



**CITY OF BUCKEYE**

**REQUEST FOR QUALIFICATIONS  
RFQ No. 2019022**

**BUCKEYE NORTH ZONE COMMUNITY PARK  
SITE ASSESSMENT & FEASIBILITY STUDY**

**CONTACT PERSON**

**Debby Fasano, Contracting Officer  
Construction and Contracting  
[dfasano@buckeyeaz.gov](mailto:dfasano@buckeyeaz.gov)  
623.349.6174**

**SCHEDULE OF EVENTS**

Date Issued:	September 19, 2019
Pre-Submittal Meeting:	October 10, 2019 at 1:30 PM
Last Day for Questions:	October 16, 2019 by 5:00 PM
Due Date & Time:	October 22, 2019 no later than 3:00 PM

**PLEASE NOTE: IF RFQ 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.....	3
SECTION 2 Scope of Work.....	4
SECTION 3 Pre-Submittal Conference.....	10
SECTION 4 Submittal Requirements.....	10
Cover Letter .....	10
TAB A – FIRM/TEAM Qualifications.....	11
TAB B – Project Understanding and Approach.....	12
TAB C – Relevant Experience.....	12
TAB D – Experience of Key Personnel.....	12
SECTION 5 Selection Process and Schedule .....	13
SECTION 6 General Information.....	13
City Rights .....	13
Acceptance of Evaluation Methodology.....	13
Release of Project Information .....	13
Contact with City Employees .....	13
Data Confidentiality .....	14
Legal Worker Requirements .....	14
Lawful Presence Requirement.....	14
Protest Procedures .....	14
Suspension/Debarment.....	14
Questions .....	14

## SECTION 1 – INTRODUCTION:

The City of Buckeye is the largest city geographically in Arizona with a 640 square mile municipal planning area that is only five percent built out today. The City's population is also one of the fastest growing and in 2019, the US Census Bureau listed Buckeye as the fastest growing City in the Country with an 8.5% increase in population between July 1, 2017 to July 1, 2018. City officials now estimate Buckeye's population to be approximately 82,600.

The City offers a wide variety of parks and programming for residents. Buckeye's centerpiece of open space is Skyline Regional Park, an 8,675-acre mountain preserve that has 22 miles of trails of varying difficulty levels for hikers, mountain bikers, and equestrians. Other parks such as the 30-acre Sundance Park and 26-acre Earl Edgar Recreation Facility offer multi-use sports field and softball and baseball fields as well as playgrounds, dog parks, and picnic areas. The City's park system is growing to accommodate the recreational needs of existing and new residents.

The North Zone Community Park Site Assessment & Feasibility Study will evaluate potential locations for a community park in the north zone of Buckeye (areas north of I-10). The City's existing parks and facilities are all located south of I-10 with the exception of Skyline Regional Park. The Site Assessment & Feasibility Study is the first step in the process to deliver a Community Park in the north area of Buckeye's municipal planning area.

The City's Parks and Recreation Master Plan defines a Community Park as:

*"The community park is an area of diverse environmental quality. The park may include areas suited for intense recreational facilities, such as athletic complexes and large swimming pools. The community park may be an area of natural quality for outdoor recreation, such as walking, viewing, sitting, and picnicking. The park serves an area up to 2.5 miles (several neighborhoods) and is usually 25-50 acres in size...The desirable site characteristics for the community park may include natural features, such as water bodies, and areas suited for intense development. The park should be easily accessible to the neighborhoods it serves." Pg. 33-34.*

The Community Park in the north zone will focus more on active recreational development. Amenities typically built in a community park and may include, but is not limited to the following:

- Urban Fishing Lake
- Lighted Sports Fields for soccer/football, baseball/softball
- Large playground for various age groups
- Splash Pad
- Ramadas of various sizes to accommodate needs of users
- Dog Park
- Sports Courts for Basketball, Tennis, Volleyball, Pickleball
- Walking Paths
- Exercise Equipment

- Adventure Amenities such as Bike courses, skate parks, climbing walls, ziplines, etc.
- Restrooms
- Ample Parking, Interior Park Roadways
- Storage Area for parks & recreation equipment & materials
- Maintenance Yard

The City of Buckeye requests park planning and development firms and other qualified professionals to submit proposals to provide professional services to prepare the North Zone Community Park Site Assessment & Feasibility Study.

