



CITY OF BUCKEYE

**REQUEST FOR QUALIFICATIONS
RFQ: 2015-006**

**DESIGN-BUILD
TRAIL CONSTRUCTION IN SKYLINE PARK**

CONTACT PERSON

Chris Williams

Manager, Construction and Contracting

623.349.6225

cwilliams@buckeyeaz.gov

Date Issued: Monday, February 05, 2015
Pre-Proposal Conference: Thursday, February 12, 2015 at 1:00pm
Last Day for Inquires: Thursday, February 19, 2015 at 5:00pm
RFQ Due Date: Thursday, February 26, 2015 at 3:00pm

PLEASE NOTE: IF DOCUMENTS WERE DOWNLOADED FROM THE CITY OF BUCKEYE WEBSITE, BIDDER IS RESPONSIBLE FOR OBTAINING ANY ADDENDA EITHER THROUGH UPDATES ON THE WEBSITE, OR BY CONTACTING THE CITY CONTACT PERSON LISTED ABOVE.

TABLE OF CONTENTS

REQUEST FOR QUALIFICATIONS

SECTION 1 Introduction/Background	1
SECTION 2 Project Summary/Scope of Work.....	2
SECTION 3 Pre-Submittal Conference	4
SECTION 4 Submittal Requirements.....	4
Cover Letter	5
Financial Capacity/Bonding/Insurance	5
TAB A – Project Experience	5
TAB B – Past Performance Questionnaire	7
TAB C – Experience of Key Personnel	7
TAB D – Method of Approach	7
SECTION 5 Selection Process.....	8
SECTION 6 General Information.....	8

ATTACHMENTS

1 Past Performance Questionnaire.....	A1-1
2 Buckeye White Tanks Environmental Assessment.....	A2-2
3 Map.....	A3-3

SECTION 1 - INTRODUCTION

Skyline Park Trail Design, Construction, Renovation & Rehabilitation

The City of Buckeye is requesting qualifications from Qualified Firms for Trail Design, Construction, Renovation and Rehabilitation of trails in Skyline Regional Park, an 8,675 acre mountain preserve in the southern White Tank Mountains.

Background

In 2010, the City of Buckeye signed a 25-year, no-cost lease agreement with the Bureau of Land Management for 8,675 acres of land in the south White Tank Mountains as part of the federal government's Recreation & Public Purpose Act, which allows the Federal government to lease federal lands if the lease benefits the public good.

Prior to signing the lease agreement, the City of Buckeye conducted a Plan of Development/Environmental Assessment that studied the proposed improvements in relation to the resources on-site to ensure there would be no negative impact. As part of the Environmental Assessment, the City inventoried existing trails located in the park that were created from off-highway vehicle use over the last several decades. In total, there are approximately 14 miles of existing trails located in the park created by the OHV use. In addition, the City was allocated additional acreages of disturbance to expand the trail network. As part of the agreement with the Bureau of Land Management, the trails will be closed to motorized users and will be multi-use for non-motorized users including hiking, mountain biking and horseback riding.

The City realizes that the trails and their alignments created by motorized users may not be functional for non-motorized user groups. In addition, some of the existing trails do not lead anywhere, dead end, or have short-length spur offs from the trails that should be closed. Some segments of trails require maintenance or reroutes due to erosion.

In 2013, the City hired Kimley-Horn and Associates to design the Phase I park improvements, which include the access road into the park off of Watson Road, north of I-10, interior park roadways to parking areas, gatehouse, restroom, camping sites, environmental education programming areas and picnic Ramada's on approximately 20 acres of land. As part of their design, the parking area will connect to the existing trail system via a bridge crossing a larger wash. The park will open in the latter part of 2015 and trail construction will occur simultaneous to the construction of the trailhead and Phase I park improvements (mid-2015).

