REQUEST FOR QUALIFICATIONS

SANITARY SEWER COLLECTION SYSTEM
EMERGENCY REPAIR AND REPLACEMENT
JOB ORDER CONTRACT

PROJECT NO. 4108JOC153

MAYOR
GREG STANTON

CITY COUNCIL

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CITY MANAGEMENT

CITY MANAGER     ED ZUERCHER
CITY ENGINEER    KINI L. E. KNUDSON, PE
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The City of Phoenix is seeking qualified Job Order Contractors to do business with the City of Phoenix on an “on-call” basis. This Job Order Contract (JOC) is for emergency and priority sanitary sewer collection system repair and replacement, as detailed below. Up to two contractors may be selected for this JOC based on the City’s workload.

SECTION I – PROJECT DESCRIPTION

At a minimum, the JOC Contractor will be expected furnish all labor, equipment and materials required for an emergency or priority repair, rehabilitation or replacement of sanitary sewer mains, sewer manholes, sewer structures, sewer service laterals, and lift stations as needed throughout the wastewater system and to successfully perform the following construction services, including but not limited to:

- Providing traffic control, including off-duty or uniformed police officers,
- Excavation,
- Shoring trenches in accordance with all applicable occupational safety regulations,
- By-pass pumping,
- Repair or replace 8 inch to 90-inch sanitary sewer lines and force mains,
- New construction, repair or replacement of manholes, vaults, etc.,
- Working in confined spaces, vaults or shored excavations,
- Backfilling and providing temporary and/or permanent pavement replacement,
- Disposal, clean-up and restoration of job sites,
- Odor control as necessary when working on sanitary sewer lines,
- As-built record drawings, shop drawings and submittals,
- Minor site and piping work at lift stations, and
- All other work as it relates to this JOC.

This JOC will be for a 36-month duration or $3,000,000 per JOC, whichever occurs first. The JOC will include an option to renew, based on: the Contractor’s satisfactory performance, the City’s need for additional services, and funding availability. The option to renew will be for an additional 24-month term or the balance of the maximum contract amount of $5,000,000 including all JOC amendments. The City intends that each Job Order performed under this JOC will not exceed $2,000,000 in construction costs, but in no event will any Job Order exceed $2,000,000 subsequent to Council approval of the change in limits.

The Contractor is required to provide performance and payment bonds for the amount of each Job Order proposal prior to executing the Agreement. The Contractor is required to provide bonds in an amount up to $1,000,000.

During the term of the JOC, work is performed as a series of individual Job Orders. Each Job Order, initiated by the City, is defined cooperatively by the City and the Contractor. A scope, schedule, and price are agreed upon, and the Contractor is directed to proceed with the work. Job Orders may include pre-construction services, construction work, project management and contract administration as comprised within the Contractor’s construction management plan.
SECTION II – SCOPE OF WORK

The scope of work will vary with each Job Order. Minor design services may be required for some Job Orders, however, most will be designed through consultants under a separate contract with the City. City staff may design some projects.

For Job Orders that may require design services, the Contractor shall seek the services of an Arizona registered professional architect and/or engineer to prepare plans for permitting. It is the responsibility of the Contractor to provide cost estimating, project scheduling for design, construction and/or maintenance, and obtain permits if needed from the appropriate City departments. The Contractor is also responsible for:

- Knowledge of and compliance with current City of Phoenix adopted codes
- All other work as it relates to this JOC, and
- All work incidental to this JOC

Prior to each Job Order Agreement, a scope of work conference may be scheduled to define design and construction services required of the Contractor.

The City of Phoenix will provide construction administration, inspection, and acceptance material testing for the Job Orders.

Assumptions about Job Orders:

- All sites will be in the State of Arizona.
- The Contractor will furnish all necessary tools and test equipment required for the performance of its work in accordance with the site models listed within the scope of work.
- All customer-provided documentation is obtained within a reasonable time at project start.
- All customer-required approvals are provided within a reasonable and mutually agreed upon time frame.
- Any work required at each site outside of this scope of work will be performed in accordance with the adjustment process.