**1. Relevant Plans and Studies for the North Zone Community Park Site Assessment & Feasibility Study.**

There are several plans and studies that will directly influence the North Zone Community Park Site Assessment & Feasibility Study, including but not limited to the following:

- A) Buckeye General Plan 2040 (2018)
- B) Buckeye Parks and Recreation Master Plan (2016)
- C) Buckeye Transportation Master Plan (2019)
- D) Buckeye Bicycle and Pedestrian Master Plan (to be adopted by Buckeye City Council 9/17/2019)
- E) Buckeye Infrastructure Improvement Plan (draft plan, 2019)
- F) Flood Control District of Maricopa County’s Sun Valley Area Drainage Master Plan (2006 & update in process)
- G) Community Services FY20-FY23 Strategic Plan

Other potential studies that may be of relevance include studies that will be completed concurrently to the North Zone Community Park Site Assessment & Feasibility Study, but is outside this scope of work such as the joint Bureau of Reclamation/City of Buckeye Low Impact Design Partnership for Stormwater Flows and the City of Buckeye Wildlife Corridors Best Management Practices Guide.

**SECTION 2 – SCOPE OF WORK:**

The consultant will complete the following tasks for the North Zone Community Park Site Assessment & Feasibility Study. The report will recommend five (5) best potential locations to acquire and construct a community park in the north zone based on criteria such as, but not limited to, the size of the parcel, site opportunities, considerations and constraints, locations to existing roadway infrastructure and designated right-of-way, proximity to other HOA-owned parks (existing or planned), projected population densities, connectivity, proximity to paths and trails (existing or planned), buildability, adjacent infrastructure for water, sewer, and electricity.

## **A. Data Collection, Inventory, Existing Conditions & Analysis**

- Gather and review applicable plans and studies listed under Section 2 Relevant Plans and Studies
- Data Collection – Gather data on existing site conditions within Buckeye’s municipal planning area, north of I-10. Such data may include information on parcels, realty, utilities, roadways, City planning, engineering, and parks and recreation data, Flood Control District of Maricopa County data for floodplains/floodways, drainage plans, etc.
- Data Analysis: Analyze and synthesize the data.
- Narrative on how 5 sites were selected for further analysis.

### **Deliverable:**

Report that includes information on the data collection, inventory and existing conditions for lands north of I-10 and the determining factors on how the consultant selected the five parcels to be analyzed further for a site assessment & feasibility study.

## **B. Prepare North Zone Community Acre Park Site Assessment**

The Site Assessment will evaluate five (5) best locations for the City to acquire land to build a community park in the north zone. Evaluating factors to be assessed and analyzed for each of the five (5) sites may include, but is not limited to the following:

### **1) Parcel Information**

- 1.a) Size of the Parcel: Is the parcel a minimum of 30-acres? If the parcel is larger than 30-acres, is it of the appropriate size and scale to allow the City to build future phases of the park adjacent to the initial 30-acre community park? Is there the potential to utilize other portions of the parcel for a municipal service center with a library, community center, police and fire substations, water campus, etc.? If the parcel is significantly much larger than 30 acres, can it be subdivided?
- 1.b) Saleable: Is the property available for purchase? Will easements be needed? What are other acquisition options?
- 1.c) For parcels under the ownership of another political entity (ie. BLM, AZ State Land Department, Flood Control District of Maricopa County), what considerations are needed for the City to use that land for a community park? Land purchase, patent/lease, intergovernmental use agreements, etc.?

### **2) Planning**

- 2.a) Annexation Status: Is the property currently annexed into the City?
- 2.b) Compliance with Adopted Plans: Does the property comply with the Buckeye General Plan, Parks and Recreation Master Plan, other planning documents?

- 2.c) Zoning/Land Uses: Does the zoning and land uses support use as a community park? Are there any compatibility issues on adjacent properties for zoning land uses for the potential community park parcel, such as industrial or potential from sports field lighting spillage onto adjacent properties?
- 2.d) Proximity to Existing/Planned Development: Is the site in close proximity to existing or planned development? If not adjacent to existing development, what is the estimated time frame of when development could occur adjacent the site – 2 years, 5 years, 10 years, or more?
- 2.e) Proximity to HOA-owned and maintained parks: Are there nearby or planned HOA-owned parks that have similar amenities proposed to the community park?
- 2.f) Connectivity: Is the site in close proximity to planned bicycle and pedestrian improvements? Is the park near planned transit?

