



DECEMBER 23, 2015

REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR  
JOB ORDER CONTRACT FOR  
CITY OF SEDONA STREET MAINTENANCE  
PROJECTS

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928-204-7800	928-203-5083

STATEMENTS OF QUALIFICATIONS ARE DUE:

January 14, 2016, by 2:00 P.M. local time

# REQUEST FOR QUALIFICATIONS

## JOB ORDER CONTRACT FOR CITY OF SEDONA STREET

### MAINTENANCE PROJECTS

#### SECTION I - PROJECT DESCRIPTION

The City of Sedona is seeking to identify and select professionally qualified Job Order Contract (JOC) contractors to provide street maintenance related projects focusing on, pavement overlay, pavement and subgrade replacement, pavement seal coat, crack sealing, aggregate base course placement, pavement marking replacement, guardrail repair and installation, concrete curb and gutter installation and replacement, and concrete sidewalk repair, installation, and replacement, on a fiscal year (July-June) as-needed basis at various project locations throughout the City of Sedona. Through a Request for Proposal (RFP) process, the City will identify a JOC contractor to contract with. During the first fiscal year of the contract, this JOC will have a **maximum** contract amount of **\$510,000**. This JOC contract will be renewable for up to four one-year periods. The option to extend will be exercised based on the contractor's successful performance and the needs of the City of Sedona. The annual contract maximum may be increased at the time the option to extend is exercised, or at another time deemed prudent by the mutual agreement of both parties. At the City's direction, a Price Book of common scope line items will be required and utilized.

The City is a member of the \$AVE cooperative purchasing group. \$AVE includes the State of Arizona, Maricopa County, many Phoenix metropolitan area municipalities, and many school districts. Under the \$AVE Cooperative Purchasing Agreement, and with the concurrence of successful Respondents under this solicitation, a member of \$AVE may access a contract resulting from this solicitation issued by the City. By signing the JOC Contract, the Contractor agrees to allow other \$AVE members the ability to purchase their needs and "use" this contract for their JOC requirements.

#### SECTION II - SCOPE OF WORK

At the beginning of each Job Order, a scope of work conference may be scheduled to define design and construction services required of the contractor. It is the responsibility of the JOC contractor to provide cost estimating and project scheduling for design and construction for specific project scopes.

The majority of designs for work performed under this contract will be prepared through consultants or by City staff; however, a small portion of design may occur under the direction of the JOC in accordance with the City of Sedona Procurement Code. For those Job Orders that may require design services, the contractor shall seek the services of a professional engineer or landscape architect, registered in the state of Arizona, to prepare construction documents and obtain appropriate City and other regulatory agency permits.

Construction services will include completion of street maintenance related projects on an as-needed basis at various project locations throughout the City.

The Contractor shall communicate its qualifications to complete the construction as defined. Job Order work may include, but is not limited to:

- Coordination with utility companies
- Protect utilities, landscaping, walls, fences, driveways, mail boxes, and planters in place
- Adjust to grade utility improvements
- Remove trees and shrubs (clearing and grubbing)
- Landscaping work and hydroseeding
- Remove and replace fencing, walls, driveways, and signage
- Riprap with various sizes (grouted and non-grouted)
- Sawcut asphalt pavement
- Roadway asphalt removal
- Subgrade prep
- Grading under pavement
- Non-shrink slurry backfill
- Asphalt thickened edge
- Roadway asphalt placement
- Pavement markings
- Grading on roadway shoulders
- Concrete curb and gutter
- Concrete sidewalk
- Sidewalk grinding
- Compacted backfill
- Construct gravel road
- Stormwater pollution prevention
- Quality control & testing
- As-Built Plan preparation
- Traffic control
- Construction staking
- Utility location potholing
- Core sampling

Note: The City of Sedona will provide construction administration, and inspection.

**SECTION III - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA**

Qualified contractors will submit Statements of Qualifications having a ten (10) page limit for review by the City's Selection Panel (See Section IV, below). Evaluation of the submittals will be based on the following:

- |   |                 |
|---|-----------------|
| A. General Information  | Max. 100 Points |
| B. Experience and Qualifications of the Company/Team              | Max. 300 Points |
| C. Experience of Key Personnel Expected to be assigned to the JOC | Max. 200 Points |
| D. Approach to Performing the Required Services                   | Max. 100 Points |
| E. Ability to Manage Costs and Maintain Schedule                  | Max. 100 Points |
| F. References and Past Performance Questionnaires                 | Max. 200 Points |

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

Attn: Jerry Hutchison  
City of Sedona, Engineering Services  
102 Roadrunner Drive  
Sedona, AZ 86336

At least 3 Questionnaires, each from separate references, shall be sent directly to the City prior to the SOQ deadline. The score for the questionnaire will be based on the average of all questionnaires received.

#### **A. General Information**

1. Provide a general description of the company and/or team that is proposing to provide JOC services. Explain the legal organization of the proposed company or team.
2. Provide an organizational chart showing the key personnel. If a specific subcontractor will be utilized for all work of a certain type, include information on this subcontractor (the organizational chart is counted as part of the total page count). The prime contractor will be expected to self-perform a minimum of 50 percent (50%) of Job Order work. This requirement may be adjusted for specific Job Orders, at the City's discretion.
3. Identify the location of the company's principal office and the local office's work role.
4. Identify any contract or subcontract held by the company or officers of the company, which has been terminated within the last five (5) years for cause. Identify any claims arising from a contract owner, which resulted in litigation or arbitration within the last five (5) years. Briefly describe the circumstances and the outcomes.
5. List the Arizona professional and contractor license(s) held by the company. Provide the license number and explain if held by an individual or the company.
6. Provide scanned copies of the Arizona Registrar of Contractors License Identification Card(s). Multiple ID cards may be placed on same page.
7. 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 Payment Bond shall be in the amount of one hundred percent (100%) of the Contract price. **Provide a statement of bonding capacity from a B+6**

**or better Surety Company, including the maximum amount for a single project and aggregate program amount.**

8. Items 5-8, listed above, should be attached as an Appendix, and will not count against the total page count.

**B. Experience and Qualifications of the Company/Team**

1. Identify at least three (3) JOC projects (*including a minimum of two projects currently under construction or completed within the last two years*). The projects listed should show the breadth of the contractor's JOC experience in managing multiple trade subcontractors, vendors and suppliers. As part of the selection process, the City may take into consideration the number of Job Order Contracts a company may have, the resource investment of the contractor in current City work, and the amount of previous work recently performed for the City.

For each project identified provide the following information:

- a. Description of project
  - b. Role of the contractor, either as prime or subcontractor
  - c. Project's original contracted construction cost and final construction cost
  - d. Construction dates
  - e. Project owner reference information (name with telephone number). This should be a person representing the Owner who has first-hand knowledge of work performance.
2. List all City of Sedona projects where the Contractor provided similar construction services in the last five years, either completed or ongoing.

**C. Experience of Key Personnel Expected to be Assigned to this JOC**

1. For each key person identified, list at least two JOC projects in which they have played a primary role. If a project referenced for a key person is the same as one referenced for the company/team, provide just the project name and the role of the key person for that project. For other projects provide:
  - a. Description of the project
  - b. Role of the person
  - c. Project's construction cost
  - d. Construction dates
  - e. Project owner reference information (name with telephone number). This should be a person representing the Owner who has first-hand knowledge of work performance.
2. Each SOQ shall include a Proposed Subcontractor Selection Plan. The Plan must select subcontractors based on qualifications alone or on a combination of qualifications and price and shall not select contractors based on price alone. The required Proposed Subcontractor Selection Plan will not be considered part of the ten-page limitation, and should be incorporated as an appendix at the end of the SOQ (in the original, copies, and pdf).

#### **D. Approach to Performing the Required Services**

1. Describe the process and techniques that your company has developed for other JOC work. Provide specific methods, details and why the approach worked.
2. Describe software system used for planning, project engineering, scheduling, estimating, and managing JOC construction.
3. Discuss the company's intention of self-performance for each Job Order. The City will require fifty percent (50%) self-performance per project.

#### **E. Overall Evaluation of the Company/Team and its Perceived Ability to Provide the Required Services**

This is to be determined by each individual selection panel member. No submittal response is required.

### **SECTION IV - SELECTION PROCESS**

A Selection Panel will evaluate each Statement of Qualifications (SOQ) according to the criteria set forth in Section III above in order to determine a "shortlist" of three (3) contractors for the interview phase of the selection process. The City will not be holding interviews for this selection process. The "shortlist" selection of three contractors for the Request for Proposal Phase will be determined solely on the Statements of Qualifications.

At the conclusion of the selection process, each of the rated elements for each contractor will be evaluated to determine the best qualified contractors for this JOC request.

The following tentative schedule has been prepared for this project:

Pre-Submittal Conf (mandatory)	January 4, 2016
SOQs due	January 14, 2016
SOQ evaluations complete	January 20, 2016
Interview Invitation Letter mailed	N/A
Anticipated Interviews	N/A

Until the award and execution of the JOC contract, the City will only release the name of each person or firm placed on the final list. All other information received by the City in response to the SOQ or contained in the proposals will be confidential to avoid disclosure of the contents that may be prejudicial to the competing offeror(s) during the selection process. The proposals will be open to public inspection after the Contract(s) are awarded and the City has executed the contract(s) with the selected offeror(s).

#### **SECTION V - INDEMNIFICATION AND INSURANCE REQUIREMENTS**

The City of Sedona requires the selected Contractor(s) execute a City of Sedona Job Order Contract. The format of the City's basic contract will be attached to the Request for Price Book.

The City's insurance and indemnification language is included in this contract. Submission of your Statement of Qualifications shall indicate your company's ability and agreement to execute the above- referenced contracts. Questions shall be addressed prior to submittal in writing.

The City will require posting of Payment and Performance Bonds as a part of the individual Job Order Contract Work Orders, in conformance with the requirements of A.R.S. 34-608. Contractor may, at its option, provide Payment and Performance Bonds for the entire Job Order Contract amount, but there shall be no obligation for the City to reimburse the contractor for bond costs incurred, except on a prorated basis, as each individual job order is issued.

#### **SECTION VI - SUBMITTAL REQUIREMENTS**

Reply to this request for Statement of Qualifications submittal with **not more than ten (10) pages** plus a **one-page cover letter**. 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 Thursday, January 14, 2016**. Pages that have project photos, charts, and graphs will count toward the maximum number of pages. However, a cover letter and/or cover will not be considered part of the ten-page limitation, nor will resumes. Resumes for each key team member shall be limited to a maximum length of two pages, must not include pictures or submittal information, and should be incorporated as an appendix at the end of the SOQ. Submittals that exceed the 10-page limitation will not be considered. The minimum font size shall be 10 point.

The SOQ submittal must include:

- A one-page cover letter prepared on the company's letterhead and signed by a principal of the company. This sheet is not included in the page count.
- The company's responses to the RFQ criteria, in order and titled as listed, using a **MAXIMUM** of 10 pages, each 8 1/2" x 11" in size. Adherence to the maximum page criterion is critical; each page (maximum 8 1/2" x 11") with criteria information will be counted. You are required to utilize a font size no smaller than 10-point and font used must be Arial, Bookman, Cambria, Century or Times New Roman only. The submittal must be able to be printed, if necessary. Submittals which exceed the ten page limitation will not be considered.



- The responding firm shall submit Past Performance Questionnaires to [JHutchison@SedonaAz.gov](mailto:JHutchison@SedonaAz.gov), or by mail to the address provided for submittal of SOQ's below. At least (3) 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, January 14, 2016.
- The signed Affidavit Regarding Non-Collusion.
- Acknowledgement of Addenda (if applicable).

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 Past Performance Questionnaires (3 minimum)
- **Cost information is not to be included in this submittal**

## **SECTION VII - GENERAL INFORMATION**

**City Website:** This Request for Qualifications will be posted on the City's website. The address is: [www.sedonaaz.gov/RFQ](http://www.sedonaaz.gov/RFQ)

**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 posted on the City's website.

**City Rights:** The City of Sedona reserves the right to reject any oral Statements of Qualifications, to waive any informality or irregularity in any Statements 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 of Sedona shall coordinate the release of all public information concerning the project, including selection announcements and contract award firms desiring to release information to the public must receive prior written approval from the City.

**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, City Manager, Assistant City Manager, 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 contacts on this selection process should be addressed in writing to the authorized representative identified below.

**No Preferential Treatment or Discrimination:** In accordance with the provisions of Article II, Section 36 of the Arizona Constitution, the City of Sedona will not grant preferential treatment to or discriminate against any individual or group on the basis of race, sex, color, ethnicity or national origin.

**Protests:** The City of Sedona has not adopted and published procurement protest policies and procedures. Pursuant to ARS 34-603.J, the procurement policy and procedures of the State Department of Administration would apply. Those regulations are R2-7-A901 through A911 and are available at: [http://apps.azsos.gov/public\\_services/Title\\_02/2-07.pdf](http://apps.azsos.gov/public_services/Title_02/2-07.pdf)

**Lawful Presence in the United States for Persons:** A.R.S. §1-502 (H.B. 2008) requires that all PERSONS who will be awarded a contract and apply for public benefit must demonstrate through a signed affidavit and the presentation of a copy of documentation that verifies that they are lawfully present in the United States.

A PERSON is defined as all NATURAL PERSONS / INDIVIDUALS / SOLE PROPRIETORSHIPS as indicated by your W9 Filing. *(This law does not apply to LLP's, LLC's, PLLC's, Corporations Limited Partnerships or General Partnerships)*

By submitting your quote, bid, proposal and/or indicating your desire to enter in a contract with the City, you are agreeing that if you are selected as the awardee and meet the criteria of a PERSON, you will abide by this law and sign and submit an AFFIDAVIT

DEMONSTRATING LAWFUL PRESENCE IN THE UNITED STATES and attach the appropriate copy of your documentation to verify that statement. Types of acceptable documentation copies are an Arizona Drivers License issued after 1996, Arizona non-operating identification license, U.S. birth certificate, U.S. Passport, 1-94 Form with photograph and several others that are all listed on the Affidavit form that the City will send to you for your completion before issuing any contract.

If you have previously done business with the City and have already filed the above Affidavit with copies of an acceptable documentation, please indicate when you filed the affidavit. If your approved Affidavit is already on file with the City, you have complied with this requirement.

**Civil Rights:** The City of Sedona, in accordance with the provisions of Title VI of the Civil Rights 1964 (78 Stat. 252.42 U.S.C. §§ 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**SECTION VIII - STATEMENT OF QUALIFICATIONS SUBMITTAL TIME AND PLACE**

The City reserves the right to modify this Request for Qualifications at any time. Each SOQ shall include the forms furnished at the end of this document. Completed SOQ's must be 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 City of Sedona Drainage Improvement Projects

**AND RECEIVED:** At the Community Development Department, Engineering Services Office until 2:00 P.M. local time, January 14, 2016 (as determined by reference to [www.time.gov](http://www.time.gov) ref Arizona area)

**SECTION IX - QUESTIONS**

Questions concerning the RFQ must be delivered in writing by mail or email to:

Jerry Hutchison, Traffic Aide  
E-mail: [JHutchison@SedonaAz.gov](mailto:JHutchison@SedonaAz.gov)  
City of Sedona  
Engineering Department  
102 Roadrunner Drive  
Sedona, AZ 86336

Staff Contact:

Jerry Hutchison	Or: Victor Estrada
Traffic Aide	Traffic Aide
<a href="mailto:JHutchison@SedonaAz.gov">JHutchison@SedonaAz.gov</a>	<a href="mailto:VEstrada@SedonaAz.gov">VEstrada@SedonaAz.gov</a>

Questions must be received in writing by 2:00 p.m., local time, January 11, 2016. If required, responses to questions will be posted to the City's website at the address above by close of business January 12, 2016.

Verbal inquiries, in person or by telephone, will not be answered.

**Attachments:**

Exhibit A - Acknowledgement of Addenda (if applicable)

Exhibit B - Affidavit Regarding Non-Collusion

**EXHIBIT A**

**ACKNOWLEDGEMENT OF ADDENDA**

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

ADDENDUM NO. \_\_\_\_\_ DATE: \_\_\_\_\_

ADDENDUM NO. \_\_\_\_\_ DATE: \_\_\_\_\_

ADDENDUM NO. \_\_\_\_\_ DATE: \_\_\_\_\_

**EXHIBIT B**

**AFFIDAVIT REGARDING NON-COLLUSION**

**PROJECT NAME: JOC FOR CITY OF SEDONA DRAINAGE IMPROVEMENT PROJECTS**

State of \_\_\_\_\_

County of \_\_\_\_\_

I, (name and title of authorized representative) say and certify, that said Contractor/Company has not, either directly, or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive proposing in connection with the preparation or submission of its Offer in response to this solicitation or any potential resulting Contract. This affidavit must be notarized for it to be acceptable.

\_\_\_\_\_  
Contractor/Company Name

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

Notary Stamp:

EXHIBIT C



**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 January 14, 2015 to:**

[jhutchison@sedonaaz.gov](mailto:jhutchison@sedonaaz.gov) or

**Attn: Jerry Hutchison**

**City of Sedona, Engineering Services**

**102 Roadrunner Drive**

**Sedona, AZ 86336**