



CITY OF BUCKEYE

**REQUEST FOR QUALIFICATIONS
RFQ: 2016-020**

On-Call Engineering and Architectural Services

CONTACT PERSON

**Tammy Vogel
Contracts Administrator
Construction and Contracting Division
623.349.6175
Tvogel@buckeyeaz.gov**

Date Issued:	August 8, 2016
Pre-Proposal Conference:	August 17, 2016 at 3:00 PM
Last Day for Inquires:	August 25, 2016 at 5:00 PM
RFQ Due Date:	September 1, 2016 at 4:00 PM

PLEASE NOTE: IF DOCUMENTS WERE DOWNLOADED FROM THE CITY OF BUCKEYE WEBSITE, PROPOSERS ARE 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 #2016-020

SECTION 1 Introduction..... 1
SECTION 2 On-Call Consulting Service Categories/Scope of Work(s) 1
SECTION 3 Pre-Submittal Conference 12
SECTION 4 Submittal Requirements..... 12
SECTION 5 Selection Process and Schedule 15
SECTION 5 General Information 16

ATTACHMENTS

Sample Professional Services Contract..... 18

SECTION 1 - INTRODUCTION

The City of Buckeye is seeking qualified Engineering and Architectural Firms to provide general engineering/architectural design and construction administration services. The on-call list will be in effect for one (1) year, with an option of renewal for four (4) additional one-year periods, if determined to be in the City's best interest.

The on-call services may include federal aid projects. If selected to participate on a federal aid project the consultant and any proposed sub-consultants must certify in writing that they are not currently debarred and/or suspended and excluded from participation in federal programs.

Any Contract resulting from this solicitation shall be for the use of the City of Buckeye. In addition, specific eligible political subdivisions and nonprofit educational or public health institutions may also participate at their discretion. In order to participate in any resultant contract, a political subdivision or nonprofit educational or public health institution must have been invited to participate in this specific solicitation and the contractor must be in agreement with the cooperative transaction. In addition to cooperative purchasing, any eligible agency may elect to participate (piggyback) on any resultant contract; the specific eligible political subdivision, nonprofit educational or public health institution and the contractor must be in agreement.

Any Task Order placed to the successful contractor will be placed by the specific agencies participating in this purchase. Payment for purchases made under this agreement will be the sole responsibility of each participating agency. The City of Buckeye shall not be responsible for any disputes arising out of transactions made by others.

SECTION 2 - ON-CALL CONSULTING SERVICE CATEGORIES/SCOPE OF WORK(s):

Engineering and Architectural Services

The following is a list of the types of projects that the City anticipates over the life of an On-Call contract. This list of project categories is not comprehensive and the City reserves the right to add related engineering/architectural services as necessary.

1. CATEGORY 1: General Engineering – May include the following services:

- Site grading and drainage
- Area drainage master studies and flood plain mapping
- Storm drain design, hydrology and hydraulic analysis for storm drains
- Pavement management
- Large and small area GIS/Mapping
- Aquifer recharge of effluent or surface water; including on-site conveyance systems, site characterization studies, and installation of monitoring equipment

- Storm Water Pollution Prevention Plans (SWPPPs)
- Water system modeling studies
- Water and wastewater transmission and distribution systems
- General survey services: boundary surveys, construction staking, legal descriptions, as-built surveying, and topographic surveys.
- Architectural Landscape, including arborist services
- Construction administration, inspection, oversight of construction activities, start-up & commissioning, training, and project close-out documents (e.g.: Record Drawings, O&M manuals, etc.)

Note: The City anticipates no more than Six (6) firms will be selected to provide the required services for the “General Engineering” Category.

2. CATEGORY 2: Water/Wastewater – May include projects related to the following:

- Water and wastewater treatment plants
- Sanitary sewer lift stations and odor control
- Treated effluent pumping systems and effluent line systems
- Water and wastewater system modeling studies
- Pumping and storage systems
- Water transmission and distribution systems
- Wastewater collection systems
- Electrical and mechanical design specific to Water and Wastewater facilities
- Groundwater Wells (permitting, design, rehab), hydrologic investigations, and groundwater modeling studies
- Utility security services in the areas of critical infrastructure studies, security vulnerability assessments, emergency response, hazard impact analysis, risk reduction studies, and building and security design services
- Review of water and wastewater system studies, master planning, and design drawings for new development projects
- Construction administration, inspection, oversight of construction activities, start-up and commissioning, training, and project close-out documents (e.g.-Record Drawings, O&M manuals, etc.).

