



**Request for Qualifications
to Provide
Environmental and Preliminary Engineering Services**

RFQ Issue Date	July 11, 2012
Questions Due	July 24, 2012 – 3:00 PM Mountain Standard Time (MST)
Responses to Questions Due	July 26, 2012 (will be posted on the CRRMA website Procurements Page: http://www.crrma.org/procurements.asp)
Submittals Due	August 2, 2012 – 3:00 PM MST
Selection Date	Anticipated mid to late August
Shortlisted Teams Notification Date	Anticipated mid to late August

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Attachment: Debarment Certificate

CAMINO REAL REGIONAL MOBILITY AUTHORITY
REQUEST FOR QUALIFICATIONS
FOR ENVIRONMENTAL AND PRELIMINARY ENGINEERING SERVICES

EL PASO, TEXAS

I. PURPOSE OF REQUEST

The Camino Real Regional Mobility Authority (CRRMA) is seeking statements of interest and qualifications from qualified professional civil engineering and environmental firms interested in providing services related to the CRRMA's Americas Avenue Managed Lanes Project (Project).

To be considered, teams responding must demonstrate experience and qualifications for completing transportation engineering and design as well as conducting environmental studies in accordance with the National Environmental Policy Act of 1969 (NEPA) resulting in the required documentation and approvals to support final design and construction of roadway projects.

Pursuant to the Request for Qualifications (RFQ) outlined herein, the CRRMA intends to identify a shortlist of potential teams to provide environmental and preliminary engineering services for the Project. Respondents to a Request for Proposal (RFP) for the Project will be limited to the teams selected for the shortlist during this initial RFQ process.

II. CRRMA BACKGROUND

The CRRMA is a political subdivision of the State of Texas (State) that is authorized to study, evaluate, design, finance, acquire, construct, maintain, repair, and operate "transportation projects," which may include highways, rail facilities, certain roadways, ferries and airports, pedestrian and bicycle paths, intermodal hubs, international crossings, and mass transit systems.

The City of El Paso, Texas (City) filed a petition to form the CRRMA on February 28, 2006, the Texas Transportation Commission of the Texas Department of Transportation (TxDOT) granted approval to create the CRRMA on June 29, 2006, and the City adopted a resolution creating the CRRMA on March 13, 2007. The City also committed to provide office space and certain administrative and other limited services, including service as the CRRMA's fiscal agent (e.g., phone lines, computers, email service, and some accounting services).

The petition to form the CRRMA called for a board of directors of seven members, six to be appointed by the City, and the presiding officer to be appointed by the Governor of the State. The CRRMA held its first meeting in June 2007. Since its creation, the CRRMA has developed and adopted numerous policies and procedures necessary to conduct its business and has procured and retained the services of various consultants and professionals experienced in project finance, development, construction, and operations. Policies adopted by the CRRMA, which are of interest to RFQ responders, can be found on its website (www.crrma.org).

III. THE PROJECT

Loop 375 - Americas Avenue Managed Lanes. The approximately 5.9-mile-long project includes the addition of two lanes (one in each direction) to the existing four-lane, divided, limited access facility. The approximate project limits are from Zaragoza Road to Pellicano Drive. All or a portion of the project will include managed toll lanes. The managed lanes are programmed for the median and would form a seamless continuation of the managed lanes that are currently being constructed along Loop 375 Southern Corridor Phase I (César Chávez) from US 54 to Zaragoza Road. The new managed lanes would be added inside the current lanes, thereby increasing the capacity of the Americas Avenue portion of the Loop 375 corridor from four to six lanes. The limits for the managed lanes portion of the project are currently under study. New structures will be required over a number of major arterials (North Loop/FM 76, Alameda Avenue/SH 20, Socorro Road/FM 258, Pan American Drive, S. America Avenue, and Zaragoza/FM 659) and the Union Pacific Railroad track. The Project also includes the construction of frontage road bridges over the Union Pacific Railroad and approaches to provide continuous frontage roads for this facility. The total estimated project cost is \$37.6 million. The CRRMA intends to oversee the design and construction of the Project.

Additional information on adjacent projects is included below.

