



**REQUEST FOR QUALIFICATIONS  
FOR  
CITY OF SEDONA  
COMMUNITY DEVELOPMENT DEPARTMENT  
ENGINEERING SERVICES**

**WWTP INJECTION WELLS #2 DRILLING**

**2015-ES-001**

**CITY OF SEDONA**  
**RFQ – WWTP INJECTION WELL #2 DRILLING PROJECT**

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## REQUEST FOR QUALIFICATIONS

City of Sedona  
Engineering Services  
108 Roadrunner Drive  
Sedona, AZ 86336

Sealed Statements of Qualifications (SOQ) for Job Order Contracting (JOC) for the construction of the **WWTP Injection Well #2 Drilling Project** will be received by the Community Development Department, Engineering Services, located at 108 Roadrunner Drive, Sedona, Arizona, until **2:00 P.M. local time, January 12, 2015**. At that time, SOQ's will be publicly opened and the names of respondents read aloud in the Engineering Services Conference Room. Details of the SOQ will not be announced at the time of the opening. Such information shall be made public after all SOQ's are reviewed and evaluated. Evaluation criteria will include previous experience of completing projects similar in size and scope; including but not limited to quality of work, ability to manage costs, ability to maintain project schedule, and drilling experience within the Colorado Plateau using direct air-rotary. The City intends to award a single contract to one of the top three (3) respondents. Respondents are invited, but not required, to be present at the opening.

**PROJECT:** WWTP Injection Well #2 Drilling - SOQ  
**DESCRIPTION:** Work will include drilling a 1,200 feet deep, 16-inch diameter injection well in highly fractured geologic conditions and injection testing.

Copies of the RFQ Instructions for use in preparing SOQ may be obtained from the Community Development Department, Engineering Services, 108 Roadrunner Drive, Sedona, Arizona (phone 928-204-7111; FAX 928-282-5348). RFQ Instructions may also be downloaded from the City of Sedona's website at [www.SedonaAz.gov](http://www.SedonaAz.gov) under your Business, Doing Business, Bids & RFPs. If instruction documents are downloaded, the City will not be responsible for providing up-to-date information through the website or other communication methods.

**PRE-SUBMITTAL CONFERENCE:** A Pre-submittal conference will not be held. Questions can be submitted in writing to [Rholland@SedonaAZ.gov](mailto:Rholland@SedonaAZ.gov) or mailed to the address below.

Each SOQ shall be made on forms furnished in the Instructions to Respondents. Completed SOQ must be submitted in electronic format, and one (1) hard copy, and enclosed in a sealed envelope and addressed to:

**HAND DELIVERED:** City of Sedona  
Community Development Department  
Engineering Services  
108 Roadrunner Drive  
Sedona, AZ 86336

**U.S. MAIL:** City of Sedona  
Community Development Department  
Engineering Services  
102 Roadrunner Drive  
Sedona, AZ 86336

**AND MARKED:** SOQ for WWTP Injection Well #2 Drilling

**AND RECEIVED:**           **At the Community Development Department, Engineering Services office until 2:00 P.M. local time, January 12, 2015** (as determined by reference to [www.time.gov](http://www.time.gov) ref **Arizona** area)

Upon selection of three (3) respondents, Contract Documents, including construction plans and specifications, will be distributed to the respondents in order to submit proposals for a single contract. The successful Proposer will be required to furnish two (2) bonds. One (1) bond, to become effective upon award of the single contract, shall be a Performance Bond substantially in the form attached, and shall be in a sum of one hundred percent (100%) of the contract price including any additions to the Contract. The Bond shall be effective throughout the construction period, including a two (2) year warranty period. The successful Proposer shall also furnish a Labor and Material Payment Bond, substantially in the form attached, to become effective upon award of the single contract. Said Labor and Material Bond shall be in the amount of one hundred percent (100%) of the Contract price.

The City of Sedona, Arizona reserves the right to reject any or all SOQ, to waive or not to waive any informalities, or irregularities in the SOQ received, and to accept three (3) SOQ's which in its judgment best serves the interests of the City.

All questions should be directed in writing to Roxanne Holland, Associate Engineer, 102 Roadrunner Drive, Sedona, Arizona 86336, or email [RHolland@sedonaaz.gov](mailto:RHolland@sedonaaz.gov).