Note: The City anticipates no more than eight (8) firms will be selected to provide the required services for the “Water/Wastewater” Category.

3. CATEGORY 3: Water/Wastewater Specialties-May include projects related to the following:

CATEGORY-3A: Hydrogeology

CATEGORY-3B: Electrical Engineering, specific to Water/Wastewater Facilities

CATEGORY-3C: Mechanical Engineering, specific to Water/Wastewater Facilities

Note: The City anticipates no more than one (1) firms will be selected to provide the required services in each of the “Water/Wastewater Specialty” Categories.

4. CATEGORY 4: Roadway/Transportation –May include projects related to the following:

- Full street/roadway improvements; including new medians, street lights, traffic signals, striping and signage, landscaping, and other associated street improvements
- Pavement management
- Right of way acquisition and easement development
- Surveying services; construction staking, legal descriptions, as-built surveying, and topographic surveys
- Street lighting/ pedestrian lighting, ITS facilities
- Transportation Planning
- Construction administration and oversight of construction activities

Note: The City anticipates no more than Four (4) firms will be selected to provide the required services for the “Roadway/Transportation” Category.

5. CATEGORY 5: Transportation Studies –May include projects related to the following:

- Speed Studies
- Traffic Impact Analysis
- Safety Studies
- Road Safety Assessments
- Studies related to school safety, circulation and access
- Study relating to Signal and ITS facilities
- Neighborhood Traffic Studies

Note: The City anticipates no more than four (4) firms will be selected to provide the required services for the “Transportation Studies” Category.

6. CATEGORY 6: Traffic Engineering –May include projects related to the following:

- ITS Infrastructure PS&E
- Traffic Signal PS&E
- Streetlight PS&E
- Signing and striping PS&E
- Other design items that relate to traffic engineering

Note: The City anticipates no more than Four (4) firms will be selected to provide the required services for the “Traffic Engineering” Category.

7. CATEGORY 7: Parks & Recreation - May include projects related to the following:

- Master Planning Parks and Trails
- Aquatic System Evaluations
- Demographic Studies

- Recreation Facility Assessments
- Architectural Landscape, including arborist services

Note: The City anticipates no more than Two (2) firms will be selected to provide the required services for the “Parks & Recreation” Category.

8. CATEGORY 8: Geotechnical Engineering – May include the following services:

- General Geotechnical services: reports, construction and materials testing/sampling (field & laboratory), QA/QC, subsurface investigations and reports, subsidence investigations and reports, geotechnical designs, geotechnical special inspections, and forensics. Laboratory should be AMRL certified, with ATTI certified field technicians.

Note: The City anticipates no more than Two (2) firms will be selected to provide the required services for the “Geotechnical Engineering” Category.

9. CATEGORY 9: Environmental Consulting - May include the following services:

- Phase I & Phase II environmental site assessments
- Characterization/investigation and remediation services
- Assessment and abatement of asbestos, lead-based paint and mold
- Permit applications, reports and other compliance assistance activities
- NEPA studies and investigations

Note: The City anticipates no more than Two (2) firms will be selected to provide the required services for the “Environmental Consulting” Category.

10. CATEGORY 10: Structural Engineering – May include the following services:

- General structural engineering services
- Structural ratings and calculations, bridge and building designs, and special inspections.
- Construction administration and oversight of construction activities

Note: The City anticipates no more than Two (2) firms will be selected to provide the required services for the “Structural Engineering” Category.

11. CATEGORY 11: Architectural – May include the following services:

- General architectural services
- Programming development
- Conceptual design
- Development of architectural drawings and specifications
- Interior space planning and interior design
- Energy code calculations and design
- Construction administration and oversight of construction activities

Note: The City anticipates no more than Three (3) firms will be selected to provide the required services for the “Architectural” Category.

