



April 26, 2013

**REQUEST FOR QUALIFICATIONS
FOR
CITYWIDE GENERAL MAINTENANCE JOB ORDER CONTRACT**

**STATEMENT OF QUALIFICATIONS ARE DUE:
Tuesday, May 21, 2013, by 1:00 P.M. local time,**

To: City of Sedona, Office of the City Engineer/Public Works,
102 Roadrunner Drive, Sedona, Arizona 86336
(RFQ-13GENMAINTJOC)

REQUEST FOR QUALIFICATIONS

1.0 GENERAL

The City of Sedona (the Owner) is seeking a qualified contractor to perform general maintenance work and related services on an as needed basis. Most work will be in the City of Sedona right-of-way. Some work may include federal funding. During the first year of the contract this Job Order Contract (JOC) will have a **maximum** contract amount of **\$500,000**. This JOC will be a **one-year** contract renewable for up to three one-year periods. The option to extend will be exercised based on the contractor's successful performance and the needs of the Owner. The annual contract maximum may be increased at the time the option to extend is exercised as agreed to by both parties.

2.0 BACKGROUND

2.1 Job Order Contracting is an alternative delivery method for construction of public work projects. Job Order Contracts (JOC's) differ from the standard project-specific low bid contracts in that they are indefinite-quantity contracts, which can be awarded on the basis of qualifications. Best value may be considered in awarding the JOC or in awarding job orders to JOC contractors.

2.2 During the term of the JOC, work is performed as a series of individual job orders. Each job order, initiated by the Owner, is defined cooperatively by the Owner and contractor. A scope, schedule, and price is agreed upon, and the contractor is directed to proceed with the work. Job Order contracting may include design services, pre-construction services, construction work and/or maintenance. Job Order Contracting will also include Project Management and Administration. All design services will be under the direction of an Arizona licensed professional civil engineer.

3.0 SCOPE OF SERVICES

3.1 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 either by City staff or through consultants under separate contract with the City. For those Job Orders that may require design services the contractor shall seek the services of an Arizona licensed professional civil 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, bonding and obtain permits if needed from the appropriate City departments.

3.2 Construction services may include:

- Mowing of shoulders
- Tree removal
- Installing rip-rap
- Drainage maintenance
- Asphalt patching

3.3 At the beginning of each project or Job Order, a scope conference will be scheduled to define design and construction services required of the contractor.

3.4 Contractor is expected to become well versed in the Maricopa Association of Governments, 2011 edition (MAG), and also the Yavapai Association of Governments (YAG) Design Standards & Policies Manual as it pertains to various street, sidewalk, pathway, etc. improvements. These are not intended to exclude application of the City of Sedona's design standards.

4.0 CITY OF SEDONA RESPONSIBILITIES

The City of Sedona will provide construction administration, inspection, and material testing for the Job Order projects.

5.0 SELECTION CRITERIA

5.1 The Job Order Contractor will be selected through a qualifications-based selection process, based on the following criteria. No numbers indicating price or coefficient are to be submitted. This would disqualify the proposal.

5.2 **General information. (20 points)**

5.2.1 Provide a general description of the firm and/or team that is proposing to provide construction services. Explain the legal organization of the proposed firm or team. Provide an organization chart showing the qualifying contractor, contractor's key personnel down to the superintendent level (the organizational chart is counted as part of the twelve page maximum). If a specific subcontractor will be utilized for all work of a certain type, include information on this subcontractor. Prime contractor is to perform a percentage of work per MAG (Maricopa Association of Governments) specifications.

5.2.2 Identify the location of the firm's principal office, the local office work role.

5.2.3 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 five years. Briefly describe the circumstances and the outcomes.

5.3 **Experience and qualifications of the firm/team. (30 points)**

5.3.1 Identify at least five projects whose scope included significant work of the types of work anticipated under this Job Order Contract (*including a minimum of two projects currently under construction or completed within the last two years*) in which the firm played a major role. The projects listed should show the breadth of the firm's experience in managing multiple trade subcontractors, vendors and suppliers. Prior experience in and familiarity with Coconino and Yavapai counties is preferred. If contractor has prior project experience specifically under a JOC, please include said project information.

5.3.2 For each comparable project identified, provide:

- Description of project
- Role of the firm either as prime or subcontractor
- Project's construction cost
- Percentage under/over original contract amount
- Construction dates (identify if this included phased construction)
- Project owner reference information

5.3.3 Discuss the firm's knowledge of the current local market and of trade contractors and suppliers. You must provide a proposed subcontractor selection plan (*see item 5.5.3*).

5.3.4 List the Arizona professional civil engineer and contractor licenses held by the firm/team and the key personnel who will be assigned to this project. Provide the license number(s) and explain if held by an individual or the firm. Disclosure of any licenses that have been revoked and/or suspended, as held by firm/team, and an explanation of such instances is expected.

5.3.5 List significant City of Sedona projects constructed within the public right of way where the firm/team provided general construction services in the last five years, either completed or ongoing.

5.3.6 List and identify safety and pollution control practices used on projects over the past two years.

5.4 Experience of key personnel expected to be assigned to this project. (25 points)

5.4.1 For each key person identified, list 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:

- Description of project
- Role of the person
- Project's construction cost
- Construction schedules
- Project owner reference information

5.4.2 Identify the home office location of key staff (senior project manager, project superintendent and lead foreman) on this project and the percent of their work expected to be done locally.

5.4.3 Identify any public relations training provided for employees and any company guidelines on this subject.

5.5 Approach to performing the required services. (15 points)

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

5.5.2 Describe systems used for planning, project engineering, scheduling, estimating and managing construction.

5.5.3 Submit a proposed subcontractor qualifying statement and selection plan. Selection of subcontractors shall not be based on price alone.

5.6 Overall evaluation of the firm/team and its perceived ability to provide the required services. (10 points)

This is to be determined by the selection panel. No submittal response is required.

6.0 SELECTION PROCESS

Upon receipt of the Statements of Qualifications (SOQ), a Selection Committee will meet and, using criteria as described in this Request for Qualifications, select the most qualified firms for the final list. Per Arizona Revised Statutes (ARS) 34-603 Sections C and F, up to three firms will be selected for the final list, but only one will be awarded the contract. Interviews may be required of the short listed firms, but the City of Sedona reserves the right to make final selection based solely on the above mentioned evaluation criteria.

7.0 SUBMITTAL REQUIREMENTS

- 7.1 Firms interested in this JOC must submit a Statement of Qualifications which is prepared and organized as described in this section. The Statement of Qualifications will be organized into two sections -- the body of the SOQ and attachments.
- 7.2 The SOQ body will include:
- 7.2.1 A one-page cover letter prepared on the firm's letterhead and signed by a principal of the firm (this cover sheet will NOT be counted as part of the twelve page maximum).
- 7.2.2 The firm's responses to the SOQ Criteria in order and titled as listed in SELECTION CRITERIA above using a MAXIMUM of sixteen (16) single sided pages or twelve (12) double-sided pages, each 8½" x 11" in size. Adherence to the maximum page criterion is critical; each page side (maximum 8 ½" x 11") with criteria information will be counted. Pages that have photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents or tabbed divider pages will not be counted towards the maximum number of pages.
- 7.3 The SOQ attachments may include:
- 7.3.1 Resumes for key team members, each no more than two pages in length. Resumes will be attached at the end of the SOQ and will not be included in the twelve page maximum.
- 7.5 Copies of "Identification Card(s)" issued by the Registrar of Contractors and the State board of Technical Registration for all contracting and engineering licenses.
- 7.3.3 Provide a statement from an A- or better Surety Company to the company's bonding capacity and the firm's latest financial statement. This information will be returned to you within seven days after the submittal date upon written request, and will not be included in the twelve page maximum.
- 7.4 Please provide **an original plus 4 copies (total of 5) of the Statement of Qualification and attachments by 1:00 P.M. local time, Monday, May 20, 2013.** Label package - **(RFQ-13GENMAINTJOC)**, address and submit to:

City of Sedona
c/o Public Works Department
102 Roadrunner Drive
Sedona, AZ 86336
Phone: (928) 204-7109
Fax: (928) 282-5348

- 7.5 Respondents are urged to be complete, but concise. If you have any questions regarding the scope of this JOC, please contact Dan Neimy, City Maintenance Superintendent by phone at (928) 204-7109 or by e-mail at DNeimy@SedonaAZ.gov
- 8.0 INDEMNIFICATION AND INSURANCE REQUIREMENTS
- 8.1 The City of Sedona requires the selected team execute a City of Sedona Job Order Contract. The City's basic format of the City's contract is on our website: <http://www.SedonaAz.gov> under **Bid/RFP Opportunities**.
The City's indemnification and insurance language is included in this contract. Submission of your Request for Qualifications shall indicate your firm's ability and agreement to execute the above referenced contracts. Questions regarding this request shall be submitted in writing in order to receive an official response.

9.0 CONFIDENTIAL INFORMATION

9.1 Requests for nondisclosure of confidential information such as financial statements and other proprietary data must be made known to the City within the submitted SOQ. Firms are instructed to clearly identify any proprietary information that may be submitted with the SOQ and, if necessary, package such information in a separate, sealed envelope labeled "Confidential" or "Proprietary". The City is subject to Arizona Statutes and City Charter provisions that permit the inspection of public records. The City will take every precaution necessary for the custody of the SOQ submittal; however, the City cannot insure confidentiality of any portion of the submitted SOQ documents in the event a public inspection request is made. In the event of such a request, the City shall examine the portions of your submittal noted as "Confidential" and/or "Proprietary" to determine if disclosure of the information is warranted. If such a determination is made, you shall be informed prior to the disclosure.

**REQUEST FOR QUALIFICATIONS
SUBMITTAL SHEET**

The firm shall acknowledge all addenda in writing, by writing the addenda number(s) and dates below.

<u>ADDENDA NO.</u>	<u>DATE</u>	<u>ADDENDA NO.</u>	<u>DATE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____