



COMMISSIONERS COURT
COMMUNICATION

AGENDA DATE 09/17/2012

CONSENT OR REGULAR Consent

CONTRACT REFERENCE NO
(IF APPLICABLE) _____

SUBJECT:

Approve and authorize the County Purchasing Agent to solicit an RFQ for the upgrade and replacement of the mechanical/plumbing system in the County Courthouse. The RFQ specifications have been reviewed and approved by the PRP.

BACKGROUND/DISCUSSION OF TOPIC: To include statutory requirement, operational impact, or performance goal.

The domestic water plumbing system original to the the Courthouse is corroded beyond repair and has build-up in the pipes that are causing major complications to building. This replacement is critical to the continued operation and occupancy of the building.

FISCAL IMPACT:

Capital improvement cost to be determined.

PRIOR COMMISSIONERS COURT ACTION (IF ANY):

Referral to PRP committee.

RECOMMENDATION:

Approve.

COUNTY ATTORNEY APPROVAL

The attached document has been given legal review by the El Paso County Attorney's Office on behalf of the County of El Paso, its officers, and employees. Said legal review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

COUNTY ATTORNEY:

LEGAL REVIEW:

LEGAL REVIEW NOTES (If Applicable):

DATE:

SUBMITTED BY:

Ernesto Camzal III, Public Works Director, Public Works Department (915)546-2015

APPROVED 12/19/2011

EL PASO COUNTY PROCUREMENT REVIEW PANEL FORM

SPECIFICATIONS FOR

BID # _____
LGC 262.0295 RFP # _____
LGC 262.030 RFP# _____
RFQ# _____
CONTRACT # _____

Description: [department /project]

Courthouse Plumbing Public Works

ACTION TAKEN BY PROCUREMENT REVIEW PANEL

(date) 9/7/12 Reviewed and Accepted for Commissioners Court Action

(date) _____ Returned to Department for further action/information/documentation
(describe)

(date) _____ Not Accepted

(date) _____ Other

This procurement item has been reviewed by the Procurement Review Panel. Said review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

Panel Members

County Contract Administrator

Ernie Frost

Accept

Not Accept

County Auditor Designee

Edward [Signature]

Accept

Not Accept

County Purchasing Designee

[Signature]

Accept

Not Accept

County Department Designee

[Signature]

Accept

Not Accept

Subject Matter Expert (as needed)

Accept

Not Accept

County Attorney Reviewer

Josefina J. Brubaker

Approved for further action

Y N

Monique Aguilar

From: Edward Hyatt
Sent: Monday, September 10, 2012 9:23 AM
To: Ernie Carrizal; Monique Aguilar
Cc: Edward Dion; Joanne Bernal; Joe Lopez; Josie Brostrom; Lee Shapleigh; Piti Vasquez; Wallace Hardgrove
Subject: PW - Courthouse Plumbing, PRP reviewed 9/7/2012
Attachments: PW - Courthouse Plumbing, PRP Form.pdf

Ernie/Monique-

Please consider this email and the attachment as evidence that the following specifications were reviewed and endorsed by the standing members or designees of the Procurement Review Panel present on 9/7/2012:

11. PW – Courthouse Plumbing (tabled from 8/21/12 meeting)

I'd advise that you add something like the following language to your posting language and Communications Form so as to avoid the question from the Court about whether the above item has been reviewed by the PRP:

The specifications were reviewed and endorsed by the Procurement Review Panel on 9/7/2012.

If you have any questions or concerns, or if any of the above is inaccurate, please let me know. Thanks.

Ed Hyatt
Contract Administration Manager, El Paso County Auditor's Office
w) 915-546-2040 x3579

EL PASO COUNTY PURCHASING DEPARTMENT

LOCAL GOVERNMENT CODE SECTION 176 INFORMATION FORM

ALL ELECTED OFFICIALS/DEPARTMENT HEADS SUBMITTING A PURCHASING REQUEST FOR THE PURCHASE OR SALE OF ANY PROPERTY (INCLUDING LEASES), GOODS OR SERVICES MUST SUBMIT THE SPECIFICATIONS TO PURCHASING ALONG WITH THIS FORM COMPLETED AND ATTACHED.

To: Piti Vasquez, Purchasing Agent

Date: 06/25/2012 Department: Facilities Management Department
Elected Official/Department Head: Ernesto Carrizal, P.E. Public Works Director
General Description of Purchasing Request: Upgrade and Replacement of Mechanical/Plumbing System in County Courthouse

Texas Local Government Code Section 176 requires Vendors to file a Conflict of Interest Questionnaire (Form CIQ) that discloses each affiliation or business relationship with an employee or contractor of County who makes recommendations to the County Commissioners Court with respect to the expenditure of money.

