**COCONINO COUNTY**
**NOTICE OF REQUEST FOR QUALIFICATIONS**

**NOTICE IS HEREBY GIVEN** that Statements of Qualifications (SOQs) will be received by the Clerk of the Board of Supervisors for furnishing the following items or services to Coconino County as follows:

**UNTIL:** **April 22nd , 2014 @ 2:00PM** for

**RFQ:** **2014-105**

**ITEM:** **Design Build Services for Ft. Tuthill County Park Entry Monument Signage**

Request for Qualification (RFQ) packets are available upon request. For any questions, contact the Coconino County Purchasing Department, 219 E. Cherry Ave, Flagstaff, Arizona 86001. Telephone: (928) 679-7190 or visit the County web site at http://www.coconino.az.gov.

Statements of Qualifications shall be received and the submitting firms announced in the meeting room of the Board of Supervisors, 219 E. Cherry Ave, Flagstaff, Arizona. This is a qualifications based selection process as authorized by ARS §34-601 through §34-612. An evaluation committee shall select, in order of preference and based on the criteria established, a final list of several firms deemed to be the most qualified to provide the services required.

A pre-proposal meeting will be held on Tuesday April 8th at 10:00 AM at the Ft. Tuthill County Park Mess Hall meeting room, 2446 Ft Tuthill Loop Rd, Flagstaff, AZ 86001. Although this meeting is not mandatory, it is highly recommended that all interested firms attend.

_____
Wendy Escoffier, Clerk
Board of Supervisors
Coconino County, Arizona

## INSTRUCTIONS TO PROPOSERS

1. ONE (1) ORIGINAL AND FIVE (5) COPIES OF THE STATEMENT OF QUALIFICATIONS SHALL BE SUBMITTED. In submitting SOQs, please reference the serial RFQ number for the purpose of identification on the outside of the envelope submitted. The person authorized to sign shall submit SOQs with original ink signatures.

2. SOQs shall be delivered and time-stamped in by the Clerk of the Board of Supervisors, 219 E. Cherry Avenue, 2nd Floor, Flagstaff, Arizona, 86001, on or before the day and hour set for the opening in the published notice. SOQs shall be enclosed in a sealed envelope bearing the title and number of the serial RFQ and the name of the entity submitting the SOQ. It is the sole responsibility of the entity submitting the SOQ to see that his/her SOQ is received at the proper time. SOQs "faxed" to the County shall not be accepted.

3. Erasures, interlineations or other modifications in the SOQ shall be initiated in original ink by the authorized person signing the submittal.

4. A pre-RFQ conference is scheduled and all prospective proposers are urged to have a representative present. In any case where this is not possible, it is the proposers responsibility to make certain that any information disclosed at the conference is considered when preparing a SOQ.

5. Any proposer may withdraw his/her SOQs, either personally or by written request, at any time prior to the closing time for receipt of SOQs.

6. It is the express responsibility of the offeror to be aware of any and all addenda that has been issued for this solicitation. All addenda are posted on the County and Demand Star web sites and will also be sent to any known plan holders for the solicitation. By submitting this signed offer, the vendor/contractor affirms that they are aware of any addenda and have prepared their offer in accordance with the issued addenda. No allowances will be made for an offeror's failure to inform themselves of addenda content."

7. SOQs will be received in the meeting room of the Board of Supervisors at the time indicated in the Request for Qualifications. Details of each SOQ shall not be announced at the time of opening. Such information shall be made public after all negotiations are complete and awards made.

8. SOQs received after the scheduled closing time for receipt of SOQs will be returned unopened, to the proposer(s).

9. Per A.R.S. §11-254.01, award will be made with reasonable promptness to the proposers whose SOQs best conforms to the needs of the County.

10. All SOQs may be rejected if the Board determines that rejection is in the public interest.

11. The County reserves the right to waive any informality in accepting and evaluating SOQs.

12. If a person contemplating a SOQ for a proposed contract is in doubt as to the true meaning of any part of the RFQ documents, or finds discrepancies in or omissions from said documents, he/she shall submit to the Coconino County Purchasing Office a written request for an interpretation or correction thereof. The person submitting the request shall be responsible for its prompt delivery.

13. It is the responsibility of all proposers to examine the entire set of RFQ documents and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy prior to submitting an SOQ. The proposer is required to ensure that the documents received through any electronic method or RFQ posting service are complete. Negligence in preparing a SOQ confers no right of withdrawal after due date and time.

