



Professional Services Selection Program

COEP Administrative Procedures



Background

- New administrative procedures implemented in July 2014
- Comprehensive review performed by workgroup
 - Comprised of City departments & industry representatives
- Benchmarked other communities/agencies to include:
 - San Antonio, Austin, Houston, Phoenix & Albuquerque
 - El Paso Water Utilities, UT System & Federal agencies



Background

- Revisited and evaluated all components of process to include:
 - Selection committee composition
 - Prequalification requirement
 - Process phases
 - Selection criteria
 - Scoring procedure
 - Past performance evaluations and reference checks



Workgroup Composition

- *Review completed by City of El Paso departments/commission representatives and industry professionals nominated by their organizations*

Professional Organizations	COEP Department/Commission
American Society of Civil Engineers	Engineering & Construction Management
Texas Society of Professional Engineers	City Development
American Council of Engineering Companies (Texas Chapter)	Transportation Planning
American Institute of Architects	City Manager's Office
EcoElPaso	City Plan Commission



Intent

- Encourage and facilitate participation of new/existing consultants
- Enhance scoping process by identifying project-specific goals/objectives and delineating the minimum qualifications
 - Scoping and Evaluation Team (SET)
 - Architectural Design Review Committee (if applicable)
- Revise selection committee composition to incorporate a multidisciplinary approach
- Provide clearer guidance on submittal components
 - To eliminate potential marketing bias without eliminating a consultant's creative ability
- Incorporate selection criteria reflecting the City's strategic initiatives
- Standardization of past performance evaluation form

Key Revisions

Item	Improvement	Goal
Prequalification Requirement	Replaced by Vendor List	Greater industry control and flexibility
Selection Phases	Phase One- <i>Minimum Qualifications</i> Phase Two- <i>Evaluation of Proposal</i> Phase Three- <i>Oral Interview</i>	Allows selections to be project specific; Delineate process milestones; Provide clearer guidance on submittal components
Selection Approach	Scoping and Evaluation Team (SET) to oversee all aspects of selection	Consistency and continuity
Selection Criteria	Included criteria that addresses experience/understanding of the City's Comprehensive Plan, CNU Principles and El Paso Project Issues based on demonstrated competence and qualifications alone. <i>The Texas Government Code does not provide for a local preference.</i>	Address City's strategic initiatives

Key Revisions

Item	Improvement	Goal
Scoring Procedure	Pre-determined rater scales incorporated in score sheet. Raw scores tabulated for each consultant to determine a final ranking. Selection committee members to participate in debriefings to provide more direct feedback.	Greater transparency and accountability in individual assessments
Past Performance Evaluation	<ul style="list-style-type: none">• A listing of project experience is required for the past five years• All consultants will be evaluated according to the new Consultant Past Performance Evaluation Form	<ul style="list-style-type: none">• Evaluate firms with City experience and comparable non-City experience uniformly• Obtain and reflect a more accurate work history



Scoping & Evaluation Team Composition

Typical Selection

- User Department Representative(s) (includes maintenance responsibilities)
- City Development Department and Economic Development Division Representative
- COEP-Design Professional (Registered Architect)
- Transportation Planning representative (Congress of New Urbanism-accredited member and/or AICP)
- Museum & Cultural Affairs (Public Art component)
- Engineering & Construction Management Department Representative (Registered Professional Engineer)

SET for Airfield Projects

- 3 Representatives from El Paso International Airport
- 1 Representative from ECM



SET Role/Responsibilities

- Incorporate broader cross section of licensed engineering, planning and design professionals; user departments and public art lens
- SET involved in all aspects of selection process from onset to completion:
 - Scope development
 - Evaluation of SOQs
 - Consultant selection for recommended award
 - Participation in debriefings
 - Perform consultant past performance evaluation and reference checks
- Expanded role of user department: Participation in Scoping Meeting & negotiations and to take lead in requested debriefings



Vendor List

- Engineering & Construction Management (**ECM**) responsible for creating and maintaining a electronic *A/E Vendor List*
 - Provides general company profile
 - Identifies firm principals and licensed professionals
 - Allows vendors to select the discipline(s) they would like to receive Request For Qualifications (**RFQ**) for
- Consultants responsible for submitting form to be added to centralized database and updating contact information

CITY OF EL PASO A/E VENDOR LIST FORM

Instructions: 1. Provide one (1) hard copy and a PDF file electronically. 2. Ensure the form is signed by the authorized Principal 3. It is the firm's responsibility to provide updated contact information on an annual basis. If no information is provided the existing record will be utilized for notification(s).	Please send to: Engineering & Construction Management Department 218 N. Campbell-2nd Floor El Paso, TX 79901 aeselection@elpasotexas.gov 915-212-1818 Att: Benjamin Ortega
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COMPANY PROFILE INFORMATION

Business Name or Firm		Home Office Address			
Business Phone	Fax	City	State	Zip code	
Contact Person / Title		Contact Person cell phone	Contact Person email address		
TBPE State Firm No:		State and Year Established			
Firm registered with TBAE		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Business Type: (Corp, LLC, etc.)					
Provide a copy of Certificate of Fact					

Address of Main Branch/Headquarters:

Principal(s) of the firm: (Repeat for each Principal)

Name	Title
Signature of Principal(s)	
Name	Title
Signature of Principal(s)	

Licensed Professionals: (Repeat for each Professional)

Name	Title
License Type	License number

Which of the following discipline(s) will you seek to receive a Request for Qualifications (RFQ):