12. CATEGORY 12: Electrical Engineering – May include the following services:

- General electrical engineering services
- Construction administration and oversight of construction activities

Note: The City anticipates no more than Two (2) firms will be selected to provide the required services for the “Electrical Engineering” Category.

13. CATEGORY 13: Mechanical Engineering – May include the following services:

- General mechanical engineering services: HVAC, plumbing, and gas utilities
- Construction administration and oversight of construction activities

Note: The City anticipates no more than Two (2) firms will be selected to provide the required services for the “Mechanical Engineering” Category.

14. CATEGORY 14: Construction Management – May include the following services:

- General construction administration
- Inspection and oversight of construction activities
- Management of construction costs
- Monitor construction schedule
- Implement quality control procedures

Note: The City anticipates no more than Three (3) firms will be selected to provide the required services for the “Construction Management” Category.

15. CATEGORY 15: Building Plan Review - May include the following services:

- Plan Check for complex construction of buildings and structural, both Commercial and Residential Construction.
- Plan review may include; structural, architectural, grading, energy, electrical, mechanical, plumbing, and specifications submitted as part of a building permit.
- Work may include; review of plan and specifications, drafting of written corrections and redlining of plans, communicating both orally and in writing to the applicant and providing code interpretation.
- The selected firm(s) may be required to work at City Hall or within another facility within the City of Buckeye.

Note: The City anticipates no more than Six (6) firms will be selected to provide the required services for the “Building Plan Review” Category.

16. CATEGORY 16: Civil Plan Review – May include the following services:

- Plan Check for complex construction of Civil or Off Site construction projects within the City of Buckeye. Types of project may include; Water and Wastewater projects, Roads and streets, Bridges and structures, drainage, curb and gutters, sidewalks and other civil or city projects within the Right of Ways.
- Work may include; review of plan and specifications, drafting of written corrections and redlining of plans, communicating both orally and in writing to the applicant and providing code interpretation.
- The selected firm(s) may be required to work at City Hall or within another facility within the City of Buckeye.

Note: The City anticipates no more than Six (6) firms will be selected to provide the required services for the “Civil Plan Review” Category.

17. CATEGORY 17: Building Inspection Services

- Building Construction inspection services to ensure construction conforms to the approved plans and the standards and codes adopted by the City of Buckeye.
- Provide written documentation of inspections performed, issuance of stop work orders, and notices of corrections.
- The selected firm(s) must be able to provide inspection services within 24 hour notice.

18. CATEGORY 18: Civil Inspection Services

- Civil/Off-site Infrastructure Construction inspection services to ensure construction conforms to the approved plans and the standards and codes adopted by the City of Buckeye.
- Provide written documentation of inspections performed, issuance of stop work orders, and notices of corrections.
- The selected firm(s) must be able to provide inspection services within 24 hour notice.

Note: The City anticipates no more than Six (6) firms will be selected to provide the required services for the “Building & Civil Inspection” Categories.

Construction Management and Administration

The developed scope of work will be specific to the requirements of the project. However, the following information is presented as a general description for design and construction administration services that the Consultant may be required to perform. **The services listed may include, but are not limited to, the following:**

1. **General Project Administration:**

A. Coordinating with the City Project Team during all phases of the project. The City Project Team could vary depending on the nature of the project.

B. Conducting project meetings as necessary to maintain the project budget and schedule, chairing periodic regular meetings and any additional meetings as requested by the City; setting agendas, and preparing and distributing meeting minutes. Meetings under basic services may include:

- Meetings with the City Project Team, client departments, City management and Council.
- Meetings with oversight committees.
- Meetings required for obtaining review approvals and permits.
- Meetings with Utility companies.
- Meetings with general public, property and business owners, etc.

C. Coordinating with private, public and City utilities (i.e., APS, SRP, Qwest, Southwest Gas, Cox Communications, City Information Technology Department, Water and Sewer Services Department, etc.) regarding standard technology and utility issues and incorporating pertinent information in the plans.

D. Submitting and retrieving all required contract documents to the various required reviewing agencies.

E. Preparing and maintaining a project schedule after meeting with the designated City Project Team. Determine appropriate submittal deadlines and to coordinate project submissions. The Consultant will be responsible for the master scheduling through the design phase. Once the construction phase begins the master scheduling, responsibilities will be transfer to the contractor with the assistance of the Consultant.

F. Obtaining all federal, state, county, local and utility approvals required for permitting purposes necessary for the completion of the Project. The contractor will be required to obtain the necessary permits associated with construction of the Project, including City Building Safety, NPDES, Dust Control, and others. As the Project progresses, the Consultant will furnish to the City copies of all communications between the Consultant and the respective agency or department and all approvals and permits for the Project.

G. Submitting a written monthly progress report and updated project schedule to the City and Project Team during the entire period of the project, through both design and construction. Submitting projected monthly billing consistent with the project tasks, the project schedule and the fee proposal. Also, submitting a quarterly project cash flow schedule for both design and construction phases. The quarterly cash flow schedule will be submitted to Engineering Administration for the entire period of the project, through both design and construction.

2. Design Services may include, but are not limited to, the following:

A. Preparing design documents. The design documents shall include, but may not be limited too, design concept reports, project assessment studies, schematic design studies, construction cost estimating, and final permit ready design drawings, specifications and bid documents (construction documents). These documents will fix and illustrate the size and character of the entire Project including the kinds of materials; type of structures; and such other work as may be appropriate.

B. Designing the Project so that construction conforms to all applicable building codes and standards, city design guidelines, City Building Standards Manual, and other applicable statutes and regulations.

C. Preparing drawings using computer programs and formats as dictated by the City of Buckeye. Final bid specifications shall be prepared as dictated by the City of Buckeye.

D. Design drawings shall comply with all applicable federal, state, and local laws and codes in effect at the time the drawings, plans and specifications are approved by the City.

E. Upon completion of the design drawings, specifications and contract documents, the Consultant shall provide a specified number of sets of all construction documents and applicable design calculations for review and approval by the appropriate City agencies and/or other applicable authorities. These documents must be sealed and signed by the appropriate responsible party. With the submission of the construction plans, specifications and contract documents, the Consultant shall submit a detailed Project cost estimate.

F. Coordinating the applicable permit process and assist in filing the required documents to secure approval of all governmental authorities having jurisdiction over the design of the Project. All original filing and approval fees shall be paid by the City or reimbursed to the Consultant if paid by the Consultant. The Consultant shall ensure that the plans prepared by the utility companies have been incorporated into the final plan set, if applicable. The Consultant shall submit to the City a copy of all correspondence between the Consultant and utility companies, including utility review submittals and conflict notices.

G. If required, the Consultant shall resubmit the revised plans for final approval. Additionally, if required by the Project Manager, the Consultant shall review and revise the cost estimate, reflecting the modifications made for the final submittal.

H. Upon approval of the final construction documents the Consultant shall deliver to the City the final reproducible drawings on Mylar and the original copy of the final specifications. These documents shall be sealed and signed by the appropriate responsible party.

3. **Construction Services may include, but are not limited to, the following:**

A. Upon acceptance of the bid and contract award for the construction of the project, the Consultant shall provide construction management services. The services involved shall include, but are not necessarily limited to, the following:

B. **Preconstruction Conference: Conduct a preconstruction conference with the Contractor, the City and other interested parties prior to issuance of the Notice to Proceed.** The Consultant will be required to notify all interested parties and affected utilities of the date and time of the preconstruction conference to be held at City Hall. In addition to conducting the meeting, the Consultant will take minutes and issue them to all attendees.

C. **Quality Acceptance:** The Consultant could be required to provide quality acceptance services to perform inspection and acceptance testing of all items of work required by the construction documents. The Consultant shall monitor construction for compliance with the project plans and specifications.

- The Consultant could be required to provide an on-site representative to observe all phases of construction activities. The on-site representative's time shall be based on the requirements of the project and the Contractor's construction schedule. The on-site representative shall be a full-time employee, a professional engineer/architect, licensed by the State of Arizona, with two years minimum construction inspection experience or a construction inspector, with five years minimum experience in the architectural, engineering and/or construction profession, and shall have had prior quality acceptance experience on a project of comparable size and scope. The City shall be provided the resumes of a minimum of two candidates for review and approval.
- The Consultant shall bring any deficiencies in the work or materials to the attention of the City and Contractor. Reports of these deficiencies shall be forwarded to the City Project Manager for review. The Consultant will resolve any construction-related problems, conflicts or discrepancies, and will recommend remedial actions, but shall take no action without the prior approval of the City Project Manager.

