

**YWCA IS ON A MISSION**

REQUEST FOR QUALIFICATIONS  
Construction Project Management Services  
RFQ # 23-0901

RELEASE DATE: SEPTEMBER 27, 2023

SUBMISSION DEADLINE: October 16, 2023

CONTACT INFORMATION:

Rosa Lopez  
[r.lopez1@ywcaelpaso.org](mailto:r.lopez1@ywcaelpaso.org)  
1600 Brown Street Bldg. B  
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**YWCA EL PASO DEL NORTE REGION**  
**RFQ #23-0901 Construction Project Management Services**

Young Women’s Christian Association El Paso del Norte Region (“YWCA”), herein referred to as the “YWCA”, seeks qualifications statements from professional firms (“Respondents”) to provide Construction Program Management services for YWCA buildings undergoing construction renovations. A firm's selection shall be done per the terms, conditions, and requirements set forth in this Request for Qualifications (RFQ). This RFQ provides respondents with vital background information necessary to prepare and submit qualifications for review by the YWCA.

This RFQ represents a competitive process that will facilitate a fair opportunity for a qualified firm to offer their services for consideration. The RFQ process will give the YWCA the flexibility to select the firm whose offer is most advantageous for the YWCA and negotiate with such a firm to arrive at a mutually agreeable contract. The YWCA may, at its discretion, expand the requirements of services as the need arises.

**Background Information**

YWCA is a 501(c)(3) not-for-profit organization formed as a women’s membership movement. YWCA is one of the largest in the nation, serving almost 40,000 households annually. The organization employs approximately 400 full-time and part-time employees. Revenues include fees for services, proceeds from special events, private foundation grants and approximately \$31 million from federal contracts. YWCA is a non-profit corporation and has been determined to be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. A Board of Directors composed of twenty-five (25) volunteers, the Chief Volunteer Officer being the President of the Board of Directors, governs the organization. The Board of Directors has hired a Chief Executive Officer (CEO) to serve as the person in charge of YWCA’s daily operations. The CEO is ultimately responsible for and oversees the operations of YWCA’s programs, the personnel, the procurement process utilized by YWCA to purchase goods and services, and all financial and compliance matters of the organization.

The work of the agency ties to its mission that states, “The YWCA El Paso del Norte Region is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.” A majority of YWCA’s services focus on the well-being of families, women and children, addressing areas of early childhood education, afterschool and teen programs, affordable housing for seniors and low-income households, health & wellness programs and workforce and leadership development. YWCA is one of the largest regional providers of transitional housing for homeless women & their children, and for survivors of sexual and family violence in the region. Far exceeding licensing standards, YWCA is the most-experienced and devoted childcare provider in the region, servicing children of our El Paso community with the utmost care, quality and respect within our seven (7) academies for early learning. YWCA is also the largest provider of licensed, high-quality afterschool programs in the region with over forty (40) locations. Through a contract with Workforce Solutions Borderplex (WSB), the Child Care Services (CCS) Division assists parents in meeting their childcare payments. YWCA also integrates social equality and empowerment activities throughout their existing programs. The organization also offers various community events designed to empower women and eliminate racism.

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Administrative offices are located at 1600 Brown Street Bldg. B, El Paso, TX 79902. Other facilities are located throughout the city of El Paso. Activities and locations are further detailed in our web site, [www.ywcaelpaso.org](http://www.ywcaelpaso.org) and on Facebook, Twitter and Instagram.

**GENERAL INFORMATION**

**Procurement Standards**

Procurement of goods and services shall be in compliance with the guidelines of 2CFR 200, OMB Circular A-122, A-110, or other applicable OMB Circulars, supplemented by the final rules promulgated by the Office of the Texas Governor under the Uniform Grants Management Standards, and the Texas Workforce Commission (TWC) Financial Manual for Grants & Contracts Chapter 14, Procurement. These guidelines require that all procurement transactions be conducted in a manner to provide, to the maximum extent practical, open and free competition. Additionally, awards may only be made to organizations possessing the demonstrated ability to perform successfully under the terms and conditions of the contract agreement.

**Eligibility to Respond**

Organizations able to meet the technical specifications for quality and other terms of this RFQ proposal and not debarred and/or suspended from conducting business with federal and state-funded agencies are invited to respond. A prospective proposer must affirmatively demonstrate responsibility. A prospective proposer, by submitting an RFQ proposal, represents to YWCA that it meets the following requirements:

- Possesses or is able to obtain adequate financial resources as required to perform under this RFQ;
- Is able to comply with the required or proposed RFQ;
- Has a satisfactory record of integrity and ethics;
- Be otherwise qualified and eligible to receive an award; and
- Be in good standing with the applicable national or state associations.