The estimated design and construction budget is \$200,000.00

SECTION 2 – PROJECT SUMMARY/SCOPE OF WORK

The DB Team will be responsible for design and construction of a complete project described for Trail Design, Construction, Renovation and Rehabilitation of trails in Skyline Regional Park, an 8,675 acre mountain preserve in the southern White Tank Mountains. The project will include the supply of all materials, equipment, labor for installation, warranty, and as-built drawings.

The preferred DB Team should have the following capabilities:

- Experience in performance of Design-Build contracts;
- Demonstrated experience in design and construction of similar projects and/or past experience with design, construction, and management;
- Expertise in managing projects within a fixed, guaranteed maximum price, with either no change orders or only client requested changes;
- Understanding of the dynamics of Design-Build for unique construction operations that include coordinating with utilities and phased construction;
- Knowledge of the local subcontracting community.
- Understanding and application of the team aspect of design-build procurement with particular attention to the involvement and participation of both the design and construction staff in the project from start to finish;
- Fiscal capacity to obtain the necessary payment and performance bonds;
- Planning, scheduling, and permitting;
- Demonstrated knowledge and enforcement of strict on-site safety standards.

The as-built drawings shall be certified and stamped by a registered professional and be provided in both written and electronic format. The DB Team will perform all blue staking services required by state law.

The DB Team will control the costs and will be responsible for the time schedule, and may self-perform certain work.

SCOPE OF WORK:

Design

The selected contractor will be expected to work closely with City of Buckeye staff on the alignment of trails.

In particular, the firm will be responsible for:

- 1) Design a system of trails in Skyline Park for the fully-planned trail system given the allotted acreages of development included in the City of Buckeye's Plan of Development/Environmental Assessment that was approved by BLM (Attachment #2)
- 2) The trail system should include short, medium and long hikes for users of varying difficulty rating.
- 3) The trail system should take advantage of scenic vistas and give users an experience that takes them through mountain ridges, lower valleys, views of scoured washes, etc.
- 4) The trail designer will need to coordinate with the City and adjacent landowners like Verrado DMB and Maricopa County's White Tank Mountain Regional Park on the identification of trail connections. Some of these connections will occur in the short-term, others long-term.
- 5) The planned trail network should be phased and prioritized. Trails should be identified as short-term need, medium-term need and long-term need. The alignment of trails identified as long-term will be conceptual in nature.
- 6) The majority of trails should be designed for multi-use with the exception of a summit trail that may not be appropriate for some user types.
- 7) Trails should be sustainably designed with minimal disturbance to natural resources.
- 8) Trails should be designed at 4-6 feet wide of a natural tread and resistant to erosion.

Construction

- 1) The firm will need to construct trails identified as high priority based on available funding through the City of Buckeye.
- 2) Trails that will no longer be used or dead ends or spur-off trails will be ripped and spread with a native seed mix to encourage the return of the native landscape with trail closure signs installed.
- 3) Existing trails that are renovated may include vegetation removal, relocation and maintenance, rerouting existing alignments, closing social trails, armoring existing alignments, repairing and correcting drainage damage or resurfacing existing trails.
- 4) Access into the park will be off of Watson Road. The City will be hiring a separate contractor to construct the access road and the Phase I park improvements listed above. The selected trail consultant will need to coordinate with the park construction contractor for access into the park. The City can work with the selected vendor on the preferred entry point for trail construction activities. If needed, a right of entry from the State Land Department can be obtained by the City; however ample lead time will be required.
- 5) The contractor will be responsible for coordinating with the City for the installation of trail marker signage.
- 6) In some locations, the trail contractor will need to design and install access control measures, such as gates and fences and the construction of earthen and boulder barriers.
- 7) Contractor to provide the City with trail routes in GIS.

- 8) The contractor will comply with all applicable regulations and will be responsible for obtaining necessary permits, including a dust control permit for construction activities.
- 9) The contractor will need to supply their own equipment, materials and labor required to complete the project.
- 10) Construction equipment will be limited to hand tools, compact excavators, power carriers, gas powered drills/breakers, and other similar equipment to minimize disturbance. The area of disturbance for all construction-related activities should be minimized to the greatest extent possible and should not be greater than what is necessary to construct the trail tread, including back slopes and fill slopes and to allow proper drainage.
- 11) The contractor will clean up the worksite with all areas left in as clean or better condition than when the contractor arrived. All debris is to be removed from the construction site.

