



REQUEST FOR QUALIFICATIONS
RFQ: 2019030

CONSTRUCTION MANAGER AT RISK
MILLER ROAD TRUNK SEWER

CONTACT PERSON

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Date Issued:	November 19, 2019
Pre-Submittal Meeting:	December 2, 2019 at 3:00 PM
Last Day for Questions:	December 12, 2019
Qualifications Due Date:	December 19, 2019 no later than 3:00 PM

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SECTION 1 – INTRODUCTION

The City of Buckeye is seeking a qualified construction manager/general contractor to provide pre-construction and construction services as the Construction Manager at Risk (CMAR) for the construction of Miller Road Trunk Sewer.

SECTION 2 - PROJECT DESCRIPTION

The CMAR contract shall include pre-construction and construction services for the North Miller Road Trunk Sewer project as described in Section 3, Scope of Work. The new trunk sewer will run from a location just south of the Roosevelt Irrigation District Canal to an area just south of the I-10, outside of ADOT's right-of-way. In addition, approximately 200 feet on Durango Street, east of Miller Road. The trunk sewer will also be installed on Lower Buckeye Road, approximately one-half mile east of Miller Road. It is anticipated that the CMAR pre-construction phase will begin in late January 2019 and the construction phase will conclude June 2020.

SECTION 3 – SCOPE OF WORK

The Scope of Work for the Miller Road Trunk Sewer project will consist of two phases, pre-construction and construction.

In addition to the requirements of the Project Special Provisions, key components of the pre-construction phase include:

- Establish a Guaranteed Maximum Price (GMP) for the project.
- Provide a construction phasing and traffic control plan to the City of Buckeye.
- Provide a work plan for the excavation of two bore pits and the jack and bore operation for the installation of the steel casing underneath the Roosevelt Irrigation District Canal.
- Provide an Emergency Action Plan for storm water for excavation and trenching construction activities.

Major elements of the construction phase include:

- Excavate two bore pits for the installation of 423 feet of steel casing by means of jack & bore under the Roosevelt Irrigation District Canal.
- Install 11,334 feet VCP sewer pipe at depths between 16' and 24'.
- Install 33 manholes.
- Abandon/remove sewer pipe and manholes.
- Asphalt concrete pavement removal and replacement.

SECTION 4 - PRE-SUBMITTAL CONFERENCE

The pre-submittal conference has been scheduled for **December 2, 2019 at 3:00 p.m.** at Buckeye City Hall, 530 East Monroe Avenue, Buckeye, AZ 85326, 1st 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 5 – SUBMITTAL REQUIREMENTS

Firms interested in this project should submit a Statement of Qualifications, in **one (1) original and one (1) copy of the Statement of Qualifications along with one (1) copy of the Statement of Qualifications on a flash drive in PDF format by 3:00 pm, local time December 19, 2019.** Three-ring binders are preferred. 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 in Section 6:

Submittal Cover Sheet (one page)

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

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

TAB C: Key Personnel Resumes (one page per resume, plus organizational chart)

TAB D: Understanding of the project and approach to performing the required services. (Twenty [20] page maximum, plus CPM schedule)

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 pages, and divider (tab) pages will not be counted unless they include qualifications information that could be considered by the selection panel. Resumes 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 resume 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.

Please be advised that the following **will be grounds for disqualification**, and will be strictly enforced:

- Receipt of submittal after the specified cut-off date and time.
- Too few copies of the submittal.
- Exceeding the maximum page requirements.

The City recognizes that submittals may contain confidential or proprietary information; however, the City reserves the right to make inquiries into the information disclosed. The submission of false or misleading information may be grounds for disqualification.

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

City of Buckeye
530 East Monroe Avenue
Buckeye, AZ 85326
Attn: Debby Fasano

SECTION 6 – FORMAT AND CONTENTS OF SUBMITTAL

Cover Letter – One Page

1. Provide a general description of the firm that is proposing to provide construction management services and general construction services. Explain the legal organization of the proposed firm or team.
2. Provide the following information:
 - (a) Your firm's full company name, address, phone number, DUNS, and email addresses for our firm's contact person for the project.
 - (b) List the Arizona contractor licenses held by the firm. Reference the appropriate licenses held, if needed. In order to be considered for this project, the contractor must hold the correct license as deemed appropriate by the Arizona Registrar of Contractors prior to submitting a Statement of Qualifications (SOQ) for this project in accordance with Arizona Revised Statute §32-1151.
 - (c) Identify any contract or subcontract held by the firm or officers of the firm, which have been terminated within the last five years. Identify any claims arising from a contract which resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.
 - (d) Name, title, email, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority.
 - (e) If selected as a finalist for this project, you will be required to provide a statement from an A or better surety company describing the Company's bonding capacity.