No contract(s) will be awarded to any respondent(s) that is/are on State or Federal sanctions, during the award phase of the procurement process.

Minority, disadvantaged, veteran-owned and women-owned businesses that are certified by the State as Historically Underutilized Businesses are encouraged to respond to this RFQ.

For purposes of this RFQ, interested contractors are referred to as Proposers, Respondents, Bidders, or Applicants.

**Authorized Agency Contact**

All communications regarding this Request for Qualifications (RFQ) must be addressed solely to Rosa Lopez, Contracts Administrator, email at [r.lopez1@ywcaelpaso.org](mailto:r.lopez1@ywcaelpaso.org).

To ensure a fair and competitive bidding environment, communication is prohibited between YWCA officials, employees, or representatives and parties involved in the bidding process that could create an

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unfair advantage to any party with respect to the award of a YWCA contract. Communication is prohibited from the day that the Request for Qualifications (RFQ) is advertised until the day that a recommendation of a contract award is made. Any person, including but not limited to, bidders, lobbyists or consultants of bidders, service providers or potential vendors and any YWCA board member, YWCA staff, and associated parties are precluded from entertaining any questions outside the written question process described below. Potential applicants are asked to respect these conditions by not making personal requests for assistance. No unauthorized methods or sources of responses or clarification are considered valid. Any violation of this process may disqualify an applicant.

**Changes, Amendments, Withdrawal, Re-Issuance**

YWCA reserves the right to amend or withdraw this RFQ at any time; reject any and all applications; re-issue this RFQ and/or waive technicalities and to accept the Statement(s) of Qualifications proposal which in its judgment is in the best interest of the agency and its employees.

**SCHEDULE OF ITEMS**

**RFQ Packets**

Request for Qualifications (RFQ) packets will be available beginning on and after 4:00 P.M. MST on Wednesday, September 27, 2023 at the address listed on the cover page. Packets may be picked up in person or may be requested in writing to the address listed in the contact section. The RFQ will also be available on the YWCA website at [www.ywcaelpaso.org](http://www.ywcaelpaso.org).

**RFQ Schedule**

The following schedule of events is subject to change at the discretion of the YWCA. All requestors of this RFQ will be notified of any and all changes. All times shown in the RFQ are Mountain Standard Time Zone (MST).

Issuance of RFQ	September 27, 2023 – 4:00 P.M. MST
Announcement Published in the El Paso Times	September 27 and October 4, 2023
Non-Mandatory Pre-Proposal Conference*	October 2, 2023 - 11:00 A.M. MST
Deadline to Submit Questions	October 5, 2023 – 2:00 P.M. MST
Questions and Answers Posted on Website	October 6, 2023 – 5:00 P.M. MST
<b>DUE DATE for Statements of Qualifications (SOQ) Packets</b> <b>DUE DATE for Project Reference Forms (PRF)</b>	<b>Monday, October 16, 2023 – 4:00 P.M. MST</b>
SOQ Packets Opening**	Tuesday, October 17, 2023 – 10:00 A.M. MST
Evaluation of Proposals	October 20 – November 3, 2023
Selection for Award	November 6, 2023

\*The non-mandatory pre-proposal Conference will be held on October 2, 2023 at 11:00 A.M. MST at the following location:

YWCA Joyce Jaynes Branch  
Administration Building  
1600 Brown Street Bldg. B  
El Paso, Texas 79902

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\*\* The opening of bids will be held on Tuesday, October 17, 2023, at 11:00 A.M. MST at our Administration Offices located at 1600 Brown Street Bldg. B, El Paso, Texas 79902. Bidders are not required to attend this event. If a firm is interested in attending, we ask that only **one** representative from the respondent attend the meeting. At this meeting, there will be no discussion about the bids, no questions allowed, and no answers will be given.

**Deadline to Submit Questions**

Prospective Bidder(s) may submit written questions no later than 2:00 P.M. on October 5, 2023. Submit questions via email to Rosa Lopez at [r.lopez1@ywcaelpaso.org](mailto:r.lopez1@ywcaelpaso.org). Answers to questions will be posted on YWCA's website located at [www.ywcaelpaso.org](http://www.ywcaelpaso.org). All answers issued in response to Respondent questions become part of the RFQ and the RFQ process. Respondents are encouraged to view the website frequently to ensure they are fully aware of the most current information. Notifications of changes or addendums will be posted through YWCA's website.

**Due Date and Delivery Method**

The Contracts Administrator or authorized YWCA staff must physically receive responses to this RFQ. Sealed Statement of Qualifications (SOQ) packets must be received by:

**4:00 P.M. MST on Monday, October 16, 2023**

**Responses submitted after this time will not be accepted under this RFQ.**

Any reasonable delivery method may be used, except facsimile and email. Use of a traceable delivery method such as certified mail return receipt requested, guaranteed express service, or hand delivery is recommended. Submissions postmarked prior to the due date but received after the due date will not be considered. YWCA will not be responsible for any lost or late deliveries.

**Submission of Statements of Qualifications (SOQ)**

Official receipt of SOQ proposals will be entered on a receipt form issued by YWCA staff. Bidder(s) who mail a SOQ proposal will be sent a copy of the receipt form upon request. Sealed SOQ proposals must be hand delivered or mailed to and labeled as follows:

**YWCA El Paso del Norte Region**  
**Contracts Department**  
**RFQ #23-0901**  
**1600 Brown Street Bldg. B**  
**El Paso, TX 79902**

Timely delivery of SOQ proposals to the above address is the sole responsibility of the proposer. SOQ Proposals submitted via courier or overnight mail services will be considered hand-carried and must be received by the deadline.

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All SOQ proposals will become the property of YWCA and will not be returned. No documents relating to this procurement will be presented or otherwise made available to any other person, agency or organization until after the funding award. Any proprietary information should be clearly marked "Proprietary". All costs incurred in the preparation of a SOQ proposal responding to this RFQ will be the responsibility of the Proposer and will not be reimbursed by YWCA. The awarded firm is required to comply with all state and federal laws.

**Contract Term Period**

Any contract(s) awarded for the services delineated in the Scope of Services in this RFQ will be effective upon determination of award and a fully executed agreement. The contract(s) resulting from this procurement will be for a 2-year term. YWCA reserves the right to negotiate up to four (4) one-year contract renewals or until project completion, when applicable, contingent upon satisfactory performance, need, and availability of funds. A contractor performance evaluation will be required at the end of each year.

**SPECIFICATIONS**

By way of this Request for Qualifications (RFQ), YWCA seeks SOQ proposals from qualified firms to provide construction project management services for construction renovation oversight of the Joyce Jaynes Branch located at 1600 Brown St., El Paso, Texas 79902 and Dorothy Woodley Hunt Brant located at 115 N. Davis, El Paso, Texas 79907. This RFQ aims to obtain information that will enable YWCA to select a project management and construction management firm that can assist YWCA with construction project management-related work associated with the facility improvements to the Joyce Jaynes, Dorothy Woodley Hunt, and other needed YWCA sites. It is the desire of the YWCA to select a firm that can meet or exceed the comprehensive construction management services for YWCA projects.

**Scope of Services**

The City of El Paso has granted CDBG and ARPA funds to YWCA for the purposes of design and construction of renovations to the Joyce Jaynes and Dorothy Woodley Hunt Branches. Our goal is to contract with a highly-qualified firm that holds experience in successfully performing CDBG and ARPA-funded projects and is knowledgeable of the City of El Paso's Community Development Program as well as experienced in working with the Capital Improvements Department (CID). YWCA seeks a project management and construction management firm that will assist our agency with project and construction management to meet compliance requirements with professional architectural, professional engineering, and other applicable standards that will result in the construction improvements of safe, structurally sound, durable, functional, and attractive buildings suitable for the uses intended.

**Project Location** – YWCA Branch locations throughout the City of El Paso.

The YWCA is looking for a firm to assist the Administrative staff and Facilities committee with the management of upcoming renovation projects.

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The selected firm will work with YWCA staff to manage projects and develop processes and procedures that are aligned with the goals of the YWCA. The firm shall manage the continued progress of activities in any of the phases of planning/predesign, construction, close-out, and other program-related activities for one or multiple construction projects.

As Construction Project Manager, the awarded respondent shall by way of example and not limitation:

1. In preparation for the project:
  - a. Conduct partnering and kickoff meetings with the YWCA, architects, engineers, and contractors per YWCA branch or project;
  - b. Update and track program plan for each YWCA branch to include design schedule, team members, meeting schedules, construction schedule, budget, cost estimates, progress report formats, and format for document management for all phases.
  - c. Prepare and submit status reports on a monthly basis for presentation to the YWCA's Administration;
  - d. Conduct regular meetings with Facilities staff for review of overall program status and address matters needing direction and/or resolution;
  - e. Become familiar with and manage compliance with the YWCAs overall program budget and related detail.
  - f. Implement and manage an internet accessible electronic file management and reporting system to be used for updates throughout the program management period;
  - g. Provide for a program management team to include, but not limited to, the following members and responsibilities:
    - i. Program management executive,
    - ii. Lead program manager(s),
    - iii. Administrative coordinator(s)/assistant(s),
    - iv. Program documents manager,
    - v. Cost estimator/budget manager,
    - vi. Plan reviewer(s), and
    - vii. Construction inspector(s).
2. Assist in the architects and engineers selection:

Assist with criteria, solicitation, evaluation, selection, and assignments of potential design team(s) who are qualified and capable of performing the scope of work and meet program schedules, consistent with YWCA plans and policies.
3. Implement space program requirements:
  - a. Conduct meetings with staff to update and confirm space programming needs including technical requirements such as telecommunication and data systems, special equipment and furniture needs, and provide data to architects.
4. In the schematic design phase:
  - a. Communicate all project planning information to architects and engineers;
  - b. Conduct weekly or bi-weekly project design meetings between YWCA and architects and/or engineers.

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- c. Conduct review of project schedules and conduct schedule optimization sessions(s);
  - d. Conduct cost estimates and take action to keep cost under control;
  - e. Coordinate, review, evaluate and recommend approval of all schematic design documents submitted by architects and engineers;
  - f. Review construction documents for compliance with program requirements and completeness.
5. In the design development phase:
- a. Continue weekly or bi-weekly meetings between YWCA, architects, engineers and contractors to review and evaluate design documents for compliance with guidelines;
  - b. Develop a schedule for design development stage;
  - c. Conduct schedule optimization sessions;
  - d. Conduct cost estimates and take action to keep cost within construction budget limitation without compromising standards or quality of construction.
  - e. Conduct detailed cost estimates at the end of design development and provide the YWCA with a detailed report;
  - f. Coordinate, review and evaluate all design development documents submitted by architects and/or engineers for compliance, detailed program for each project.
  - g. Coordinate and review geotechnical investigation reports for each applicable project.
6. In the construction document phase:
- a. Develop schedule for plan reviews at 50%, 75% and 95% of completeness;
  - b. Coordinate with staff for review and discussion at various levels of completeness for compliance with detailed program needs per project before proceeding with construction;
  - c. Conduct detailed cost estimates at the end of design development and provide the YWCA with a detailed report;
  - d. Coordinate, review, evaluate, and recommend approval of all final construction documents submitted by architects and/or consultant engineers.
  - e. Coordinate plan reviews as required by the Texas Department of Licensing and Regulation (TDLR) for compliance with the Americans with Disabilities Act (ADA).
7. In the contractor procurement phase:
- a. Assist with updates to contractor selection criteria if needed;
  - b. Assist with solicitation, evaluation and selection of potential contractors who are qualified and capable of performing the scope of work, controlling cost and meeting schedules;
  - c. Assist in the preparation of contracts and contract negotiations;
  - d. Assist YWCA with re-solicitation if necessary;
  - e. After selection and approval of contractor by YWCA, assist architect with transmitting construction contract documents to contractor(s); and
  - f. Request and review information submitted by contractor(s) to include insurance, employee pay scales, subcontractors list, bonds, and insurances.



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8. In the construction phase:
  - a. Conduct construction update meetings at construction sites as scheduled.
  - b. Review required documents from contractor including, building permits, safety plan, and environmental compliance plan, and report to architect.
  - c. Review contractor cost control plan with architect.
  - d. Evaluate requests for proposed change orders and construction change directives and make recommendations.
  - e. Review materials testing reports and services during all applicable phases;
  - f. Conduct periodic site visits to review work in place and report in a standard format to YWCA with references to construction documents, schedules and budgets;
  - g. On a regular schedule, review contractor's compliance with all plans, specifications and required terms and conditions and report to YWCA on status;
  - h. Evaluate payment applications and make recommendations on approval of requests for progress payments;
  - i. Perform substantial completion inspections and work with architect and/or engineering team to prepare punch lists;
  - j. Perform final inspections and review punch list work,
  - k. Conduct periodic program management meetings with YWCA for updates on progress, budget status and construction matters; and
  - l. Ensure overall contractor compliance with terms and conditions of construction contract.
  
9. In the final phase:
  - a. Commissioning
    - i. Coordinate with a contractor to perform HVAC testing and balancing as needed;
    - ii. Review the results of the HVAC testing and balancing for compliance with construction contract documents requirements;
    - iii. Oversee delivery of all certification documentation to proper agencies on behalf of YWCA;
    - iv. Coordinate delivery of all completed as-built drawings; and
    - v. Coordinate delivery of all certifications applicable to building systems.
  - b. Warranty/occupancy
    - i. Assist with coordination of final punch list and final inspections.
    - ii. Review all contractual and warranty obligations for compliance including the issuance of all documents such as operations and maintenance manuals;
    - iii. Generate and deliver tickler file including a calendar of all warranty deadlines for each project, and
    - iv. Coordinate closing reviews of warranty items after a 30-day and 6-month period.

