



**CITY OF SEDONA
COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING SERVICES**

REQUEST FOR QUALIFICATIONS

**BARBARA ANTONSEN MEMORIAL PARK
CONSTRUCTION PROJECT
CONSTRUCTION MANAGER AT RISK**

October 9, 2014

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TABLE OF CONTENTS

REQUEST FOR QUALIFICATIONS	PAGE #
SECTION I - PROJECT DESCRIPTION.....	1
SECTION II - SCOPE OF WORK	1
SECTION III - PRE-SUBMITTAL CONFERENCE	4
SECTION IV - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA	4
SECTION V - SUBMITTAL REQUIREMENTS.....	6
SECTION VI - SELECTION PROCESS AND SCHEDULE.....	8
SECTION VII - AFFIRMATIVE ACTION AND MBE/WBE REQUIREMENTS.....	8
SECTION VIII - GENERAL INFORMATION	9

REQUEST FOR QUALIFICATIONS

BARBARA ANTONSEN MEMORIAL PARK CONSTRUCTION MANAGER AT RISK

The City of Sedona is seeking a qualified Construction Manager at Risk (CM@Risk) to provide design phase assistance and complete construction services for the BARBARA ANTONSEN MEMORIAL PARK Construction Project. The estimated construction cost for this project is seven hundred sixty eight thousand dollars (\$768,000).

SECTION I – PROJECT DESCRIPTION

This project will include construction of a stage structure, lawn sitting area, restrooms, dressing room and other performance support facilities. The project is located in the Sedona area in Posse Ground Park on the east side of Posse Ground Road, south of the Jack Malmgren Memorial Skate Park. In 2012 a project was partially completed at Barbara's Antonsen Memorial Park. Much of the site work major grading and utility extension work was complete in 2012; however, fine grading and structure work was not complete. This project design will be completed by the City's selected design professional, Westlake Reed Leskosky, LLC, Phoenix, Arizona. The conceptual drawings for this project, as-built drawings from the 2012 Barbara's Antonsen Memorial Park Project, and the 2010 Geotechnical Report have been placed on the City's ftp site, as information related to this request.

See this site for additional information: <ftp://ftp.sedonaaz.gov/Engineering/BAMP/>

SECTION II - SCOPE OF WORK

The Construction Manager at Risk (CM@Risk) will begin with the firm in an agency support role for design phase services including negotiation of a contract for construction of the project. At some point prior to construction, the CM@Risk will assume the risk of delivering the project through a guaranteed maximum price (GMP) contract. The CM@Risk will be responsible for construction means and methods, and will be required to solicit bids from pre-qualified subcontractors to perform the work. The CM@Risk is required to self-perform work on this project only to the extent required by Arizona Statutes.

- A. As a part of design phase services the CM@Risk may be required to do the following:
- Provide design assistance and services necessary to finalize the design to a point where the CM@Risk can provide a GMP for various project phases of the work.
 - Identify any and all permits necessary to commence and finish the construction work and assign responsibility to the concerned parties for obtaining the respective permits, and document City and CM@RISK agreed assignment for obtaining;
 - Review each design submittal by the design professional and provide comments regarding sustainability, required clarifications and measures to reduce costs;
 - Provide alternate systems evaluation and constructability studies;
 - Provide a comprehensive constructability and value engineering review with ranged construction cost estimate for each design submittal;
 - Recommend construction phasing of the project for GMP purposes based on each design submittal;
 - Provide a construction cost estimate for each design submittal;
 - Address high standards for quality and safety and protection of the environment;
 - Attend submittal review meetings;

- Participate in other project meetings with the City or the design professional to include at least one City Council meeting;
- Attend public information meetings;
- Advise the City of ways to mitigate time and impact, including cost, of construction activities on normal traffic flow, nearby businesses, community and the general public;
- Provide detailed cost estimates and knowledge of market place conditions, up to three estimates may be required as plans are developed;
- Provide project planning and scheduling including the design and construction phase schedule; the initial design completion timeframe shall be March 2015 assuming a contract is entered into by November 2014;
- Utility locates and potholing as required;
- Perform subsurface exploration within the limits of the work and the vicinity of the project as required to avoid or minimize conflicts with utilities;
- Identify staging area(s) needed for the work;
- Develop site specific Storm Water Pollution Prevention Plan (SWPPP) and emergency operations plans;
- Provide for construction phasing and scheduling that will minimize interruption to City operations and neighborhood activities adjacent to the project work areas;
- Advise City of ways to gain efficiencies in project delivery and reduce overall delivery time;
- Provide long-lead procurement studies and initiate procurement of long-lead items;
- Participate with the City in a process to set goals for local subcontractor, supplier, and tradesperson participation;
- Provide Guaranteed Maximum Price proposals at mutually agreeable times as directed by the City;
- Assist in the permitting processes; and
- Protect the owner's sensitivity to quality, safety, and environmental factors.

B. Construction phase services by the CM@Risk may include:

The CM@Risk will be responsible for construction of a complete project including: the installation improvement to existing drainage facilities, lawn construction, stage structure, restrooms, dressing room and other performance support facilities, all required utility relocations, all required removals, and final restorative landscaping, all required ancillary work associated with the above work. The project will include the supply of all materials, surveying, equipment, labor, acceptance testing, commissioning, training, and warranty with as-builts. The CM@Risk will be responsible for the improvements described, and all required work necessary to construct the project as designed and to function as intended.

The CM@Risk will be responsible for construction means and methods, and will be required to solicit qualifications from pre-qualified subcontractors to perform the work. The CM@Risk will include, with the submittal, a proposed subcontractor selection plan based upon qualifications. Price shall not be used as selection criteria. The City strongly encourages the CM@Risk to develop and implement innovative initiatives to solicit participation by local, MBE, WBE, and DBE firms in the subcontractor bid phases; and to utilize sustainable practices and materials wherever practical.

The selected CM@Risk will be required to work closely with the City Project Team, design professionals and associated utility companies during the construction phases of this project. The CM@Risk will also be required to coordinate with businesses and residents, and potential other construction projects adjacent to and in close proximity to this project. The CM@Risk may also be required to assist in making Council presentations and conduct public meetings and other related public involvement/stakeholder activities, as necessary.

The as-built drawings shall be certified and stamped by a registered professional engineer or surveyor and be provided in both written and electronic format. The CM@Risk Team will comply with all blue staking services required by state law, and request such services as required. The

CM@Risk Team will control the costs and will be responsible for the time schedule, and may self-perform certain work. As a part of construction phase services the CM@Risk may be required to do the following:

- Coordinate with various City of Sedona departments, other agencies, utility companies, etc.;
- Arrange for procurement of materials and equipment;
- Arrange for and manage the contracts for all testing of materials and installed components;
- Schedule and initiate procurement of long lead items in a timely manner;
- Schedule and manage site operations;
- Bid, award, and manage all construction related contracts while meeting City bid requirements including bonding, insurance, warranty, and local participation goals;
- Protect the City's sensitivity to quality, safety, and environmental factors;
- Ensure the SWPPP is followed at all times; including updates to meet existing and reasonably anticipated conditions;
- Provide quality control;
- Bond and insure the construction;
- Address all federal, state and local permitting requirements;
- Attend project meetings related to the conduct of the work;
- Obtain permits, which were not acquired during the design phase;
- Maintain a safe work site for all project participants; and
- Provide traffic control plans and equipment.

SECTION III - PRE-SUBMITTAL CONFERENCE

A non-mandatory Pre-Submittal Conference for the BARBARA ANTONSEN MEMORIAL PARK CONSTRUCTION PROJECT CONSTRUCTION MANAGER AT RISK RFQ will be held on **October 17, 2014 at 2:00 PM at the Vultee Conference Room of the Sedona City Hall Complex, 106 Roadrunner Drive**. At this meeting, staff will discuss the scope of work, general contract issues and respond to questions from the attendees. It is strongly recommended that interested firms send a representative to the Pre-Submittal Conference.

SECTION IV - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

The CM@Risk will be selected through a qualifications-based selection process. Firms interested in providing CM@Risk services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

A. General information. (5 points)

1. Provide a general description of the firm and/or team that is proposing to provide construction management services and general construction services. Explain the legal organization of the proposed firm or team. Provide an organizational chart showing key personnel.
2. Provide the following information:
 - a. List the Arizona professional and contractor licenses held by the firm/team and the key personnel who will be assigned to this project. Provide the license number and explain if held by an individual or the firm.
 - b. 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.

- c. If selected as a finalist for this project, you will be required to provide a statement from a B+6 or better surety company describing the Company's bonding capacity.

B. Participation/Attendance in Pre-Submittal Conference. (5 Points)

Attendance by person or persons representing the firm will result in award of 5 points.

C. Experience and qualifications of the firm/team. (20 points)

1. Identify at least three comparable projects in which the firm served as either CM@Risk, agency Construction Manager during design and construction phases (without providing construction services), or General Contractor. Special consideration will be given to firms that have provided Construction Manager at Risk services on similar successful projects.

For each project identified, provide the following:

- a. Description of the project
- b. Role of the firm (specify whether Construction Manager at Risk, Construction Manager or General Contractor. If CM@Risk or General Contractor, identify the percent of work self-performed. Also, specify services provided during design phase, i.e. cost estimating, scheduling, value engineering, etc.)
- c. Project's original contracted construction cost and final construction cost
- d. Construction dates
- e. Project owner
- f. Reference information (two current names with telephone numbers per project)
- g. Licenses held

In addition, at least three Past Performance Questionnaires, each from separate references, shall be sent to the City. See Section V below for submittal requirements. The score for the questionnaire will be based on the average of all questionnaires received. The questionnaire score accounts for 25% of this section of evaluation. However, not receiving a minimum of three questionnaires will be grounds for disqualification.

2. List of all City of Sedona projects where the firm/team provided agency construction management, or general construction services in the last five years, either completed or ongoing.

D. Experience of key personnel to be assigned to this project. (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 original contracted construction cost and final construction cost
 - d. Construction dates
 - e. Project owner
 - f. Reference information (two current names with telephone numbers per project)

Among the key persons identified shall at minimum be the project manager, project superintendent and the cost estimator.

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

E. Understanding of the project and approach to performing the required services. (25 points)

1. Discuss the major issues your team has identified on this project and how you intend to address those issues.
2. Describe your firm's project management approach and team organization during design and construction phase services. Describe systems used for planning, scheduling, estimating and managing construction. Briefly describe the firm's experience on quality control, dispute resolution, and safety management.
3. Describe the subcontractor selection process the firm would prefer to use for this project and procedures to implement your subcontractor selection plan. Demonstrate how your subcontractor selection plan will be based on qualifications alone or on a combination of qualifications and price and will not be based on price alone. The owner does not have a subcontractor selection plan.

F. Use of Personnel Possessing Familiarity with Local Conditions. (10 points)

The city desires participation by contractors and parties that can demonstrate knowledge and experience with local soil conditions, topography, and regulations. Describe your firm's approach to maximize utilization of resources including, suppliers, equipment providers, subcontractors, and laborers that possess such knowledge and experience. Identify the location of the firm's principal office and the home office location of key staff on this project. Identify the staffing of your team, and the percent of their work expected to be done with personnel possessing such local experience.

G. Other selection criteria. (10 points)

For City of Sedona projects, list all construction projects awarded to your firm during the last two years, all projects currently ongoing, and/or all projects for which your firm has been selected but are not yet under contract. For each project, provide the project description, award date (note if pending), construction cost, status of completion, describe significant owner-contractor dispute issues, if any, and estimated completion date. As part of our selection process, the City takes into account the size and complexity of the project under consideration, the resource investment of the firm in current City work, and the amount of previous work recently performed by the City, in order to extend CM@Risk opportunities to a broad representation of qualified CM@Risk firms.

H. 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 members. No submittal response is required.

SECTION V - SUBMITTAL REQUIREMENTS

Firms interested in the above project should submit a Statement of Qualifications **that includes a one-page cover letter plus a maximum length of ten pages to address the SOQ criteria (excluding resumes and a table of contents, but including organizational chart.)** Resumes for each key team member shall be limited to a maximum length of two pages and should be incorporated as an appendix at the end of the SOQ. Please provide **an original plus five (5)**

copies (total of 6) and an electronic copy in .pdf format of the Statement of Qualifications by 2:00 p.m., local time, on Friday, November 7, 2014.

Each copy of the response shall contain a transmittal letter signed by a person authorized to bind the firm in all pertinent respects with respect to what is contained in the response. The response shall clearly identify if the attached Design Phase Contract is acceptable in all respects including warranty, insurance, and document ownership and retention requirements. If the contract is not acceptable, the response shall identify the unacceptable clauses and shall provide suggested alternate language.

The responding firm shall state that it does not discriminate, hire, discharge, promote or demote in matters of compensation, terms, conditions or privileges of employment against any person, otherwise qualified, on the basis of race, creed, sex, national origin, ancestry, physical or mental ability, color or age, or any other condition or status that is the subject of State or Federal anti-discrimination law.

The responding firm and persons shall state that it understands that if selected as the consultant for this project, it and its employees will operate as an independent contractor and will not be considered employees of the City of Sedona.

The responding firm shall acknowledge they, and all subcontractors, will be required to obtain a City of Sedona business license.

The responding firm shall acknowledge that approval of the contract for design services shall not remove the City's right to contract with other parties for construction services for all or part of the work.

The responding firm shall submit Past Performance Questionnaires to adickey@sedonaaz.gov, or by mail to the address provided for submittal of SOQ's below. At least three Questionnaires, each from separate references, shall be sent directly to the City, prior to the SOQ deadline of 2:00 P.M., local time, November 7, 2014.

Delivered or hand-carried submittals must be signed for by City staff in the reception area of the Engineering Services Building. On the submittal package, please display: firm name, project number, and/or project title.

All submittals should be mailed to:

J. Andy Dickey, Assistant Community Development Director/City Engineer
CITY OF SEDONA
Community Development Department
102 Roadrunner Drive
Sedona, Arizona 86336
c/o Donna Pflueger

If the submittal is to be hand delivered, deliver to:

J. Andy Dickey, Assistant Community Development Director/City Engineer
CITY OF SEDONA
Community Development Department
108 Roadrunner Drive
Sedona, Arizona 86336
c/o Donna Pflueger

See map of City Hall Complex,
on City website here, www.sedonaaz.gov/Sedonacms/index.aspx?page=92

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified cut-off date and time
- The number of originals and/or copies of the submittal specified
- Adherence to maximum page requirement
- Submittal of Performance Questionnaires (3 minimum)
- Deposit of submittal in correct location
- **Cost information is not to be included in this submittal**

Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information. Resumes should not include project picture.

SECTION VI - SELECTION PROCESS AND SCHEDULE

A Selection Committee will evaluate each SOQ according to the criteria set forth in Section IV above. The City may perform a due diligence process on the firm(s) receiving the highest evaluation on these SOQs. A final shortlist of at least three and not more than five firms will be determined based on ranking. No interview will be included in this process.

At the conclusion of the selection process, each of the rated elements for each firm will be evaluated to determine the Best Qualified for the project. The City will enter into negotiations with the top 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. Firms interested in this project must be available on the interview and scope meeting dates.

Pre-submittal conference	October 17, 2014 at 2:00 PM
SOQs due	November 7, 2014 at 2:00 PM
Firms notified for interview	November 14, 2014
Interview	N/A
Scope Meeting	TBD

If the City is unsuccessful in negotiating a contract with the top selected firm, the City may then negotiate with the second or third most-qualified firm until a contract is executed as specified in ARS 34-603, or may decide to terminate the selection process.

Firms shortlisted and the firm selected for this project will be notified directly by the City. Notification to all other firms on the status of a shortlist or direct selection on this project will be in writing from the City of Sedona.

SECTION VII – EMPLOYEE QUALIFICATION

Legal Residency Status. Subject to existing law, and regulations, illegal or undocumented aliens will not be employed by the Contractor for any work or services to be performed pursuant to this contract. The Contractor will ensure that this provision is expressly incorporated into any and all subcontracts or subordinate agreements issued in support of this contract. Contractor agrees to comply with the provisions of Section 274A(a)(1)(A) and 274A(a)(2) of the Immigration

and Nationality Act (8 U.S.C.1324a(a)(1)(A), 1324a(a)(2)) (the "INA employment provisions"), and any amendments thereto, prohibiting the unlawful employment of illegal or undocumented aliens. Under the terms of this agreement, the contractor shall not knowingly hire or employ for any work performed pursuant to this contract any workers or employees not lawfully authorized to work under the provisions of the Immigration and Nationality Act or any other applicable federal or state laws. Violation of the provisions of this section shall be deemed a material breach of this contract.

SECTION VIII – GENERAL INFORMATION

Listing. This CM@Risk Request for Qualifications will be listed on the Bid/RFP Opportunities Section of the City's website.

Instructions. The City of Sedona shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Qualifications holders.

Firms who obtain a copy of the Request for Qualifications packet by contacting Donna Pflueger at dpflueger@SedonaAz.gov will be included on the Request for Qualifications Holders List. Firms receiving a copy of this packet through any other means must register as a Request for Qualifications holder by contacting Donna Pflueger at dpflueger@SedonaAz.gov or at City of Sedona Engineering Services, Sedona City Hall, 108 Roadrunner Drive, Sedona, Arizona, 86336 or by calling 928-204-7111 to register by phone. Parties not included on the Request for Qualifications holder's list may not receive addendum or other updates.

Alternate Format. The City of Sedona will provide reasonable accommodations for alternate formats of the Request for Qualifications by calling Ms. Pflueger at 928 204-7111 or calling TDD System 928-204-7102. Requests will only be honored if made within the first week of the advertising period. Please allow a minimum of seven calendar days for production.

City Rights. The City of Sedona 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.

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.

Protest Policy. The City does not have a formal protest policy or set of procedures. Therefore, the procedures of the Arizona Department of Administration as authorized per A.R.S. §34-603(J) apply.

Contact with City Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Contact with Elected Officials (Mayor, City Council, etc). Any contact pertaining to this selection process with elected officials must be scheduled, in person, through the Sedona City Clerk's Office, 102 Roadrunner Drive, and posted by the City Clerk at least twenty-four (24) hours

prior to the scheduled meeting. The Clerk's posting shall include and detail the participants, the subject matter and shall invite the public and press to participate. No contacts made by telephone, other than to schedule a public meeting, are permitted, and copies of contacts made via letter, FAX, e-mail or other written method shall be made available to the public, press and all submitting firms.

Questions. Questions pertaining to the consultant selection process or contract issues should be directed in writing to J. Andy Dickey, Assistant Community Development Director / City Engineer at adickey@sedonaaz.gov.



**City of Sedona Community Development Department
Engineering Services**

102 Roadrunner Drive Sedona, AZ 86336
(928) 204-7111 • Fax: (928) 282-5348

PAST PERFORMANCE QUESTIONNAIRE

To: _____

Phone: _____

Email: _____

Subject: Past Performance Survey of :

_____ *Name of Company Being Surveyed*

_____ *Name of Key Personnel*

The City of Sedona collects past performance information (on firms and key personnel) to assist in procuring/awarding projects based on value. The firm/individual listed above is requesting reference for a past project they have completed. It would greatly be appreciated if you would take a few moment to complete the survey and return it to the City of Sedona.

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, please leave it blank.

Client Name: _____

Date Completed: _____

Project Name: _____

No.	CRITERIA	UNIT	RATING
1	Ability to meet customer expectations for quality of work performed	(1-10)	
2	Ability to manage costs	(1-10)	
3	Ability to maintain project schedule	(1-10)	
4	Comfort level in hiring the firm / individual again	(1-10)	
5	Leadership ability of personnel assigned to the project	(1-10)	
6	Ability to Communicate Effectively	(1-10)	

Printed Name of Evaluator

Signature of Evaluator

Thank you for your time and effort in assisting the City of Sedona in this important endeavor.

Please email or mail the completed survey by November 7, 2014 to:

adickey@sedonaaz.gov or

Attn: J. Andy Dickey

City of Sedona, Engineering Services

102 Roadrunner Drive

Sedona, AZ 86336