D. **Construction Schedule Review:** The Consultant shall review the construction schedule with particular emphasis on assuring that reasonable time allowances have been made for the work required. The Consultant shall observe construction progress and maintain and issue a monthly construction observation report based upon information observed. Review construction progress with the Contractor and compare that progress with known activities on the site to the monthly progress pay request issued by the Contractor. Review the monthly progress pay request and submit comments and/or recommendations to the Contractor and the City for their action. The final monthly pay requests will be approved and processed by the City.

The Consultant will prepare a “Contractor Schedule Review” statement. The “Contractor Schedule Review” statement must be signed by the Consultant and submitted to the City Project Manager for approval. All updated schedules must be reviewed and approved prior to issuance of monthly progress payments to the Contractor. The Consultant shall initiate any required correspondence necessary to assure the Contractor remains on schedule.

E. Schedule Review and Utility Coordination: The Consultant shall review the Contractor schedule with particular emphasis on insuring that reasonable time allowances have been made for work required by the various utility companies, prior to approval. The Consultant will assist in the resolution of any utility conflicts discovered. The consultant shall initiate any required correspondence to insure that the Contractor remains on schedule.

F. Coordination of Submittal Reviews: The Consultant shall review the contract documents, prepare a list of all required submittals, and provide the list to the Contractor. The Consultant shall maintain a submittal log and coordinate all reviews and any necessary resubmittals.

G. Show Drawing Review: The Consultant shall review all shop drawings to verify Contractor’s compliance with the project plans and specifications.

H. Conduct Project Meetings: The Consultant shall conduct construction project meetings, prepare an agenda and minutes of the meeting, and distribute to all attendees. The Consultant will provide update reports to the City Project Manager. The update reports can be in the form of construction meeting minutes.

I. Special Inspections: The Consultant shall coordinate with the Contractor and the City all special installation inspections. In addition to the special inspections required by the City’s Building Safety Department, the special inspections shall include roofing and structural inspections. Special inspections shall be performed during installation by a qualified professional, certified or registered by the State of Arizona and approved by the City.

J. Landscape Inspections: A qualified Landscape Architect shall inspect and approve plant material at the source, inspect the soil preparation and planting, inspect and test the irrigation and sprinkler system, and monitor the landscape during the plant establishment and guarantee period. The Landscape Architect will coordinate the activities required.

K. Value Engineering: The Consultant will review and make recommendations on any value engineering proposals, which the Contractor may submit during the project. No value engineering proposal shall be implemented without the prior approval of the City Project Manager.

L. Change Order Requests: The Consultant shall review and make recommendations on all change order requests from the Contractor. No change order shall be implemented without the prior approval of the City Engineer. The Consultant shall prepare all necessary documents and submit to the City Project Manager for approval.

M. Final Inspection and Payment: The Consultant will maintain a running deficiency list during the course of the project and keep the Contractor informed as to its current status. The Consultant will conduct, with the assistance of the City, a final inspection and prepare a final punch list, including all items remaining on the deficiency list, as well as any additional items discovered during the final inspection. Subsequent inspections should be anticipated in order to insure completion of all identified deficient items.

N. Project Closeout: The Consultant will compile a list of required final submittals, including, but not necessarily limited to: record drawings, warranty and guarantee documents, lien waivers, product manuals, maintenance and operation manuals, and any spare parts and training required to be provided by the Contractor. The Consultant shall review the project closeout documents for final approval.

O. As-Built Drawings: The Consultant shall prepare record as-built drawings of the completed work based upon markups from the Contractor's record drawings and deliver the drawings to the City upon completion of the work. The signed seal of the engineer/architect of record must be on the final hard copy record drawings. The final record drawings, both digital and hard copy, will be the property of the City.

P. Warranty Corrections and One Year Warranty Inspection: The Consultant will work closely with the City through the one-year warranty period on all warranty work. The Consultant will prepare and submit all warranty requests and follow-up with the City and the Contractor to insure all warranty corrections have been completed in a timely manner. The Consultant will attend and conduct, with the assistance of the City, a one-year warranty inspection. The Consultant will prepare a punch list of deficient items discovered during the one-year inspection. The Consultant should anticipate subsequent inspections in order to insure completion of any identified deficient items discovered during the one-year inspection.

Q. Other Services that may be required:

- Make recommendations regarding requests for substitutions.
- Coordinate project requirements with other agencies, including Maricopa County Department of Environmental Services.
- Coordinate project with other vendors or contractors (i.e., furniture and equipment providers, City telecommunications and information technology representatives, cable installers, etc.).
- If requested by the City, coordinate the installation of any materials/items not provided under the construction contract.

SECTION 3 – PRE-SUBMITTAL CONFERENCE

The pre-submittal conference has been scheduled for **August 17, 2016 at 3:00 pm** at Buckeye City Hall, 530 East Monroe Avenue, Buckeye, AZ 85326, 1st Floor Council Chambers. Attendance is encouraged but not required.

SECTION 4 – SUBMITTAL REQUIREMENTS

In a one page cover letter, submitted with your Statement of Qualifications (SOQ) packet, indicate which category(s) of services your firm wishes to be considered for. Firms may submit SOQ's on as many categories as they wish, however, no firm will be selected for more than two categories when the selection process is complete.

A separate SOQ shall be submitted for each category of services that the firm wishes to be considered for. The SOQ will be submitted on a separate computer disk (CD), in PDF format. Each CD will be labeled with the RFQ title above, the firm name and the category the firm wishes to be considered for. Firms are to submit their individual qualifications and experience for each category. No team submittals will be accepted.

Interested firms should submit a qualifications packet addressing the specified Request for Qualifications (SOQ) criteria. On the submittal packet, please display the firm name and RFQ title. In the SOQ packet include the one page cover letter and **six (6) copies of the SOQ on Computer Disk** for each category the firm wishes to be considered for, **no later than 4:00 p.m., Thursday, September 1, 2016**, to:

Construction and Contracting Division
Second Floor, City Hall
530 East Monroe Ave.
Buckeye, Arizona 85326
Attention: Tammy Vogel

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 date and time.
- Six (6) Computer Disks for each category that the firm wishes to be considered for.
- Adherence to maximum page requirement.
- Deposit of submittal in correct location.
- Acknowledgement in the cover letter that the City's Professional Services Agreement has been reviewed by the firm submitting the SOQ packet(s) and the firm's assurance to execute this agreement as written.

Adherence to the maximum page criterion is critical. Submittals are **not** returnable and will become the property of the City of Buckeye.

All questions regarding this Statement of Qualifications are to be addressed in writing or by e-mail to:

Tammy Vogel
Construction and Contracting Division
Second Floor, City Hall
530 East Monroe Ave.
Buckeye, Arizona 85326
E-Mail: Tvogel@buckeyeaz.gov

A separate Statement of Qualifications (SOQ) shall be submitted for each category of services that the firm wishes to be considered for. Firms are to submit their individual qualifications and experience for each category. No team submittals will be accepted.

NOTE: For the convenience of the Review Committee; All responses to the RFQ items A through C shall be formatted for each category as follows:

- All page limits in accordance with each paragraph A-C.
- Pages are designated as 8.5" x 11" with 1" Margins using Times New Roman, 10 point font or larger.
- Firms shall provide responses to items A through C, in alphabetical order for each SOQ.
- Appendices with additional information shall not be included and are not allowed.

Firms interested in being selected for the City of Buckeye On-Call Consulting services list should submit a response addressing the specified SOQ criteria, as listed below. Parties interested in being selected for the On-Call list must address the following issues:

A. FIRM INFORMATION (1 Page Limit): General information of Firm

1. Provide the following information, which will serve as the cover page of your SOQ.
 - Name of Firm
 - Brief description of firm
 - Categories your firm wishes to be considered for
 - Home office location and the location of the office that will be performing the majority of the work
 - Number of employees in the office that will be performing the majority of the work
 - Name of Primary contact and title, including phone number and email
 - Legal organization of the firm
 - Arizona business and/or professional licenses/registrations held by the firm
 - Contract(s) or subcontract(s) which have been terminated within the last five years.
 - Any litigation or arbitration actions within the last three years. Briefly describe the circumstances and the outcomes.