Additional scope of work items may be added depending on funding availability and determined priorities by the Administration team in collaboration with the Facilities Committee.

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**General Requirements**

Respondent is required to comply with all federal, state, and local laws, rules and regulations, YWCA policies and procedures, and the terms and conditions of this contract as follows:

- Provide General Liability Insurance as required by YWCA policies.
- Demonstrate the ability to provide the requested services.
- Comply with budget constraints and the appropriate billing procedures.

**SUBMISSION GUIDELINES**

**General Guidelines**

To be considered for award, each respondent must submit a SOQ proposal and other supporting documentation in accordance with these instructions. When evaluating a SOQ proposal, YWCA will consider how well the respondent complied with these instructions. YWCA will consider any failure on the part of the respondent to comply with these instructions to be an indication of the type of conduct it can expect during contract performance. Therefore, YWCA encourages respondents to contact the Authorized Contact by email to request any additional clarification that may be needed to comply with these instructions.

**Format**

Each respondent is required to submit one (1) signed original, two (2) copies and one (1) reproducible master disk or flash drive prepared or converted to Microsoft Office Software (Word, Excel, etc.) or PDF of the complete proposal response. The original must clearly be marked "ORIGINAL" on the cover sheet and contain signatures, where applicable. Double-sided printing is allowed. All responses must be typed and will become the property of YWCA. All responses, forms and attachments must be submitted on standard 8.5 by 11-inch paper, and either stapled or bound together. Font size must be no smaller than 12 point, single space. There is no page limit, please be concise on your responses.

Each copy of a completed Statement of Qualifications must contain all of the following documents in the order indicated.

- a) **Attachment A:** Proposal Cover Sheet - Must be signed by the individual having contract signature authority.
- b) **Attachment B:** Organizational Capacity Form
- c) **Completed and Signed Statement of Work:** Proposal Narrative and Scope of Work – Interested firms must submit their qualifications that contain the following information: Include a brief summary of your company's background, capabilities, and qualifications for the staff. Describe your organization's capacity to manage and provide the services proposed. Include for example: staffing, organizational chart with lines of authority, resumes of key management staff, and identification of all staff, by position and responsibilities. Describe your organization's past experience and performance in operation and provision of a similar type and complexity as described within the RFQ.
- d) **Attachment C:** Project References – All firms shall submit a Project Reference Form for all three (3) references; please see Project Reference Form (PRF) and its instructions on page 18.

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- e) **Attachment D:** Franchise Tax Account
- f) **Attachment E:** Proof of General Liability Insurance
- g) **Attachment F:** Assurances and Certifications – The individual having contract signature authority as indicated on the cover sheet at Attachment A must sign the Assurances and Certification Document. Do not re-type this document, use the copy provided with this RFQ.
- h) **Attachment G:** Historically Underutilized Business (HUB) Certificate (if applicable) – If the Respondent’s organization is HUB certified, enter the certification on the cover sheet and attach a copy of the HUB Certificate.

**Minimum Qualifications and Evaluation Criteria**

The firm will be selected through a qualifications-based selection process. Firms interested in providing construction project management services must submit a Statement of Qualifications (SOQ) that addresses the following:

**MINIMUM QUALIFICATIONS AND EXPERIENCE:**

The proposed firm and/or its team members shall comply with the following qualifications:

The proposed architect firm and/or its principals shall have a minimum of five (5) years of design experience in capital improvement projects.

Demonstrated experience with projects of similar complexity. Demonstrated experience working with City funded projects and working with Community Development and Capital Improvements departments of the City of El Paso.

The firm must be knowledgeable with design standards and requirements, all applicable City Codes and Ordinances, and with all local, state and federal laws and regulations, including but not limited to, the Americans with Disabilities Act.

The firm shall have the following skills and abilities: must know how to use project management software; prepare and formulate independent cost estimates and cost analysis; prepare detailed requests for proposals; prepare backup documentation for Change Orders; prepare detailed project schedules using Gantt Charts and adhere to them; Review architectural and engineering drawings and specifications; effective conflict resolution skills; effective communication skills, both verbal and written; willingness to meet with stakeholders; multi-task several activities; effective negotiation skills; effective organizational skills; track project and activity status; follow-up on pending items; economize project resources; effective public relation skills; prepare daily and monthly reports; review pay applications; keep a photo log; and maintain an accurate and current submittal log.

**EVALUATION CRITERIA:**

YWCA will award the contract to the bidder(s) that submits a bid which represents the best value to the agency. The best value shall be based on the bid that receives the highest cumulative score for each of the evaluation factors delineated herein.

A committee will be formed to review the responses submitted. At the YWCA sole option, based on the selection criteria described in this document and the Qualifications Statements submitted, the committee may select a short list of the most qualified firms and invite the firm or firms to make an on-

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site presentation at the YWCA Administration building. The YWCA may also determine that no qualified submittals have been received and reject all submittals.

The YWCA will conduct an evaluation process and determine the most highly qualified firm in accordance with the evaluation criteria included herein.

In procuring these services, the YWCA shall:

1. first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and
2. then attempt to negotiate with that provider a contract at a fair and reasonable price.
3. If a satisfactory contract cannot be negotiated with the most highly qualified provider of these services, the YWCA shall:
  - a. formally end negotiations with the provider;
  - b. select the next most highly qualified provider; and
  - c. attempt to negotiate a contract with that provider at a fair reasonable price.
4. The YWCA shall continue the process described to select and negotiate with providers until a contract is entered into.

Each response will be awarded a numerical rating based on the information provided by the respondent, up to the maximum number of points indicated for each area of consideration. There are 100 points available. The following are the criteria that YWCA will use to evaluate the Statements of Qualifications (SOQ) received in response to this RFQ.

**Organizational Capacity: Qualifications and Experience (Maximum 54 Points)**

Details demonstrating how the firm is most qualified; highlighting unique qualifications, company size, years in business, licenses and certifications, etc. The proposed project team's experience demonstrates qualifications for this project. The proposed project manager's experience demonstrates qualifications for this project. Professional qualifications and specialized experience of the proposed staff including the quality of the respondent's professional personnel to be assigned to projects and the quality of the respondent's management support personnel to be available for technical consultation and/or assistance.

**Project Management and Approach (Maximum 40 Points)**

The firm's understanding of the objectives, products, and services required and its approach/solution to fulfilling the objectives, products, and services required on a timely basis and addressing any anticipated challenges and/or associated risks. In addition to the successful completion of the project on budget. The firm's team approach, strategies, and practices for coordination of project team and sub-consultants. Details on the management tools, techniques, and procedures the consultant uses to maintain the project schedule and for the determination of budget cost estimates.

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**Past Performance and References (Maximum 6 Points)**

All responses will be reviewed for the respondent's demonstration of successful past performance carrying out services similar to those sought by YWCA. Experience in providing similar services of comparable size and scope, especially to non-profits and/or civic organizations. Evaluation of information for three (3) contracts establishing past performance relating to services similar to those sought by YWCA including the Contracting Agency, address, telephone number, e-mail address and point of contact; beginning and ending dates of contracts; a brief synopsis of the services performed, budget information, and the project team who executed the contract work. Evaluation of prior customers' satisfaction with the work of the firm and ability to meet deadlines imposed.

**Historically Underutilized Businesses (HUB) (5 Points, Tie Breaker)**

In the event that two (2) or more responsive proposals end-up with a tie score the following criteria will be used as a tie-breaker:

A respondent that is State HUB certified and has provided the organization's State HUB Certification Number of the Cover Sheet (Attachment A) and attached a copy of the State HUB Certificate (Attachment H) will be awarded five (5) points.

The bonus points will not be added to the total score but only used to break the tie scores between bidders.

	Evaluation Criteria	Points
1.	Qualifications and Experience	54
2.	Project Management and Approach	40
3.	Past Performance and References	6
	Total:	100

**Governing Provisions**

YWCA reserves the right to contact any individual, agencies, or employers listed in a response to the RFQ, to contact others who have experience and/or knowledge of the Respondent's relevant performance and/or qualifications and to request additional information from any and all respondents.

YWCA reserves the right to negotiate the terms of any and all agreements with Respondents selected and such agreements negotiated as a result of this RFQ may be re-negotiated and/or amended in order to successfully meet the needs of the agency.

The contents of a successful application may become a contractual obligation if selected for the award of a contract. Failure of a Respondent to accept this obligation may result in cancellation of this award.

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**V. ATTACHMENTS**

The following attachments are to be submitted with the proposal in the order indicated in this RFQ.

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**ATTACHMENT A: PROPOSAL COVER SHEET**  
**RFQ #23-0901 Construction Project Management Services**

Legal Business Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Company Website: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_

Authorized Representative Printed Name and Title: \_\_\_\_\_

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Tax/Legal Status:

_____ State Government Agency	_____ Local Government	_____ Union
_____ Community College	_____ Local School District	_____ Non-Profit
_____ Private For-Profit	_____ Other: _____	

Federal Employer Identification Number: \_\_\_\_\_

Texas State Comptroller ID Number: \_\_\_\_\_

Historically Underutilized Business (HUB) Certification Number: \_\_\_\_\_

**ATTACHMENT B: ORGANIZATIONAL CAPACITY FORM**  
**RFQ #23-0901 Construction Project Management Services**

FIRM BACKGROUND AND STAFF INFORMATION

Year Present Firm Established: \_\_\_\_\_

Name of Parent Company, if any: \_\_\_\_\_

Address of Parent Company: \_\_\_\_\_

Year Parent Company Established: \_\_\_\_\_

Former Company Name(s) if any, and Year(s) Established: \_\_\_\_\_

Number of Registered Architects in Firm: \_\_\_\_\_

Number of Licensed Engineers in Firm: \_\_\_\_\_

Number of Employees in Firm: \_\_\_\_\_

Total Employees in Firm (All Office Locations): \_\_\_\_\_

STATEMENT OF WORK NARRATIVE COMPONENTS:

Organizational Capacity: Qualifications and Experience

1. Explain why the proposer is the most qualified firm to provide the requested services. Highlight unique qualifications of the firm and of the key team members.
2. Identify the team member that will serve as the Project Manager.
3. Describe the responsibilities of each team member assigned to the project.
4. Provide a summary of each team member's qualifications and experience, including a resume, and the office/location where that team member is based.
5. Identify all firms associated with the team including an organizational chart identifying the relationship between the principal and associate firms, if any.

Project Approach and Project Management

1. Provide a detail description of your approach and process for completing the project.
2. Explain the management tools, techniques, and procedures your firm will use to maintain the projects on schedule.
3. Describe the tools and process your firm uses to provide preliminary budget cost estimates.

Explain each team member's availability to work on this project.



**ATTACHMENT C: PROJECT REFERENCES**  
**RFQ #23-0901 Construction Project Management Services**

PROJECT REFERENCES These references will be indicative of your firm’s past performance and therefore full details of your project’s success will be used to determine the firm’s ability to provide YWCA with similar requested services described in the scope of work. Please list three (3) projects that would be representative of your firm’s work and are similar to the requested services provided in the past 5 years. Summarize these three (3) similar projects for which the consultant was responsible. Project summaries should include the following: description of the project, including size, scope, cost, and timeline; description of services rendered by the firm; degree of involvement (principal or associate); associate firms involved and their assigned roles; key principal and associate staff involved, along with their assigned responsibilities; summary of design challenges and solutions; and include names, addresses, telephone numbers, and email addresses.

1) Project \_\_\_\_\_

Entity \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Information (Telephone & E-Mail) \_\_\_\_\_

Project Description (Include Project Size, Scope and Cost) \_\_\_\_\_

Services Provided & Date (Include Completion Timeline) \_\_\_\_\_

2) Project \_\_\_\_\_

Entity \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Information (Telephone & E-Mail) \_\_\_\_\_

Project Description (Include Project Size, Scope, and Cost) \_\_\_\_\_

Services Provided & Date (Include Completion Timeline) \_\_\_\_\_

3) Project \_\_\_\_\_

Entity \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Information (Telephone & E-Mail) \_\_\_\_\_

Project Description (Include Project Size, Scope, and Cost) \_\_\_\_\_

Services Provided & Date (Include Completion Timeline) \_\_\_\_\_

**ATTACHMENT C: PROJECT REFERENCES**  
**RFQ #23-0901 Construction Project Management Services**

**PROJECT REFERENCE FORM (PRF)**

Directions: Request three (3) Public or Private Agencies for which you have substantially completed similar work. Provide this form to the Owner or Owner’s representative directly responsible for oversight of the project to complete and submit via email prior to the date and time listed below. If the form is received after the date and time specified, it will not be accepted. If your firm has not completed prior projects with YWCA, your firm will not be penalized.

SOQ Due Date and Time: **October 16, 2023; 4:00 P.M. MST**

NAME OF FIRM TO BE EVALUATED \_\_\_\_\_

NAME OF PROJECT AND DATE COMPLETED \_\_\_\_\_

**QUESTIONS:**

1. Has the above-referenced project reached substantial completion? (Circle one)      Yes      No
2. What project delivery method was utilized? (Circle one)    Designed-Bid-Build    Design-Build    CMAR
3. On a **scale of 1 to 10** (1 being poor, 10 being excellent), how would you rate this firm’s performance on the following:

How would you rate work performed by this firm on your project? \_\_\_\_\_

Was the project **completed on time**? \_\_\_\_\_

Was the project **completed within budget**? \_\_\_\_\_

What was the quality of the work performed? \_\_\_\_\_

Was staff proactive in solving problems that may have occurred on your project? \_\_\_\_\_

What was the extent of staff turnover? (1=high staff turnover, 10=low staff turnover) \_\_\_\_\_

Would you be willing to contract with this firm again? (1=No, 10=Yes) \_\_\_\_\_

Total Points (maximum 70 points)

Name of Agency or Firm Submitting Evaluation \_\_\_\_\_

Name of Person Submitting Evaluation \_\_\_\_\_

Phone Number and E-Mail Address of Evaluator \_\_\_\_\_

**Please email this form directly to Rosa Lopez at [r.lopez1@ywcaelpaso.org](mailto:r.lopez1@ywcaelpaso.org) by the time and date shown above.**

**ATTACHMENT D: FRANCHISE TAX ACCOUNT**  
**RFQ #23-0901 Construction Project Management Services**

**Franchise Tax Account Status**

All vendors must attach a copy of their current Franchise Tax Account Status from the Texas Comptroller of Public Accounts. Out of state respondents should submit Certificate of Good Standing from their state of operation. The Web Site address to obtain this certificate is:

<http://www.window.state.tx.us/taxinfo/coasintr.html>. If the Franchise Tax Account Status is not applicable, the respondent must indicate as such and provide a reason for non-applicability i.e., non-profit organization, sole proprietorship, etc.

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**ATTACHMENT E:  
RFQ #23-0901 Construction Project Management Services**

**Proof of General Liability Insurance**

YWCA will require the firm selected to maintain professional liability insurance with limits of not less than \$1,000,000. All vendors must provide proof of General Liability insurance in the form of a certificate of liability insurance. A certificate of insurance showing commercial general liability for the limit of \$1,000,000 each occurrence, issued by a company duly authorized to issue insurance in the State of Texas, and providing that such policy shall not be cancelled for any reason without thirty (30) days prior written notice by insurer to YWCA and naming the YWCA El Paso del Norte Region as additional insured.

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**ATTACHMENT F:  
RFQ #23-0901 Construction Project Management Services**

**Assurances and Certifications**

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing YWCA El Paso del Norte Region and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal.

The undersigned Respondent certifies that neither it nor its principals:

- (1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or agency;
- (2) Have not within a three-year period preceding this application 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;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of offenses enumerated in Paragraph (2) of this section; and
- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

Conflict of Interest: The undersigned Respondent certifies that:

- (1) Their organization has not prepared this bid in collusion with any other vendor and that the contents of this bid have not been communicated by the organization or its agent(s) to any other person engaged in this type of business.
- (2) No manager, employee or paid consultant of the Bidder is a member or is married to a member of the YWCA Board, President, or an employee of YWCA El Paso del Norte Region;
- (3) No member of the YWCA Board of Directors, or an employee of YWCA owns or has any control in the Bidder's organization;
- (4) No member of the YWCA Board of Directors or employee of YWCA receives compensation from Bidder for lobbying activities;
- (5) Bidder has disclosed within the proposal response any interest, fact or circumstance that does or may present a potential conflict of interest.
- (6) Should Bidder fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Bidder shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with YWCA and shall immediately refund the YWCA any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by YWCA relating to that contract.

Acknowledgment of Cooperation regarding Affirmative Action

YWCA El Paso Del Norte Region, as an equal opportunity employer, has developed an affirmative action plan and has an ongoing commitment to hire and develop the best people we can find, basing our judgment on their job-related qualifications. For this reason, we are asking for your assistance and cooperation in actively recruiting and referring qualified applicants for all jobs without regard to race,

**ATTACHMENT F:  
RFQ #23-0901 Construction Project Management Services**

gender, religion, national origin, ethnic background, age, disability, political beliefs or veteran status. Because of our commitment as an equal opportunity employer, we request your service to include active recruitment of qualified minority and female applicants for all positions when available.

The undersigned authorized representative affirms that she/he is duly authorized to sign proposals on behalf of the organization. The undersigned authorized representative of the respondent herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Conflict of Interest; and Nondiscrimination are true and correct as of the date of submission.

The respondent must notify YWCA El Paso del Norte Region in writing if the authorized signatory changes.

Certified by:

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Signature of Authorized Representative

---

Printed Name of Authorized Representative

---

Title of Authorized Representative

---

Business Name

---

Date

**ATTACHMENT G:  
RFQ #23-0901 Construction Project Management Services**

**HUB Certificate**

Respondents certified as a Historically Underutilized Business (HUB) in the state of Texas should submit a copy of the HUB certificate.

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