

CITY OF PAGE, ARIZONA

DESIGN-BUILD SERVICES FOR DESIGN AND CONSTRUCTION OF SKATE PARK

REQUEST FOR QUALIFICATIONS

NOTICE IS HEREBY GIVEN that Statements of Qualifications will be accepted by the City Clerk for the City of Page, Page City Hall, 697 Vista Avenue, Page, Arizona, until 4:00 pm on October 26, 2017. At that time, submissions will be opened and recorded by the City Clerk.

Submissions must be in the actual possession of the City Clerk's Office on or prior to the exact time and date indicated above. Late submissions shall not be considered and will be returned unopened. The prevailing clock shall be the City Clerk's clock.

Statements of Qualifications must be submitted in a sealed envelope. "Design-Build for Skate Park" and respondent's name and address should be clearly indicated on the outside of the envelope. Submissions sent through Federal Express or other express mail agencies must have the Statement of Qualifications sealed within an additional envelope inside the outer mailer.

Questions and requests for a RFQ package that contains the information needed to complete and submit a response shall be directed to: Kyle Christiansen, Public Works Director, P.O. Box 1180, Page, AZ 86040, kchristiansen@pageaz.gov, 928-645-4302. RFQ packages may also be accessed on the City of Page website at www.cityofpage.org.

Persons with disabilities may also contact the Public Works Director regarding availability of information in alternative formats.

The City reserves the right to reject any or all Statements of Qualifications and/or reissue this RFQ and shall not be obligated to accept any submission or to negotiate with any respondent.

Kim L. Larson
City Clerk

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REQUEST FOR QUALIFICATIONS (RFQ): JOHN C. PAGE MEMORIAL PARK – DESIGN-BUILD SKATEPARK

The City of Page invites interested Contractors to submit a written Statement of Qualifications (SOQ) for performing Design-Build services relating to the design and construction of a new Skate Park at the John C. Page Memorial Park in the city of Page, Arizona.

To be eligible for consideration, Contractors must submit an SOQ demonstrating appropriate competence, qualifications, and relevant construction experience with these types of projects. The City will select and negotiate with those contractors whose submittals are responsive to this RFQ and are in the best interest of the City. Any documents submitted in response to this RFQ must provide sufficient detail and information so as to allow a complete evaluation of its merit. The instructions contained herein should be followed for responses to be considered responsive to this RFQ. The City reserves the right to cancel this solicitation at any time.

PROJECT DESCRIPTION

John C. Page Memorial Park is an existing park site situated in the central part of Page, Arizona. The park is bounded by 6th Avenue on the west, S. Navajo Drive on the south, S. Lake Powell Boulevard on the east and an existing shopping center to the north. Page High School is located south of the park across S. Navajo Drive. The park is approximately 9-acres with various amenities including a skate park, basketball courts, townhouse (used for various meetings), teen center (currently not in use) and community building with parking.

The City of Page worked with a consultant to develop the Page Citywide Parks Master Plan. This plan includes a specific Master Plan for the John C. Page Memorial Park which can be reviewed on the City's webpage at <https://www.cityofpage.org/images/John-C-Page-Master-Plan/JCPMPAdoptedPlan.pdf>.

The implementation of the John C. Page Memorial Park Master Plan will require multiple phases to complete. The City has determined that Phase 1 shall include the design and construction of a new Skate Park. The new Skate Park will be relocated on the northwest corner of the park. The Skate Park will be a high quality, controlled access facility that is fully lighted and will contain seating elements, A PUMP TRACK COMPONENT, shade, signage, trash receptacles and drinking fountains.

The objective of this RFQ is to select a Design-Build team to work with City staff and stakeholders on the concept development, final design, and construction of the Phase 1 Skate Park.

RFQ PROCESS

All statements of qualifications must be received by the City Clerk by **4:00 p.m. on Thursday, October 26, 2017**. At that time, all responses duly received will be opened. When responses are opened, the names of the contractors and all responses to the RFQ shall be a matter of public record. All criteria for evaluation are set forth in the RFQ. The City 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. No binding contract will exist between the submitter and the City until the City executes a written contract.

