



**REQUEST FOR QUALIFICATIONS**  
**RFQ: 2015-045**

**ROOKS ROAD PROJECT**  
**CONSTRUCTION MANAGER AT RISK**

**CONTACT PERSON**  
**Chris Williams**  
**Manager, Construction & Contracting**  
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## **SECTION 1 - INTRODUCTION**

The City of Buckeye is seeking a qualified construction manager/general contractor to provide design phase assistance and project construction services as the Construction Manager at Risk (CMAR) for the construction of a project which includes, installation of a water line, sewer line, jack and boring, bridge construction and road construction. The project is located at the Rooks Road alignment between MC-85 and Baseline Road, in the Northeast Quarter of Section 1, Township 1 South, Range 4 East and the Northwest Quarter of Section 6, Township 1 South, Range 3 West of the Gila and Salt River Base and Meridian, Maricopa County, Arizona. The estimated construction cost is \$2,750,000.

## **SECTION 2 - PROJECT DESCRIPTION/SCOPE OF WORK**

Rooks Road (the "Project"), is a major collector roadway located in the City of Buckeye, Arizona. The Project is bounded on the south by MC-85 and on the north by Baseline Road. The Project will consist of a pavement section of 28 feet, temporary drainage swales, and temporary retention basins adjacent to the roadway. In addition, a bridge will be constructed over Buckeye Irrigation and Drainage District's (BWCDD) main canal. Pavement will terminate in a cul-de-sac approximately 1500 feet north of MC-85.

The bridge spans over the BWCDD main canal and the bridge is approximately 48'-0" in length. A concrete pedestrian-traffic bridge barrier will be placed outside the horizontal clearance distance. The bridge will accommodate pedestrian and bicycle traffic.

### **Project Features**

- Coordination with APS, BWCDD, Arizona State Land Department, City of Buckeye, Maricopa County Flood Control District, Maricopa County Department of Transportation, and Union Pacific Railroad (UPRR).
- High voltage power lines adjacent to and crossing Rooks Road.
- Street lights.
- 96" APS reclaimed water line adjacent to the irrigation canals north bank.
- Realign BWCDD's Lateral 24.
- Access from Rooks Road to the BWCDD's maintenance roads.
- Abandon Lateral 24's existing diversion structure.
- Floodplain use permit required by Maricopa County Flood Control District.
- Approximately 3,000 LF of 16" ductile iron water line from MC85 to Baseline road.

- Jack and bore under the reclaimed water line and irrigation canal. Bore and receiving pits are approximately 30' deep.
- Jack and bore under all BWCDD's delivery structures and the UPRR tracks.

It is anticipated that the CMAR Design Phase will start April 2016 and Construction Phase will conclude November 2016.

### **SECTION 3 - PRE-SUBMITTAL CONFERENCE**

- The pre-proposal conference has been scheduled for February 2, 2016, at 2:00PM at City Hall.
- The address is 530 East Monroe Avenue, Buckeye, AZ 85326, 1st Floor 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 (1) original and five (5) copies of the Statement of Qualifications by 4:00 pm, local time February 16, 2016. 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 in Section 5:

Submittal:

- Cover Sheet (one page)
- TAB A: Project Experience (one page per project, maximum of five projects)
- TAB B: Past Performance Questionnaire (one form per project identified in TAB A)
- TAB C: Key Personnel Resumes (one page per resume, plus organizational chart)
- TAB D: Understanding of the project and approach to performing the required services. (Twenty [20] page maximum, plus CPM schedule)

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 project. 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 pages, and divider (tab) pages will not be counted unless they include qualifications 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.

Please be advised that the following will be grounds for disqualification, and will be strictly enforced:

- Receipt of submittal after the specified cut-off date and time.
- Too few copies of the submittal.
- Exceeding the maximum page requirements.

The City recognizes that submittals may contain confidential or proprietary information; however, the City reserves the right to make inquiries into the information disclosed. The submission of false or misleading information may be grounds for disqualification.

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  
530 East Monroe Avenue  
Buckeye, AZ 85326  
Attn: Chris Williams

## **SECTION 5 – FORMAT AND CONTENTS OF SUBMITTAL**

### **Cover Letter**

1. Provide a general description of the firm that is proposing to provide construction management services and general construction services. Explain the legal organization of the proposed firm or team.

2. Provide the following information:

(a) List the Arizona contractor licenses held by the firm. Reference the appropriate licenses held, if needed. In order to be considered for this project, the contractor must hold the correct license as deemed appropriate by the Arizona Registrar of Contractors prior to submitting a Statement of Qualifications (SOQ) for this project in accordance with Arizona Revised Statute §32-1151.

(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 arising from a contract which resulted

in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.

(c) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority.

(d) If selected as a finalist for this project, you will be required to provide a statement from an A or better surety company describing the Company's bonding capacity.

**TAB A. Experience and qualifications of the firm. (30 points)**

Identify at least three (3) but no more than five (5) relevant projects in which the firm served as either CMAR, agency Construction Manager during design and construction phases (without providing construction services), or General Contractor. Special consideration will be given to firms that have provided Construction Manager at Risk services on relevant projects. Relevant projects which would demonstrate relevant experience and thus ranked higher during the evaluation include:

- Project Delivery Method of CMAR, Design-Build or Job Order Contracting.
- Projects that include; construction of roadways, water lines, sewer lines, bridge and road construction.
- Similar Projects with a value greater than \$3M
- Projects that include jack and boring under a Canal and/or Rail
- Projects which cross over and/or under the BWCDD canal.
- Projects which cross over and/or under the APS effluent line.
- Projects that include coordination with Union Pacific Railroad (UPRR).
- Past experience with the City of Buckeye.

Each project submitted cannot exceed one (1) page. For each project identified, provide the following:

- (a) Description of the project
- (b) Role of the firm (specify whether Construction Manager at Risk, Construction Manager or General Contractor. If CMAR or General Contractor, identify the percent of work self-performed. Also specify services provided during design phase, i.e. cost estimating, scheduling, value engineering, etc.)
- (c) Project's original contracted construction cost and final construction cost
- (d) Construction dates
- (e) Project owner
- (f) Reference information (two current names with telephone numbers per project)

**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 to you for inclusion with your submission; submit past performance questionnaires in TAB B. If necessary, the City will contact the individual rating your performance during the evaluation process.

**TAB C. Experience of key personnel to be assigned to this project. (20 points)**

You must provide resume data for the following key personnel: Pre-Construction Director, Lead Estimator, Project Manager and Project Superintendent. You may also include resume for other personnel that you considers key. Each resume 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 of experience with 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”.

**TAB D. Understanding of the project and approach to performing the required services. (30 points)**

Limit to twenty (20) pages. You are allowed two additional pages to present a typical construction schedule. Provide a comprehensive CPM schedule detailing your approach to construction.

1. Discuss the major issues your firm has identified on this project and how you intend to address those issues. Describe your specific approach to delivering the completed project in a compressed design and construction schedule.
2. Identify all self-performed work by divisions and estimate the total amount of self-performed work as a percentage.
3. Describe your firm’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.

4. Provide your subcontractor selection plan.
5. Provide your firms latest Experience Modification Rate (EMR).

## **SECTION 6 - SELECTION PROCESS AND SCHEDULE**

The successful firm(s) will be selected through a qualifications based selection process. A Selection Panel will evaluate each SOQ according to the criteria set forth in Section 5 above. The City will select a firm based on the SOQ's received; formal interviews may not be conducted. The City may conduct a due diligence review on the firm(s) receiving the highest evaluation. All firm(s) submitting Qualifications for this project will be notified directly by the City.

## **SECTION 7 - GENERAL INFORMATION**

**City Rights.** The City of Buckeye 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.

**Release of Project Information.** The City 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 City.

**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 Council, 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 CMAR or its subcontractors shall not divulge data to any third party without prior written consent of the City.

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

**Questions.** Questions pertaining to this selection process or contract issues should be directed to Chris Williams, Manager, Construction and Contracting at (623) 349-6225.

**ATTACHMENT 1**  
**PAST PERFORMANCE QUESTIONNAIRE**

# PAST PERFORMANCE QUESTIONNAIRE

## CONTRACT INFORMATION (To be completed by Vendor/Supplier)

### 1. Vendor/Supplier Information:

Firm Name: \_\_\_\_\_ Email : \_\_\_\_\_  
Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

### 2. Contract Information:

Contract Number: \_\_\_\_\_  
Contract Type:  Firm Fixed Price  Cost Reimbursement  Other (Please specify): \_\_\_\_\_  
Contract Title: \_\_\_\_\_ Contract Location: \_\_\_\_\_  
  
Award Date (mm/dd/yy): \_\_\_\_\_  
Contract Completion Date: \_\_\_\_\_ Actual Completion Date : \_\_\_\_\_  
Explain Differences:  
  
Original Contract Price (Award Amount): \_\_\_\_\_  
Final Contract Price (to include all modifications, if applicable) : \_\_\_\_\_  
Explain Differences:

## CUSTOMER INFORMATION (To be completed by Customer)

### 5. Customer Information:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Title: \_\_\_\_\_ Email Address: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ADJECTIVE RAITINGS AND DEFINITIONS TO BE USED TO BEST REFLECT  
YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE**

<b>RAITING</b>	<b>DEFINITION</b>	<b>NOTE</b>
<b>(E) Exceptional</b>	Performance meets contractual requirements and exceeds many to the Government/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective	An Exceptional rating is appropriate when the contractor successfully performed multiple significant events that were of benefit to the Government/Owner. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also there should have been NO significant weaknesses identified.
<b>(VG) Very Good</b>	Performance meets contractual requirements and exceeds some to the Government/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective	A Very Good raiting is appropriate when the Contractor successfullly performed a significant event that was a benefit to the Government/Owner. There should have been no significant weaknesses identified.
<b>(S) Satisfactory</b>	Performance meets minimum contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory	A Satisfactory raiting is appropriate when there were only minor problems, or major problems that the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. Per DOD policy, a fundamental principle of assigning raitings is that the contractors will not be assessed a raiting lower than Satisfactory solely for not performing beyond the requirements of the contract.
<b>(M) Marginal</b>	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.	A Marginal raiting is appropriate when a significant event occurred that the contractor had trouble overcoming which impacted the Government/Owner.
<b>(U) Unsatisfactory</b>	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.	An Unsatisfactory raiting is appropriate when multiple significant events occurred that the contractor had trouble overcoming and which impacted the Government/Owner. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory raiting.
<b>(N) Not Applicable</b>	No information or did not apply to your contract	Raiting will be neither positive nor negative.

**PAST PERFORMANCE EVALUATION**  
(TO BE COMPLETED BY CUSTOMER)

<b>1. QUALITY</b>						
a) Rate the availability of goods/services offered by vendor	E	VG	S	M	U	N
b) Rate the price of goods/services offered by vendor	E	VG	S	M	U	N
c) Rate the quality of goods/services offered by vendor	E	VG	S	M	U	N
d) Rate the Customer Service provided by vendor	E	VG	S	M	U	N
<b>2. SCHEDULE/TIMELINESS OF PERFORMANCE:</b>						
a) Rate the Vendor's ability to provide products in a timely manner ( <i>If liquidated damages were assessed or the schedule was not met, please address below</i> )	E	VG	S	M	U	N
b) Rate the vendor's ability to resolve issues with timeliness.	E	VG	S	M	U	N
<b>3. CUSTOMER SATISFACTION</b>						
a) Rate the correctness of final goods/services provided by vendor (right quantity, color, etc)	E	VG	S	M	U	N
b) To what extent were the end users satisfied with the goods/services?	E	VG	S	M	U	N
c) Vendor personnel were reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication)	E	VG	S	M	U	N
d) Overall customer satisfaction	E	VG	S	M	U	N
<b>4. MANAGEMENT/PERSONNEL/CUSTOMER SERVICE</b>						
a) Ability to hire, apply, and retain a qualified workforce through this effort	E	VG	S	M	U	N
b) Knowledge/expertise demonstrated by vendor personnel	E	VG	S	M	U	N
<b>5. Price/FINANCIAL MANAGEMENT</b>						
a) Ability to meet the terms and conditions within the contractually agreed price(s)?	E	VG	S	M	U	N
b) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? <i>Indicate if show cause or cure notices were issued, or any default action in comment section below.</i>	Yes		No			
c) Have there been any indications that the vendor has had any financial problems? <i>If yes, please explain below.</i>	Yes		No			
<b>OVERALL PERFORMANCE</b>						
a) Compliance with contractual terms/ provisions ( <i>explain if specific issues</i> )	E	VG	S	M	U	N
b) In summary, provide an overall rating for the work performed by this consultant.	E	VG	S	M	U	N
c) Would you hire or work with this firm again? ( <i>if no, please explain below</i> )	Yes		No			

**Please provide responses to the questions above (if applicable) and/or additional remarks. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk. (please attach additional pages if necessary)**

**Client Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_