TAB A. Experience and qualifications of the firm. (30 points)

Identify at least three (3) but no more than five (5) relevant projects in which the firm served as either CMAR, agency Construction Manager during pre-service and construction phases or General Contractor. Special consideration will be given to firms that have provided Construction Manager at Risk services on relevant projects. Each project identified shall be at least \$5M. Relevant projects which required excavation and/or trenching operations that exceeded 15 feet below existing grade will be given greater consideration. Each project submitted cannot exceed one (1) page. For each project identified, provide the following:

- (a) Description of the project
- (b) Role of the firm (specify whether Construction Manager at Risk, Construction Manager or General Contractor. If CMAR or General Contractor, identify the percent of work self-performed.
- (c) Project's original contracted construction cost and final construction cost
- (d) Construction dates
- (e) Project owner
- (f) Reference information (two current names with telephone numbers per project)

TAB B. Past Performance Questionnaire. (20 points)

For each project submitted in TAB A, complete a 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 with your submission, submit past performance questionnaires in TAB B. If necessary, the City will contact the individual rating your performance during the evaluation process.

TAB C. Experience of key personnel to be assigned to this project. (20 points)

You must provide resume data for the following key personnel: Pre-Construction Director, Lead Estimator, Project Manager and Project Superintendent. You may also include resume for other personnel that you considers key. Each resume shall be limited to no more than one (1) page per person and shall include the following information as a minimum:

- (a) Name and title
- (b) Project assignment
- (c) Name of firm with which associated
- (d) Years of experience with firm and with other firms
- (e) Active professional registration, year first registered, if applicable
- (f) Other experience and qualifications relevant to same/similar work required under this contract
- (g) Education: degree(s), year, specialization, if applicable

Include an organizational chart (maximum 1 page) at the end of this tab, chart may be submitted in 11"X17".

TAB D. Understanding of the project and approach to performing the required services. (30 points)

Limit to twenty (20) pages. You are allowed two additional pages to present a typical construction schedule. Provide a comprehensive CPM schedule detailing your approach to construction.

1. Describe your specific approach to delivering the completed project in a compressed construction schedule.
2. Describe your firm's project management approach and team organization during design and construction phase services. Describe systems used for planning, scheduling, estimating, and managing construction. Briefly describe the firm's experience on quality control, dispute resolution, and safety management.
3. Provide your firm's latest Experience Modification Rate (EMR).

SECTION 7 - SELECTION PROCESS AND SCHEDULE

The successful firm(s) will be selected through a qualifications based selection process. A Selection Panel will evaluate each SOQ according to the criteria set forth in Section 6 above. The City will select a firm based on the SOQ's received; formal interviews may not be conducted. The City may conduct a due diligence review on the firm(s) receiving the highest evaluation.

The City expects to create a final list of at least three, but not more than five firms for this project. The City will enter into negotiations with the selected firm and execute a contract upon completion of negotiation of fees and contract terms for City Council approval.

If the City is unsuccessful in negotiating a contract with the best-qualified firm(s), the City may then negotiate with the next most qualified firm until a contract is executed, or the City may decide to terminate the selection process. Once a contract is executed with the successful firm, the procurement is complete.

All firm(s) submitting Qualifications for this project will be notified directly by the City.

SECTION 8 - 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.

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, 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 CMAR 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 CMAR who fails, or whose subcontractors fail, to comply with A.R.S. § 23-214(A). The CMAR 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 CMAR 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.

Questions. Questions pertaining to this selection process or contract issues should be directed to Debby Fasano, Contracting Officer, Construction and Contracting at (623) 349-6174 or dfasano@buckeyeaz.gov.

**ATTACHMENT 1
PAST PERFORMANCE QUESTIONNAIRE**

PAST PERFORMANCE QUESTIONNAIRE

CONTRACT INFORMATION (To be completed by Contractor)

1. Contractor 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 successsfully 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 performance 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 contractor'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) Contractor 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 contractor 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 subcontractors, suppliers, materials, 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) Government Property Control	E VG S M U N
d) Knowledge/expertise demonstrated by contractor personnel	E VG S M U N
e) Utilization of Small Business	E VG S M U N
f) Ability to simultaneously manage multiple projects with multiple disciplines	E VG S M U N
g) 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
h) 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) Contractor proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client	E VG S M U N
c) If this is/was a Government cost type contract, please rate the Contractor's timeliness and accuracy in submitting monthly invoices with appropriate back-up documentation, monthly status reports/budget variance reports, compliance with established budgets and avoidance of significant and/or unexplained variances (under runs or overruns)	E VG S M U N
d) Is the Contractor's accounting system adequate for management and tracking of costs? <i>If no, please explain in Remarks section.</i>	Yes No
e) 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
f) Have there been any indications that the contractor has had any financial problems? <i>If yes, please explain below.</i>	Yes No
6. SAFETY/SECURITY	
a) To what extent was the contractor able to maintain an environment of safety, adhere to its approved safety plan, and respond to safety issues? (Includes: following the users rules, regulations, and requirements regarding housekeeping, safety, correction of noted deficiencies, etc.)	E VG S M U N
b) Contractor complied with all security requirements for the project and personnel security requirements.	E VG S M U N
7. 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 contractor.	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: