



CITY OF BUCKEYE

**REQUEST FOR QUALIFICATIONS
RFQ #2021005**

DESIGN BUCKEYE NORTH LIBRARY AND COMMUNITY CENTER

CONTACT PERSON

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Contracting Officer

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Release Date:	October 1, 2020
Pre-submittal Meeting	October 13, 2020 at 2:00 PM via Microsoft Teams local time
Last Day for Questions:	October 19, 2020 no later than 5:00 PM local time
Qualifications Due Date:	November 2, 2020 no later than 10:00 AM local time
Bid Opening:	November 2, 2020 at 10:15 AM via Microsoft Teams local time

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ATTACHMENTS

- A. PAST PERFORMANCE QUESTIONNAIRE
- B. LOCATION MAP AND PROJECT SITE

SECTION 1 - INTRODUCTION

The City of Buckeye is seeking Statements of Qualifications for the design of the Buckeye North Library and Community Center. Sealed Qualifications shall be delivered to and received at **Buckeye City Hall (2nd Floor Reception Desk), 530 Eat Monroe Avenue, Buckeye, Arizona 85326 on or before 10:00 A.M. local time, on Monday, November 2, 2020.** At 10:15 A.M., local time, on November 2, 2020, via Microsoft Teams, the City will announce publicly the names of the firms or individuals submitting Qualifications. No other public disclosure will be made until after award of the contract.

The design budget for this project is \$460,000.00.

SECTION 2 – PROJECT SUMMARY/SCOPE OF WORK

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 2020, the US Census Bureau listed Buckeye as the second fastest growing City in the Country over the past decade with a 56.6% increase in population since 2010. City officials now estimate Buckeye's population to be approximately 90,000.

The City of Buckeye, within the Community Services Department (CSD), has two public libraries and a bookmobile to provide library services to residents. The Downtown Library is 6,370 square feet, opened in 1971 and was the only library in Buckeye's planning area for over 40 years. The Coyote Branch Library is 16,600 square feet and opened to the public in 2015. The bookmobile is another vital resource that provides mobile library services to Buckeye's vast planning area and outlying communities such as Sun City Festival, Tartesso, Verrado, and the Buckeye Senior Center.

The City, within CSD, also has three Recreation/Community Centers. The Buckeye Senior Center opened in 1985, which housed a variety of city operations and is located in downtown Buckeye. Over the past 10 years, the 8,000 square feet facility has primarily been used to provide services to seniors and was officially renamed the Buckeye Senior Center by Council action on March 3, 2020. The Dr. Saide Recreation Center opened in 2006 and is primarily used for youth and teen programs. This 8,600 square feet facility is also located in downtown Buckeye. More recently, the City has been providing programs at the Sundance Crossings Plaza located at the southwest corner of Yuma and Dean Road in vacant tenant spaces. Currently, the City is under construction to improve the tenant spaces at 4,000 square feet that will house programming space for various City recreation offerings. Construction of the Sundance Recreation Center is anticipated to be complete in fall 2020 and operating in early 2021.

The City is now planning its next branch library and community center to be located in Sun City Festival in Buckeye's northern planning area. The City is working with Pulte, the land owner

who is providing a 10-12 acre parcel of land to be used for a library, community center, and potential future trailhead. The library will be a 10,000 square feet facility with an additional 3,000 square feet area for a recreation/community center for a total of 13,000 square feet. The major cross streets closest to the library site are Beardsley Parkway and Desert Oasis Blvd (see map). More specifically, the parcel is located north of Beardsley Parkway, west of Wagner Wash, and south of the Central Arizona Project (CAP) Canal. The branch library and community center in Sun City Festival will be the City's third library and fourth community center. This combined library and community center will provide vital library services and recreation programming in this fast growing area in Buckeye's planning area.

A trailhead is also planned at the site since it is located at the intersection of three major path and trail corridors in the City of Buckeye with planned alignments on the south side of the Central Arizona Project (CAP) Canal, the west side of Wagner Wash, and the third adjacent to the powerline corridor that traverses through the property. The trailhead should include elements such as shade structures, drinking fountain, garbage containers, seating, bike racks, and signage. The City's Parks and Recreation Master Plan identified the multi-use path along the CAP Canal and the west side of Wagner Wash as Secondary Paths that are 10' wide concrete paths with lighting and landscaping provided. The trail adjacent to the powerline corridor is an 8' wide stabilized and compressed decomposed granite accessible trail. Where feasible, the accessible trail should be located adjacent to the utility easement (in lieu of within the easement) to allow for enhanced amenities, such as trees and lighting. All three corridors should be ADA-compliant.

2. Scope of Work

The selected consultant will provide design services to prepare conceptual site layout for the library, community center, and trailhead that will incorporate future building addition scenarios that may be needed based on future population growth projections. Using the final preferred site layout, the consultant will prepare construction plans for a 10,000 square feet library and 3,000 square feet community center, including necessary parking to 100% plans. Construction plans for future building expansions as well as the trailhead are not included as part of this scope of work.

As part of the pre-design work, the consultant may be tasked with coordinating and leading several meetings to gather input into the design.

Major elements of the facility and site will largely be determined by available funding matched with outreach and engagement efforts, but may include the following:

- 1) Single Story Building of approximately 13,000 square feet with a 10,000 square feet library and an additional 3,000 square feet recreation/community center.
- 2) Ample Onsite Parking. Consultant to provide initial parking calculations for use of library and recreation center parking for 13,000 square feet building and future expansion scenarios/placeholders including a trailhead. Parking calculations for full build out will be necessary for conceptual site layout.

- 3) Separate staff and public entrances.
- 4) Separate staff and public restrooms.
- 5) Meeting rooms.
- 6) Large Programming Space and/or Community Room that can be locked and separated from the rest of the facility when closed to the public.
- 7) Youth, Teen, and Adult Service Areas.
- 8) Stacks/Shelving Areas.
- 9) Public Computer Areas.
- 10) Material Services Area with adjacent work room and indoor book drop.
- 11) A drive up window with book return system feeding into the building in the circulation workroom area and/or designated outdoor book drop area.
- 12) On-grade shipping & receiving area with ability to accommodate tractor-trailer deliveries.
- 13) Group study rooms for approximately 8-12 people.
- 14) Offices for key library/recreation staff (approx. 4 offices) and other work space areas for staff.
- 15) Employee breakroom with refrigerator/freezer, ice machine, microwave, and dishwasher. Employee breakroom can also serve dual purpose as a butler kitchen for warming and serving premade food brought on-site to the facility. The use of the butler kitchen and adjacent programming room may be rented for revenue generation.
- 16) Lobby area adjacent to the circulation area.
- 17) Friends of the Buckeye Public Library Books/Materials Sales Area
- 18) Low maintenance, xeriscape landscaping that blends with the landscaping used in Sun City Festival as well as transitions to native landscape materials in Wagner Wash with mesquite bosque.
- 19) Exterior architecture of the facility should mimic and blend with the architecture in Sun City Festival and should take design cues from the City of Buckeye Fire Station located nearby on Beardsley Parkway.
- 20) Custodial area with floor sink, shelving, and storage of cleaning materials and equipment, such as their cart of approximately 80 square feet.
- 21) Secured equipment room for all building systems including telecommunications and electronic equipment.
- 22) Large storage area for tables, chairs.
- 23) Large storage areas for library and community center programming supplies and equipment.
- 24) 3,000 square feet Recreation/Community Center for special interest class programs, such as dance classes, karate classes, arts programming, etc. with separable spaces.
- 25) Indoor/outdoor programming areas.
- 26) Information Technology infrastructure and hardware including sound system, monitors, projectors, screens, etc.
- 27) Trailhead parking with limited facilities, such as shade structures, drinking fountain, garbage containers, seating, bike racks, and signage. The site location

is at the center of three major trail corridors – the CAP Canal Trail, the Powerline Corridor Trail, as well as the Wagner Wash Trail on the west side of Wagner Wash (The trailhead will be a future phase to be included in conceptual design schematics but will not be designed with construction plans as part of this scope of work).

A. Data Collection and Analysis

1. **Review Plans and Studies:** There are several plans and studies that will directly influence the design of the north combined facility. The consultant will review the plans and studies and synthesize the information in a report. The consultant will meet with City staff to discuss the studies and their impact on the design of the facility. Relevant plans and studies include, but is not limited to:
 - a. Buckeye Public Library System Community Assessment, 2017
 - b. Buckeye Infrastructure Improvement Plan (IIP), 2020 and 2014
 - c. Sun City Festival Planning Unit Plan and Community Master Plan
 - d. City of Buckeye Parks and Recreation Master Plan, 2016
 - e. City of Buckeye General Plan: Imagine Buckeye 2040, 2018
 - f. City of Buckeye Community Services Department Strategic Plan 2020-2023, 2019

2. **Tour Existing Facilities:** The consultant will tour City of Buckeye CSD facilities with staff to review functionality of the facility and the layout for both Downtown and Coyote Branch Libraries as well as the Dr. Saide Recreation Center, Sundance Recreation Center and Buckeye Senior Center.

Deliverable:

The consultant will prepare a report providing the findings of their data collection.

B. Outreach and Engagement

The consultant will meet with City staff and stakeholders to garner input into the design of the library/community center. This may be accomplished via stakeholder interviews, focus group meetings, online questionnaires, design charrettes, etc.

The consultant will be responsible for engaging several groups for outreach, and will be responsible for preparing invitations, agendas, sign in sheets, minutes, and any materials needed. The goal of the outreach efforts is to gain insight into the needs for the facility, measures of success for the facility, and other determinants that will impact design. Possible stakeholder groups include:

1. Community Services Staff
2. Community Services Advisory Board and Library Advisory Board
3. Friends of the Buckeye Public Library
4. User Groups, such as Book Clubs, Story-Time, small business community
5. Library and Community Center Patrons

6. Library Managers, Recreation Managers and other staff from Other Cities On Lessons Learned from Design/Building Other Libraries & Community Centers
7. Representatives from Pulte, HOA representatives from Sun City Festival & Festival Foothills, and key staff from Sun City Festival Sage Center & Saguaro Center
8. Representatives from area school districts
9. Representative from City Council District 4

Deliverable:

The consultant will prepare a report providing the findings of their outreach and engagement efforts that details the input received from the various stakeholders and the impact it will have on the design.

C. Prepare Three Conceptual Options for Site and Facility Layout and Design and Revise to the Final Preferred

1. **Site Layout:** The Consultant will prepare three conceptual options for site layout and design that incorporates the 10,000 square feet library facility, 3,000 square feet community center, and trailhead on the 10-12 acre parcel along with expansion scenarios to accommodate future growth. The consultant will depict the 13,000 square feet facility as well as its future potential expansion to a facility of up to approximately 52,000 square feet in three additional phases of 13,000 each (see Section E.2 below for impact fee funding source). For example, at the 2nd expansion, the facility would be a total of 26,000 square feet and so on. The three options will be presented to staff and stakeholders for review and input. The consultant will take feedback received from City staff and stakeholders to prepare a final preferred site layout and design. The final site layout and design will be presented to City staff for final refinement. This final site layout and design will serve as the basis for the construction plans of phase 1 of the 13,000 square foot library and community center and associated parking.
2. **Facility Layout:** The Consultant will also prepare three conceptual options for the interior of the facility with space planning for all the needs for the facility. The conceptual options should be rough sketches or bubble diagrams that show spacing needs for major elements of the library and community center, such as programming spaces, circulation area, stacks, public computer area, meeting rooms, staff areas, restrooms, reception areas, etc. The consultant will take feedback received from City staff and stakeholders to prepare a final preferred facility layout and design. The final preferred facility and layout will be presented to City staff for final refinement. The final facility layout will serve as the basis for construction plans. The facility layout should also take into account future expansion opportunities of the facility.

Deliverable:

The consultant will prepare a report with the three options that were prepared for both the site and facility, a summary of the input received on the three options for each, and how the input was used to prepare the final preferred site and facility layout.

D. Prepare 30% Schematic Design, 60% Design Development, 90% & 100% Construction Drawings, Plans, & Specifications Based on Preferred Conceptual Site Layout and Design

The consultant will prepare construction plans for the 10,000 square feet library and 3,000 square feet community center site and facility, including parking. The construction plans for the future expansion of the building and trailhead is not part of this scope of work. Through each phase of design, the consultant will be responsible for providing cost estimates for construction. The consultant will organize, prepare and coordinate comment resolution meetings with City staff at each stage.

Deliverable:

30%, 60%, 90%, and 100% construction plans with cost estimates for each design phase.

E. Elements that will Influence the Design

The following elements should be taken into consideration when designing the site and facility:

1. **Size of Facility & Possible Future Expansions:** Design services are for a 13,000 square feet facility, however the architectural firm should provide conceptual level design drawings of the future expansion of the library/recreation center. In the future, the City may decide to expand the facility to accommodate growth needs. At buildout, in future phases, the library may be expanded to approximately 40,000 square feet (4 x 10,000 square feet) with a total of 12,000 square feet (4 x 3,000 square feet) recreation center for a total of 52,000 square feet. The consultant should prepare three conceptual site plan options for the design of the 52,000 future square feet facility that includes adequate parking for the full-build out scenario and incorporates trailhead amenities. The concepts should include consideration and account for the growth of the library and community center to occur in 13,000 square feet increments up to a total of 52,000 square feet.
2. **Infrastructure:** It is assumed the necessary infrastructure and roadway access for the facility is near the site or is available nearby on Beardsley Parkway. The consultant will need to coordinate with utility providers on requirements and standards that will need to be incorporated into the plans.
3. **Impact Fee Funding Source:** The design should take into account the proposed funding source – impact fees – that are collected by the City. The design shall adhere to State Legislation regarding the collection and use of impact fees and be in conformance with the City’s Infrastructure Improvement Plan (IIP).

4. **Goals and Principles for the Facility as well as Measures for Success:** The consultant will work with staff, patrons and stakeholder groups to develop overarching goals and principles for the design of the library and community center. What will be the measures of success for the facility?
5. **Flexible & Adaptable Design:** The design of the site should take into consideration how the facility and site can be used over the next 100 years to ensure it is relevant for the changing and evolving library and community center service needs.

Some of the potential strategies for adaptable design including mobile walls to create divides with acoustic separation for privacy, the use of indoor and outdoor space that can expand the library and community center into the outdoors, movable shelving on casters, lightweight furniture on wheels that can be moved, and mobile workspaces that can be easily moved depending on need without staff being anchored to a service desk, and community rooms with after-hours access.

6. **Activity Levels and the Demarcation of Public Spaces vs. Private Spaces:** The library and community center should be designed with different activity levels in mind to accommodate the diverse needs of users. Some patrons may prefer quiet and private areas for reading, while other areas should be designed to accommodate higher levels of activity, such as children and teen programs, Book Reading Clubs, etc. Intergenerational and small special event spaces should also be considered in the design.
7. **Acoustics:** Acoustics and its integration into the building is of great importance to ensure patrons have an enjoyable experience at the library and community center.
8. **Capitalization on Natural Light:** Natural light is the best lighting to read by. The design of the library and community center should incorporate as much natural lighting while balancing energy efficiencies and ensuring the reduction of glare.
9. **Clear Sight Lines:** Provide unobstructed sight lines so staff and patrons have clear visibility throughout the floor area and programming spaces. Workspaces should be located to ensure visibility out onto the library, community center, and outdoor spaces with service points centrally located with visibility of the entire floor area. Entrances should be visible from the street so police can see into the building at night.

10. **Meeting Rooms and Programming Rooms:** Rentable room space should allow for privacy but also visibility into and out of the room with the use of blinds or other design elements.
11. **Exterior View Sheds:** The design should frame view sheds of the White Tank Mountains and the adjacent Wagner Wash.
12. **Indoor/Outdoor Programming Space:** The facility should consider the use of indoor/outdoor programming space for outdoor reading areas as well as a small outdoor and contoured seating area for educational library and recreational programming. Size of the outdoor area to be determined during the design.
13. **Incorporation of Technology Now and Into the Future:** The design should enable the flexibility for the incorporation of technology for today and thinking ahead to the future. The facility should support changing service patterns, changing modes of service delivery as well as technological applications.

F. Administrative Tasks

1. Phone calls with city project managers (biweekly or as needed).
2. Track, prepare, distribute, and save all meetings agendas and minutes, and summaries to city staff.
3. Provide all materials for meetings and presentations such as powerpoints, comment forms, and presentation boards.
4. Maintain and manage the project schedule.
5. Answer questions from various stakeholders and city staff throughout the duration of the project via email and phone calls.

3. 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.

- A. Consultant selected will be responsible for designing the library and community center facility and should have extensive prior experience designing libraries, community centers and other municipal facilities.
- B. Consultant for the Library and Community Center Design will need to assemble, manage and coordinate a consulting team with expertise in various fields that can complete the aforementioned tasks.

SECTION 3 - PRE-SUBMITTAL CONFERENCE

A non-mandatory pre-submittal conference will be held on **October 13, 2020, 2:00 PM**, local time, via Microsoft Teams. 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 intention 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 need to have a representative attend this pre-submittal conference. However, if you decide not to have a representative attend, 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 Qualification. Further, we will assume that your failure to attend the pre-submittal conference is an indication that you expect us to review your proposal as if you had taken advantage of the pre-submittal conference. To obtain the link to the pre-submittal conference send an email to Debby Fasano at dfasano@buckeyeaz.gov and place "RFQ 2021005 Pre-submittal" in the subject line.

SECTION 4 – SUBMITTAL REQUIREMENTS

Firms interested must submit a Statement of Qualifications, in an original and one copy by 10:00 AM, local time, November 2, 2020. Three-ring binder is preferred. In addition, submit a complete copy of the Qualifications on an USB using a searchable ".pdf" file format as one document. 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 time. On the submittal package, please display: firm name, RFQ title, and RFQ number. All submittals should be addressed to:

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

Submittal Cover Letter (one (1) page cover letter)

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

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

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

TAB D: Method of Approach (15 pages, plus 1 additional page for schedule)

COVER LETTER

Within the one-page cover letter, include your firm's full company name, address, phone number and the email address for your firm's contact person for the RFQ. Name, title and email address of the person who will be signing the contract. Adherence to the maximum page criterion is critical: each page side (maximum 8-1/2" x 11"), portrait, 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.

TAB A - PROJECT EXPERIENCE (30 points)

Identify at least three (3) but no more than five (5) comparable relevant projects. Demonstrate the experience of your firm and/or proposed team, including sub-consultants, on projects same/similar to that described in this RFQ for same/similar services. The projects submitted should also demonstrate that the consultant and/or the team have performed a same/similar type of services for municipalities.

TAB B - PAST PERFORMANCE QUESTIONNAIRE (20 points)

For each project submitted in TAB A, complete a Past Performance Questionnaire, ATTACHMENT A. The firm is directed to provide this form to the project owner or Point of Contract. Instruct the owner to complete the form and return the form with your submission.

TAB C - EXPERIENCE OF KEY PERSONNEL (20 points)

The Firm must provide resume data for the 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 resume data for other personnel that they consider to be key. Resume 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 1 page) at the end of this tab, chart may be submitted in 11" X 17". Provide an organization chart that depicts the project team organization and lines of authority. Clearly indicate superior/subordinate reporting relationships.

TAB D - METHOD OF APPROACH (30 POINTS)

General Project Approach.

Project Approach and Schedule: The City will construct this project using the Design-Bid-Build Method.

- 1) Process for identification of base conditions, creation of design/engineering alternates and the evaluation of alternatives
- 2) Management tools, techniques, and procedures used to maintain project schedules.
- 3) Anticipated project schedule. Provide a detailed schedule, 11X17 may be used.
- 4) Describe your firm's overall commitment to responding to the City's requests for services.
- 5) Describe how your firm will complete the design for this project.
- 6) Describe your firm's approach to identifying key issues and your approach to recommending corrective actions.

SECTION 5 - SELECTION PROCESS

This Request for Qualifications (RFQ) is being conducted pursuant to A.R.S. § 34-603. The process is 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. Interested firms will submit a Statement of Qualifications (SOQ). A Selection Panel will evaluate each SOQ according to the criteria set forth in Section 5 above. The City will select a firm(s) 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.

A "Selection Committee" will be comprised of City employees and may contain 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.

After successful negotiations, the City will then award a consultant contract to the highest-ranked firm.

The City expects to award no more than one (1) Contract.

SECTION 6 - GENERAL INFORMATION

Bid Opening. Bids will be opened via Microsoft Teams and the login information will be provided in an Addendum.

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 your Qualifications in response to this SOQ, respondent acknowledges and accepts the evaluation process, the established criteria and associated point values, 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 below.

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, at (623) 349-6174. 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 A
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 RATINGS 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 rating is appropriate when the Contractor successfully 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 rating 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 ratings is that the contractors will not be assessed a rating 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 rating 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 rating 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 rating.
(N) Not Applicable	No information or did not apply to your contract	Rating 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

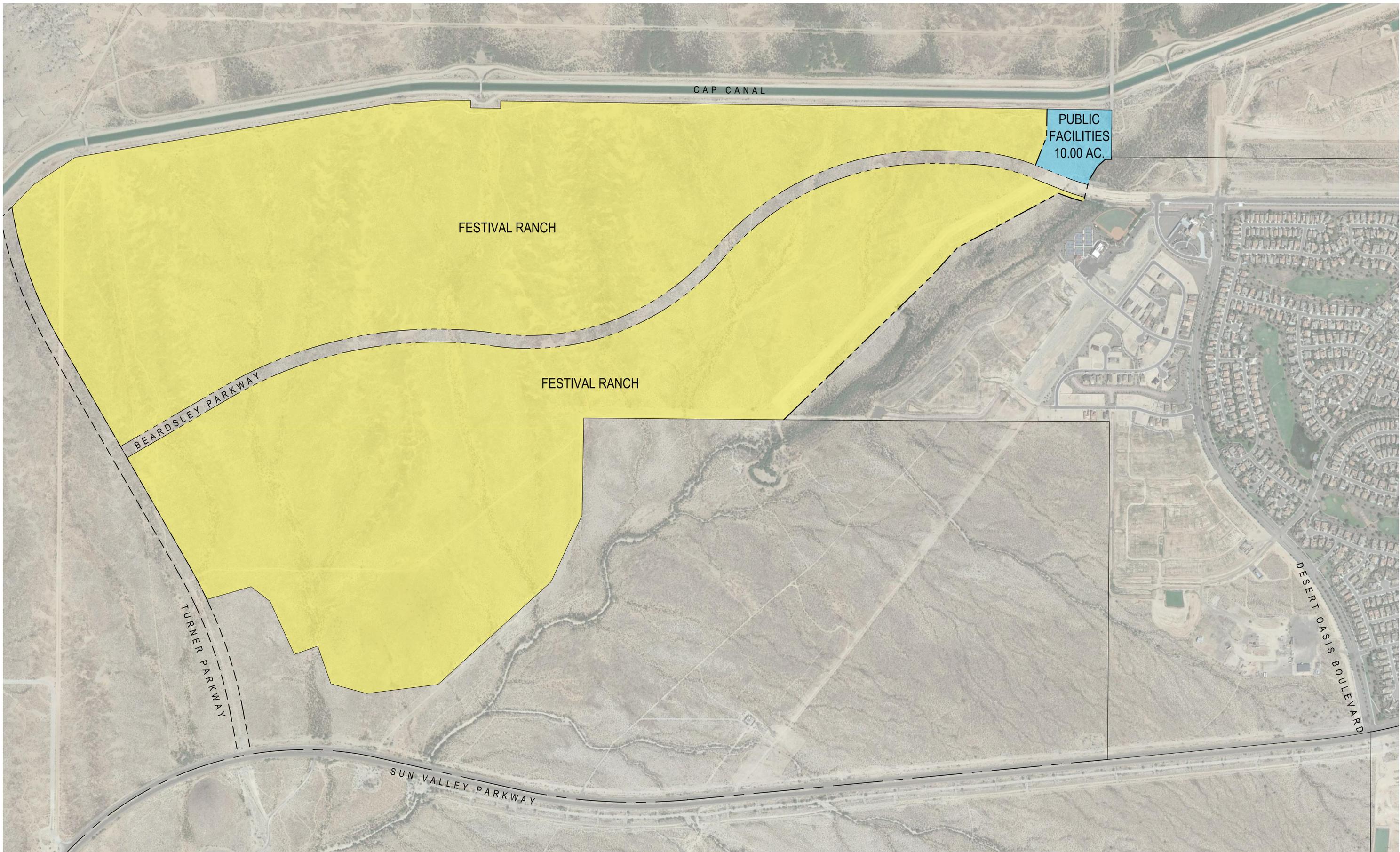
5. COST/FINANCIAL MANAGEMENT	
a) Ability to meet the terms and conditions within the contractually agreed price(s)?	E VG S M U N
b) Consultant proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client	E VG S M U N
c) Is the 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:

**ATTACHMENT B
LOCATION MAP AND PROJECT SITE**



FESTIVAL RANCH - PU2

Public Facilities Location

200' 400'
 plan scale 1:400
 date: 07.02.19