### **3) Infrastructure**

- 3.a) Access / Egress: Is there improved roadways to the site? Is there designated right-of-way to the property? If access is not currently available, what would it take to bring it to the site?
- 3.b) Water Rights, Wells, Sources, Quality, and Capacity: What water resources are available to the property? Is there adequate water supply to accommodate the needs for a community park and associated amenities such as turf irrigation, landscape irrigation, urban fishing lake, splash pad, potable drinking water, and restroom facilities?  
If water is not available, what would it take to bring water to the site?
- 3.c) Sewer, Septic: Is there sewer available to the property with the available capacity for a typical community park? If not, would septic be appropriate? What would it take to bring sewer or septic to the site?
- 3.d) Other Infrastructure/Utilities: Is there other infrastructure available to the property, such as electricity, internet, Wi-Fi? What is needed to bring such infrastructure and utilities to the site?

### **4) Constructability of Site**

- 4.a) Topography/Slopes: Are there any topographic considerations to the site, such as slope or other natural features that would impact park development and maintenance? Is the land relatively flat with minimal constraints?
- 4.b) Geotechnical: Are site soils suitable for park development in regards to turf and percolation for amenities such as sports fields, urban fishing lake, etc. Are soil amendments needed for park development? Would infill be needed to be brought onto the site or excess soil to be removed?
- 4.c) Drainage of property: Are there any considerations for drainage of the property considering the site for park improvement?

- 4.d) Threatened and Endangered Species: What is the likelihood that T&E species are currently present on the property?
- 4.e) Wildlife Considerations: Is the property outside any wildlife corridors as identified by Arizona Game and Fish Department and the White Tank Mountains Conservancy?
- 4.f) Cultural / Historical: Is there likely to be cultural and historical resources on the property? What clearances are needed to develop the property?
- 4.g) Other Site Considerations: Are there other site considerations, such as overhead power lines that may impact park development?
- 4.h) Any federal, state, or local permits that would be needed based on site characteristics?
- 4.i) Existing Easements/Claims: Are there any existing easements or mining claims on the property that impact development of the site for a park?
- 4.j) Does the site have unique characteristics that lend itself to becoming a destination?

**5) Flooding Potential / Retention**

- 5.a) Flooding Potential: Is the property located outside of the floodway and floodplain?
- 5.b) Washes: Are there any washes on the property or any that have the potential to be designated as a 404 wash?
- 5.c) Use of the property for retention: Is the property outside of retention areas? What percent of the site is needed for on-site retention? Is there the opportunity for off-site drainage?

**6) Revenue Potential**

- 6.a) Revenue Generation: Does the site lend itself to revenue generation from user fees or adjacent economic development?
- 6.b) Private/Public Partnerships (P3's) Potential: Does the property lend itself to any potential public-private partnerships that can bring revenue to the City?

**7) Acquisition / Financial Strategies**

- 7.a) Acquisition Strategies: Does the site lend itself to acquisition strategies other than purchase, such as land gifting?
- 7.b) Financial Strategies: What financial strategies and considerations are recommended to acquire the land? City's General Fund, Bonding, Impact Fees?

**Deliverable:**

Report on Site Assessments for each of the five sites using the criteria listed in this section and any other determining criteria as vetted through meetings with City staff. The report should include a map of each property that depicts the elements listed

above and the locations and quantities (in acres) of the developable and undevelopable lands.

### **C. Cost Analysis**

The Consultant will prepare a high-level cost analysis for each site. The cost analysis should incorporate information gleaned during the site assessment to determine costs. For example, if infrastructure is not available to the site, the cost analysis should include the cost to bring infrastructure to the property. The cost analysis should include, but not limited to:

- 1) Probable acquisition costs to purchase the land for each of the 5 sites.
- 2) Probable master planning, design, and construction costs for each of the 5 sites, including on and off-site improvements needed to deliver the park.
- 3) Probable operation & maintenance costs for each of the 5 sites.
- 4) Probable programming opportunities for each site.

**Deliverable:**

High Level Cost Analysis Report

### **D. Ranking the 5 Sites for Park Development**

The Consultant will create criteria vetted through City staff that may include a weighted framework to rank the five (5) sites using the site assessment and cost analysis as a basis. The consultant will review the results with City staff prior to the feasibility analysis report phase. Ranking should take into account the criteria included in the site assessment as well as the cost analysis for land acquisition, capital development, and operations and maintenance.