14. Questions regarding the RFQ received less than forty-eight (48) hours before the SOQ opening shall not be answered. Any interpretation or correction of the proposed documents will be made only by addendum, duly issued, and a copy of such addendum will be mailed or delivered to all that are known to have received a set of RFQ documents. Coconino County is not responsible for any other explanations or interpretations of the documents.

15. Pursuant to A.R.S. §32-1102, contractors, architects and engineers for the County shall be licensed by the state of Arizona.

16. Failure on the part of the proposer to comply with all of these instructions may result in rejection by the Board of Supervisors.

17. The RFQ specifications shall take precedence in any situation where the instructions to Proposer and the RFQ specifications are contradictory.

18. SOQs will be evaluated based on qualifications and demonstrated experience and other factors listed in the evaluation criteria.

19. All proposers shall complete the attached "Statement Regarding Responsibility and Compliance with Immigration and Anti-Terrorism Laws" and "Affidavit by Independent Contractor Certifying That There Was No Collusion in Bidding for Contract". Failure to do so may result in rejection of that SOQ.

20. Coconino County and vendors will use their best cooperative efforts to resolve disputes arising in the normal course of business at the lowest organizational level between each party's staff with appropriate authority to resolve such disputes. When a dispute arises which cannot be resolved in the normal course of business, the authorized persons shall notify the other of the dispute, with the notice specifying the disputed issues and the

position of the party submitting the notice. The authorized persons shall use their best good faith efforts to resolve the dispute within five business days of submission by either party to the other of such dispute notice.

21. All known sub-contractors to this project must be indicated in the submittal. No subcontract will be construed as making the County a party of or to such subcontract, or subjecting the County to liability of any kind to any subcontractor. No subcontract shall, under any circumstances, relieve the Independent Contractor of liability and obligation under this contract; and despite any such subletting, the County shall deal through the Independent Contractor. Subcontractors will be dealt with as workmen and representatives of the Independent Contractor.

22. The offeror's products, services and facilities shall be in full compliance with all applicable Federal, State and local health, environmental, and safety laws, regulations, standards and ordinances regardless of whether or not they are referred to by the County. The proposer shall be familiar with and operate within the guidelines set forth by the Occupational Safety and Health Act.

23. Coconino County's purchasing policy is in accordance with ARS 11-254.01. The County Board of Supervisors had adopted and approved this policy. The policy can be viewed on the County web site at http://coconino.az.gov/purchasing/.

24. Any proposer objecting to the recommendation of award, rejection of an SOQ, solicitation procedures of an RFQ, or any portion thereof (the Protester), must submit a written protest to the Purchasing Manager. This protest must be submitted prior to the Board of Supervisors meeting at which the recommendation is on the agenda for award or rejection. The protest must be filed with the Purchasing Manager within five business days from notification of the recommendation. Complete dispute instructions and process can be found in Section Nine (9) of the Coconino County Purchasing Policy http://www.coconino.az.gov/purchasing

25. Coconino County, City of Flagstaff, Flagstaff Unified School County, Northern Arizona University, and Coconino Community College have implemented an Intergovernmental Cooperative Purchasing Agreement. The County is also a member of the cooperative purchasing group Strategic Alliance for Volume Expenditures (SAVE), which allows participating agencies to utilize awarded County contracts. Vendor(s) shall acknowledge and agree that the Proposal and contract prices offered to the County will also be offered to these additional agencies should they elect to purchase off of this contract. Vendor shall note how long the Proposal prices shall remain firm. Each agency shall be responsible for ordering and payment of each order placed through this cooperative purchasing agreement.

**STATEMENT REGARDING RESPONSIBILITY AND COMPLIANCE WITH IMMIGRATION AND ANTI-TERRORISM LAWS**

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

   _____

2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the Independent Contractor. (See procurement policy section 7.2 for types of offenses.)

   _____

3. List any convictions or civil judgments under state or federal antitrust statutes.

   _____

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

   _____

5. List any prior suspensions or debarments by any governmental agency.

   _____

6. List any contracts not completed on time.

   _____

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

   _____

8. List any documented violations of federal or state labor laws, regulations, or standards, occupational safety and health rules.

   _____

9. In accordance with A.R.S. §35-397, the offeror hereby certifies that the offeror does not have scrutinized business operations in Iran or the Sudan.

