

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

**RFS 21-17**

June 27, 2017

TO: Invited Firms

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

**PROJECT:**

**CONSTRUCTION MANAGEMENT SERVICES FOR VARIOUS WATER, WASTEWATER, AND/OR STORMWATER FACILITY CONSTRUCTION PROJECTS**

**ATTENTION:**

RESPONSE SUBMITTALS to the attached Statement of Work for the referenced project are being accepted by EPWater for Construction Management Services for Various Water, Wastewater, and/or Stormwater Facility Construction Projects throughout the City of El Paso. Under the project management of the Utility's Engineering staff, the firm selected will perform construction management services for the facilities. 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](mailto: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. . 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: key activities; understanding of materials, system appurtenances; 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 Managers for this project are Felipe Lopez, P.E. (water and/or wastewater projects) and Gisela Dagnino, P.E. (stormwater projects) 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.

**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 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, and stormwater 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 well-coordinated, quality and economical projects while under the direction of a construction manager for Construction Management Services for Various Water, Wastewater, and/or Stormwater Facility Construction Projects.

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 mandatory 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](mailto:rguevara@epwu.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 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 July 13, 2017** 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 Construction Management Services for Various Water, Wastewater, and/or Stormwater Facility Construction Projects. Services rendered by the selected consultant consists of construction management services including but not limited to Resident Project Representative (RPR) services for various projects located within the City of El Paso corporate limits. Three firms may be selected depending on the specific project location and specific project schedule.

Projects may involve water and wastewater transmission, distribution, interceptor, and collection mains, ground and elevated tanks, lift and pump stations, and treatment plants. The various water and wastewater projects include but are not limited to treatment systems, structural rehabilitation and facilities, general site work (including clearing, grubbing, grading, etc.), roadway reconstruction (including new sidewalks, curb and gutter, HMAC placement, etc.), system installations (including piping, junction boxes, manholes), and other pertinent structures. New concrete structures may require an expertise in structural inspections.

The various stormwater projects include but are not limited to new ponding area excavation possibly within existing or proposed dams, general site work (including clearing, grubbing, grading, etc.), roadway reconstruction (including new sidewalks, curb and gutter, HMAC placement, etc.), new storm drain system installations (including concrete piping, drop inlets, reinforced concrete box culverts, junction boxes, manholes, etc.), and new concrete structure installations (including outfalls, headwalls, outlet towers, spillways, etc.). New concrete structures may require an expertise in structural inspections.

### **Background Information**

EPWater's water and wastewater systems, including treatment plant facilities, are showing signs of deterioration, stress, or capacity challenges. EPWater is proceeding with its expansion of its stormwater assets and repairing/rehabilitating existing stormwater facilities to protect the citizens of El Paso from damages due to major stormwater events.

EPWater has completed or is in the process of completing designs for major rehabilitation work at the Haskell R. Street Wastewater Treatment Plant, other treatment facilities, and various stormwater projects located throughout the corporate limits of El Paso. These projects are scheduled to bid and start construction within the current Fiscal Year 2017-18 or the following Fiscal Years 2018-19, 2019-20 (possibly) and will require construction management services throughout the construction period.

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

The scope of work for this project is the planning and design and possibly bid and construction management 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 design of the project;
- 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;
- Construction Management Services
- An initial conceptual layout of this system is shown in Exhibit B.

**Owner's Proposed Project Schedule:**

MILESTONE	TENTATIVE DATE
Start Pre-Design:	N/A
Complete Design:	N/A
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 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.

Construction Manager should be familiar with TCEQ and other Governing Authorities on rules and regulations for permitting and/or construction monitoring of water, wastewater, and stormwater works.

### **ATTACHMENTS:**

1. Exhibit A – Work Breakdown by Tasks and Phasing

## **EXHIBIT A**

### **WORK BREAKDOWN BY TASKS AND PHASING FOR CONSTRUCTION MANAGEMENT SERVICES FOR VARIOUS WATER, WASTEWATER, AND/OR STORMWATER FACILITY CONSTRUCTION PROJECTS**

#### **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 – CONSTRUCTION PHASE SERVICES**

This project may include construction phase services at the option of the Owner. Such services will include, but may not be limited to, general coordination and administration, special services as required by the Utility, and shall include the following selected activities:

- Hold Pre-Construction conference, develop agenda, list of invitees, and provide minutes of the conference to all attendees.
- Provide and supervise construction management and inspection staff for the project.
- Monitor and approve monthly updates to the contractor's construction schedule.



- ☒ Administer construction contract requirements, payroll reports, and partial payment requests.
- ☒ Review, recommend, and process work directive changes and change orders.
- ☒ Review shop drawings 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, record keeping, claim documentation, non-conformance reporting, punch lists, record drawings in AUTOCAD, and project closeout including an orderly turnover of warranties, Operation & Maintenance Manuals, and other requirements.
- ☒ Provide Engineer's Certificates of Substantial and Final Completion and revised project cost based on award contracts.
- ☒ Assist the Utility staff in the start-up and acceptance of facilities.
- ☒ Provide evaluation of Contractor's performance on this project.
- ☒ Provide a warranty inspection of the project improvements prior to expiration of construction contract warranty and a written report.
- ☒ Provide notice of closing/abandonment of any pits, tanks, ponds, lagoons, or surface impoundment.
- ☒ Other as required by Project Scope