



**DELIVERY ORDER
REQUEST FOR PROPOSALS
FOR
JOC CONTRACT #'s 2014-095-1/5**

DORFP# 2

**Community Services Administrative Building
Renovations**

IN BUCKEYE ARIZONA

CONTACT PERSON

**Tammy Vogel, Contract Administrator
Construction & Contracting Division
623.349.6175
Tvogel@buckeyeaz.gov**

SCHEDULE OF EVENTS

Date Issued DORFP:	June 13, 2016
Pre-Proposal Conference:	June 21, 2016 at 10:00 AM
Last day for Questions:	June 27, 2016 at 5:00 PM
DORFP Due Date:	June 30, 2016 at 4:00 PM

**DELIVERY ORDER RFP
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SECTION I – GENERAL INFORMATION

This Delivery Order Request for Proposal (DORFP) is provided to all contractors under the Job Order Contracts 2014-095 (1 to 5) for General Construction Services (the “Contract”). Any awarded Delivery Order arising from this DORFP will be in strict conformance to the terms and conditions specified in the Contract.

This document will provide directions to those firms awarded the subject Job Order Contract and provide information to those firms on how to prepare and submit proposals, and how those proposals will be evaluated. Each of the Job Order Contractors will be asked to provide specific project information that may include costs and schedules.

Sealed Proposals will be delivered and received **no later than 4:00 PM, local time on June 30 2016** at Buckeye City Hall, Attention Chris Williams, 530 East Monroe Avenue, Buckeye, Arizona 85326.

Vendor Registration:

The City has implemented a new Enterprise Resource Planning (ERP) System. Please verify that you have registered at <https://selfservice.buckeyeaz.gov/MSS>. Please be aware vendors that do not register and verify their information, including uploading a W-9 form to their profile, may experience delays in processing of invoices and will not be able to do business with the City. After logging onto the website, you will click “Vendor Self Service Registration” on the right-hand side of the menu and then click “Registration.” Step 1 of 5 will appear for you to enter your vendor information. You must include your Federal Identification or Social Security Number to begin.

Scope of Work:

The nature of the work to be performed under this project shall consist of furnishing all labor, materials and equipment required to Design and Renovate a 3,281 sf facility located at 110 East Irwin, Buckeye, AZ. The project consists of a complete renovation of the interior, minor exterior additions and landscaping.

A complete set of As Built Cadd Files will be provided at the Site visit.

The Design and Construction budget for this project is \$450,000.00

Location of the Project: City of Buckeye, Arizona.

Due to the nature of this JOC DORFP, Proposals **will not** be opened publicly or read aloud by the City Clerk.

All contractors engaged in City of Buckeye construction shall be licensed in the State of Arizona.

The Delivery Order will be awarded to the JOC Contractor whose proposal is considered the most advantageous to the City. The City desires that all design and construction work be completed within **210 calendar days** following issuance of the Notice to Proceed to the successful proposer.

After receiving all proposals, selecting the best qualified design-build team, the City will enter into a Delivery Order contract with the selected JOC Contractor. The final executed contract documents will include, by reference, the Job Order Contract, this Delivery Order Request for Proposal (DORFP), the successful proposer's price proposal, the results of any negotiations, additional contract language, and signature pages.

The successful proposer is expected to enter into the standard form of agreement for Delivery Order Services. The Delivery Order terms and conditions are included in your Job Order Contract and Specifications associated with this Delivery Order.

A mandatory pre-proposal conference will be held on **JUNE 21, 2016 AT 10:00 AM, M.S.T.** at the project site (110 East Irwin Ave., Buckeye). The purpose of this conference will be to clarify the contents of this DORFP in order to prevent any misunderstanding of the City's intention and desires. Any doubt as to the requirements of this DORFP, or any apparent omission or discrepancy should be presented to the City's representative at this conference. The City's representative will then determine the appropriate action. If necessary, the City's representative will issue a written amendment to the DORFP. Oral statements or instructions shall not constitute an amendment to this DORFP.

SECTION II – PROPOSAL SUBMISSION REQUIREMENTS

Proposals are to be addressed and delivered to the Construction and Contracting Division at 530 East Monroe Ave., Buckeye, Arizona, 85326 on or before **4:00 P.M., M.S.T., June 30, 2016**. No public disclosure will be made until after award of the contract.

The JOC Contractor shall submit their proposal, to include **(1) original and one (1) copy**.

