



**CITY OF BUCKEYE
REQUEST FOR QUALIFICATIONS**

RFQ# 2019021

DESIGN BUCKEYE POOL EXPANSION

CONTACT PERSON

Erin Reilly

Contracting Officer

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SCHEDULE OF EVENTS

Date Issued: Monday, September 23, 2019

Pre-Proposal Meeting: Tuesday, October 8, 2019 at 3:00 PM

Last Day for Questions: Thursday, October 17, 2019 by 5:00 PM

RFQ Proposal Due Date: Thursday, October 24, 2019 at 2:00 PM

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EXHIBITS

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A	Site Map (Proposed Site).....	7

ATTACHMENTS

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1	Past Performance Questionnaire	9

SECTION 1 – INTRODUCTION

The City of Buckeye is seeking sealed Statements of Qualifications from qualified Architectural and Engineering Firms to provide design and engineering services for a new lesson and competition swimming pool located in the City of Buckeye, Arizona. The proposed project consists of designing a pool of at least 25 meters and up to 50 meters, with a minimum of 8-lanes including elements such as start stands, lifeguard towers, lane lines, decking, and typical pool equipment. Other amenities may include equipment building, restrooms, showers, changing room, storage areas, lobby/check-in and multi-functional room. The project should include a viewing and spectator area and should be heated to allow for year-round use. The project may include cabanas (with electricity), fencing, and seating areas. Depending on the final site location, the project may include both on and off-site improvements, such as street improvements, roadway access, geotechnical, grading & drainage, utilities, parking and circulation, lighting and landscaping, security, fire safety, IT needs, and may include the design for buildings associated with the pool such as equipment and chemical rooms, restrooms, changing areas, storage, classroom space, lobby, and FF&E's. Submitting firms will ideally possess experience in delivering institutional facilities utilizing the design, bid, build method and should be able to demonstrate very high past client customer satisfaction with the design and post design services. Principals of interested firms must be properly licensed and/or registered to provide the requested services in the State of Arizona.

SECTION 2 – PROJECT SUMMARY/SCOPE OF WORK

The Site

The City has identified a potential site located next to the current downtown community pool, (**Exhibit A**). The City is considering other locations in areas south of I-10 and within the City limits. The selected firm may be required to assist in identifying potential alternate locations and providing an assessment of each location to assist the City in making the final determination for this project. Design at the proposed current location should take into account existing facilities to identify potential cost savings and to create functional solutions to match existing features with new construction.

Design Requirements

Design creativity and familiarity with the City's design guidelines and permitting process will help produce concepts that will be quickly accepted and expedited through the public process.

Project Scope

- Work closely with City staff to identify the program and facility needs
- Determine the site requirements for the facility. Determine preferred location.
- Provide preliminary cost estimates and schematic drawings
- Provide the necessary concept plans/master plan for City review depicting possible development scenarios

- Provide preliminary and final design (30%, 60%, 90%, 100%) plans and services for the project to include; all facility programmatic issues, ADA standards, conform to the current building code, on site and off site utilities and infrastructure
- Provide preliminary and final construction cost estimates for the project
- Participate in City Council/Community Services Advisory Board/Public meeting presentations for the facility design
- Prepare architectural drawings for any building and amenities including contract specifications
- The selected firm will provide all post-design services for the construction project
- Provide construction cost projections
- Conduct public meetings, if deemed necessary
- Determine recommended staffing model, operational cost and revenue projections for identified program
- Evaluate parking, circulation, and traffic patterns
- Design services will include architectural designs, landscape and hardscape so that it will match and blend with the surrounding area.
- FF&E's for any associated buildings

SECTION 3 – PRE-SUBMITTAL CONFERENCE

The pre-submittal conference has been scheduled for **October 8, 2019, at 3:00 pm** at Buckeye City Hall, 530 East Monroe Avenue, Buckeye, AZ 85326, in the 1st Floor Executive Conference Room. Attendance is encouraged but not required.

SECTION 4 – SUBMITTAL REQUIREMENTS

Firms interested in this project should submit a Statement of Qualifications, **one (1) original, five (5) copies and one (1) USB flash drive by 2:00 PM, local time, October 24, 2019**. Three-ring binders are preferred. In addition, submit a complete copy of the Qualifications on a USB flash drive using a searchable “PDF” file format. Your submission must conform to the following: The original and all copies of the submittal will be appropriately labeled as such. Each set shall be organized using the tabs specified below. Firm(s) will be selected through a qualifications-based selection process based on the criteria below.