SECTION III - PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held on Thursday, November 17, 2016, at 2:30 p.m., local time, at Phoenix City Hall, 5W Conference Rooms, located at 200 W. Washington Street, 5th Floor, Phoenix, Arizona. At this meeting, City staff will discuss the scope of work, general contract issues and respond to questions from the attendees. As City staff will not be available to respond to individual inquiries regarding the Project scope outside of this pre-submittal conference, it is strongly recommended that interested firms send a representative to the pre-submittal conference.

SECTION IV – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

The JOC Contractor will be selected through a one-step qualifications-based selection process, based on the following criteria:

A. General information (15 points)

1. Provide a general description of the firm that is proposing to provide the requested services under this Job Order Contract. Explain the legal organization of the proposed firm or team.

2. Provide the following information:

   a. List the Arizona contractor licenses held by the firm and the key personnel who will be assigned to this Project. Provide the contractor license number. 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.

b. Identify the location of the firm’s principal office and the home office location of key staff on this project.

c. 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. Briefly describe the circumstances and the outcomes.

d. Provide an organization chart showing the qualifying contractor, and the contractor’s key personnel down to the superintendent level. If a specific subcontractor will be utilized for all work of a certain type include information on this subcontractor. (The organizational chart is included in the page limitation.)

B. Experience and qualifications of the firm (25 points)

1. Identify at least three comparable projects in which the firm played a major role. The projects listed should show the breadth of the firm’s experience and demonstrated capabilities and show the experience in managing multiple trade subcontractors, vendors, and suppliers. For each comparable project identified, provide:
   a. Description of project
   b. Role of the firm either as prime or subcontractor
   c. Project’s construction cost
   d. Construction dates (identify if this included phased construction)
   e. Project Owner
   f. Reference information (two current names with telephone numbers per project)

2. List all City of Phoenix projects by name only where the firm provided general construction services in the last five years either completed or ongoing.

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

1. For each key person identified, list their length of time with the firm and at least two comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. For other projects provide the following:
   a. Description of project
   b. Role of the person
   c. Project’s construction cost
   d. Construction dates
   e. Project Owner
   f. Reference information (two current names with telephone numbers per project)

2. List any proposed subcontractors, including key staff names and the experience and qualifications of these individuals.

D. Approach to performing the required services (30 points)

1. Describe the firm’s project management approach including its perspective and experience on partnering, quality control, project scheduling, claims, dispute resolution, changes in the scope of work, and construction safety.

2. Describe systems used for planning; project engineering; and scheduling, estimating, and managing construction.
3. Provide a proposed subcontractor selection plan. The selection plan must select subcontractors based on qualifications alone or on a combination of qualifications and price and shall not select subcontractors based on price alone. Describe how you intend to implement this subcontractor selection plan. Discuss the benefit that your subcontractor selection plan provides to the project.

E. Overall evaluation of the firm and its ability to provide the required services (10 points)

Overall evaluation of the firm’s capability to provide the required services as determined by the selection panel members. No additional submittal response is required.

SECTION V – SBE REQUIREMENTS

This JOC will be subject to the City of Phoenix Code, Chapter 18, Article VI, pertaining to participation of Small Business Enterprises (SBE) firms in subcontracting opportunities on the Project. Firms that have been certified by the City of Phoenix Equal Opportunity Department are eligible to meet the SBE subcontracting goals.

A SBE utilization goal for this JOC has been established. The goal is based on the City’s evaluation of the availability of certified SBE firms in all subcontracting trade areas where work will be performed. Firms should strongly consider how entering into project team or subcontract arrangements will impact their ability to meet the utilization goal.

During the term of this JOC, the JOC Contractor is expected to meet an annual SBE utilization goal of 2% which will be reviewed on a semi-annual basis.

SBE goals must be met or a waiver requested in order to perform a job order under the JOC. For further information, contact Joanne McLaughlin at 602-534-1279.

SECTION VI – SUBMITTAL REQUIREMENTS

Firms interested in this project should submit a Statement of Qualifications (SOQ). Submittal requirements are as follows:

- **Cover Letter:** Provide a cover letter which includes full firm company name, address, phone number and the email address of your contact person for the project.

- **Evaluation Criteria:** Address the SOQ evaluation criteria and include a project organizational chart.

- **Additional Content:** Resumes and other information may be included *(content shall be included within the permitted maximum page limit).*

- **Bonding Statement:** In a separate sealed envelope include a statement of the firm’s bonding capacity from a Surety Company (A- or better for the prior four quarters) along with your SOQ submittal. *(This bond statement will not be counted towards the maximum number of pages).*

- **Submittals:**
  - Clearly display the firm name, project title, and project number on the cover of the SOQ and submittal package.
  - Submittals must be placed in the depository located in the reception area on the 6th Floor of Phoenix City Hall by the submittal due date/time.
  - All submittals must be addressed to:
Provide 6 copies of the Statement of Qualifications.

A maximum of 10 pages is permitted to address all content in the SOQ submittal *(maximum page limit includes evaluation criteria and all additional content)*.

Submit the Statement of Qualifications by 12:00 noon, local time, on Friday, December 2, 2016.

Paper Size shall be 8½ " x 11"
Font size may not be less than 10 point

Each side of a page containing evaluation criteria and additional content will be counted toward the maximum page limit noted above.

Pages that have project photos, charts and/or graphs will be counted towards the maximum page limit noted above.

Front and back covers, cover letter, Table of Contents pages, and divider (tab) pages will NOT be counted toward the maximum page limit noted above, unless they include evaluation criteria and additional content that could be considered by the selection panel.

Note: All pages exceeding the specified maximum page limit will be removed from the submittal and not considered in evaluating a submitted SOQ.

**GROUNDS FOR DISQUALIFICATION:**
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
- Deposit of submittal in the wrong location
- Violating the “Contact with City Employees” policy contained in this RFQ
- Failure to provide bonding statement

**SECTION VII – SELECTION PROCESS AND SCHEDULE**

The successful firms 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 IV above. The City will select firms based on the SOQs received; no formal interviews will be conducted. The City may conduct a due diligence review on the firms receiving the highest evaluation.

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

Firms selected for this project will be notified directly by the City. Notification to all other firms on the status of a selection on this project will be posted on the City of Phoenix Street Transportation Department’s “Preliminary Bids and Recent Awards” website:

https://www.phoenix.gov/streets/procurement/bid-results

**SECTION VIII – GENERAL INFORMATION**

Citywide Capital Improvement Projects - Consulting and contractor services supporting the City’s Capital Improvement Projects are procured under the authority of the City Engineer, currently located
within the Street Transportation Department (STR). Design and Construction Procurement coordinates the citywide consulting and construction contracting procurement processes.

**Planholder Lists** - All firms who download the Request for Qualifications packet for this project from the “Current Opportunities” webpage will be listed on the project’s Planholder List. This report is available within the project folder. The website address is:

https://www.phoenix.gov/streets/procurement/current-opportunities

Firms receiving a copy of the Request for Qualifications (RFQ) through any other means must download the RFQ from the City webpage and register as a planholder for the project.

**Changes to Request for Qualifications** - *Any changes to this Request for Qualifications will be in the form of a Notification Letter.* The City of Phoenix shall not be held responsible for any oral instructions. Notification Letters are available within the project folder. The address is:

https://www.phoenix.gov/streets/procurement/current-opportunities

*It shall be the responsibility of the registered RFQ holder to determine, prior to the submittal of the Statement of Qualifications, if Notification Letters have been issued.* Registered RFQ holders may refer to the webpage or call the Contract Specialist (listed below) in order to ascertain if Notification Letters have been issued for this project.

**Alternate Format** - For more information or a copy of this publication in an alternate format, contact the Contract Specialist (listed below) - Voice or 602-256-4286 – TTY. Requests will only be honored if made within the first week of the advertising period.

**Release of Project Information** - The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City.

**City Rights** - The City of Phoenix 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.

**Contact with City Employees** - Beginning on the date the RFQ is issued and until the date the contract is awarded or the RFQ withdrawn, all persons or entities that respond to the RFQ, including their authorized employees, agents, representatives, proposed partner(s), subcontractor(s), joint venture(s), member(s), or any of their lobbyists or attorneys (collectively the Proposer), will refrain from any direct or indirect contact with any person (other than the designated Contract Specialist) who may play a part in the selection process, including members of the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department heads, the Mayor and other members of the Phoenix City Council. As long as the RFQ solicitation is not discussed, Proposers may continue to conduct business with the City and discuss business that is unrelated to this RFQ solicitation with City staff.

Proposers may discuss their proposal or the RFQ solicitation with the Mayor or one or more members of the Phoenix City Council, provided such meetings are scheduled through the Contract Specialist (listed below), conducted in person at 200 West Washington, Phoenix, Arizona 85003, and are posted as open meetings with the City Clerk at least twenty-four (24) hours prior to the scheduled meetings. The City Clerk will be responsible for posting the meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. **OFFERORS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED.**

**Conflict of Interest** - The City reserves the right to disqualify any Proposer on the basis of any real or apparent conflict of interest that is disclosed by the proposal submitted or any other data available to the
City. This disqualification is at the sole discretion of the City. Any Proposer submitting a proposal herein waves any right to object now or at any future time, before any body or agency, including but not limited to, the City Council of the City of Phoenix or any court.

**Data Confidentiality** - Except as specifically provided in the Contract, the JOC 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 Phoenix is prohibited by A.R.S. § 41-4401 from awarding a contract to any JOC Contractor who fails, or whose subcontractors fail, to comply with A.R.S. § 23-214(A). The JOC 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 Phoenix retains the legal right to inspect the papers of any JOC Contractor or subcontractor employee who is awarded a contract to ensure that the JOC Contractor or subcontractor is complying with the law.

**Lawful Presence Requirement** - Pursuant to A.R.S. §§ 1-501 and 1-502, the City of Phoenix 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.

**No Israel Boycott** - By entering into this contract, the Engineer/Contractor certifies that they are not currently engaged in, and agrees for the duration of the Contract to not engage in, a boycott of Israel.

**Worker Background Screening** - The JOC Contractor and its subcontractors awarded a JOC shall perform Background Screening for all employees providing services for the project. The Background Screening provided by JOC Contractor and subcontractors shall comply with A.R.S. § 41-4401, and all applicable laws, rules and regulations. In addition to the Background Screening performed by the JOC Contractor and subcontractors, the City reserves the right to require the JOC Contractor and subcontractors provide fingerprints and execute other documentation as necessary to obtain criminal justice information pursuant to A.R.S. § 41-1750(G)(4) or Phoenix City Code § 4-22.

**Badge Access Requirements** - The JOC Contractor and subcontractor shall not be allowed to begin work in a City facility without prior completion and City's acceptance of the required background screening; and when required, the JOC Contractor’s and subcontractor’s receipt of and payment for a City issued badge.

**Protest Procedures** - Firms wishing to respond to disqualification or a procurement outcome may refer to The Code of the City of Phoenix Chapter 2, Article XII, Section 2-188 which governs protest procedures utilized throughout the selection process. The procedures may be reviewed through the City of Phoenix website at: [http://www.codepublishing.com/az/phoenix/](http://www.codepublishing.com/az/phoenix/)

**Good Standing** - Any JOC Contractor that currently contracts with the City must be in good standing for its Statement of Qualifications (SOQ) to be considered responsive. For the purpose of the RFQ, good standing refers to compliance with all contractual provisions, including payment of financial obligations.

**Questions** - Questions pertaining to this selection process or contract issues should be directed to the Contract Specialist, Mr. Emeka Ekpe at (602) 256-4107.