ADJACENT PROJECTS

Loop 375 - César Chávez Managed Lanes. As noted, the Project will connect I-10 to the César Chávez managed lanes portion of Loop 375. The Loop 375 César Chávez section (also referred to as Loop 375 Southern Corridor Phase I) extends approximately 9 miles from Zaragoza Road to US 54. Construction is currently underway to rehabilitate the four existing lanes and create two new managed toll lanes (one in each direction). The four existing lanes are being completely rehabilitated and will remain nontolled. Two new managed lanes would be tolled and provide users with an additional option throughout the corridor. The new managed lanes would be added inside the current lanes, thereby increasing the capacity of the César Chávez corridor from four to six lanes. The total project cost to date is approximately \$63 million. Schematic, environmental, and Plans, Specifications, and Estimates (PS&E) services were completed in February 2011 by TxDOT. Construction, which is also the responsibility of TxDOT, began in July 2011 and is anticipated to be complete in July 2013. The CRRMA will be responsible for the selection, installation, and operation of all tolling equipment.

Loop 375 at I-10 (Americas Interchange). As also noted above, the Project will result in additional capacity extending almost to I-10 at the Loop 375 at I-10 interchange, known locally as the Americas Interchange. On August 31, 2010, the CRRMA entered into a design-build Comprehensive Development Agreement (CDA) for the Loop 375 at I-10 (Americas Interchange) Project. The \$141 million project initially included the design and construction of three direct connectors and related improvements at the interchange. Additional direct connectors have since been added to the interchanges.

The Americas Interchange Project is now under construction, being managed by the CRRMA, and consists of the design and construction of three direct connectors and related interchange improvements, including (i) eastbound I-10 to northbound Loop 375; (ii) southbound Loop 375 to westbound I-10; and (iii) northbound Loop 375 to westbound I-10. The design-builder began work in September 2010 and is anticipated to be substantially complete in January 2013. As noted above, the CRRMA is also currently designing three additional direct connectors and related

interchange improvements, including (iv) westbound I-10 to northbound Loop 375; (v) westbound I-10 to southbound Loop 375; and (vi) eastbound I-10 to southbound Loop 375.

IV. RFQ PROCESS DETAILS

The procurement process outlined herein is being pursued in accordance with the Professional Services Procurement Act of Texas, the CRRMA procurement policies, and all other applicable rules and laws.

Any contact with members of the CRRMA Board of Directors or any Selection Committee members regarding this project while this procurement is pending is strictly prohibited. Raymond L. Telles, Executive Director of the CRRMA, is the sole point of contact for this procurement. Violation of this prohibition shall result in disqualification from the selection process.

The CRRMA shall not be liable for any expenses incurred in the preparation and presentation of the submittals by interested teams.

Questions arising from this RFQ must be submitted in writing to the CRRMA (to the mailing address below) or via email to the Executive Director of the CRRMA, Raymond L. Telles (tellesrl@crrma.org), by the date and time noted on the cover page of this RFQ. Since firms may send one or more emails as questions arise, please use the format below in the subject line.

- EPES RFQ_<Firm Name>_Email 1
- EPES RFQ _<Firm Name>_Email 2 (etc.)

A short version or acronym of your firm's name should be used.

Responses to questions received will be posted on the Procurements Page of the CRRMA website <http://www.crrma.org/procurements.asp> by the date and time noted on the cover page of this RFQ. The CRRMA reserves the right to contact the firm submitting a question in order to clarify the question received. The CRRMA further reserves the right to modify, summarize, or otherwise alter the content of questions so as to protect the identity of the requestor and to provide responses that the CRRMA deems, in its sole discretion, to best inform interested parties of potentially relevant information. The CRRMA further reserves the right to decline to answer questions. **Interested parties are responsible for monitoring the CRRMA website for updates or announcements concerning this procurement process.**

The timeline for this procurement process is noted on the cover page of this RFQ. Submittals must be delivered to the CRRMA by the date and time (Mountain Standard Time) identified on the cover page and as follows:

Number of hard copies	6 bound copies (1 marked "original" plus 5 copies)
Number of electronic copies	2 CDs with 1 compiled PDF on each Each CD labeled as follows: <RFQ Name>_<Firm Name>.pdf Example:

	“RFQ to Provide Environmental and Preliminary Engineering Services_ABC.pdf”
Mailing Address	Camino Real Regional Mobility Authority 2 Civic Center Plaza, 9th Floor El Paso, Texas 79901
Attention	Raymond L. Telles, Executive Director
Package Label	Statement of Qualifications for Environmental and Preliminary Engineering Services Date and time due

Submittals will not be accepted by fax or electronic mail. Submittals must be provided in a sealed envelope or package with the package label and the firm’s name and address clearly indicated on the envelope or package by the date and time noted on the cover page of this RFQ. Submittals received after the deadline will not be considered. Submittals received will be reviewed by the Selection Committee to identify a shortlist of those most qualified and experienced respondents who may best perform the services. The CRRMA reserves the right to request additional information or clarifications from any proposers or to allow corrections of errors or omissions.