<input type="checkbox"/> All	<input type="checkbox"/> Geotechnical Engineering	<input type="checkbox"/>
<input type="checkbox"/> Architecture	<input type="checkbox"/> Landscape Architecture	<input type="checkbox"/>
<input type="checkbox"/> Civil Engineering	<input type="checkbox"/> Mechanical Engineering	<input type="checkbox"/>
<input type="checkbox"/> Commissioning	<input type="checkbox"/> Planning	<input type="checkbox"/>
<input type="checkbox"/> Construction Management	<input type="checkbox"/> Project 25/Radio Communications	<input type="checkbox"/>
<input type="checkbox"/> Cost Estimating	<input type="checkbox"/> Structural Engineering	<input type="checkbox"/>
<input type="checkbox"/> Electrical Engineering	<input type="checkbox"/> Surveyor	<input type="checkbox"/>
<input type="checkbox"/> Environmental Engineering	<input type="checkbox"/> Traffic Engineering	<input type="checkbox"/>

Selection Process Snapshot

Phase 1

*Minimum
Qualifications*

Phase 2

*Evaluation of
Proposed
Approach*

Phase 3

*Oral Interview
(Presentation)*



SOQ Components

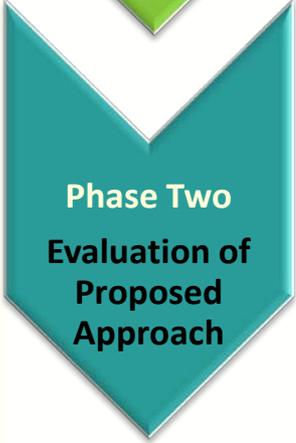
- The Statement of Qualifications (SOQ) shall consist of one package with the following components:
 1. A completed” Phase One Form” (Minimum Qualifications) provided in the RFQ packet.
 2. Phase Two Submittal (Proposed Project Approach)
 3. A completed “Project List
- Instructions & process overview provided upon RFQ issuance

Process Overview



Phase One Minimum Qualifications

- The Phase One Form will be reviewed first to affirm the respondent's compliance with the minimum requirements established for the project.
- The Phase Two submittal will only be considered if the respondent has met all established minimum qualifications
- Respondents who do not meet the minimum qualifications after evaluation by the Scoping and Evaluation Team will be notified in writing of the decision.
- Respondents that meet all established minimum qualifications will advance to the next phase.



Phase Two Evaluation of Proposed Approach

- Phase Two submittals are opened and evaluated by SET
- If no interview is required, firm is selected as the nominated firm and Scoping Meeting and negotiations are conducted
 - Recommendation made to City Council
 - If City Council awards contract, contract is executed thereafter
- If interview is required, a maximum of five (5) firms are selected to participate in Phase Three. *Any project with a construction value over \$2.5 million may require an oral interview.*



Phase Three Oral Interview

- Oral interviews are scheduled for firms selected in Phase Two
- Oral interviews are conducted and evaluated by SET
- Firm selected as the nominated firm and Scoping Meeting and negotiations are conducted
 - Recommendation is made to City Council
 - If City Council awards contract, contract is executed thereafter



Phase One-Minimum Qualifications

- Simplified form provided for inclusion in submittal
- Each respondent must delineate how they meet each minimum qualifications specified in the scope of work
- Established minimum qualifications are specific to each project



Past Performance Evaluation

- Evaluation form standardized for new & existing firms
- Form populated based on projects listed in Phase One template
 - Projects completed over the past five (5) years
 - Past performance evaluation/reference checks for three projects
 - SET member assigned for each selection to conduct all evaluations



Phase Two-Evaluation of Proposed Approach

- Maximum of 10 pages
- Focuses on proposed approach/solution to the project
- Incorporates City's strategic initiatives
- Incorporates the *El Paso Issues* category
- Instructions provided to outline additional guidance
 - Submittal to match the order of evaluation criteria



Phase Three-Oral Interview

- Any project with a construction value over \$2.5 million may require an oral interview
 - If required, indicated in RFQ letter issued at the onset of the process
- Instructions provided to outline additional guidance
 - Submittal to match the order of evaluation criteria



Cone of Silence/Anti-lobbying Policy

- Prevents communication during Cone of Silence period between City officials, employees, or representatives and parties involved in selection process
 - Adopted to ensure fair and competitive environment
- Period begins the day request for qualifications (RFQ) or any other type of solicitation required by law, is issued/notice of a proposed project is made
- Ends the day a recommendation of a contract award is posted by the city clerk for placement on the agenda



Cone of Silence/Anti-lobbying Policy

Does not apply to:

- Questions of Process and Procedure, including oral communications with the Purchasing Manager or Contract Administrator
 - Limited to matters of process or procedure already contained in the solicitation document
 - A minimum of ten days provided for questions during solicitation unless otherwise stated in the Solicitation-Schedule of Events



Cone of Silence/Anti-lobbying Policy

Does not apply to:

- Pre-Proposal/Pre-Bid Conferences, including
 - Oral communications at pre-proposal or pre-bid conferences
 - Oral presentations before selection committees
 - Contract negotiations
 - Public presentations made to the Mayor and Council Representatives during a duly noticed public meeting
- Written Communications, to the Contract Administrator identified in the solicitation



AE Selection Information

Visit the webpage:

www.elpasotexas.gov/engineering/selection

- Access to administrative procedures packet
- Listing of active selections
- Vendor list

To submit comments/inquires:

aeselection@elpasotexas.gov