SECTION 3 - PRE-SUBMITTAL CONFERENCE

The pre-submittal conference has been scheduled for **Thursday, February 12, 2015 at 1:00PM** at Buckeye City Hall, 530 East Monroe Avenue, Buckeye, AZ 85326, in the 1st Floor Executive Conference Room. Attendance is encouraged but not required.

SECTION 4 – SUBMITTAL REQUIREMENTS

Firms interested in this project should submit a Statement of Qualifications, in one **original and three (3) copies by 3:00 pm, local time February 26, 2015**. Three-ring binders are preferred. In addition, submit a complete copy of the Qualifications on Compact Disk (CD) using a searchable “PDF” file format. Your submission must conform to the following: The original and all copies of the submittal will be appropriately labeled as such. Each set shall be organized using the tabs specified below. Firm(s) will be selected through a qualifications-based selection process based on the criteria below.

Submittals must be received by the specified time. On the submittal package, please display: firm name, project title, and project number. All submittals should be addressed to:

City of Buckeye
Sundance Community Facilities District
530 East Monroe Avenue
Buckeye, AZ 85326
Attn: Chris Williams

Submittal Cover Letter (one (1) page cover letter plus financial information)

TAB A: Project Experience (one page per project, maximum of five (5) projects for construction and five (5) for design)

TAB B: Past Performance Questionnaire (one form per projects identified in TAB A)

TAB C: Key Personnel Resumes (one page per resume, plus organizational chart)

TAB D: Method of Approach (20 pages)

COVER LETTER

Within the one-page cover letter, include your firm's full company name, address, phone number and the email address for your firm's contact person for the RFQ. Adherence to the maximum page criterion is critical: each page side (maximum 8-1/2" x 11") with criteria information will be counted. Do not use 11" x 14" or 11" x 17" size sheets (e.g., fold-outs) unless specifically authorized. Pages that have project photos, charts and/or graphs will be counted towards the required number of pages. Front and back covers, Table of Contents, and divider (tab) pages will not be counted unless they include qualification information that could be considered by the selection panel. Resumes should provide information for key staff (no company profiles) and should not include project pictures or general firm information. Any additional company information or non-key staff information included in the resume section will be counted against the maximum page requirement. Do not submit additional information not listed herein. Font size may not be less than 10 point.

Financial Capacity/Bonding/Insurance

- 1) Total Bonding Capacity - Single Limit and Aggregate Limit
- 2) Current Backlog/Project List
- 3) Insurance Provider Rating (e.g. A.M. Best, Moody's, S&P, etc.)

(Items 1-3 must be documented/verified from your surety or insurance carrier)

TAB A - PROJECT EXPERIENCE (30 points)

The following information shall be provided in TAB A:

Section 1. Construction Experience

Identify at least three (3) but no more than five (5) comparable projects that best demonstrate your experience on relevant projects that are similar in size, scope, and complexity to the project described in this RFQ. Project narrative shall provide a brief description of the project to facilitate evaluation of relevancy.

As a minimum requirement, at least one (1) project shall demonstrate relevant experience with construction using the Design-Build delivery method. At least one (1) project must be greater than \$200,000.00 and be specific to Trail construction, rehabilitation and renovation. Projects submitted must be completed within the past five (5) years of the date of issuance of this RFQ.

For all submitted projects, the description of the project shall clearly describe the scope of work performed and the relevancy to the project requirements of this RFQ (i.e.: unique features, area, construction methods).

Section 2. Design Experience

Identify at least three (3) but no more than five (5) comparable projects that best demonstrate your experience on relevant projects that are similar in size, scope, and complexity to the project described in this RFQ. Project narrative shall provide a brief description of the project to facilitate evaluation of relevancy.