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

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

PROPOSAL: Submit proposals in a sealed envelope marked PROPOSAL.

The City reserves the right to conduct discussions with individual JOC Contractors, and to accept revisions of proposals, and to negotiate price changes. During this discussion period, the City

will not disclose any information derived from proposals submitted, or from discussions with other proposers. Once an award is made, the DORFP file, and the proposals contained therein, are in the public record and will be disclosed upon request.

If you are submitting any information you consider to be proprietary, you must place it in a separate envelope and mark it "Proprietary Information". If the Manager, Construction and Contracting agree, this information will not be considered public information. The City Manager is the final authority as to the extent of material, which is considered proprietary or confidential. Pricing information cannot be considered proprietary.

Your proposal should be submitted in the format shown below. Proposals in any other format will be considered informal and may be rejected. Conditional proposals will not be considered. An individual authorized who executed the original JOC Contract must sign all proposals. Proposals that are not signed may be rejected.

The City reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that it is in its best interest to do so. The City also reserves the right to hold all proposals for a period of 60 days after the closing date of this DORFP.

All JOC Contractors submitting a proposal shall be deemed to have read and understood all the terms, conditions and requirements in the specifications/scope of work.

All responses and accompanying documentation will become the property of the City at the time the proposals are received.

All formal inquiries or requests for significant or material clarification or interpretation, or notification to the City of errors or omissions relating to this DORFP must be directed, in writing to:

City of Buckeye
530 East Monroe Avenue
Buckeye, AZ 85326
Attn: Chris Williams
cwilliams@buckeyeaz.gov
623.349.6225

The City believes that it can best maintain its reputation for treating all contractors in a fair, honest, and consistent manner by conducting solicitations in good faith and by granting competitors an equal opportunity to win an award. If you feel that we have fallen short of these goals, you may submit a protest pursuant to the Procurement Code of Buckeye.

END OF SECTION II

SECTION III - EVALUATION 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 DORFQ, 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 proposal according to the criteria set forth in Exhibit A. The Evaluation Committee will select a firm based on the proposals received.

END SECTION III

EXHIBIT A
PROPOSAL SUBMISSION SHEET

PROPOSAL

City Project Name: Community Services Administrative Building Renovations
Solicitation No: **DORFP# 2; JOC Contract 2014-095 (1-5)**

Date: _____

Proposal from: _____
(Name of Firm)

To: City of Buckeye, Construction & Contracting Division

The following proposal is made for construction services for the City of Buckeye, Arizona, in accordance with Construction Documents. The undersigned certifies that the Construction Documents, as well as the proposed construction site and conditions affecting the Work have been carefully examined; that the amount and nature of the Work to be done is thoroughly understood; and that at no time will misunderstanding of the drawings, specifications, or conditions to be overcome be pleaded.

The undersigned certifies that he or his firm is currently licensed under the provisions of ARS Sections 32-1151 and 32-1169. The undersigned further certifies that he or his firm has a privilege license pursuant to ARS Section 42-5005.

The undersigned has/will execute the Job Order Contract Delivery Order if awarded the Contract. Any exceptions to the terms and conditions have been stated in writing and submitted on a separate sheet with this price proposal. The undersigned understands that any exceptions taken to the Construction Contract which are not accepted and/or approved by the City may be a basis for rejection of the Price Proposal as nonresponsive.

RECEIPT BY THE UNDERSIGNED OF THE FOLLOWING ADDENDA IS HEREBY ACKNOWLEDGED:

AMENDMENT NUMBER: _____ DATED: _____

AMENDMENT NUMBER: _____ DATED: _____

AMENDMENT NUMBER: _____ DATED: _____

TAB A – DESIGN TEAM EXPERIENCE (25 points)

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.

TAB B - EXPERIENCE OF KEY PERSONNEL (25 points)

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

The JOC Contractor 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 1 page) 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 C - METHOD OF APPROACH (50 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.

Provide your subcontractors selection plan.

Submitted by: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

Principal Office: _____

Address: _____

Telephone: _____

Facsimile: _____

M_____ being duly sworn deposes and says that he/she is the _____ of _____ Contractor(s), and that answers to the foregoing questions and all statements therein contained are true and correct.

Subscribed and sworn before me this ____ day of _____, 2016

Notary Public: _____

My Commission Expires: _____ day of _____, 20__

SIGNATURE: _____