**Deliverable:**

Site Ranking Report

### **E. North Zone Community Park Feasibility Study**

The Consultant will consolidate the findings and recommendations into one package to present to City Council and boards and commissions. The feasibility study will synthesize the information gathered during the data collection phase of the project on existing conditions, a narrative on how the 5 sites were selected, the site assessment report, the cost analysis report, and the ranking report.

The feasibility study will provide a section on the detailed steps needed to acquire the desired property, the work plan to acquire the land, timelines, and responsible parties for each task. The Study should also provide recommendations on how to deliver the project and estimate timelines for delivery and preferred financing mechanisms.

**Deliverable:**

North Zone Community Park Feasibility Study

**F. Outreach and Involvement**

Completion of the Site Assessment and Feasibility Study will require up to four (4) public presentations in various settings that may possibly include the following:

- 1) Buckeye City Council (1)
- 2) Buckeye Community Services Advisory Board (1)
- 3) Buckeye Planning & Zoning Commission (1)
- 4) Developers Partnering Group (1)

**G. Administrative Tasks**

- 1) Standing meetings (up to 6 meetings @ 3 hours each) with City staff and stakeholders.
- 2) Phone calls with city project managers (biweekly or as needed).
- 3) Monthly progress reports (up to 1 page).
- 4) Track, prepare, distribute, and save all meetings agendas and minutes/summaries to city staff.
- 5) Provide all materials for meetings and presentations such as PowerPoints, comment forms, and presentation boards.
- 6) Maintain and manage the project schedule.
- 7) Answer questions from various stakeholders and city staff throughout the duration of the project via email and phone calls.

**Additional Information**

Copies of all City plans and studies will be made available to the consultant.

**1. General Scope of Work and General Requirements.**

The scope of work is a general guide to the work the City expects to be performed by the Consultant, and is not a complete listing of all services that may be required or desired. It is expected that Consultant will make recommendations for selection criteria to achieve the project purpose.

- A. Consultant selected will be responsible for creating the North Zone Community Park Site Assessment and Feasibility Study and should have experience in park planning and development, park delivery and financing mechanisms, economic analysis, and GIS mapping.
- B. Consultant for the North Zone Community Park Site Assessment and Feasibility Study will need to assemble, manage and coordinate a consulting team with expertise in various fields that can complete the aforementioned tasks.

**2. Project Deliverables.**

Under the contract to be awarded, the City of Buckeye seeks to receive the following deliverables from the Vendor. Duties performed by the successful respondent may include, but are not limited to:

- A. Produce a Council-adopted North Zone Community Park Site Assessment and Feasibility Study that includes the aforementioned elements within approximately 9 months.
- B. Provide to the City hard copies (20) of the final North Zone Community Park Site Assessment and Feasibility Study. Provide a digital copy (5 USB drives) of the final report and associated documents, such as agendas, minutes, PowerPoint presentations, research, GIS files in both the design format and pdf.
- C. Deliverables to be provided throughout the process is included in the scope of work.

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

The pre-submittal conference has been scheduled for **October 10, 2019 at 1:30 p.m.** at Buckeye City Hall, 530 East Monroe Avenue, Buckeye, AZ 85326, 1<sup>st</sup> Floor Executive Conference Room. Attendance is not mandatory. The purpose of this conference will be to clarify the contents of this Request for Qualifications in order to prevent any misunderstanding of the City's intentions and desires. Any doubt as to the requirements of this Request for Qualifications, 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 Request for Qualifications. Oral statements or instructions shall not constitute an amendment to this Request for Qualifications. You do not have to send a representative to this Pre-Qualifications conference. However, if you decide to not send a representative, then we may not know of your intent to participate in this solicitation, and so may not send you any written amendments to this Request for Qualifications. Further, we will assume that your failure to attend the pre-proposal conference is an indication that you expect us to review your proposal as if you had taken advantage of the pre-proposal conference.

### **SECTION 4 – SUBMITTAL REQUIREMENTS**

Interested firms should submit a qualifications packet addressing the specific Request for Qualifications (SOQ) criteria. On the SOQ packet, please display the firm name and RFQ title. In the SOQ packet, include a one-page cover letter and one (1) copy of the SOQ packet on a flash drive in PDF format, One (1) paper copy marked "original" and One (1) paper copy marked "copy", no later than 3:00 PM, local time, October 22, 2019.

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) flash drive of the proposal packet in PDF format.
- One (1) original paper copy marked original and One (1) paper copy marked copy with tab A-D submittal pages
- Adherence to maximum page requirement.
- Deposit of submittal in correct location.
- Acknowledgement in the cover letter that the City's Professional Services Agreement (see

attached Exhibit D) has been reviewed by the consultant submitting the proposal packet and the consultant's assurance to execute this agreement as written.

- Delivered to Buckeye City Hall, 2<sup>nd</sup> Floor Reception Desk, 530 East Monroe Ave., Buckeye, AZ 85326.

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

Debby Fasano, Contracting Officer  
Construction and Contracting Division  
Second Floor, City Hall  
530 East Monroe Ave.  
Buckeye, Arizona 85326  
E-Mail: [dfasano@buckeyeaz.gov](mailto:dfasano@buckeyeaz.gov)

**NOTE:** For the convenience of the Review Committee; all responses to the RFQ items Tab A through Tab E shall be formatted for each category as follows:

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

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

Firms interested in being selected for the City of Buckeye North Zone Community Park Site Assessment & Feasibility Study should submit a response addressing the specified proposal criteria, as listed below.

**Tab A. FIRM/TEAM QUALIFICATIONS (3 Page Limit)**

1. Provide a narrative of team qualifications, knowledge, and experience for the prime firm and subconsultants in:
  - a. Community park siting, design and development of parks & park infrastructure requirements;
  - b. Developing real estate & land acquisition strategies;
  - c. Comparative site selection and analysis for community park locating including unique programming , private public partnerships and revenue;
  - d. Cost estimating for land acquisition, park development including offsites, programming, operations and maintenance costs. Planning and land use.

**Tab B. PROJECT UNDERSTANDING AND APPROACH (3 Page Limit)**

1. Understanding of the scope of work
2. Method of approach to tasks in the scope of work
3. Project schedule showing key project milestones and deliverables

**Tab C. RELEVANT EXPERIENCE (Maximum of 3 Projects; 1 Page Limit per project)**

1. Provide a list of relevant projects of similar scope, size, and complexity. The projects submitted should demonstrate that the consultant and/or the team have performed a same/similar type of services to be considered relevant. For each project, include:
  - a. Client name;
  - b. Project description;
  - c. Relevance to current project;
  - d. Role of the key member in delivering the project;
  - e. Cost magnitude of services provided;
  - f. Year services performed;
  - g. Project Reference.
2. Sample work products
3. Demonstrated experience collecting and analyzing data needed for site selection of community parks
4. Demonstrated experience with cost analysis for park land acquisition, design and construction, operation and maintenance.
5. Completion of site assessments and feasibility studies.  
Demonstrated experience in land-use and parks and recreation planning

**Tab D. 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 contract. Include lines of authority and their home office location.

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

- Industry and professional tenure
- License/registrations
- Their primary role and duties.
- Two general references, with contact information (phone number and/or email).  
References may be submitted on 1 additional page.
- For each key personnel identified above provide two projects with similar elements as the Scope of Work. For projects other than ones with similar elements 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.

#### **SECTION 5 – SELECTION PROCESS AND SCHEDULE:**

This Request for Qualifications (RFQ) is being conducted pursuant to A.R.S. § 34-604. The process will be to review and evaluate the submittals using a forced ranking system. No individual points will be assigned to the criteria above. The qualifications submitted in response to this RFQ, will be ranked in descending order. The Selection Panel will evaluate each SOQ according to the criteria set forth in Section 4 above. The City will select a qualified professional based on the SOQ's received; formal interviews may or may not be conducted. The City may conduct a due diligence review on the firm(s) receiving the highest ranking.

A "Selection Committee" will be comprised of City employees organized for this RFQ who will review and evaluate the submittals and will use a forced ranking system. The results of the individual rankings will be submitted to the Construction and Contract Manager for final review and recommendation to the City Council.

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.

#### **SECTION 6 – 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.

**Acceptance of Evaluation Methodology.** By submitting its Qualifications in response to this RFQ, 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 Council, 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 Debby Fasano, Contracting Officer, Construction and Contracting Division at [dfasano@buckeyeaz.gov](mailto:dfasano@buckeyeaz.gov). 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.