I. Submission

One (1) original and seven (7) copies for a total of eight (8) responses must be submitted. The envelope or package containing the responses must be plainly labeled:

RFQ – John C. Page Memorial Park, Design-Build Skatepark
City of Page
Attn: City Clerk
P.O. Box 1180
Page, AZ 86040

It is the sole responsibility of the contractor to see that submittals are received in a timely manner. The contractor shall bear any and all risks for any delays associated with their selected method of delivery or that are misdirected due to improper identification.

II. Proposal Deadline

The receipt deadline will be strictly enforced. Late submittals shall be date stamped, remain unopened and notice provided to the contractor that: “The submitted proposal was received after the delivery time designated for the receipt of responses and therefore considered nonresponsive.”

All submittals shall be prepared and submitted in accordance with the provisions of this RFQ. However, the City reserves the right to waive any informalities, irregularities, or variances, whether technical or substantial in nature, or to reject any and all responses at its sole discretion. Any submittal may be modified or withdrawn prior to the indicated time for receipt of the responses or authorized postponement thereof.

III. Clarification and Addenda

Each contractor shall examine all RFQ documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFQ shall be made in writing through the Director of Public Works.

The City shall not be responsible for oral interpretation given by any city employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to the RFQ, the City will attempt to notify all prospective contractors who have secured the same. However, it shall be the responsibility of each contractor, prior to submitting their proposal, to contact the City of Page (928-645-4302) to determine if addenda were issued and to make such addenda a part of the proposal. The City reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

IV. Preparation Expenses

Each contractor preparing a response to the RFQ shall bear all expenses associated with its preparation and any subsequent and related expenses, and no claims for reimbursement shall be submitted to the City for the expense of preparation or presentation.

V. Legal Name

Responses shall clearly indicate the legal name, address, and telephone number of the contractor and shall indicate whether the contractor is a corporation, general partnership, individual or other business entity. Statements of Qualifications shall be signed above the typed or printed name and the title of the signer. The signer shall have the authority to bind the contractor to the submitted proposal.

VI. Openness of Procurement Process

Written responses, other discussions, correspondence, and all other pertinent records shall be handled as public records in compliance with State and Federal open records statutes and regulations.

VII. Errors and Omissions

Once a response is submitted, the City may consider requests by any contractor to correct errors or omissions, but shall retain sole discretionary authority to determine the outcome of such a request.

VIII. Retention and Disposal of Statements of Qualifications

The City reserves the right to retain all submitted statements for public record keeping purposes. No copies of any material will be returned to the contractor. The City reserves the right to cancel this solicitation at any time prior to the execution of a formal contract.

IX. Collusion

By offering a response to this RFQ the contractor certifies that they have not divulged to or discussed or compared its submittal with any competitors, and have not colluded with any other contractor or parties to this process whatsoever. The contractor also certifies, and in the case of a joint venture each party thereto certifies as to its own organization, that in connection with their submittal:

1. No attempt has been made or will be made by the contractor to induce any other person or company to submit or not to submit a Statement of Qualification for the purpose of restricting competition.
2. All persons interested in this project, principal, or principals being named therein and no other person have an interest in this project or in the Agreement to be entered into.
3. No person or agency has been employed or retained to solicit or secure this Agreement upon an agreement or understating for a commission, percentage, brokerage, or contingent fee, excepting bonafide employees or established commercial agencies maintained by the contractor for the purpose of doing business.
4. All companies interested in this project (including the company's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) 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, Executive Directors, Department Heads, and other staff. This policy is intended to create a level playing field for all potential companies; 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:

Kyle Christiansen
Public Works Director
P.O. Box 1180
Page, AZ 86040
kchristiansen@pageaz.gov
928.645.4302

SCHEDULE

The schedule for submittal of statements of qualifications is as follows:

- Request for Qualifications issued and advertised: **October 4 and October 11, 2017**
- Deadline to receive responses: **4:00 p.m., October 26, 2017**

The *tentative* schedule for the evaluation of proposals is as follows:

- Evaluation of submittals: **October 27 – November 10, 2017**
- After the evaluation of submittals is complete, the City may conduct interviews at its sole discretion
- A final list of three contractors will be compiled based upon the selection criteria outlined below. Upon completion of the final list, the City will then issue a request for proposals from the contractors on the final list in accordance with ARS 34-603(F).
- The schedule for the evaluation, selection and award may be changed solely at the City's discretion.

INSTRUCTIONS FOR PREPARATION OF A STATEMENT OF QUALIFICATIONS

I. General

All contractors responding to this RFQ shall provide sufficient information and data to fully allow a complete evaluation of their qualifications. Information and data submitted by each contractor with the proposal shall be incorporated into the contract documents by reference.

II. Required Information

Contractors, and/or any sub-consultants, must present satisfactory evidence to the City indicating their ability to meet the scope of work within a prompt time frame. In addition, to ensure consistency, responses should generally conform to the following format:

- Cover Letter
- Table of Contents
- Sections
 1. Introduction and Executed Signature Page
 2. Firm Qualifications
 3. Qualifications of Staff
 4. Project Approach
 5. Familiarity/History within the Region
 6. References

Section 1 – Introduction and Executed Signature Page

This section must contain an overview of the contractor and any proposed sub-consultants. The introduction shall clearly indicate the legal name, address, telephone number, and local contact information (if available) of the contractor.

Section 2 – Firm Qualifications

Provide a description and history of the firm and each subconsultant and/or sub-contractor.

The firm shall provide a current list of both Arizona professional and Arizona contractor licenses held for all members of the proposed Design-Build team. Include license numbers and note whether licenses are held by the firm, individuals or sub-consultants.

Identify the number of comparable projects completed within the past five (5) years where the firm and/or team provided Design-Build services (Arizona projects are preferred).

Select three projects of character, size, and complexity comparable to the proposed Project. At a minimum, include the following items as part of your overall discussion (Arizona projects are preferred).

- a. Role of the firm;
- b. Original schedule/completion date and final schedule/completion date;
- c. Identify the percent of work self-performed if Design-Build or general contractor;
- d. Describe services provided during the design phase;
- e. Describe key issues and the resolution process with the public and project stakeholders.

The submittal shall include notice of any investigations or disciplinary action taken or pending by national or state regulatory bodies against the firm or individuals employed by the firm.

Section 3 – Qualifications of Staff

Provide an organizational chart that shows key personnel assigned to the project. Include sub-consultants.

For each person identified in the organizational chart, include their education, registration, years of experience and years of experience with the firm. For each person on the Firm/Team identified in the organizational chart, list at least two comparable projects in which they played the same role as presented for the project. If a project selected for a key person is the same as the one selected for the firm/team, provide just the project name and the role of the key person. For other projects provide:

- a. Description of the project;
- b. Role of the person;
- c. Construction dates, original construction cost and final construction cost. Explain cause of variance (if applicable);
- d. Project owner;
- e. Reference information, including name(s) with telephone numbers and email addresses.

Section 4 – Project Approach

Provide your firm's technical approach for this Project. At a minimum, include the following items as part of your overall discussion:

- a. Describe your methodology and approach to the development of Skate Park design;
- b. Public involvement and obtaining stakeholder endorsement;
- c. Design review, cost and scope control, value engineering and collaboration between contractor and designers;
- d. Addressing public concerns with construction activities and minimizing disruptions;
- e. Describe your methodology to develop and deliver a Guaranteed Maximum Price (GMP).

Section 5 – Familiarity/History within the Region

Provide a list of all **relevant** engagements the firm completed for local government entities within the last five (5) years. Illustrate how previous experience may be of benefit in the execution of the present Scope of Services.

Section 6 – References

Provide at least three references for which the firm has performed similar services within the past five (5) years that are similar to the requirements in the Scope of Services. At least two of the references should be from government entities for work performed that is similar to that specified in this RFQ. Provide the reference contact name, address, e-mail address, telephone numbers and a summary and date of the services provided.

SCOPE OF SERVICES

I. Scope of Services

The selected firm is expected to provide the following Scope of Services as directed by the City of Page or staff:

1. Facilitate project kickoff meeting with City staff. This meeting will set forth the project requirements and City criteria for a successful project. City staff will provide applicable information to the selected Design-Build team including the City's vision, goals, concepts, budget and schedule requirements.
2. Provide project management, planning and scheduling as required to deliver a successful project for the City of Page, on-schedule and on-budget.
3. Conduct Geotechnical investigation of the project area, as needed.
4. Conduct topographic survey of the project area. It is not expected that a boundary survey will be required, however, this may be added to the scope of work if deemed necessary.
5. The Design-Build team shall prepare a site investigation assessment to identify existing utility infrastructure in and around the project site, and provide potholing services to aid in verifying locations of underground utilities. The Design-Build team shall coordinate their assessment with City staff and submit a final assessment report for review prior to commencing design.
6. The Design-Build team shall meet regularly with City staff to ensure the timely progress of the project.

7. Members of the Design-Build team may be required to represent the project design and construction to City Council, City Staff, PARK AND RECREATION ADVISORY BOARD and Project Stakeholders or members of the public at various times throughout the project.
8. Prepare 30% Schematic Design (SD) documents. Documents shall include at a minimum:
 - a. A Basis of Design Report that describes the proposed improvements, studies used to develop the concept design, the standards which govern the design of each improvement, and any variances to standards.
 - b. Schematic level design plans that graphically present the design intent of all major project elements.
 - c. Graphic renderings and perspective imagery.
 - d. An opinion of probable construction cost that will be used to confirm available funding. If the opinion of probable construction cost exceeds the available funding, the Design-Build team shall present design elements that may be modified to bring the overall project estimate within the budget.

The Design-Build team shall submit the 30% Schematic Design documents to the City and other applicable review agencies for review and comment.

The Design-Build team shall be required to facilitate and participate in public meetings to solicit input regarding and convey the design concept to the public and other City Stakeholders.

9. Prepare 60% Design Development (DD) documents based on comments provided on the 30% (SD) documents. The 60% DD documents should include an updated Opinion of Probable Construction Cost as well as outline project specifications in CSI format.
10. The design team shall submit the 60% Design Development documents to the City and other applicable review agencies for review and comment.
11. Prepare 100% Construction Documents (CD) based on comments provided on the 60% (DD) documents. The 100% CD's should include an updated Opinion of Probable Construction Cost, Project Specifications in CSI format, a Bid Schedule and other applicable submittal forms required by reviewing agencies. The design team shall submit the 100% Construction Documents to the City and other applicable review agencies for review and comment or approval. 100% Construction Documents shall be sealed by an appropriately licensed professional in the State of Arizona.

If additional comments are provided after 100% Construction Documents are reviewed, the design team shall address each comment and resubmit the revised 100% Construction Documents for final approval.

12. Develop a Guaranteed Maximum Price with appropriate contingencies.
13. Construct the Skate Park facility and agreed upon amenities.
14. Prepare Record Drawings upon completion of construction.
15. Other related tasks as identified by City of Page staff.

PROPOSAL EVALUATION AND SELECTION

I. Evaluation Criteria

All responses shall be evaluated with respect to the completeness of the information provided, support for all claims made, and the overall approach taken. The following criteria shall be utilized in the evaluation of the contractor's proposal, in order of no importance:

1. Firm qualifications (25 Points)
2. Qualifications of Staff (20 Points)

3. Project Approach (30 Points)
4. Familiarity/History Within the Region (10 points)
5. References (15 Points)

II. Selection Process

A Selection Panel will evaluate and score each submission according to the criteria set forth above, in order to determine a “shortlist” of three (3) submitters for the request for proposals phase of the selection process. Submitters *may* be invited to participate in detailed interviews. However, the City reserves the right to establish the final list based on the evaluation of the submittals alone without interviews.

At the conclusion of the evaluation process, the City will issue a request for proposals to the final list of firms as set forth in ARS 34-603(F).

The City will not request or consider fees, price, labor hours or any other cost information at any time during the request for qualifications process.

III. Rejection of Responses

The City may reject responses if:

1. The contractor misstates or conceals any material fact in the submission;
2. The rejection of all responses is deemed to be in the best interest of the City;
3. The submission is incomplete or otherwise does not conform to the requirements outlined herein; or
4. For any other lawful reason.