10. Per A.R.S. §35-391, offeror hereby certifies that they are in compliance with the Export Administration Act and not on the Excluded Parties List prior to this solicitation.

11. Per A.R.S. §41-4401 offeror hereby certifies compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees and A.R.S. §23-214 which requires verification of each employee's legal employability, after they are employed, using the "Basic Pilot Program" (also known as E-verify).

I,_____, as _____
Name of individual Title & Authority

of _____, declare under oath that the above
Company Name
statements, including any supplemental responses attached hereto, are true.

_____
Signature

State of _____

County of _____

Subscribed and sworn to before me on this ___ day of _____, 2013

by _____ representing him/herself to be

_____ of the company named herein.

_____
Notary public

_____
My Commission expires

**AFFIDAVIT BY INDEPENDENTCONTRACTOR**
**CERTIFYING THAT THERE WAS NO**
**COLLUSION IN BIDDING FOR CONTRACT**

STATE OF ARIZONA )
) ss
COUNTY OF: )
)

_____
(Name of Company, Representative)
being first duly sworn, deposes and says:

That she/he is _____ of
(Title)
_____
(Name of Company)
_____and

That pursuant to Section 112 (C) of Title 23 USC, he/she certifies as follows:
That neither he/she nor anyone associated with the said

_____
(Name of Company)

has, directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding for the bid for the:

**RFQ 2014-105**
**Design Build Services for Ft. Tuthill County Park Entry Monument Signage**

By: _____
(Name of Individual/Representative)

Subscribed and sworn to before me this _____ day of _____, 2013

Title:

My Commission expires:

_____
(Notary Public)

# Request for Qualifications
# 2014-105
# Design Build Services: Ft. Tuthill County Park Entry Monument Signage

## 1.0 Purpose

The purpose of this Request for Qualifications (RFQ) is to obtain Statements of Qualifications (SOQ) for the services of an Arizona licensed firm to provide Design/Build services for entry monument signs for the north and south entrances at Fort Tuthill County Park in Flagstaff, Arizona.

## 2.0 Background

The Arizona Department of Transportation (ADOT) SR 89A/ J.W. Powell Boulevard Traffic Interchange project will realign 89A along the Fort Tuthill frontage. The project will also construct two roundabouts, one of which will be at the Fort Tuthill south entrance. The north entrance to the park will also be reconfigured. Coconino County Parks and Recreation Department (CCPR) intends to design and construct park entry monument signage at each of the entrances.

The monuments will be constructed within the ADOT right-of-way. CCPR has reserved the right with ADOT to construct the monuments within the right-of-way under the ADOT Encroachment Permit Process. Conceptual plans for the monuments have been developed by CCPR and have been submitted to ADOT (submitted concept plans are included as an attachment). Based upon a preliminary review of the concept plans, ADOT is amenable to moving forward with design development and submittals at 30%, 60% and 90% to obtain an Encroachment Permit.

CCPR has developed preliminary concept plans for the monuments, which are attached. The Concept Plans have been developed to:

a) be submitted to ADOT to obtain conditional approval to move forward with the Encroachment Permit process. ADOT has reviewed the Concept Plans and given CCPR conditional approval to move forward based upon the submitted concepts.

b) provide the design/build firm a framework for developing a more detailed design. CCPR is not intending the design be developed as shown; rather the intent is to provide a baseline concept with respect to size/scale, location, materials and content.

## 3.0 Delivery Method, Schedule and Scope of Work

### 3.1 Delivery Method

The Project Delivery Method will be One Step Design/Build contracting procedure. The selected Design-Build Firm will be required to provide turn-key Design-Build (DB) services to the County for the design and construction of the entry monuments. For the purpose of this project, the term “turn-key” shall be defined as “an agreement in which the Design-Build Firm designs, constructs, and manages a project from the design phase through the construction phase until it is ready to be handed over to the County.

### 3.2 Anticipated Disciplines of Work

The purpose of outlining the anticipated Scope of Work for the Design-Build Consultant is to provide the Design-Build Consultant with a general outline of responsibilities, which Coconino County deems necessary for the successful completion of this project. The County seeks a Design-Build Consultant, under a single, responsible lead entity, which includes both design and construction services to provide a turn-key project. Services will begin with the commencement of schematic design services.

At the completion of design development, the Design-Build Consultant will assume the risk of delivering the project through a guaranteed maximum price (GMP) contract. The Design-Build Consultant must be comprised of experienced and highly regarded professionals who have demonstrated their ability to produce superior facilities on a cost-effective basis.

The Design-Build Consultant as submitted must include, as a minimum:

i. General Contractor
ii. Architect/Engineer
iii. Any needed Consultants and Sub-consultants

Any changes to these key Team members for the duration of the project shall require County approval. All Architects, Engineers, and other discipline shall be registered in the State of Arizona for each task or area of expertise as required by law. All Contractors shall be registered with the Arizona Registrar of Contractors. All consultant members shall be considered subcontractors to the DB Consultant. The County will participate and guide the DB Consultant in preparing a program of the functional requirements for the facility. The design and construction may occur sequentially, and may be fast-tracked where design and construction phases occur concurrently. A team concept will be utilized between the designer and the constructor. The DB Consultant will deliver the project through a guaranteed maximum price contract.

The selected consultant will produce Construction Documents (plans, specifications and estimate) to be sealed by an Arizona licensed architect or engineer as required.

Subsequent to the approval of the Construction Documents by the County, the consultant will produce a Guaranteed Maximum Price (GMP) project budget based on the approved 100% plans to be submitted to the County Board of Supervisors for approval. Upon approval from the Board, the contract will be amended to include construction phase services and the consultant will then proceed with construction.

## 4.0 Schedule:

Design for the project will commence upon successful negotiation of the Design/Build contract and issuance of a notice-to-proceed.

The ADOT 89A project is proposed to begin construction in the Spring of 2014. Since the entry monuments will be located within the new 89A right-of-way yet to be constructed, scheduling of the entry monument construction will need to be coordinated with the 89A project schedule. However, based upon proposed phasing for the ADOT project, the portion of new roadway where the entry

monuments will be located should be completed by mid to late summer 2014 to allow for construction of the monuments in late summer/fall of 2014.

## 5.0 Scope of Work:

The following Scope of Work is a minimum and may include additional services as negotiated.

### 5.1 Design Phase:

i) Consult with Coconino County representatives to define and clarify the County's requirements for the project and available data. This will commence the schematic design phase.

ii) Attend project kickoff meeting, the first of which shall be for the purpose consulting in detail with the Owner, and obtaining any information provided by the Owner concerning the Owner's purposes, concepts, desires, and requirements, including but not limited any design, construction, scheduling, budget, and operational needs, restrictions, and requirements (Owner's Criteria).

iii) Provide project planning and scheduling.

iv) Conduct geo-technical study, if needed (the County can provide the original geo-tech report from the ADOT project which is inclusive of the proposed monument locations).

v) Review the ADOT 89A construction plans (to be provided by CCPR).

vi) Develop a design for the entry monuments and solar powered lighting.

vii) Work with CCPR to develop a landscape plan to be included on the ADOT submittals. Landscape is to consist of approximately (3) trees and (6) shrubs at each south monument and (1) tree and (3) shrubs at the north monument. Irrigation is to be by hand watering. It is anticipated no irrigation plan will be required just a callout on the landscape plans of the intent to hand water.

viii) Develop an engineering/architect cost estimate based on the available data, and advise the Owner on the feasibility of Owners Criteria in light of the available project budget. Consult Owner to revise the Owner's Criteria as necessary to meet the project budget.

ix) Provide alternate systems evaluation and constructability studies.

x) Advise the Owner of ways to gain efficiencies in project delivery.

xi) Advise and Protect the Owner's sensitivity to quality, safety, and environmental factors.

xii) Provide Design Development to the Owner which reflects and incorporates the comments and direction provided by the Owner.

xiii) Provide Design Development to ADOT which reflects and incorporates the comments and direction provided by ADOT.

xiv) Work with CCPR to move the design through the ADOT Encroachment Permit process.

xv) Address those requested changes or modifications which would make this project not feasible due to scheduling, budgetary constraints, or due to any conflicts with any rules, regulations, or requirements.

xvi) Develop a Preliminary Design of the Project to include but not be limited to Preliminary Plans drawn to scale.

xvii) Submit the Preliminary Design and other related documents to the Owner/ADOT for review, comment and any changes or modifications. *Note: CCPR has discussed format with ADOT and the plans WILL NOT need to be in an ADOT specific format.*

xviii) Modify the Preliminary Design to reflect any authorized changes or modifications directed by the Owner/ADOT.