V. SUBMITTAL FORMAT

All submittals must be responsive to the general format and guidelines outlined within this RFQ. A responsive submittal is one that follows the general guidelines of this RFQ, includes all documentation requested, is submitted following the general format outlined herein, displays sound justification for recommendations, is timely submitted, and has the appropriate signatures as may be required. Failure to comply may result in the submittal being deemed nonresponsive.

- A. Submittals must not exceed twelve (12) pages (8.5 x 11 inches with 1-inch margins from all sides), type font size not less than 11 points, and printed on one side. Submittals of information in response to this RFQ greater than the specified twelve (12) pages will only be reviewed and scored up to the first twelve (12) pages. The twelve (12)-page limit does not include the cover letter, résumés, covers or dividers, brochure, table of contents, and other requested items to be placed in the appendix. The appendix shall include résumés (maximum two [2] pages each), nonlisted work category [NLC] attachments (if applicable), TxDOT precertification status reports (current as of June 1, 2012), a copy of the prime firm’s insurance certificate, and the signed CRRMA conflict of interest disclosure form. You may also provide one relevant firm brochure.
- B. Please provide a response to every question or request for information identified in Section VI below in the order requested, or indicate why no response is given.
- C. Identify the question or request for information being answered in the introduction to each response or use section headings from Section VI below.
- D. Answer the question or request for information specifically and succinctly.

VI. SUBMITTAL CONTENT

A. Cover Letter

Provide a cover letter (no longer than one page in length) summarizing the key components of the Proposer's qualifications and responses to this RFQ. The cover letter will **NOT** be included in the twelve (12)-page limit.

B. Team Experience and Qualifications

- 1) Brief history and general description of the prime firm.
- 2) Name, address, telephone number, fax number, e-mail address, and title of the individual providing the submittal for the prime firm, and to whom questions or requests for additional data should be directed.
- 3) Prime firm's corporate address.
- 4) List all the offices the team (prime firm and subconsultants) has within the State of Texas. State the number of and type of personnel in the El Paso region for each team member, if applicable. State the prime firm's principal office that will be responsible for the work.
- 5) Overview of team's experience in providing transportation engineering and environmental professional services for major transportation projects. Provide a summary of relevant projects highlighting the team's (prime firm and subconsultant) experience related to toll roads (including managed lanes experience) and other major highway projects within the past 10 years.
- 6) Provide a detailed description on the prime firm's quality assurance/quality control processes.

C. Team Organization and Staffing

- 1) Provide an organizational chart identifying key project management, TxDOT precertified task leaders, and key staff for the firm and any of its subconsultants, which will provide support, including their relevant areas of project responsibility.
- 2) Provide résumés (maximum two pages each) for all individuals identified in the organizational chart (provided in an appendix).

Note: The submission of a proposal during the RFP portion of the Project's procurement process must include any subsequent changes to the project manager and key task leaders for review and approval by the CRRMA.

D. Knowledge of Local and Regional Setting

- 1) Provide a brief explanation of the team's knowledge and understanding of the local and regional community environment and the basis for that knowledge and understanding. This should include a proposal to address community issues related to project development efforts in El Paso.

- 2) Describe the firm's approach to the public information process and describe creative ways to engage the public and surrounding communities.

E. Project Manager Experience

The submittal shall identify the project manager it intends to assign to the services for the Project. Relevant information should be provided that documents the project manager's history in successfully leading and completing projects of similar scope, size, and complexity to the CRRMA's Project. The project manager shall be a professional engineer registered in the State of Texas (please provide license/registration number) and should demonstrate a knowledge and understanding of the local environment. Please provide a listing of relevant projects led by the project manager within the past 10 years, which shall include the following:

- Project name and location
- Description of the project and the work performed (description shall clearly indicate the project's size and complexity)
- Project manager's specific role and responsibilities
- Associated project cost/fees
- Completion date of the project, or anticipated completion date of the services currently under contract
- Name, address, telephone number, and email address of client contact to serve as a reference

F. Key Staff Experience

The submittal shall identify the key staff it intends to assign to the services for the duration of the Project. Relevant information should be provided that documents key staff's involvement in completing projects of similar scope, size, and complexity as well as a demonstrated knowledge and understanding of the local environment. The key staff must be TxDOT precertified in the following major work categories in which they are assigned:

- 3.3.1 Route Studies and Schematic Design (Complex Highways)
- 2.14.1 Environmental Document Preparation

The assigned key staff must be experienced in the following nonlisted work category:

- NLC-1 Public Involvement

Key staff's résumés should include a listing of relevant projects within the past 10 years with the following information:

- Project name and location
- Description of the project and the work performed
- Key staff's specific role and responsibilities
- Completion date of the project or anticipated completion date of the services currently under contract

G. Disadvantage Business Enterprise Utilization

Proposers to the RFP arising from this RFQ will be required to meet Disadvantage Business Enterprise (DBE) goals for various assignments. A minimum DBE goal on the Project will be established at a later date upon CRRMA's consultation with TxDOT. Please describe:

- 1) Your firm's approach to promoting the use of DBEs in the provision of services to its clients.
- 2) How the firm will actively manage and track the involvement of DBE firms to ensure that utilization goals will be achieved or exceeded on the Project.

VII. **CERTIFICATION REQUIREMENTS**

A. TxDOT Work Categories

Per the CRRMA's Policies and Procedures Governing Procurements of Goods and Services, entities that provide Professional Services to the CRRMA must be precertified by TxDOT. All task leaders listed on the organizational chart must be precertified in their assigned TxDOT work categories by the submittal deadline date and time.

Environmental	
2.1.1	Traffic Noise Analysis
2.2.1	Air Quality Analysis
2.3.1	Wetland Delineation
2.4.1	Nationwide Permit
2.4.2	Individual Permits
2.4.3	U.S. Coast Guard and U.S. Army Corps of Engineers Permit
2.5.1	Water Pollution Abatement Plan
2.6.1	Protected Species Determination
2.6.2	Impact Evaluation Assessments
2.6.3	Biological Surveys
2.7.1	Section 4(f)/6(f) Evaluations
2.8.1	Surveys, Research & Documentation of Historic Buildings, Structures, and Objects
2.10.1	Archaeological Surveys
2.11.1	Historical and Archival Research
2.12.1	Socioeconomic and Environmental Justice Analyses
2.13.1	Hazardous Materials Initial Site Assessment
2.14.1	Environmental Document Preparation

Engineering	
3.2.1	Route Studies and Schematic Design (Major Roadways)
3.3.1	Route Studies and Schematic Design (Complex Highways)
3.5.1	Major Bridge Layouts
7.1.1	Traffic Engineering Studies
8.1.1	Signing, Pavement Marking and Channelization
8.2.1	Illumination
9.1.1	Bicycle and Pedestrian Facility Development
15.1	Right of Way Surveys
15.1.1	Survey
15.2.1	Design and Construction Survey
15.3.1	Aerial Mapping
15.4.1	Horizontal and Vertical Control for Aerial Mapping

Note: Please provide status reports of TxDOT precertifications for all task leads in an appendix for verification (current as of June 1, 2012).

B. Nonlisted Work Categories

Precertification is not required for NLCs. In addition to the documentation requirements described in the RFQ for TxDOT work categories, the submittal must address the firm's capabilities and experience for NLC, limited to two pages (provided in an appendix). Firms providing services under an NLC must submit documentation detailing their experience in the proposed services.

	Category	Description	Minimum Requirement
NLC-1	Public Involvement	This category includes the development of a public involvement plan to disseminate information to engage and solicit input from the public. The public involvement plan shall be developed in compliance with Federal Highway Administration's Environmental Impacts and Related Procedures (23 CFR 771.111, April 1, 2002), the Council on Environmental Quality Regulations implementing NEPA (49 CFR Parts 1500-1508) 43 FR 55990, and related laws and regulations.	The team must include at least two individuals each with a minimum of 5 years experience in the public involvement of environmental evaluations of large-scale transportation corridors.

VIII. DISCLOSURES/LEGAL CONSIDERATIONS

Disclosure statements regarding the items below must be included in your submittal. The disclosures **will not** count against the twelve (12)-page limit.

A. References

CRRMA will contact references related to the completion of a recent project(s) provided by the project manager in Section VI-E. For such references, please provide (in an appendix) the

agency name, location, a brief description of the services, and a client contact name, with his or her title, address, telephone number, and email.

B. Insurance

Provide a copy of the prime firm's insurance certificate in an appendix indicating the level and types of insurance carried, including the deductible amount, to cover errors and omissions, improper judgments, or negligence. The prime firm selected to perform the desired services must have professional liability insurance coverage of not less than \$1,000,000. If the present coverage is insufficient, the selected firm must obtain additional coverage prior to the initiation of any services required by the Agreement.

C. Litigation

Disclose any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performances of the services to be rendered in which the prime firm, any of its employees or related entities is or has been involved in within the last 3 years. Provide a list and a brief description (including the resolution) of each arbitration, litigation, dispute review board, and other dispute resolution proceeding involving an amount in excess of \$100,000 related to performance in or related to transportation projects.

D. Conflicts of Interest

Please include a signed copy of the CRRMA's Conflict of Interest Form (included in CRRMA's Conflict of Interest Policy for Consultants) in your submittal disclosing any issues that could present a real or perceived conflict of interest. In responding to this item, please ensure to describe any current or potential relationship that could create a conflict of interest if your firm is selected. Disclose all compensation/fee arrangements, formal or informal, that your firm, its related entities, or any individual(s) listed in the response to Section VI, currently has or has had within the past 12 months with any Key Personnel or any board member of the CRRMA or business in which a CRRMA board member is an officer, employee, or principal. A list of Key Personnel for the CRRMA and Board member information can be found on the CRRMA website www.crrma.org.

In addition to the foregoing, respondents are responsible for compliance with the Conflict of Interest Policy for Consultants adopted by the CRRMA. CRRMA conflict of interest policies may be viewed at the Policies Page of the CRRMA website <http://www.crrma.org/policies.asp>. **Proposers are ultimately responsible for monitoring the CRRMA website for any revisions to conflict of interest and other applicable policies.**

E. Debarment, Suspension, and other Responsibility Matters

Please include signed copies of the debarment certification (provided as Attachment A) in your submittal certifying the firm's compliance and the compliance of any subconsultants, present or future, with Department of Transportation, Title 49, Code of Federal Regulations, Part 29, and the provisions included in the Debarment Certification.

IX. SELECTION PROCESS

A. Selection Committee

A Selection Committee composed of CRRMA employees, external consultants, or others, will be appointed by the Executive Director of the CRRMA. The Selection Committee will be required to initially review the submittals and provide the Executive Director with a recommended shortlist of teams to be considered. The CRRMA's Executive Director will utilize this information in order to make a final selection recommendation to the CRRMA Board of Directors. The ultimate selection of the environmental and preliminary engineering shortlist, if any, will be made by the CRRMA Board. **Note: The final selection recommendation referred to above is for the RFQ shortlist only.**

B. Review of Submittals

The Selection Committee will review the submittals requested herein using a point formula to score the submittals. The Selection Committee shall then identify the highest qualified team or teams capable of performing the requested services on the basis of demonstrated competence and qualifications. Once the pool of firm(s) is selected, a final recommendation will be made to the CRRMA Board for final selection.

C. Criteria for Selection and Weighting

The submittals shall first be reviewed to ensure that the responding firm adhered to the instructions found within this RFQ in preparing and submitting its response, including but not limited to complete responses to items requested in Sections VI and VII above. Submittals meeting the mandatory requirements shall be evaluated and scored by the Selection Committee for demonstrated competence and qualification. The Selection Committee will then review the extent and depth of the proposing team's experience, specific personnel identified, and evidence of a strong record of successful completion of past transportation projects to evaluate the competence and qualification of the teams. Criteria to be used in the evaluation of submittals and the weight assigned to each are:

Response Element	Maximum Score Available
Project Manager Experience	35%
Key Staff Experience	25%
Team Organization and Staffing	15%
Knowledge of Local and Regional Setting	10%
References and Past Performance	10%
DBE Utilization	5%
Total	100%

Note: The CRRMA reserves the right to interview respondents or to select directly from the qualified respondents that submit proposals.

D. CRRMA Rights to Reject or Modify

The CRRMA reserves the right to reject any or all submittals or parts of submittals, to negotiate modifications of submittals, and to accept all or part of a submittal, all in accordance with applicable statutes.

[END OF RFQ]

ATTACHMENT A

DEBARMENT CERTIFICATE

1. <INSERT FIRM NAME>, the prospective primary participant, certifies to the best of its knowledge and belief, that it and its principals:
 - a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph 1b of this certification; and
 - d. have not within a 3-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

<INSERT FIRM NAME>

Authorized Representative:

Signature

Name

Title

Date