REQUEST FOR QUALIFICATIONS

RELIEF SEWER PROJECT
VAN BUREN AND 52ND STREET

DESIGN SERVICES

PROJECT NO. WS90500295-1

MAYOR
GREG STANTON

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The City of Phoenix is seeking a qualified engineering consultant to perform an alignment study and to design and prepare construction drawings for a relief sewer project generally along Van Buren Street between 52nd Street and the Phoenix Zoo. Work may also include construction administration and inspection services. The estimated construction cost for this relief sewer project is approximately $4 M.

SECTION I – PROJECT DESCRIPTION

This Project is part of the Sanitary Sewer Relief Program. The intent of this ongoing Program is to review and manage the capacity of Phoenix’s wastewater collection system to avoid sanitary sewer overflows. Managing capacity is a basic tenet of the City’s CMOM (Capacity Management, Operations, and Maintenance) Program. The primary trigger for identifying capacity concerns is when the City’s sanitary sewer model indicates that sewer segments are flowing at or above 80 percent of the maximum capacity during peak dry weather conditions.

Sewers in this Program are “bottle necks” in the wastewater collection system and are the first to show up with capacity problems. Increased capacity is provided by installing new parallel sewers or larger replacement sewers. In some cases diversions can be constructed to re-route wastewater flows into other sewers that have more excess capacity. If flows increase in the future, segments upstream and downstream may reach the 80 percent trigger point and need to be added into the Program.

Flow monitoring results from September 2016 show that the existing 8-inch diameter sanitary sewer line in the project alignment is at times surcharged by as much as 2 to 4 inches. Therefore, a relief sewer project is recommended for this area.

The Van Buren and 52nd Street Relief Sewer Project will involve the installation of approximately 5,500 LF of 12-inch diameter sanitary sewer line from Polk Street and the 202 northbound frontage road, south to Van Buren Street, then east along Van Buren Street past Galvin Parkway approximately 850 feet to the Phoenix Zoo sewer connection. Basically City of Phoenix sanitary sewer MH11-40-121 to MH10-41-305.

SECTION II – SCOPE OF WORK

The scope of work may include, but not be limited to the following:

- Conduct an alignment study for the Relief Sewer Project described above.
- Present the recommended alignment results to the City for discussion and selection.
- Perform a sewer capacity analysis.
- Determination of and assistance in obtaining any required easements and licenses.
- Perform data collection and field survey as necessary for the Project.
- Perform utility investigations and coordination to prevent conflicts with final design.
- Perform detailed geotechnical investigations including corrosion of potential soils.
- Prepare base maps and initial design.
- Prepare design concept report and design documents including technical specifications, special provisions, and drawings for constructing the Relief Sewer Project.
- Prepare preliminary and final construction cost estimates.
- Prepare project schedules and hold progress meetings and workshops as needed to complete the work.
- Coordinate with the City of Phoenix Street Transportation Department and Arizona Department of Transportation as necessary for the Project.
- Coordinate with the City of Phoenix Real Estate Division as necessary for the Project.
• Assist City in any required environmental, cultural surveys, and in obtaining any required local, county, state, or national permits and approvals.
• Provide assistance during the bidding phase including answering bidder questions and preparing and issuing addenda.
• Conduct bid evaluation and making recommendations to the City on acceptance of the lowest responsive responsible bidder’s bid.
• Provide public information services based on Project impacts.

SECTION III - PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held on Friday, January 20 2017, at 2:00 p.m., local time, at Phoenix City Hall, 8 East Conference Room, located at 200 West Washington Street, 8th Floor, Phoenix, Arizona. At this meeting, 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

A Firm will be selected through a qualifications-based selection process based on the following criteria:

A. General information (15 points)

1. Provide a general description of the firm or team that is proposing to provide services for the project.
2. Provide the following information:
   a. List the professional licenses held by the team and the key personnel who will be assigned to this project.
   b. Identify the location of the lead firm’s principal office and the home office location of key staff on this project.
   c. Provide an organization chart showing key personnel.

B. Design Experience of the Prime Firm (17 points)

Discuss the experience and qualifications of the prime firm in providing design services for similar projects. For each project listed, please provide:

1. Description of the project
2. Project’s original contracted construction cost and final construction cost
3. Construction dates
4. Project owner
5. Reference information (two current names with telephone numbers per project)

C. Construction Administration and Inspection Experience of the Prime Firm (8 points)

Discuss the experience and qualifications of the prime firm in providing construction administration and inspection services for similar projects. For each project listed, please provide:

1. Description of the project
2. Project’s original contracted construction cost and final construction cost
3. Construction dates
4. Project Owner
5. Reference information (two current names with telephone numbers per project)

D. Experience of Key Personnel and Subconsultants (20 points)

Experience and qualifications of the specific project team expected to be assigned to this project. Include sub-consultant experience. Identify each team member’s role in the projects identified.
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:

1. Description of project
2. Role of the person
3. Project’s original contracted construction cost and final construction cost
4. Construction dates
5. Project Owner
6. Reference information (two current names with telephone numbers per project)

E. Project Understanding and Approach (30 points)

Understanding and approach to the project, including a discussion of the important considerations of the project and the team’s approach to the project issues.

F. Overall evaluation of the firm and its perceived 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 - 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).

☑ 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:

  City of Phoenix  
  Kini L. E. Knudson, PE, City Engineer  
  c/o Donna Wiltshire  
  200 W. Washington Street, 6th Floor  
  Phoenix, AZ 85003-1611

- Provide six (6) copies of the Statement of Qualifications.
- A maximum of 12 pages is permitted to address all content in the SOQ submittal (Maximum page limit includes evaluation criteria and all additional content. It does not include cover letter.)
- Submit the Statement of Qualifications by 12:00 noon, local time, on Friday, February 3, 2017
- 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.

GROUND 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.

SECTION VII - SELECTION PROCESS AND SCHEDULE

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 V above. The City may conduct a due diligence review on the firm receiving the highest evaluation.

The City will enter into negotiations with the selected firm and execute a contract upon completion of negotiation of fees and contract terms for City Council approval.

The following tentative schedule has been prepared for this project.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-submittal meeting</td>
<td>January 20, 2017</td>
</tr>
<tr>
<td>SOQs due</td>
<td>February 3, 2017</td>
</tr>
<tr>
<td>Scope Meeting</td>
<td>February 2017</td>
</tr>
</tbody>
</table>

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

The Firm 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 “Preliminary Bid Results and Recent Awards” website:

http://phoenix.gov/streets/procurement/bid-results

SECTION IX – 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:

http://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:

http://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 Consultant or its subconsultants shall not divulge data to any third party without prior written consent of the City.

**Legal Worker Requirements.** The City of Phoenix is prohibited by A.R.S. § 41-4401 from awarding a contract to any firm who fails, or whose subconsultants fail, to comply with A.R.S. § 23-214(A). The firm and each subconsultant shall comply with all federal immigration laws and regulations related to their employees and compliance with the stated law. The City of Phoenix retains the legal right to inspect the
papers of any firm or subconsultant employee who is awarded a contract to ensure that the firm or subconsultant is complying with the law.

**Lawful Presence Requirement.** Pursuant to A.R.S. §§ 1-501 and 1-502, the City of 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.** Consultant and its subconsultants awarded a contract for this project shall perform Background Screening for all employees providing services for the project. The Background Screening provided by Consultant and subconsultants shall comply with A.R.S. § 41-4401, and all applicable laws, rules and regulations. In addition to the Background Screening performed by the Consultant and subconsultants, the City reserves the right to require the Consultant and subconsultants 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 Consultant and subconsultants 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 Consultant's and subconsultant’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/

**Questions.** Questions pertaining to this selection process or contract issues should be directed to the Contract Specialist, Donna Wiltshire at (602)495-3654 or by email at Donna.Wiltshire@phoenix.gov.