xix) Prepare and submit Design for Construction plans and specifications. Obtain approval for construction for monuments and all supporting site infrastructure from ADOT.

xx) Provide a final design that is sealed by a Registered Arizona Architect or Engineer as required by ADOT.

xxi) Address all federal, state, County and ADOT design permitting requirements and pay all associated fees.

xxii) Preparation of Construction Documents (plans, specifications and estimate) for submittal at 30%, 60%, 90% milestones to ADOT and CCPR.

xxiii) Value engineering as needed based upon estimates at 30%, 60% and 90% milestones.

xxiv) Coordinate with various other agencies, utility companies, etc. as needed. *NOTE: Since the project is in the ADOT right-of-way NO County submittals are required. CCPR will be submitting plans to the various County Departments as a courtesy and to received advisory comments but submittals to County Departments are NOT required.*

xxv) Provide five (7) sets of sealed plans and specifications to the Owner and two (2) CD's with complete sealed plans and specifications AND per the ADOT Encroachment Permit criteria included as an attachment to this RFQ.

xxvi) Based upon the approved 90% plans, deliver the GMP.

xxvii) The successful Design-Build Firm may also be required to represent the County at various public forums prior to finalizing the architectural design of the monuments. These forums may include meetings with the Coconino County Board of Supervisors and other stakeholders. The consultant may also be required to attend County Board of Supervisors work session to answer questions, as needed, to gain approval on moving forward with construction.

**5.2 Construction Phase:**

i) Address all federal, state, County and ADOT construction permitting requirements and pay all associated fees.

ii) Arrange for procurement of all materials and equipment required.

iii) Provide services of an independent third party special inspector and testing laboratory as needed.

iv) Attend construction phase kick off meeting to develop a detailed work plan and schedule.

v) Conduct weekly construction progress meetings and schedule and administer specially called meetings throughout the progress of the work. Provide conference quality phones for meeting participants not able to attend progress meetings in person.

vi) Coordinate with various County departments and other agencies, utility companies, etc. as needed.

vii) Provide on-site construction management to assure proper compliance with the Contract Documents.

viii) The Architect shall make necessary observations and examinations of the Work.

ix) Obtain approval of construction for monuments and all supporting site infrastructure from the County and ADOT.

x) Schedule and manage site operations.

xi) Provide quality controls.

xii) Maintain a safe and secure construction area throughout the project duration.

xiii) Respond to and resolve Owner issues.

xiv) Bond and insure the construction in accordance with Arizona Revised Statutes.

xv) Maintain a safe work site for all project participants.

xvi) Maintain access at both North and South entries throughout construction.
xvii) Provide warranty details for monuments as applicable.
xviii) Attend formal weekly construction meetings.
xix) Have available a single-point-of-contact Project Superintendent for informal daily construction meetings as needed.
xx) Submit to County representative cut-sheets for all construction products and materials for review and approval.

**5.3 Completion Requirements:**

i) As a condition precedent to receiving a Certificate of Substantial Completion, Design-Builder shall secure required certificates of inspection, testing and/or approval and deliver them to Owner.
ii) Design-Builder shall perform the checkout of utilities and operations of systems and equipment for readiness, perform their initial start-up and testing, and as a condition precedent to receiving a Certificate of Substantial Completion, schedule and conduct a training program for Owner personnel in their operation.
iii) At the date of Final Completion, and as a condition precedent to receiving final payment, Design-Builder shall collect all written warranties and deliver them to Owner.

**5.4 Project Requirements & Considerations:**

i) The total project budget is $150,000 which includes all design and construction hard and soft costs. The selected consultant will need to work with Coconino County early in the process to determine the construction budget for the project which will in-turn serve as a primary basis of design. The entire project including all hard and soft costs is to be completed within the allocated $150,000 budget.
ii) Develop a design for the entry monuments that compliments the existing architecture and landscape at Fort Tuthill including the use of local materials.
iii) Develop a design that is of an appropriate scale in the context of the new roadway and roundabouts.
iv) Ensure the design maintains sightlines per ADOT standards.
v) Since the project is located within the ADOT right-of-way and has been cleared with respect to environmental, archaeological and historic impacts, it is NOT anticipated to require any additional clearances.

