope of Work and Objectives

Develop scope of work for assigned geotechnical services tasks based on project design requirements and required geotechnical information for owner or design consultants to complete and execute design tasks for water, sewer, and stormwater infrastructure improvement projects. Geotechnical scope of work shall include providing geotechnical subsurface exploration information and recommendations for the following, but not limited to these tasks.

1. Gather and review of any historical data available to consider in the development of geotechnical engineering scope of work and recommendations.
2. Soils: Develop a scope of work with proposed subsurface exploration methods and laboratory engineering soil classification tests to develop and provide the project-required geotechnical design information and related recommendations.
 - Soil Sampling
 - Moisture-Density Relationship (Proctor) ASTM-D698 or D1557
 - Grain Size Distribution - #200 Test ASTM-D6913 & D1140
 - Atterburg Limits (PI) ASTM-D4318
 - Field Density ASTM-D6938 (Nuclear Method)
 - Field Density ASTM-D1556 (Sand Cone Method)
3. Provide geotechnical recommendations; but not limited to the following types of projects:
 - Water Storage Tanks (Elevated, Ground Supported and Buried)
 - Booster Stations
 - Lift Stations
 - Water and Sewer Pipelines and Plants
 - Utility Tunneling Projects
 - Stormwater Collection, Conveyance, and Improvement Projects
 - Back-up Power Infrastructure Projects
 - Water, Sewer, and Stormwater Below Ground and Above Ground Structure Improvement Projects
 - Dam Evaluation Projects
 - Forensic Evaluation of Existing Utility Structures

4. Geotechnical Engineering Analysis and Report shall include the following information and recommendations based on the type of projects assigned:

- Ground water depth information and findings during field work exploration
- Site Condition Information
- Summary of Reviewed Historical Data and Design Plans
- Geologic Information and Seismic Structural Coefficients
- Potential Ground Liquefaction Conditions
- Allowable Soil Bearing Capacity Values
- Difficulty to Perform Earthwork Excavations and Potential Excavation Methods
- Suitability of Encountered Soil or Rock materials during geotechnical subsurface exploration and potential construction use as pipeline backfill and engineering structural fill
- Perform soil slope stability analysis (i.e., berms, embankments and cut slopes) and provide recommendations for slope construction (i.e., slope angles, protection, anchoring, backfilling material requirements and compaction)
- Provide recommendations for slope protection or stabilization methods to mitigate slope erosion and maintenance
- Provide lateral earth pressure coefficients for below grade structures and retaining wall structures
- Trench Safety Considerations
- Considerations for Ground Vibration and Movement Monitoring During Construction
- Construction of Structures with shallow ground water conditions and structures under submerged conditions
- Considerations Related Structure Buoyance
- Dewatering Considerations
- Short and Long Term Groundwater Monitoring Considerations
- Estimates of Structure Immediate and Long Term Settlements and Potential Mitigation Methods
- Information related to Soil Corrosivity and Cathodic Protection
- Replacement Flexible and Rigid Pavement Design Sections
- Soil Improvement requirements for project related site-work structures (walls, sidewalks, and curbing)
- Soil Compaction Requirements and Fill Moisture Control Tolerances
- Recommended Frequencies of Testing for Soils, Concrete, Mortar, Grout, and Paving Materials
- Recommendations for Additional Soil Exploration based on findings within initial geotechnical evaluation

5. Materials Testing:

- A. Concrete
 - 1) Concrete Sampling Casting and Pick Up of Cylinders
 - 2) Compressive Strength ASTM-C39 (4 Cylinders per set)
 - 3) Concrete and Asphalt Cores

- B. Hot Mix Asphaltic Concrete (HMAC)
 - 1) HMAC Sampling and Testing
 - 2) Molding HMAC for Flow/Stability
 - 3) Extraction/Gradation
 - 4) Marshall Density / Stability and Flow
 - 5) Field Density Asphalt ASTM-D6938
 - 6) Base Course Proctor, SA, PI(w/D-4718 Oversize Correction)
 - 7) Field Density Base Course ASTM D 6938

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

Owner’s Proposed Project Schedule:

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

Extended and Specific Works Tasks

ATTACHMENTS:

- 1. Exhibit A – Work Breakdown by Tasks and Phasing

EXHIBIT A

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

TASK 1 – PROJECT MANAGEMENT SERVICES

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

- A. Provide test results via e-mail as they become available and a compilation of project specific results on CD at the end of each project.
- B. If the project's duration extends beyond one month, 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).
- C. 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.
- D. Task Order Management
 1. Geotechnical Services will be on an as-needed basis throughout the term of the Agreement.
 2. Geotechnical 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 Geotechnical Consultant prior to issuing a task order. The Geotechnical 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.
- 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.