As a minimum requirement, at least one (1) projects shall demonstrate relevant experience with construction using the Design-Build delivery method. At least one (1) project must have a construction value greater than \$200,000.00 For Design Projects submitted, the design portion must have been completed and approved for construction within the past five (5) years of the date of issuance of this RFQ.

You may utilize experience of a design sub-consultant to demonstrate design experience of your team. However, you must provide a supporting joint venture agreement, partnership agreement, teaming agreement, or letter of commitment and an explanation of the meaningful involvement for the design sub-consultant. Projects submitted demonstrating experience of a sub-consultant will count against the total number of projects allowed in TAB A, Section 2, Design Experience.

If the same project is being used to demonstrate construction and design experience, submit the project in both the Construction (section 1) and Design (section 2) of TAB A. (This applies to Firms that have both Design and Construction.)

Projects presented in TAB A will be evaluated based on demonstrated experience and depth of experience in performing relevant construction and design projects as defined in the solicitation requirements. The relevant experience will be used as a means of evaluating the capability of the team to successfully meet the requirements of the RFQ. The Evaluation team will only review five (5) projects for the Design-Builder and five (5) projects for the design team. Any projects submitted in excess of the five (5) for Construction Experience and five (5) for Design Experience will not be considered.

Higher ratings may be given for:

- Relevant construction projects that demonstrate experience using a Fast-Tracked Design-Build approach.
- Relevant projects where the Contractor and the proposed design firm(s) have previously worked together may be considered more favorably than those that have not worked together.
- Relevant projects that demonstrate design-build experience may be considered more favorably than those that do not have design-build experience.

TAB B - PAST PERFORMANCE QUESTIONNAIRE (20 points)

For each project submitted in TAB A, complete a Past Performance Questionnaire, ATTACHMENT 1. The firm is directed to provide this form to the project owner or Point of Contact. Instruct the owner to complete the form and return the form with your submission.

TAB C - EXPERIENCE OF KEY PERSONNEL (20 points)

The Firm must provide resume data for the following key personnel: Project Manager, Lead Designer or Design Manager, Project Superintendent, Project Construction Estimator, and Construction Quality Control Manager.

The Firm may also include resume data for other personnel that you consider key. Resume information to be provided shall be limited to no more than one (1) page per person and shall include the following information as a minimum:

- (a) Name and title
- (b) Project assignment
- (c) Name of firm with which associated
- (d) Years' experience with this firm and with other firms
- (e) Active professional registration, year first registered, if applicable
- (f) Other experience and qualifications relevant to same/similar work required under this contract
- (g) Education: degree(s), year, specialization, if applicable

Include an organizational chart (maximum 2 pages) at the end of this tab, chart may be submitted in 11"X17". Provide an organization chart that depicts the project team organization and lines of authority. Clearly indicate superior/subordinate reporting relationships; provide names of those individuals designated as key personnel.

TAB D - METHOD OF APPROACH (30 POINTS)

Discuss the major issues your team has identified on this project and how you intend to address those issues.

Describe your team's project management approach and team organization during design and construction phase services. Describe systems used for planning, scheduling, estimating, and managing construction. Briefly describe the firm's experience on quality control, dispute resolution, and safety management.

Identify your firm's Safety Manager. Identify/list all major certifications or training the Safety Officer has obtained. Provide your firm's latest Experience Modification Rate (EMR).

Provide your subcontractors selection plan.

SECTION 5 - SELECTION PROCESS

This Request for Qualifications (RFQ) is being conducted pursuant to A.R.S. § 34-604. The process is to evaluate and score the qualifications submitted in response to this RFQ, then rank the firms in descending order of score in a short list. The successful firm(s) will be selected through a qualifications based selection process. The Evaluation Committee will evaluate each SOQ according to the criteria set forth in Section 4 above. The Evaluation Committee will select a firm(s) based on the SOQ's received; formal interviews may or may not be conducted. The District may conduct a due diligence review on the firm(s) receiving the highest evaluation.