Point-of-Contact: The County designates the following person, as its representative and Point-of-Contact for this RFQ. Respondents shall restrict all contact with the County and direct all questions regarding this RFQ, including questions regarding terms and conditions, to the Point-of-Contact person:

Scott Richardson, CPPO
Purchasing Manager
928-679-7191
email: srichardson@coconino.az.gov

## 6.0 Time Frame:

The following tentative schedule has been prepared for this project. Firms interested in this project must comply with the schedule and be available on the interview/presentation date.

RFQ Pre-Proposal Meeting: 4/8/14 10:00 am
RFQ opening: 4/22/14 2:00 pm

Tentative time frames:

Short List notification: late April 2014
Short List Interviews: early May 2014
Contract negotiation with highest rated contractor: May 2014
Award of Contract: early June 2014
Construction Manager achieves Substantial Completion: October 2014

## 7.0 SUBMITTAL REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Respondents shall carefully read the information contained in the following criteria and submit a complete SOQ. Incomplete SOQs will be considered non-responsive and may be subject to rejection.

7.1 Introductory Letter: Respondent's Statement of Interest and Availability to Undertake The Project (1-2 pages, not included in total page count).

7.1.1 The letter shall be on company letterhead including the company name, address, phone number and fax number. The letter should be addressed to the Point of Contact referencing the RFQ. The letter shall be signed, in original ink signature, by an authorized officer of the firm and should contain the following:

7.1.1.1 A statement of interest for the Project including a summary of key points describing the respondent's unique qualifications as they pertain to this particular Project;

7.1.1.2 The availability and commitment of the respondent.

7.1.1.3 A statement regarding acknowledgement of all issued addenda, if any, and agreement or exception to the terms contained in the Sample Contract.

7.2 Qualifications and Experience of the Project Team and the Firm

7.2.1 Project Team

7.2.1.1 Provide resumes of the DB team that will be directly involved in the Project, including their experience with similar projects in geographic and climatic areas similar to Northern AZ. Indicate the number of years each team member has

had with the firm. Any stated experience was for work completed with a different firm shall be indicated. Identify Professional Registrations and/or Contractor Licenses held by the Key Personnel.

7.2.1.2 Describe, in graphic and written form, the proposed Project assignments and lines of authority and communication for each team member, including subcontractors, to be directly involved in the Project. Indicate the estimated percent of time these team members will be involved in the Project for Pre-construction and Construction Services. If your organizational structure will change for the Construction phase, provide a description of the changes in graphic and written form.

7.2.1.3 Any other information the Respondent feels relevant to this section that indicates the Project Team's unique qualifications and experience.

7.2.2 Firm

7.2.2.1 Describe your firm's management philosophy for the DB construction delivery method

7.2.2.2 Describe Firm's history, including the name(s) of the Firm, address(es) of the corporate headquarters and local office(s), and number of years in business. Provide the following information on the firm:

- Total bonding capacity;
- Available bonding capacity and current backlog;

7.2.2.3 List the total number of years of experience the firm has with projects of similar type, scope, environment and complexity, specifically with DB.

7.2.2.4 Identify any completed projects, of any type, for which your firm has received an award for construction excellence from a recognized organization.

7.2.2.5 Identify any contract or subcontract held by the firm or officers of the firm, which has 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. Provide any details of past or pending litigation within the last five years for claims filed against or by your firm arising from a construction project. Identify if your firm is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. Briefly describe the circumstances and the outcomes. Provide contact info of the disputee.

7.2.2.6 Any other information the Respondent feels is relevant to this section that indicates the Firm's unique qualifications and experience.

7.3 List of Team Projects

7.3.1 Provide a brief list of the Firm's major current, on-going projects and priorities, and any potential or anticipated projects for which the firm may be selected but which are not yet awarded. List the projects by public agency/owner and include name/description of the project, total construction value and estimated completion date.

7.3.2 Identify up to three projects MOST RELEVANT TO THIS PROJECT that the team has provided similar services as defined in this project's scope of work within the last five (5) years. Information in this section shall not exceed six (2) pages per project (not including any attachments).

For each of the three projects identified, provide the following:

7.3.2.1 General Project Information

- Project name, location, contract delivery method, and description
- Color images (photographic or machine reproductions)
- Original construction cost, number and amount of any change orders, and final construction cost
- Project size
- Percentage of Work Self-Performed
- Names of the Key Personnel who were on the Project Team
- Date of Notice To Proceed, Substantial Completion, and Final Payment dates for Construction Services

7.3.2.2 Budget and Cost Control

For each project listed above:

- Describe how the cost estimates were developed.
- Provide examples of your cost control methods during construction and how you procured the subcontracts, and confirmed scope, amount, and ensured proper and timely payment of the subcontractors.

7.3.2.3 Ability to Meet Schedule

- Describe your approach to assuring timely completion, including methods for schedule recovery, if necessary. Include specific scheduling challenges/requirements and actual solutions.

- Provide one sample of the monthly schedule reports, including identified milestones and schedule recovery plans.

7.3.2.4 Quality Control

- Describe your quality control processes.

7.3.2.5 Problem Identification and Resolution

- For any of the projects above, describe any conflicts with the Owner, Consultants, Engineer, or subcontractors and describe the methods used by the Respondent to resolve those conflicts.

7.3.3.6 Any other information the Respondent feels is relevant to this section that identifies their unique capabilities to provide the services requested in the scope of work for this project.

7.4 Respondent's Understanding of Project Scope and Respondent's Method of Approach

7.4.1 Firm shall demonstrate their expertise, knowledge and understanding of the scope of work.

7.4.2 Firm shall describe their proposed areas for subcontracting and methods for prequalification or selection of subcontractors.

7.4.3 Demonstrate familiarity and understanding of the DB Construction process, as it relates to this project. The Respondent should:

- Discuss the Respondent's role in the DB process, in Design and in Construction of this project.
- Discuss your view of the relationship of the DB and County in this project, including your experience with Partnering relationships.
- Elaborate on the pre-construction services, including how you will approach developing your GMP at the various stages of the design process of this project.
- Discuss the value contributed by the DB in this project.

7.4.4 Provide any other details regarding special services, products, advantages or other benefits offered to the County by the Respondent.

7.5 Risk Assessment

What significant risks do you see that you are unable to control that may affect project completion? What significant risks have you identified that might have a material impact on cost, schedule or quality? What solutions do you have to mitigate these risks?

7.6 References

Contractor shall provide a minimum of three references for which Design Build services have been provided to. The reference shall contain, client/project name, contact information including email address for the primary client contact.

7.7 Presentations / Interviews

The date for Interviews with the short-listed firm(s) is estimated to be during April, 2014. The Purchasing Office will advise the short-listed firms of the time and place. Presentation/Interviews are anticipated to last up to sixty minutes (60) per firm, including questions at the end. The County may provide an agenda or outline in advance of the interview covering any additional requirements to be addressed by the short-listed firms.
In addition to a presentation and response to interview questions, short-listed firms may be required to provide additional materials, responses to additional follow up questions or provide examples of the Professional quality of the firm's previous work for similar projects. If required, additional material will be requested formally in writing by the County.

**Note:** A very informative and useful site on writing proposals can be found at: http://www.bidsource.com/pubsforms.cfm. The Purchasing Office is also available to answer any questions on how to properly submit your proposal to the County.

## 8.0 FORMAT FOR STATEMENT OF QUALIFICATIONS (SOQs)

8.1 General Instructions

8.1.1 SOQs shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the County's needs.

8.1.2 SOQs shall be a MAXIMUM OF TWENTY-FIVE (25) PRINTED PAGES. The cover, table of contents, divider sheets, introductory letter, and resumes do not count as printed pages. The County reserves the right to accept or reject proposals that deviate from the preferred page count. Individual resumes should not be more than two (2) pages in length.

8.1.3 All pages shall be printed on one side only. For typewritten pages, the minimum font size is 12 point, and black ink is preferred.

8.1.4 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete SOQs will be considered non-responsive and subject to rejection.

8.1.5 SOQs and any other information submitted by respondents in response to this RFQ shall become the property of the County.

8.1.6 SOQs that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the County, at its option.

8.1.7 Failure to comply with all requirements contained in this RFQ may result in the rejection of the SOQs.

8.2 Page Size, Binding, Dividers, and Tabs:

8.2.1 SOQs shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral type bindings. DO NOT USE METAL-RING HARD COVER BINDERS. Larger sheets may be used if they are folded to not larger than 81/2 x 11 inches.

8.2.2 Additional attachments or material not requested shall NOT be included with the SOQs. Only the responses provided by the respondent to the questions identified in Section 3 of this RFQ will be used by the County for evaluation.

8.3. Table of Contents:

8.3.1 Submittals shall include a "Table of Contents" and give page numbers for each part of the SOQ.

## 9.0 Evaluation

The evaluation of the SOQs shall be based on the criteria described in this RFQ. All properly submitted SOQs will be reviewed, evaluated, and ranked by the selection committee. The top three (3) to five (5) ranked respondents may be short-listed by the selection committee to participate in interviews. SOQs shall not include any information regarding respondent's fees, pricing, person-hours or other cost information.

The selection committee may conduct interviews with the short-listed firms. The County will coordinate with the short-listed firms for an appropriate meeting time and place. Interviews are not anticipated to last longer than 1 hour per firm. The County may provide an agenda or outline and any additional requirements to be provided to the short- listed firms in advance of the interview.

Upon completion of interviews, the short-listed firms will be re-scored based on information provided during the interview to determine the final ranking.

The County intends to negotiate fees for these services with the highest-ranked firm. If an agreement cannot be reached with the highest-ranked firm, the County intends to enter into negotiation with the next lower-ranked firm, or firms, or reject all proposals. The selection of the firm shall be at the discretion of Coconino County and the County reserves the right to reject any or all qualification statements. Upon completion of negotiations, a contract will be prepared for the selected firm and approved by the Board of Supervisors.

9.1 **Evaluation Criteria:**

| | |
|---|---|
| Experience of Project Team working with similar projects and geographic areas | 50 pts |
| Design Build approach, methodology and experience | 25 pts |
| Risk assessment and solutions | 15 pts |
| References | 10 pts |

Interviews will be scored according to the following criteria shown in descending order of importance:

- Experience of Project Team working with similar projects of similar scope in similar geographic areas
- Ability to communicate and interact with the evaluation team
- DB approach, methodology and experience
- Risk Assessment and solutions

10.0 Insurance

The Independent Contractor will provide and maintain and cause its sub-contractors to provide and maintain appropriate insurance acceptable to the County.

A. In no event will the total coverage be less than the minimum insurance coverage specified below:

i. Commercial General Liability in an amount not less than One Million Dollars ($1,000,000) per occurrence/Two million Dollars ($2,000,000) aggregate.

ii. Automobile Liability in an amount not less than One Million Dollars ($1,000,000) per occurrence.

iii. Professional Liability Insurance in an amount not less than One Million Dollars ($1,000,000) per occurrence.

iv. A Certificate of Insurance for worker's compensation coverage or Sole Proprietor Waiver, if the Independent Contractor has no employees. If a Certificate of Insurance is provided, the insurer must agree to waive all rights of subrogation against the County, its officers, agents, employees and volunteers for losses arising from work performed by the Independent Contractor for the County.

B. The Independent Contractor will name the County, its agents, officials, employees and volunteers as additional insureds, except for professional liability insurance and workers

compensation, if any, and will specify that the insurance afforded by the Independent Contractor is primary insurance and that any insurance coverage carried or self-insurance by the County, any department or any employee will be excess coverage and not contributory insurance to that provided by the Independent Contractor. Said policy must contain a severability of interest provision. County reserves the right to continue payment of premium for which reimbursement will be deducted from amounts due or subsequently due Independent Contractor.

C. If a policy does expire during the life of the Contract, a renewal certificate must be sent to the County fifteen (15) days prior to the expiration date.

D. Upon the execution of this Agreement by the Independent Contractor, the Independent Contractor will furnish the County with copies of the Certificates of Insurance drawn in conformity with the above insurance requirements. The County reserves the right to request and receive certified copies of any or all of the above policies and/or endorsements. Failure on the part of the Independent Contractor to procure and maintain the required liability insurance and provide proof thereof to the County within ten (10) days following the commencement of a new policy, will constitute a material breach of the Agreement upon which the County may immediately terminate the Agreement.

E. The Independent Contractor will comply with statutory requirements for both workers' compensation and unemployment insurance coverage during the term of this Agreement. A Certificate of Insurance for workers' compensation coverage, or Sole Proprietor Waiver, will be provided within ten (10) days of signing this Agreement. The insurer must agree to waive all rights of subrogation against the County, its officers, agents, employees and volunteers for losses arising from work performed by the Independent Contractor for the County.

**VENDOR INFORMATION**

**RFQ 2014-105**

_____
Company Name

_____
Address

_____
City / State / Zip

_____
Federal Tax ID Number

_____
Telephone Number Fax

_____
e-mail Address

_____
Authorized Signature

_____
Printed Name and Title Date

_____
AZ Contractors License Number