FIRST ADVERTISEMENT:           **December 24, 2014**  
SECOND ADVERTISEMENT:       **December 31, 2014**  
**RED ROCK NEWS**

BY: \_\_\_\_\_  
      J. Andy Dickey, PE  
      Assistant Community Development Director/City Engineer

## INFORMATION FOR AND INSTRUCTIONS TO RESPONDENTS

The City of Sedona herein referred to as the "CITY" is defined as the City of Sedona, acting through its legally constituted officials, officers, and employees. The CITY may waive any informality or reject any or all Statement of Qualifications (SOQ). Any SOQ may be withdrawn prior to the scheduled time and date for the opening of SOQ or authorized postponement thereof. Any SOQ received after the time and date specified shall not be opened. No Respondent may withdraw an SOQ within forty-five (45) days after the actual day of the opening thereof.

Each SOQ must be submitted in a sealed envelope bearing on the outside the name of the Respondent, Respondent's address, and the name of the project for which the SOQ is submitted.

The CITY may make such investigations as CITY deems necessary to determine the ability of the Respondent to perform the work, and the Respondent shall furnish to the CITY all such information and data for this purpose as the CITY may request. The CITY reserves the right to reject any SOQ if the evidence submitted by, or investigation of, such Respondent fails to satisfy the CITY that such Respondent is properly qualified to carry out the obligations of a Job Order Contract (JOC) and to complete the work contemplated therein.

Respondents must correctly prepare and submit the documents listed below with their SOQ:

1. Certification of the Respondent's experience and qualification
2. List of all proposed Subcontractors
3. Signed Addenda

Each Respondent shall have listed, on the form entitled "Proposed Subcontractors", provided in the RFQ, the name, address, and description of the work of each Subcontractor to whom the Respondent proposes to sublet portions of the work in excess of one and one-half percent (1.5%) of the total value of the work. For the purpose of this paragraph, a Subcontractor is defined as one who contracts with the DRILLER to provide materials and labor, labor only, or who specially fabricates and installs a portion of the work or improvement according to drawings contained in the Contract Documents. Failure to list Subcontractors may render an SOQ non-responsive and may be grounds for rejection of the SOQ. Subcontractors collectively shall not perform more than 50% of the value of the total work required pursuant to the Contract Documents.

Subcontractors listed by the Respondent must be competent and experienced in the type of work which they are to perform. No DRILLER shall be required to employ any Subcontractor, other person or organization against which he has reasonable objection.

Respondents are encouraged prior to submitting an SOQ to inspect the site of the work and satisfy themselves by personal examination or by such other means as they may prefer, as to the location of the proposed work, and of the actual conditions including subsurface geological conditions. It is important for every respondent to understand that because the City is constructing an injection well, the optimal subsurface conditions consist of highly fractured and unstable soils and rock. Consequently, these conditions present unique and difficult challenges for drilling the well. The City looks to the successful respondent for determining the best means and methods for drilling in such conditions, and it is expected that the respondent bear the risk and the responsibility for working in such unstable and unpredictable conditions.

Submission of an SOQ by the Respondent shall constitute acknowledgement that, if awarded the Contract, the Respondent has relied and is relying on his own examination of (1) the site of the work, (2) access to the site, and (3) all other data and matters requisite to the fulfillment of the work and on his own knowledge of existing facilities on and in the vicinity of the work to be constructed under the Contract.

Upon commencement of the deadline to receive SOQ's, the CITY shall evaluate all SOQ's received. The evaluation team shall be comprised of a combination of City staff and outside Consultants and/or Contractors. Evaluation criteria will include previous experience of completing projects similar in size and scope; including but not limited to quality of work, ability to manage costs, ability to maintain project schedule, and drilling experience within the Colorado Plateau using direct air-rotary. The City shall score each respondent based on the SOQ and the top three (3) respondents will be invited to submit a cost proposal for the project. Scoring details will be made available upon request. Construction plans and specifications will be provided only to the top three (3) respondents.

At any time prior to an announced submission deadline time the CITY reserves the right to issue an addendum extending the deadline time by one or more days. It shall be the responsibility of each Respondent to verify that each addendum has been received applicable to the project. Bidders are responsible to check the City website at [www.sedonaaz.gov](http://www.sedonaaz.gov) periodically to verify if new addenda have been posted.

## REQUEST FOR QUALIFICATIONS

The City of Sedona Community Development Department, Engineering Services (hereinafter "CITY") is accepting Statements of Qualifications from interested Drillers (hereinafter "DRILLER") for Job Order Contracting (JOC) for the WWTP Injection Well #2 Drilling Project.

### 1.0 INTENT

Upon evaluation of all submitted SOQ's, the City intends to invite the top three (3) scoring DRILLERS to provide a price proposal for the drilling and testing of the WWTP Injection Well #2. The top three (3) DRILLERS will have extensive experience in completing projects of similar size and scope.

### 2.0 BACKGROUND

In February 2014, the City completed the Effluent Management Optimization Plan which outlined the optimum combination of effluent disposal methods to dispose of treated effluent. The Effluent Management Optimization Plan includes the construction of a total of 6 injection wells. Injection well #1 was drilled as a test well in 2013. Drilling logs from Injection Well #1 are available, upon written request.

### 3.0 SCOPE OF SERVICES

3.1 The DRILLER shall communicate it's qualifications to complete the construction as defined. The scope of the project includes the following:

- Direct air-rotary is the preferred drilling method. However, the respondent after examining all available data relating to the site and geological conditions may recommend an alternative drilling method and provide written justification in support of such recommendation.
- Mud-rotary shall not be allowed without CITY approval, which would only be given in the case of exceptional circumstances with extreme borehole instability.
- Drilling of a 12-inch diameter borehole to a depth of 1,200 feet, with a 16-inch diameter upper borehole to a depth of approximately 630 feet, and an 18-inch diameter surface borehole to a depth of approximately 60 feet.
- Installation of 18-inch O.D. low-carbon steel surface casing
- Installation of 10-inch O.D. low-carbon steel intermediate casing
- Installation of 8-inch O.D. low-carbon slotted well casing
- Drilling will take place in the Transition Zone Physiographic Province of Arizona where highly fractured sedimentary rock stratigraphy are possible.
- A minimum 14-day injection test. DRILLER will supply all pumps, piping, etc. to complete the testing.
- A map of well location and site access is included with this RFQ.

- Award of Contract is expected to take place February 10, 2015 with Notice to Proceed within 10 days of Award.

3.2 The top three (3) DRILLERS will receive detailed well design, technical specifications, and contract documents to prepare price proposals.

#### 4.0 SOQ REQUIREMENTS

4.1 Signed letter of introduction from a person authorized to do business for the company.

4.2 Describe your firm's and personnel's past experience with similar work in similar areas. DRILLER shall have no less than five (5) years of local (within the Colorado Plateau or Transition Zone geologic provinces of Arizona) experience using direct air-rotary drilling or other methods commonly used in drilling injection wells in highly fractured soils. In addition, the DRILLER must have successfully completed no less than five (5) separate well installation projects in northern Arizona within the past two (2) years, using direct air-rotary drilling, and involving installation of water supply or injection wells with similar casing dimensions and well depths as specified in section 3.1 of this RFQ.

4.3 Resumes with qualification of personnel including sub-consultants proposed for work on this project shall be provided.

4.4 The DRILLER shall provide with its SOQ, a list of no less than five municipal or private client references (including reference name, telephone number, and email address) for well installations within the past five (5) years. The DRILLER references and proposal content should demonstrate expertise and experience in the installation of a 1,200-foot deep injection well (or equivalent) in fractured sedimentary rock aquifers such as may be encountered during this project.

4.5 The DRILLER'S SOQ shall provide the specific details of the techniques, approaches, equipment, and materials that will be used to resolve potential drilling problems related to lost circulation conditions, unstable borehole conditions, or other anticipated drilling challenges.

4.6 The DRILLER shall include in the SOQ a list of all liens or lawsuits that the DRILLER has been involved with that are associated with a well construction project within the past five years, and the details of each lien or lawsuit incident. At the discretion of the OWNER, the DRILLER may be rejected as non-responsive on the basis of previous or ongoing liens or lawsuits.

4.7 The DRILLER shall hold and provide copies of: (1) a valid Arizona Department of Water Resources (ADWR) Well Driller's License in the air rotary category; (2) an Arizona Registrar of Contractor License type A, A-4, A-16, C-53 or CR-53; and (3) all other licenses required by Federal, State, County or Municipal rules and regulations. SUBCONTRACTORS of the DRILLER may also hold a valid Arizona

Well Driller’s License in addition to that of the DRILLER, but not in lieu of the DRILLER’S ADWR Well Driller’s License. The DRILLER represents, warrants and covenants that it has now and will have for the duration of this project, the requisite experience, licenses, financial wherewithal, labor and equipment to perform the Work as required by the Agreement between the DRILLER and the CITY.

- 4.8 The DRILLER shall be responsible for sending the attached “Past Performance Questionnaire” (pg. 9) to at least three (3) past clients and ensuring that the CITY receives at least three (3) responses by the SOQ deadline.
- 4.9 List of proposed subcontractors (pg. 8).
- 4.10 Provide the SOQ in electronic format and one (1) hard copy.

5.0 EVALUATION OF PROPOSAL

Proposals will be evaluated using the criteria listed below. The CITY has the right to interview and/or negotiate with any and all respondents.

	<b>Criteria</b>	<b>Score</b>
1	Previous Experience on Similar Projects	25
2	Project Approach	25
3	Ability to manage costs/Project Schedule	10
4	Past Performance Questionnaire (Avg. Score of all PPQ’s received)	10
5	Knowledge of local geology (Colorado Plateau)	15
6	Quality of Work	15
	Maximum SOQ Points	100

5.1 Scoring Details:

5.1.1 Higher points will be scored for more applicable or extensive experience.

5.1.2 Past Performance Questionnaires shall be submitted by email to [Rholland@sedonaaz.gov](mailto:Rholland@sedonaaz.gov) or by mail at:

Attn: Roxanne Holland  
 City of Sedona  
 102 Roadrunner Drive  
 Sedona, AZ 86336

At least 3 Questionnaires, each from separate references, shall be sent to the CITY. Questionnaires shall be sent directly to the CITY prior to the SOQ deadline of 2:00 P.M., local time, January 12, 2015. The score for the questionnaire will be based on the average of all questionnaires received.

## 6.0 CONTRACT AWARD

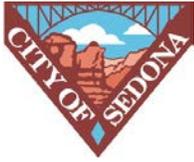
Upon selection of the top three (3) respondents, those selected respondents shall be given the opportunity to bid on the work. A contract will be awarded to the respondent with the highest SOQ + Bid Points, with approval of the Contract by City Council. Bid point criteria will be provided with the bid request. The SOQ points will account for 60% of the total point rating and bid points will account for 40% of the total point rating.

**PROPOSED SUBCONTRACTORS**

The following information gives the name, business address, and portion of work (description of work to be done) for each Subcontractor that will be used in the work if the DRILLER is awarded the Contract. No Subcontractor doing work in excess of one and one-half percent (1.5%) of the total amount of the bid and who is not listed shall be used without the written approval of the City, which shall not be unreasonably withheld. (Additional supporting data may be attached to this page. Each page shall be sequentially numbered and headed "Proposed Subcontractors" and shall be signed.) Substitutions of Subcontractors may be made by the DRILLER as long as all Subcontractors used meet all requirements for all Subcontractors and all subcontract agreements meet all requirements set forth in the Contract Documents. The total value of subcontracted work shall not exceed fifty percent (50%) of the contract work as bid. The DRILLER shall perform 50% or more of the contract work using DRILLER's organization, unless stated otherwise in the specifications. The subcontractor shall have the licenses required for the work performed. The subcontractor will be required to have a current City of Sedona Business License for the duration of the contract.

Subcontractor Name	Business Address	Description of Work
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Signature of Respondent



**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 moments 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 January 12, 2015 to:**

**[Rholland@sedonaaz.gov](mailto:Rholland@sedonaaz.gov) or**

**Attn: Roxanne Holland  
City of Sedona, Engineering Services  
102 Roadrunner Drive  
Sedona, AZ 86336**



SEDONA

Dry Creek

Jordan Rd



PROJECT LOCATION

89A

TO COTTONWOOD

N

N.T.S.



DAILY  
SITE  
ACCESS

APPROXIMATE  
WELL LOCATION

DRILL  
RIG  
ACCESS

Loy Butte Rd

Forest 525 Rd

Angel Valley Rd

89A

61B Rd