Submittals must be received by the specified date and time. On the submittal package, please display: **firm name, project title, and RFQ number**. All submittals shall be addressed to:

City of Buckeye
530 East Monroe Avenue
Buckeye, AZ 85326
Attn: Erin Reilly

REQUIRED FORMAT, PAGE REQUIREMENTS

Submittal Cover Letter: (one (1) page cover letter, two (2) pages financial information)

TAB A: Project Experience (one page per project, maximum of five (5) projects)

TAB B: Past Performance Questionnaire (one form per project identified in TAB A)

TAB C: Key Personnel Resumés (one page per resumé, plus organizational chart)

TAB D: Method of Approach (20 pages)

Adherence to the maximum page criterion is critical: each page side (maximum 8-1/2" x 11") with criteria information will be counted. Do not use 11" x 14" or 11" x 17" size sheets (e.g., fold-outs) unless specifically authorized. Pages that have project photos, charts and/or graphs will be counted towards the required number of pages. Front and back covers, Table of Contents, and divider (tab) pages will not be counted unless they include qualification information that could be considered by the selection panel. Resumés should provide information for key staff (no company profiles) and should not include project pictures or general firm information. Any additional company information or non-key staff information included in the resumé section will be counted against the maximum page requirement. Do not submit additional information not listed herein. Font size may not be less than 10 point.

COVER LETTER

Within the one-page cover letter, include your firm's full company name, address, phone number and the email address for your firms contact person for the RFQ.

TAB A – PROJECT EXPERIENCE (30 points)

Identify at least three (3) but no more than five (5) relevant projects. Demonstrate the experience of your firm and/or proposed team, including key sub-consultants, on projects same/similar to that described in the solicitation for same/similar services. The projects submitted should also demonstrate that the consultant and/or the team have performed the same/similar type of services. Same and or similar type services are defined as the following:

1. New Construction of a lane pool and support facilities described above. (Major renovation projects are not considered relevant projects.)
2. Projects which were procured using the Design-Bid-Build method will be given higher consideration than alternate delivery method projects.
3. Projects greater than \$2,000,000.00 (construction value) will be given higher consideration than projects less than \$2,000,000.00.
4. All projects submitted must have been completed with the last seven (7) years from the date this RFQ is issued.
5. For each project include the construction contract award amount and the final construction cost.

TAB B – PAST PERFORMANCE QUESTIONNAIRE (20 points)

For each project submitted in TAB A, the Firm must submit a completed Past Performance Questionnaire (Attachment 1). The firm is directed to provide this form to the project owner or

Point of Contact. Instruct the owner to complete the form and return the form to you for inclusion in your submission.

TAB C – EXPERIENCE OF KEY PERSONNEL (30 points)

The Firm must provide resumé data for the following key personnel: Lead Project Manager, Civil/Site Engineer, Architect of Record (if different from Lead), and Landscape Architect. All position notes must be licensed in the State of Arizona.

The Firm may also include resumé data for other personnel that they consider to be key. Resumé information to be provided shall be limited to no more than one (1) page per person and shall include the following information at 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 described in TAB A or other relevant projects/work required under this contract
- (g) Education: degree(s), year, specialization, if applicable

Include an organizational chart (maximum 2 pages) at the end of this tab, chart may be submitted in 11”X17”. Provide an organizational chart that depicts the project team organization and lines of authority. Clearly indicate superior/subordinate reporting relationships; provide names and titles of key personnel. Include if applicable, key personnel from major sub-consultants that would contribute to major portions of any work associated with this project.

TAB D – METHOD OF APPROACH (20 POINTS)

General Project Approach:

1. Describe your firm’s overall commitment to responding to the City’s requests for services.
2. Describe your firm’s method and approach to a Design-Bid-Build project.
3. Describe your firm’s conflict communication plan; what is your proposed escalation ladder?

SECTION 5 – SELECTION PROCESS

This Request for Qualifications (RFQ) is being conducted pursuant to A.R.S. § 34-604. The process will be to evaluate and score the qualifications submitted in response to this RFQ, 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 Selection Panel will evaluate each SOQ according to the criteria set forth in Section 4 above. The City will select a firm 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 evaluation.

A "Selection Committee" will be comprised of City employees and one person who is an architect or engineer registered pursuant to A.R.S. § 32-121. These members may be employees of the City or outside consultants. The selection committee will review, evaluate, and score the RFQ responses in accordance with the evaluation criteria established above.

The City may then decide, if necessary, to conduct interviews of firms to make final selections.

The City will then award a Professional Services Contract to the highest-ranked firm.

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 SOQ, respondent acknowledges and accepts the evaluation process, the established criteria and associated point values, and that the 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 subconsultants) 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 below.

