

SOLICITATION AMENDMENT
Request for Qualifications #2016-020
CITY OF BUCKEYE
CONSTRUCTION & CONTRACTING DIVISION
623.349.6225

AMENDMENT #1

NOTE: Attach to Original RFQ. However, if Proposal has already been returned, complete this amendment and return for attachment to your Proposal by 4:00pm, September 01, 2016.

City of Buckeye
530 East Monroe Avenue
Buckeye, Arizona 85326
Attn: Christopher Williams

SOLICITATION: Request for Qualifications #2016-020 On-Call Engineering and Architectural Services

NOTICE TO CONTRACTORS:

This Amendment forms a part of the Contract and clarifies, corrects, or modifies the original Request for Qualifications for Proposal documents prepared by the City of Buckeye.

Bid Due Date and Time: **September 01, 2016 at 4:00 p.m. MST**

Last Day for Questions: **August 25, 2016 at 5:00 p.m. MST**

Please amend and include the following information for Request for Qualifications #2016-020 as follows:

A. On Pg. 5, Paragraph #14, Category 14 Amended to read: Construction Management-May includes the following services:

- General construction administration
- New construction or renovation projects
- Program-wide projects
- Building or infrastructure
- Cost estimating
- Cost- benefit Analyses
- Constructability reviews
- Project reports
- Peer reviews
- Management of construction costs
- Monitor construction schedule
- Implement quality control procedures

- Construction Administration and oversight of construction activities.

Please amend and delete the following information for Request for Qualifications #2016-020 as follows:

B. Pg. 12, Section 4, Paragraph 1: Delete- “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.”

C. Pg. 12, Section 4, Paragraph 3 and 4; Amended to read:

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 each SOQ packet include one (1) page cover letter, one (1) original hard copy of the SOQ and one (1) copy on Computer Disk (CD) 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.
- One (1) original Hard Copy and One (1) Computer Disk (CD) 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.

D. Pg. 14, Sections B and C “underlined requirements” amended to read:

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.
- The Project must be performed by the Arizona Office.

- Contracts must be under \$400,000. State if contract was for design services only or if CA services were also included
- Project description must be limited to one (1) paragraph
- 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 ON ORG. CHART: (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:

- Project description must be limited to one (1) paragraph per project
- Role and responsibility of the key person
- Contract amount
- Completion or estimated completion date
- Procurement method (direct select, selected by RFQ, On-Call list)

THE FOLLOWING QUESTIONS WERE ASKED BY CONTRACTORS AT THE PRE-SUBMITTAL MEETING ON AUGUST 17, 2016 AS FOLLOWS:

QUESTION: Do we need to add resumes for Sub Consultants?

ANSWER: No. Just the name of the Firm

QUESTION: Can we select 1 skill type under a Category and provide qualifications?

ANSWER: No. You must provide qualifications for the entire category.

QUESTION: Can we provide on-going projects within the 2 year period?

ANSWER: Yes

QUESTION: What is "Forced Ranking" in the evaluation section?

ANSWER: If there are 10 submittals, the submittals are ranked from 1-10.

QUESTION: In Category #4, Will the awardee provide all "Right of Way" acquisitions?

ANSWER: No. There will be a separate RFQ done for that. You will just provide services within the assigned project as requested.

QUESTION: On Page 14, do we only provide 2 references for the submittal?

ANSWER: Yes

QUESTION: On Page 14, Paragraph B, Do Contracts have to be under \$400,000?

ANSWER: Yes

QUESTION: Can headers/footers be placed within the 1" margins?

ANSWER: Yes

QUESTION: Does the 10-point minimum font requirement apply to graphics and tables?

ANSWER: Yes

Questions that were presented concerning the Professional Services Contract will be addressed in a later amendment.

The balance of the specifications and instructions remain the same. Offerors must acknowledge receipt and acceptance of this amendment by returning the entire amendment with the Request for Qualifications #2016-020

**PLEASE ACKNOWLEDGE YOUR FIRM'S RECEIPT OF THIS AMENDMENT BY SIGNING THE ATTACHED SOLICITATION AMENDMENT ACKNOWLEDGEMENT.
SOLICITATION AMENDMENT ACKNOWLEDGEMENT**

RFQ #2016-020
AMENDMENT NUMBER 1
AMENDMENT ISSUE DATE: AUGUST 18, 2016

Offeror certifies that Offeror has read, understands, and will fully and faithfully comply with this Request for Qualifications, its attachments and any referenced documents. Offeror also certifies that this offer was independently developed without consultation with any of the other Offerors or potential Offerors.

Name of Company: _____

Authorized Signature: _____

Print Name and Title: _____

Date: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email Address: _____