An "Evaluation Committee" will be comprised of City of Buckeye employees, at least one senior management employee of a licensed contractor, and one person who is an architect or engineer registered pursuant to A.R.S. § 32-121. These members may be employees of the City of Buckeye or outside consultants. The Evaluation Committee will review, evaluate, and score the RFQ responses in accordance with the evaluation criteria established above.

If the District is unsuccessful in negotiating a contract with the best-qualified team, the District may then negotiate with the next most qualified team until a contract is executed, or the District may decide to terminate the selection process.

SECTION 6 - GENERAL INFORMATION

District Rights. The District reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

Acceptance of Evaluation Methodology. By submitting its Qualifications in response to this SOQ, respondent acknowledges and accepts the evaluation process, the established criteria and associated point values, and that determination of the "most qualified" firm(s) will require subjective judgments by the District.

Release of Project Information. The District shall provide the release of all public information concerning this project, including selection announcements and contract award. Those desiring to release information to the public must receive prior written approval from the District.

Contact with City Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subcontractors) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Manager, Department Heads and other City staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Data Confidentiality. Except as specifically provided in the Contract, the Contractor or its subcontractors shall not divulge data to any third party without prior written consent of the District.

Legal Worker Requirements. The District is prohibited by A.R.S. § 41-4401 from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with A.R.S. § 23-214(A). The contractor and each subcontractor shall comply with all federal immigration laws and regulations related to their employees and compliance with the stated law. District retains the legal right to inspect the papers of any contractor or subcontractor employee who is awarded a contract to ensure that the firm or subcontractor is complying with the law.

Lawful Presence Requirement. Pursuant to A.R.S. §§ 1-501 and 1-502, the District is prohibited from awarding a contract to any natural person who cannot establish that such person is lawfully present in the United States. To establish lawful presence, a person must produce qualifying identification and sign an affidavit affirming that the identification provided is genuine. This requirement will be imposed at the time of contract award. This requirement does not apply to business organizations such as corporations, partnerships or limited liability companies.

Protest Procedures. Firms wishing to respond to disqualification or a procurement outcome may refer to The Procurement Code of the City of Buckeye, Section 24-3-16 which governs protest procedures utilized throughout the selection process.

Suspension/Debarment. By submitting a proposal in response to this solicitation, the respondent is certifying that it is neither debarred nor suspended nor under consideration for suspension or debarment by any federal, state or local government or agency. If a respondent is not able to so certify, the respondent must submit a letter that identifies the agency involved and a contact and explains why respondent is suspended or debarred or being considered for suspension or debarment.

Questions. Questions pertaining to this selection process or contract issues should be directed to Chris Williams, Manager, and Construction & Contracting at (623) 349-6225. All questions must be received no later than seven (7) days in advance of the SOQ due date. Responses to questions that materially change the scope or intent of this SOQ will be issued via addendum on the City of Buckeye website. The City will not notify Respondents of posting of addenda. Therefore, it is the Respondents' sole responsibility to check the website periodically for all issued addenda. Failure to include acknowledgement of all addenda may be cause for rejection of the proposal.

ATTACHMENT 1

**TO
REQUEST FOR QUALIFICATIONS NO. 2015-006
TRAIL CONSTRUCTION IN SKYLINE PARK (D.B.)**

PAST PERFORMANCE QUESTIONNAIRE

(See file attachment)

ATTACHMENT 2

**TO
REQUEST FOR QUALIFICATIONS NO. 2015-006
TRAIL CONSTRUCTION IN SKYLINE PARK (D.B.)**

BUCKEYE WHITE TANKS ENVIRONMENTAL ASSESSMENT

(See File attachment)

ATTACHMENT 3

**TO
REQUEST FOR QUALIFICATIONS NO. 2015-006
TRAIL CONSTRUCTION IN SKYLINE PARK (D.B.)**

Maps

(See File Attachment)