2. Describe how your firm will support the team and project in the following ways.
 - Financial and leadership resources
 - Project management systems and tools
3. List the category elements that will be performed in-house and elements that require the services of a sub-consultant. For any sub-consultant services provide the name (only) of one firm.

B. EXPERIENCE OF FIRM (1 Page Limit):

- List only projects awarded to your firm in the last two years per the following:
- Should include similar elements as the category you want to be considered for.
- Must be in Arizona
- Contracts must be under \$400,000. State if contract was for design services only or if CA services were also included
- One sentence project description
- Contract amount
- Completion or estimated completion date
- Procurement method (direct select, selected by RFQ, On-Call list)
- Provide at least two general references, with contact information include full name, location, phone number and/or email address.

C. EXPERIENCE OF KEY PERSONNEL: (Page limits indicated in paragraph 1-3)

1. ORGANIZATIONAL CHART: (1 page limit)

Provide an organization chart showing all key personnel that could be performing work under this On-Call consultant services contract. Include lines of authority and their home office location.

2. RESUMES OF KEY PERSONNEL IDENTIFIED ABOVE: (1 page per person)

- Industry and firm tenure
- License/registrations
- Their primary role and duties in 30 words or less.
- Two general references (outside of firm), with contact information (phone number and/or email).

3. QUALIFICATIONS OF KEY PERSONNEL: (1 page per person)

For each key personnel identified above provide two projects with similar elements as the category you want to be considered for. 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 projects other than one selected for the firm provide the following:

- One sentence project description

- Role and responsibility of the key person
- Contract amount
- Completion or estimated completion date
- Procurement method (direct select, selected by RFQ, On-Call list)

SECTION 5 - SELECTION PROCESS AND SCHEDULE

Your SOQ will be evaluated based on your firm’s responses to the SOQ criteria and the quality of the SOQ.

A Selection Committee organized for this On-Call RFQ will review and evaluate the submittals and will use a forced ranking system. No individual points will be assigned to the criteria above. The results of the individual rankings will be submitted to a City Management Team for final review and selection. There will be no oral interviews as part of the selection process. The qualifying Consultants, as determined by the City Management Team, will be notified in writing within four to five weeks of the submittal deadline.

The City intends to select the number of qualified on-call consultants as listed in Section I.

The city annually has projects that fit the above needs. The city will maintain an assignment list and will assign projects based on city needs and selected firm’s experience. Staffing substitutions must be approved by the city in writing prior to execution of a Task Order.

The intent of this process is to provide an opportunity for qualified firms wishing to work for the City and to provide for equitable distribution of work for those selected firms. Firms selected for the on-call list are free to pursue any other RFQ/RFP publicly advertised by the City without jeopardizing their on-call status. It is not the City’s intention to discontinue requesting RFQs/RFPs for projects, if determined to be in the City’s best interest.

No reimbursement will be made by the City for any costs incurred for this SOQ submittal process. The City also reserves the right to reject any and all proposals and re-solicit or cancel this procurement if deemed by the City to be in its best interest.

On-Call Consultant Selection Schedule:

Statement of Qualifications Submittal deadline:	September 01, 2016
Panel Review:	October 01, 2016
Notification to Consultants:	January 03, 2017

SECTION 6 - GENERAL INFORMATION

Sample Contract. An example of the City's Professional Services Agreement is attached as Attachment 1.

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.

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 forced ranking system, and that determination of the "most qualified" firm(s) will require subjective judgments by the City.

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 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 in Section 4 above.

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 City.

Legal Worker Requirements. The City of Buckeye 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. The City of Buckeye 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 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.

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 Tammy Vogel, Contract Administrator, Construction and Contracting Division at (623) 349-6175. 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
RFQ NO. 2016-020
ON-CALL ENGINEERING AND ARCHITECTURAL SERVICES**

Sample Professional Services Contract

(See following pages)