Data Confidentiality. Except as specifically provided in the Contract, the Consultant or its subconsultants 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 consultant who fails, or whose subconsultants fail, to comply with A.R.S. § 23-214(A). The consultant and each subconsultant 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 consultant or subconsultant employee who is awarded a contract to ensure that the firm or subconsultant 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 City of Buckeye Procurement Code, Section 24-3-16 which governs protest procedures utilized throughout the selection process.

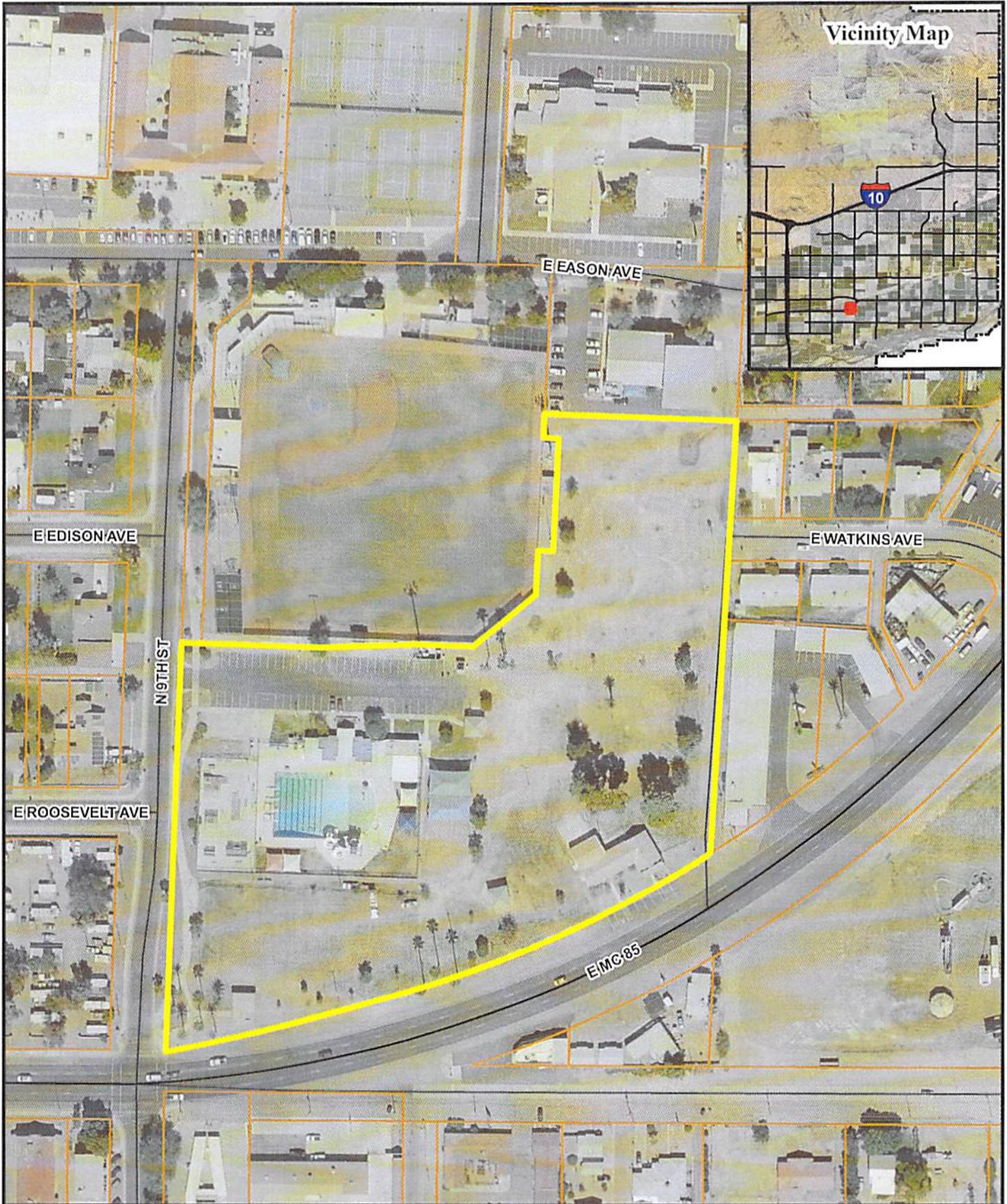
Suspension/Debarment. By submitting a proposal in response to this solicitation, the respondent is certifying that it is neither debarred nor suspended nor under consideration for suspension or debarment by any federal, state, or local government or agency. If a respondent is not able to so certify, the respondent must submit a letter that identifies the agency involved and a contact and explains why respondent is suspended, debarred, or being considered for suspension or debarment.

Questions. Questions pertaining to this selection process or contract issues should be directed to **Erin Reilly, Contracting Officer, City of Buckeye Construction and Contracting Division at ereilly@buckeyeaz.gov or (623) 349-6173.** 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.

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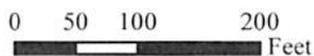
EXHIBIT A

**SITE MAP
(POTENTIAL SITE)**



While every effort has been made to ensure the accuracy of this information, the City of Buckeye makes no warranty, expressed or implied, as to its absolute accuracy and expressly disclaims liability for the accuracy thereof.

Buckeye Pool Expansion



- Pool Expansion Area
- Parcels



Date: 8/28/2019
Document Name: BuckeyePoolExpansion_8x11

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ATTACHMENT 1

PAST PERFORMANCE QUESTIONNAIRE

PAST PERFORMANCE QUESTIONNAIRE

CONTRACT INFORMATION (To be completed by Contractor/Consultant)

1. Contractor/Consultant Information:

Firm Name: _____ Email : _____
Address: _____ Contact Name: _____
Phone Number: _____ Contact Phone: _____

2. Work Performed as: Prime Contractor Sub Contractor Joint Venture Other (Explain):

3. Contract Information:

Contract Number: _____
Contract Type: Firm Fixed Price Cost Reimbursement Other (Please specify):
Contract Title: _____ Contract Location: _____

Award Date (mm/dd/yy): _____
Contract Completion Date: _____ Actual Completion Date : _____
Explain Differences:

Original Contract Price (Award Amount): _____
Final Contract Price (to include all modifications, if applicable) : _____
Explain Differences:

4. Project Description:

Complexity of Work: High Med Routine
How is this project relevant to project of submission? (Please provide details such as similar equipment, requirements, conditions, etc.)

CLIENT INFORMATION (To be completed by Client)

5. Client Information:

Name: _____ Phone Number: _____
Title: _____ Email Address: _____

6. Describe the client's role in the project:

Client Signature:

Date:

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

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

PAST PERFORMANCE EVALUATION
(TO BE COMPLETED BY CLIENT)

1. QUALITY	
a) Quality of technical data/report preparation efforts	E VG S M U N
b) Ability to meet quality standards specified for technical performance	E VG S M U N
c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance	E VG S M U N
d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance)	E VG S M U N
2. SCHEDULE/TIMELINESS OF PERFORMANCE:	
a) Compliance with contract delivery/completion schedules including any significant intermediate milestones. <i>(If liquidated damages were assessed or the schedule was not met, please address below)</i>	E VG S M U N
b) Rate the consultant's use of available resources to accomplish tasks identified in the contract	E VG S M U N
3. CUSTOMER SATISFACTION	
a) To what extent were the end users satisfied with the project?	E VG S M U N
b) Consultant was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication)	E VG S M U N
c) To what extent was the consultant cooperative, businesslike, and concerned with the interests of the customer?	E VG S M U N
d) Overall customer satisfaction	E VG S M U N
4. MANAGEMENT/PERSONNEL/LABOR	
a) Effectiveness of on-site management of consultants, and/or labor force?	E VG S M U N
b) Ability to hire, apply, and retain a qualified workforce through this effort	E VG S M U N
c) Knowledge/expertise demonstrated by consultant personnel	E VG S M U N
d) Ability to simultaneously manage multiple projects with multiple disciplines	E VG S M U N
e) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changed	E VG S M U N
f) Effectiveness of overall management (including ability to effectively lead, manage and control the program)	E VG S M U N

5. COST/FINANCIAL MANAGEMENT	
a) Ability to meet the terms and conditions within the contractually agreed price(s)?	E VG S M U N
b) Consultant proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client	E VG S M U N
c) Is the Consultant's accounting system adequate for management and tracking of costs? <i>If no, please explain in Remarks section.</i>	Yes No
d) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? <i>Indicate if show cause or cure notices were issued, or any default action in comment section below.</i>	Yes No
e) Have there been any indications that the consultant has had any financial problems? <i>If yes, please explain below.</i>	Yes No
6. GENERAL	
a) Ability to successfully respond to emergency and/or surge situations (including notifying COR, PM or Contracting Officer in a timely manner regarding urgent contractual issues)	E VG S M U N
b) Compliance with contractual terms/ provisions <i>(explain if specific issues)</i>	E VG S M U N
c) Would you hire or work with this firm again? <i>(if no, please explain below)</i>	Yes No
d) In summary, provide an overall rating for the work performed by this consultant.	E VG S M U N

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

Client Signature:

Date: