

REQUEST FOR QUALIFICATIONS NO. 060916

**PREDESIGN (PHASE 1) - SITE DEVELOPMENT ALTERNATIVES
FOR
THE PAYSON COURTHOUSE COMPLEX**

**Payson Courthouse Complex
108 W. Main Street**

PAYSON, ARIZONA



BOARD OF SUPERVISORS
Michael A. Pastor, Chairman
Tommie C. Martin, Vice Chairman
John D. Marcanti, Member

County Manager
Don E. McDaniel, Jr.



**GILA COUNTY
PROCUREMENT GROUP
REQUEST FOR QUALIFICATIONS**

1400 East Ash Street
Globe, Arizona
85501

RFQ NUMBER
060916

DUE DATE: August 19, 2016

TIME: 4:00 PM MST

DESCRIPTION: PreDesign (Phase 1)-Site Development Alternatives for
The Payson Courthouse Complex

PRE-BID CONFERENCE: "Not Applicable"

RFQ Opening and Submittal Location: Gila County Guerrero Conference Room
Guerrero Building
1400 E. Ash Street, Globe, AZ 85501

In accordance with A.R.S. §41-2533, Request for Qualifications No. 060916 for the materials or services specified will be received by the Gila County Finance Department at the above specified location until the time and date cited.

Request for submittals after the specified date and time to the Finance Department shall not be considered. To receive bid documents contact the Contracts Administrator at (928) 402-8612.

The Board of Supervisors reserves the right to reject any or all bids, or to accept any bid, or to waive any informality in any bid, or to withhold the award if deemed in the best interest of Gila County. All procurement activities conducted by Gila County are in conformance with the rules and regulations of the Gila County procurement code. A copy of the Code is available for review in the office of the Clerk of the Board, Gila County Courthouse, 1400 E. Ash St., Globe, AZ.

Advertisement Dates: August 3rd and August 10th, 2016

BIDDERS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION.

Designated Department: Gila County Public Works
Type of Contract: Term
Term of Contract: 120 Calendar Days
Phone Number: 928-402-4355

Signed: _____ Date: ____/____/____
Michael A. Pastor, Chairman, Board of Supervisors

Signed: _____ Date: ____/____/____
Jefferson R. Dalton, Deputy Gila County Attorney, Civil Bureau
Chief for Bradley D. Beauchamp, County Attorney

REQUEST FOR QUALIFICATIONS

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ATTACHMENTS:

Exhibit A

FTP Site Instructions

Gila County General Provisions

**NOTE: The General Provisions are being provided solely for the purpose of the potential Qualifier to be aware of Gila County's liability requirements and contract format.*

Section A. **REQUEST FOR QUALIFICATIONS**

RFQ NO. 060916

Gila County is requesting Statement of Qualifications from qualified firms for:

Predesign (Phase 1) - Site Development Alternatives for the Payson Courthouse Complex project at 108 W. Main Street in Payson, AZ.

Statement of Qualifications are to be received in the Office of:

Betty Hurst, Contracts
Guerrero Building
1400 E. Ash Street
Globe, AZ 85501

Until: 4:00 p.m. on August 19, 2016, at which time a representative of the Purchasing Services Department shall announce publicly the names of those firms submitting Responses. No other public disclosure shall be made until after award of the contract.

All inquiries regarding this Request shall be directed to:

Name: Betty Hurst, Contracts
Address: 1400 E. Ash Street
Globe, AZ 85501

Phone: (928) 402-4355
Fax: (928) 402-4386
Email: bhurst@gilacountyaz.gov

Section B. PURPOSE OF THE RFQ

1. It is the intent of Gila County to hire an engineering design firm to perform the services as outlined in the “Scope of Work” (see Section E) for the Payson Courthouse Complex. Design firms interested in being selected for the proposed work shall submit their proposal to Betty Hurst – Contracts, by August 19, 2016 at 4:00 P.M.
2. There will be a mandatory pre-proposal walk through on August 10, 2016 at 9:30 A.M.
3. Any questions will be due no later than August 12, 2016 at 4:00 P.M. in writing. Please submit all questions to Betty Hurst at bhurst@gilacountyaz.gov. All questions will be answered in writing no later than August 16, 2016 by 4:00 P.M.
4. Proposals will be evaluated as follows:
 - Experience of the design firm with similar projects 25 points
 - Qualifications of the proposed design team 25 points
 - Project understanding 20 points
 - Approach to project delivery 20 points
 - Proposed Schedule 10 points

Section C. INSTRUCTIONS TO RESPONDENTS

Statement of Qualifications shall be addressed and delivered to:

Name: Betty Hurst, Contracts
Address: 1400 E. Ash Street
Globe, AZ 85501

Responses shall be in a sealed envelope marked as follows:

Name of Respondent
Title of Respondent
RFQ Title and Number
Date and Time Response is Due

No telephonic, telegraphic, or facsimile Responses shall be considered. Responses received after the time for closing shall be returned to the Respondent unopened.

1. Responses shall be submitted in **3** copies.
2. No department, school, or office at the County has the authority to solicit official responses other than the Finance Department. All solicitation is performed under the direct supervision of the Finance Director and in complete accordance with Gila County policies and procedures.
3. Responding firms may be requested to meet with the selection committee to discuss their Statement of Qualifications. Scheduling of these discussions shall be accomplished by the Public Works Department.
4. Any information considered to be proprietary by the Proposer shall be placed in a separate envelope and marked "Proprietary Information." To the extent the Finance Director concurs, this information shall not be considered public information. The Finance Director is the final authority as to the extent of material which is considered confidential. Pricing information cannot be considered proprietary.
5. If responding by express mail, allow sufficient time for delivery. Globe is considered a rural area, thereby Federal Express deliveries are often made late in the afternoon. Statement of Qualifications may not be faxed nor electronically transmitted to the County. Proposals, which are received after the deadline, will not be considered. Submitters must ensure delivery (not postmarking) by the date and time indicated above.
6. Proposals shall be signed by an authorized agent of the company.

Section D. QUALIFICATIONS

Arizona Revised Statute 34-603 allows for the procurement of professional and construction services. Engineering services falls under the statutes' definition of professional services.

This is phase one of a two-phase selection process. Phase one is based on competence and qualifications only. Discussion with the top three (3) firms MAY be included in the selection process.

Phase one shall not ***“request fees, price, man-hours or any other cost information in the selection”***.

1. For consideration the following licenses and certifications shall be required.
 - A. Engineers shall be licensed in the State of Arizona, for the appropriate discipline, by the Arizona State Board of Technical Registration.
 - B. Employees assigned to this project shall have the necessary technical, theoretical and practical knowledge to fully understand the sequence and consequence of the design.
2. Additionally, the following information shall be included:
 - A. Managerial overview.
 - B. Narrative statements on design and management approaches.
 - C. Organizational charts: for company and for this project.
 - D. Qualifications and identification of Principal Engineer of Record for this Project.
3. Other items:
 - A. Ability to meet insurance requirements. See General Provisions.
 - B. If applicable, the Consulting Firm shall submit any information relating to company name changes within the last five calendar years, the reason for the name change.
 - C. Consulting Firms from out of this region (greater than 30 miles from Payson) shall show evidence of successfully managing projects from long distance.

4. References

Respondent shall include three (3) references. Be sure to include the name, title, phone number and e-mail of persons able to discuss project(s) in detail.

5. Design Schedule

- A. The Consulting Firm shall submit a schedule, with their proposal, indicating all phases of the design process, and provide the minimal amount of time to complete the work.
- B. Consulting Firm is expected to demonstrate that they can supply adequate qualified personnel in order to meet the scope of work.

Section E. SCOPE OF WORK

- 1. Gila County (“the County”) desires to make improvements to the Payson Courthouse Complex shown on Exhibit “A”. Some of the improvements may include modifications to the recently acquired NAPA building, Building “A” and the existing Sheriff’s office and jail. The County would like to make the best use of the entire complex to accommodate the proposed building modifications as well as the existing use of the property.
- 2. Gila County is seeking an engineering design firm to perform pre-design services (hereby referred to as Phase I). Phase I shall include preliminary design alternatives for the site addressing pedestrian and vehicular traffic flow, parking, drainage, existing vegetation and the re-location of existing utilities if needed. This work will need to be a collaborative effort with County staff to assure that the proposed building modifications and the proposed site improvements are complementary to each other. Phase II shall include final design plans and specifications for bidding purposes as well as an engineer’s estimate of the proposed improvements (Note: Phase II is not included with this Scope of Work).

The following is a list of available resources that the County can provide to assist with the design. (Note: Item No.’s 1, 3, 4, & 5 will be available on the County’s FTP site per the attached instructions).

Item No. 1

CAD drawing for the site prepared by the Gila County Engineer Department. The drawing was created using Autocad Civil 3D – 2013.

This drawing currently has the following information:

- Survey ground data.
- Existing features on the site-including known utilities.
- Existing property lines.
- Contours.
- Break lines used to generate contours.
- Aerial imagery from 2011 (attached from a SID file).
- Existing trees.

Item No. 2

Gila County's Engineering Department will provide any additional survey data that may be needed for the design.

Item No. 3

Aerial imagery (SID file) from 2005 along with topography (Autocad drawing with 2' contours) for the immediate and surrounding area around the Payson Courthouse Complex is available if needed.

Item No. 4

Floor plan for the Gila County Sheriff's Office and Jail proposed remodel.

Item No. 5

Floor plan for the Old NAPA building showing proposed remodel for use as a Superior Court building.

1. Section F. **RESPONSE CERTIFICATION**

(DATE)

Purchasing Services Department

The undersigned certifies that to the best of his or her knowledge: (check one)

- There is no officer or employee of Gila County who has, or whose relative has, a substantial interest in any Contract award subsequent to this Response.
- The names of any and all public officers or employees of Gila County who have, or whose relative has, a substantial interest in any Contract award subsequent to this Response are identified by name as part of the submittal

The undersigned further certifies that their firm (check one) **IS** or **IS NOT** currently debarred, suspended, or proposed for debarment by any federal or state entity. The undersigned agrees to notify the County of any change in this status, shall one occur, until such time as an award has been made under this procurement action.

In compliance with Request for Qualifications No. 060916 Predesign (Phase 1) - Site Development Alternatives for The Payson Courthouse Complex @ 108 W. Main Street, Payson, AZ, and after carefully reviewing all the terms and conditions imposed therein, the undersigned agrees to furnish such services in accordance with the specifications/scope of work according to the Proposal submitted or as mutually agreed upon by subsequent negotiation.

(signed)

(by)

(firm)

(title)

(address)

(phone number)