



REQUEST FOR QUALIFICATIONS (RFQ)

FOR DESIGN-BUILD SERVICES

**FOR THE DESIGN AND CONSTRUCTION OF
UTILITIES SHOP BUILDING AT OLD HOME MANOR AND RESTROOMS
AT MEMORY PARK PROJECT**

**TOWN OF CHINO VALLEY
2019**

IMPORTANT DATES

RFQ ISSUED..... February 22, 2019

PRE-SUBMITTAL CONFERENCE..... March 6, 2019

REQUEST FOR INFORMATION DEADLINE.... March 13, 2019

PROPOSAL DUE DATE..... March 27, 2019

Submittal Deadline March 27, 2019

REQUEST FOR QUALIFICATIONS

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RESTROOMS AT MEMORY PARK PROJECT**

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1 Project Description

This request for qualifications (RFQ) is for the procurement of design and construction services for two buildings; a steel shop building for the Utilities Division and a restroom building for Memory Park.

The proposed Utility building, to be located at 2190 Rodeo Dr., shall be a 40'X80' steel building constructed with 4-12'X14' roll up doors to allow for two drive through bays. There will also be a finished area for offices, restrooms, and a laboratory. A man-door for the shop area as well as one for the office area will be needed. Windows for the offices and shop area shall be included. The building will need to be plumbed, heated, and cooled.

The proposed restroom building at Memory Park, located at the intersection of Palomino Rd. and N. Road 1 West, shall consist of men's, women's and unisex restrooms. The building may be manufactured or site built. Requirements for electrical and plumbing, including any septic upgrades shall be included.

2 Scope of Work

The Design Build (DB) Team will begin in a lead role for preconstruction services and will hold the construction contract with the Town of Chino Valley (the Town). Design phase services are anticipated to include architectural, structural, civil, mechanical, electrical, plumbing, and related work. At some point, the DB Team will assume the risk of delivering the project through a guaranteed maximum price.

The DB Team will be responsible for construction means and methods. There will be no limit to the amount of self-performance allowed by the Town.

The Utility Shop Building shall consist of a steel building on a concrete foundation (see attached sample floor plan). The building may utilize pre-engineered packaged steel building products. The general layout is for an open shop area for two bays that can hold full size dump trucks or similar sized vehicles with a door layout for drive through abilities. The area shall be insulated, heated and cooled. The office spaces shall be heated, cooled, plumbed, have finished walls, doors, and windows.

The restrooms at Memory Park shall be constructed in a new building south of the existing restrooms. The building construction can be manufactured or site built. The men's room shall consist one toilet and one or two urinals with a sink and appurtenances. The women's room shall have two toilets, a sink, and appurtenances. The unisex restroom shall have a toilet, sink, changing station, and appurtenances. The unisex restroom shall also be ADA accessible.

Design Services shall include, but are not limited to:

- Kickoff meeting
- Conceptual Design and Cost Estimate
- 60% Design Submittal and Cost Estimate
- Utility and Permit Assistance
- 90% Submittal, Cost Estimate and Guaranteed Maximum Price
- 100% Submittal

All responses to this RFQ are due to the Town by 2:00 pm on March 27, 2019 (Submission Deadline).

3 Pre-submittal Conference

A pre-submittal conference will be held on March 6, 2019 at 10:00 AM Arizona Time at the Town of Chino Valley Public Works/Development Services Conference room at 1982 Voss Drive Chino Valley Arizona 86323. At this meeting, the Town staff will discuss the scope of work, general contract issues and respond to questions from the attendees. This pre-submittal conference is not mandatory, but is recommended for all interested teams.

4 Statement of Qualifications Selection Criteria

The DB Team will be selected through a qualifications-based selection process. Do not include pricing information with the Statement of Qualifications. Firms interested in providing DB services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

A. General Information. (10 points)

1. Provide a general description of the firm and/or team that is proposing to provide DB services. Explain the legal organization of the proposed firm or team. Provide an organization chart showing key personnel.
2. Provide the following information:
 - a. List the Arizona professional and contractor licenses held by the firm/team and the key personnel who will be assigned to this project. Provide the license number and explain if held by an individual or the firm.
 - b. Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims (public or private, including third party claims) arising from a contract which resulted in litigation or arbitration within the last five years. Briefly describe the circumstances and the outcomes.
 - c. Describe the firm's bonding capacity. Include as an appendix a letter from an A- or better surety company that substantiates the firm's/team's stated bonding capacity. (Said letter included in the appendix will not count towards the maximum page limit of the SOQ.)

B. Experience and qualifications of the firm/team. (30 points)

1. Identify three to five pre-engineered metal buildings and restroom buildings in which the firm served as either DB and/or General Contractor within the past five years.

For each comparable project identified provide:

- Description of project.
- Role of the firm (specify whether DB, CMAR, JOC, Construction Manager or General Contractor).
- Project's original contracted construction cost and final construction cost.
- Construction dates.
- Project Owner.
- Reference information (two names with telephone numbers per project).

C. Experience of key personnel of the construction and design teams to be assigned to this project. **(30 points)**

1. (5 points) For each key person identified, list at least two projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. For other projects, provide:

- Description of project.
- Role of the person.
- Project's original contracted construction cost and final construction cost.
- Construction dates.
- Project Owner.
- Reference information (two contacts, including roles on the projects and telephone numbers per project).

2. (20 points) Highlight each key person's experience in the following areas: collaborative design experience on similar projects, utility company assistance, building permit assistance, conceptual costing experience/knowledge, value engineering/constructability experience, and experience with municipal construction projects.

3. (5 points) Provide your subcontractor and consultant selection criteria you plan on implementing. The selection of subcontractors must be based on qualifications or a combination of qualification and price, but should not be based on price alone.

D. DB Experience. **(20 points)**

1. Describe your firm's knowledge, training, and/or experience specifically with Design Build Contracting to include:

- a. (10 points) Experience with DB contracts and projects related to municipal or public facilities construction;

- b. (5 points) Training and Certifications for any price cost estimating of key team personnel;
 2. (5 points) Actual project experience with cost estimating utilizing design build, job order pricing, CMAR pricing, or equivalent
 3. The three to five projects previously listed in B1 above will contribute to this sections score.
- E. Overall evaluation of the firm/team and its perceived ability to provide the required services. **(10 points)**

This is to be determined by the selection panel members. No submittal response is required.

5 Submittal Requirements

Firms interested in the above project should submit an SOQ clearly identifying this project on the cover of the SOQ which includes a one-page cover letter plus a maximum length of twelve pages to address the SOQ criteria (excluding resumes but including organization chart). Resumes for each key team member shall be limited to a maximum length of one page and should be attached as an appendix to the SOQ. Please provide an original plus 6 copies (total of seven) of the SOQ by 2:00 pm on March 27, 2019. In addition to hard copies, submittals should include a thumb drive with PDF files of the SOQ.

Delivered or hand-carried submittals must be delivered to the Public Works Department at the address given below. On the submittal package, please display: firm name, project number, and/or project title.

Interested teams are invited to respond in writing to:

Town of Chino Valley
Department of Public Works
ATTN: Frank Marbury, P.E., Public Works Director
1982 Voss Drive, #201
Chino Valley, AZ 86323

Subject: SOQ – DESIGN BUILD SERVICES FOR THE UTILITIES SHOP BUILDING AT OHM AND RESTROOMS AT MEMORY PARK

Any Statement of Qualifications received at the wrong location, unsealed or after the time specified will not be accepted and shall be returned without being opened.

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified cut-off date and time
- The number of originals and/or copies of the submittal specified
- Adherence to maximum page requirement

Adherence to the maximum page criterion is critical; each page side (maximum 8 ½ by 11-inches) with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages.

6 SOQ Evaluation and Scoring

The selection criteria and relative weights for selecting the firm/team on the final list are as follows:

CRITERIA

- General Information. (10 points)
- Experience and qualifications of the firm/team. (30 points)
- Experience of key personnel to be assigned to this project. (30 points)
- DB Experience. (20 points)
- Overall evaluation of the firm/team and its perceived ability to provide the required services. (10 points)

Total Points Available 100

7 Selection Process and Schedule

A Selection Committee will evaluate each SOQ according to the above criteria and will be based solely on qualifications of the firm/team. Interviews will not be conducted as part of the selection process. At their discretion, the Town intends to enter into negotiations with one or all of the qualified firms on the final list in the established order of preference. The Town intends to continue this negotiation process until one contract is awarded.

The following tentative schedule has been prepared for this project:

SOQ submittal date	March 27, 2019
SOQ reviewed by committee	week of April 8, 2019
Firms notified of selection	week of April 22, 2019

Instructions: The Town of Chino Valley shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Qualifications holders.

Firms who pick up a copy of the Request for Qualifications packet or are sent a copy through the Town of Chino Valley's Public Works Department will be included on the Request for Qualifications Holders List.

Firms receiving a copy of this packet through any other means (including the Town website) must register as a Request for Qualifications holder at the Public Works Department or call (928) 636-7140 to register by phone.

Any person or firm desiring to submit a protest in connection with the procurement shall follow the procedures stated in Arizona Revised Statutes 34-603 J.

Questions. Questions pertaining to the consultant selection process or contract issues should be directed to the Town of Chino Valley's Engineering Department at:

- (1) Frank Marbury, fmarbury@chinoaz.net
- (2) Steve Sullivan, ssullivan@chinoaz.net

8 Terms and Conditions

This RFQ does not commit Chino Valley to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.

Chino Valley reserves the right to extend the date by which the submittals are due.

Chino Valley reserves the right to cancel, in part or in its entirety, this RFQ including but not limited to: selection schedule, submittal date, and submittal requirements. If Chino Valley cancels or revises the RFQ, all respondents of record will be notified in writing by Chino Valley.

All submittals become the property of Chino Valley. Information contained in a Request for Qualifications shall be made public after the final list is verified and approved by the Town Manager.

Chino Valley reserves the right to request additional information and/or clarifications from any or all Respondents to this RFQ.

9 Equal Opportunity

Chino Valley is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit Requests for Proposals for this Project.

10 Contract Administration

The Public Works Director, or alternate designated representative, will be the contract administrator on behalf of the Town.