For this contract, the Vendor will be required to disclose its business relationships with the County Judge, the County Commissioners, the above-named Elected Official/Department Head and the following persons who will review the Vendor submissions and make recommendations regarding the award of the bid/RFP/RFQ (if more than 6 persons, use additional pages):

1. Monique Aguilar, Facilities Manager
2. Jorge Reyes, Facilities Superintendent
3. Gilbert Mijarez, Maintenance Supervisor
4. _____
5. _____
6. _____



Elected Official/Department Head
For Ernie Carrizal

Date: 09/11/12

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**PUBLIC WORKS / FACILITIES MANAGEMENT DEPARTMENT
500 E. SAN ANTONIO, SUITE M1
EL PASO, TEXAS 79901**

REQUEST FOR QUALIFICATIONS

**ENGINEERING SERVICES TO UPGRADE AND REPLACE THE
MECHANICAL/PLUMBING SYSTEM IN THE COUNTY COURTHOUSE**

1. LOCATION OF SERVICE / PROJECT

**EL PASO COUNTY COURTHOUSE
500 E. SAN ANTONIO
EL PASO, TEXAS 79901**

2. REQUEST FOR QUALIFICATIONS

The County of El Paso, Texas, as owner of the El Paso County Courthouse, is seeking Qualifications for engineering services from firms licensed to practice Engineering work in the State of Texas to provide services as defined in the scope of work. The following outlines this Request for Qualifications:

3. SCOPE OF WORK

The contract will encompass for preliminary and final design of plans and specifications for the upgrade and replacement of the existing mechanical/plumbing system for the County Courthouse.

- A.** The project will consist of preparation of plans and specifications for the replacement of domestic water lines in the County Courthouse building that are corroded and packed with sludge. **It is the County's preference that the plan be designed with the consideration of causing the least amount of disruption to the County's operational ability, as the building is 100% occupied.** The engineering work will consist of meeting with County personnel to obtain requirement needs. The engineer will analyze and prepare preliminary design of the proposed system. After review and approval by all parties, the engineer will commence with the final plans and specification which must comply with all applicable local, state, and federal regulations.
- B.** Preparation of construction bid packages for contractors.
- C.** Analyze bids and recommended acceptance/rejection of bids.
- D.** Conduct period field-inspections required by the project to check for compliance with plans and specifications.
- E.** Periodically review performance and work progress of contractor.
- F.** Verify contractor billing using Application and Certification for Payment Form (AIA Document G702) and as-built information.
- G.** Recommend acceptance/rejection of the completed project.
- H.** Preparation of final as built construction plans.

4. STATEMENT OF QUALIFICATIONS

- A. The County of El Paso is seeking to contract with an engineering firm, registered to practice in the State of Texas, that have experience in the following areas:
 - a. Mechanical and plumbing systems in high rise buildings.
 - b. Projects of similar size

Provide within the proposal a list of past clients, local governments, as well as resumes of all engineers who will or may be assigned to this project.

Please, limit Statement of Qualifications to ten (10) pages with any attachments and provide a copy of the current certificate of insurance for professional liability.

5. EVALUATION CRITERIA

- A. The Qualifications received will be evaluated and ranked according to the following criteria:

<u>Criteria Points</u>	<u>Maximum Points</u>
Experience	50
Work Performance	25
Capacity to Perform	<u>25</u>
Total	100

6. QUALIFICATION SUBMISSION

The qualifications must be submitted in sealed envelopes on or before the deadline and include **one original response on paper and one submission of an original copy in digital format on disc or USB**. The qualifications must be submitted to the County of El Paso Purchasing Agent, 800 E. Overland Rm. 300, El Paso, Texas 79901 or mailed to its registered address above and received by the deadline. To be deemed responsive, submittals must at a minimum contain the following:

- A. Technical: Detail the approach to be taken in addressing the proposed scope of work. Detail the specific tasks to be undertaken and potential problems and proposed solutions to those problems.
- B. Design Team and Staff: List the senior designers and staff who will be assigned to the project and the percentage of time each will be devoted to the project. Percentage should equal 100%. As an Appendix to the submittal, provide resumes or vita of all personnel assigned to the project.
- C. Prior Related Experience: Provide a listing of all similar work performed by the team proposed for this project within the past five years. In addition, provide a contact and telephone number for each referenced work.
- D. Qualifications: Provide evidence that the Engineer/firm is registered with the State of Texas, has professional liability insurance in force, and is not barred from working on projects funded by the State of Texas.

Individuals or firms may be invited to make presentations in person to the review committee assigned by the County of El Paso Commissioners' Court at a time and place designated by the committee. No communication with persons assigned to the review committee by individuals or firms responding to this solicitation other than that requested by the committee as a whole.

7. PROJECT SCHEDULE

The County of El Paso requires that the responder selected for this project adhere to the following schedule:

- A.** A maximum of 30 calendar days for preparation of preliminary plans and draft specifications from receipt of Notice to Proceed by the County of El Paso
- B.** Upon return of preliminary plans and draft specifications by the County of El Paso, a maximum of 45 calendar days for completion of final plans and specifications, cost estimates and bid documents for this project.
- C.** The successful design firm will be required to perform the duties of Construction Manager and shall be available to perform the duties as described in the scope of work.

The County Commissioners' Court will select an engineering firm and authorize the Purchasing Agent to negotiate a fee for the project. The County of El Paso reserves the right to require the individual or firm providing engineering services to redesign the project for re-bidding at no additional compensation to that individual or firm in order to stay with the budget for the project. Should the individual or firm fail to adhere to the design schedule as delineated above, the County of El Paso reserves the right to find the individual or firm selected to be in breach of contract. The total amount of funds for the project, including Engineer services, administrative services and construction is set by the County.