

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

**RFS 54-18**

April 3, 2018

TO: Invited Firms

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

**PROJECT:**

MUNICIPAL WATER-SUPPLY WELL CONSTRUCTION OVERSIGHT SERVICES

**ATTENTION:**

RESPONSE SUBMITTALS to the attached Statement of Work for the referenced project are being accepted by the EPWater for professional consulting services required for the MUNICIPAL WATER-SUPPLY WELL CONSTRUCTION OVERSIGHT SERVICES. Under the project management of the Water Resources Management staff, the firm selected will construction oversight of the drilling of high capacity municipal water supply wells for the El Paso Water. 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 Purchasing Agent, Rosemary Guevara at [rguevara@epwater.org](mailto:rguevara@epwater.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 El Paso Water 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 tasks listed in the 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. The Utility’s Project Engineering Manager for this project is Scott Reinert whose name 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 EPWater 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.

**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. 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 El Paso Water’ website for downloading by interested consulting firms. However, the El Paso Water will review submittals prepared by firms that have been pre-qualified by the El Paso Water engineering staff, based on the qualifications submitted by each firm, past performance, experience on water, wastewater 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 MUNICIPAL WATER-SUPPLY WELL CONSTRUCTION OVERSIGHT SERVICES.

All firms are encouraged to become pre-qualified in order to ensure they receive invitations for Request for Submittals, however unsolicited Request for Submittals will be accepted. 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 not** be held for this project. Firms wishing additional technical information should first contact in writing the Purchasing Agent, Rosemary Guevara at [rguevara@epwater.org](mailto:rguevara@epwater.org). 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 eight (8) 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 April 17, 2018** to:

Ms. Rosemary Guevara  
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 El Paso Water for a project which shall be referred to as the El Paso Water Municipal Water Supply Well Construction Oversight Services. The project consists of the construction oversight of the drilling of high capacity municipal water supply wells

for the El Paso Water. Oversight is necessary to ensure compliance with specifications and contract requirements. A report documenting construction activities is required for each well.

### **Background Information**

Wells included in this project will be drilled in the El Paso area using different drilling techniques based on variable geologic conditions. Depths of wells will range from 300 to 1200 feet depending on location. These wells are anticipated to produce 1000 gallons per minute (gpm).

### **Tentative Scope of Work and Objectives**

The scope of work for this project is the construction management services of municipal water supply well construction. This effort includes, but is not limited to, the following activities:

- ) Coordination with EPWater Resources Management staff
- ) Conduct field supervision of well drilling contractor to verify compliance with technical specifications and contract requirements.
- ) Data gathering;
- ) Interpretation of geophysical logging
- ) Verification of invoiced quantities
- ) Provide final report documenting the well construction

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 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

## **EXHIBIT A**

### **WORK BREAKDOWN BY TASKS AND PHASING FOR MUNICIPAL WATER-SUPPLY WELL CONSTRUCTION OVERSIGHT SERVICES**

#### **TASK 1 – CONSTRUCTION PHASE SERVICES**

Construction phase services shall include the following selected activities:

- ) Provide and supervise well drilling contractor to verify compliance with contract requirements and technical specifications.
- ) Monitor and approve monthly updates to the contractor's construction schedule.
- ) Verify invoice quantities and partial payment requests.
- ) Review and recommend work directive changes and change orders.
- ) Review bid specifications and resolve design related construction problems at no cost to the Owner.
- ) Provide construction inspection, resident project representative (RPR), quality control procedures and testing, construction photographs and record keeping.
- ) Interpretation of Geophysical Logging
- ) Report and interpret deviations using the Totco survey tool during drilling.
- ) Verify accuracy of the State of Texas Well Driller's report that is filed by the Licensed Well Driller.

#### **TASK 2 – REPORT PREPARATION**

Prepare well report for each well drilled. Well reports shall include the following sections.

- ) Summary of Construction
- ) Well History
- ) Drilling and Casing
- ) Lithology
- ) Well Construction
- ) Well Development