



**CITY OF MESA, ARIZONA**  
**ENGINEERING DEPARTMENT**

**REQUEST FOR QUALIFICATIONS**

**HOUSEHOLD HAZARDOUS**  
**WASTE COLLECTION FACILITY**

**CONSTRUCTION MANAGER AT RISK**

**CITY OF MESA PROJECT No. CP0588**

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# REQUEST FOR QUALIFICATIONS

## HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY

### CONSTRUCTION MANAGER AT RISK PROJECT NO. CP0588

The City of Mesa is seeking a qualified Construction Manager at Risk (CM@Risk) to provide Pre-Construction Services and Construction Services as the CM@Risk for the Household Hazardous Waste Facility project.

#### **SECTION I – PROJECT DESCRIPTION**

The City of Mesa is planning to build a Household Hazardous Waste (HHW) Collection Facility at the existing Center Street Solid Waste Yard site. The new facility will function as a drop-off location for Mesa citizens to bring their household hazardous waste materials. These materials will be collected at the site, sorted, and transferred to trucks for transport to off-site recycle facilities.

The new HHW building will be approximately 6,500 square feet which will consist of: 4000 square feet of HHW processing area; 1500 square feet of administration offices and an employee break area; and 1,000 square feet of storage. There will be a recessed loading dock and exterior storage areas adjacent to the new building.

The City may include other miscellaneous improvements at the Site, as needed.

The estimated construction cost range is \$2.0M - \$2.5M. The City anticipates starting construction in late summer/fall of 2017 and completing construction by June 2018.

The City has entered into a professional services contract with Architekton to design these improvements. The CM@Risk shall work closely with and be an integral part of this project team during the design and construction phases of the project.

#### **SECTION II – SCOPE OF WORK**

It is anticipated that the Construction Manager at Risk shall participate in Pre-Construction Services and Construction Services for this project.

##### **A. Pre-Construction Services by the CM@Risk may include, but not be limited to the following:**

- Lead project planning and scheduling for both the design and construction phases;
- Provide for construction phasing and scheduling;
- Provide alternative systems evaluation and constructability studies;
- Advise the 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 in partnering sessions with the project team;
- Participate in regular scheduled project coordination meetings;
- Participate in constructability reviews at various levels of design;
- Provide value engineering;
- Provide detailed cost estimating and knowledge of marketplace conditions;
- Develop and maintain the project cost model;
- Concur with plans and specifications prior to construction;
- Submit a Guaranteed Maximum Price (GMP) for City review and negotiation

**B. Construction Services by the CM@Risk may include, but not be limited to the following:**

- Serve as the general contractor during construction;
- Coordinate with various utilities;
- Arrange for procurement of materials and equipment to meet schedule needs;
- Schedule and manage site operations;
- Provide quality control;
- Bond and insure the construction;
- Comply with all federal, state and local permitting requirements; and
- Maintain a safe work site for all project participants;
- Provide commissioning and closeout services, if applicable

**SECTION III – PRE-SUBMITTAL CONFERENCE**

A pre-submittal conference will be held on **August 24, 2016 at 2:00 pm** at the **City of Mesa (Mesa City Plaza, Room 170, 20 E. Main St., Mesa AZ)**. At this meeting the project team, including City staff will discuss the scope of work, general contract issues and respond to questions from the attendees. **As the City staff will not be available to respond to individual inquiries regarding the project scope outside of this pre-submittal conference, it is strongly recommended that interested Contractors 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. Contractors interested in providing CM@Risk services shall submit a Statement of Qualifications (SOQ) that addresses the following:

**A. General information. (15 points)**

1. Provide a general description of the company and/or team that is proposing to provide the CM@Risk services, including the legal organization of the proposed company or team. Provide an organization chart showing key personnel. For each key person, provide the following information:
  - a. Percentage of time to be committed to each phase of the project
  - b. Length of time with the company
2. Provide the following information about the proposed company/team:
  - a. List the Arizona professional and Arizona contractor licenses held by the company/team and the key personnel who will be assigned to this project. Provide the Contractor's license number and explain if held by an individual or the company.
  - b. Identify any contract or subcontract held by the company or officers of the company, which has been terminated within the last five years. Identify any claims (public or private, including 3<sup>rd</sup> party claims) arising from a contract, which resulted in litigation or arbitration within the last five years. Briefly describe the circumstances and the outcomes.
  - c. Describe the Company's bonding capacity. Include as an appendix a letter from an A- or better rated surety company that substantiates the company's/team's stated bonding capacity. (Said letter included in the appendix will not count towards the maximum page limit of the SOQ.)
  - d. Describe your subcontractor selection process. (Note: Subcontractor selection plans may be based on qualifications alone or on a combination of qualifications and price, but shall not be based on price alone.)

**B. Experience and qualifications of the company/team and key personnel. (40 points)**

1. Provide a list of projects of comparable character, size, budget and complexity on which the company/team served as either the CM@Risk or General Contractor. For each reference project, provide the following information:
  - a. Description of the project, including project name and location
  - b. Project owner

- c. Role of the company (specify whether CM@Risk or General Contractor) and percent of work self-performed. List any services provided during Pre-Construction Services (e.g., cost estimating, scheduling, constructability reviews, etc.)
  - d. Role of each key team member who worked on the reference project and the percentage of time spent on said project
  - e. Project's original contracted construction cost and final construction cost. Explain the difference
  - f. Construction dates
  - g. Reference information (two contacts, including roles on the projects, current telephone numbers, and correct email addresses, per project)
2. List of all City of Mesa projects where the firm/team provided CM@Risk or general construction services in the last five years, either completed or ongoing that are not already included in the preceding sections. Note the delivery method (e.g. CM@Risk or design-bid-build) for each.
  3. Overall evaluation of the firm/team and its perceived ability to provide the required services will be considered along with the evaluators' perception of the clarity, completeness, and presentation of the Statement of Qualifications. This is to be determined by the selection panel members. No submittal response is required for this item. Information obtained from the Statement of Qualifications and from any other reliable source may be used in the evaluation and selection process.

**C. Understanding of the project and approach to performing the required services. (30 points)**

Discuss the major issues your team has identified on this project and how your firm/team intends to address those issues. Identify innovative construction techniques, procedures, equipment, and materials that may be used in executing the work that will support Energy Efficiency/Energy Conservation, Water Conservation, and Green Building Principles. Also, discuss the particular expertise your firm/ team offers and how you propose to use that expertise to benefit the City to add value to the project.

**D. Current workload with the City of Mesa and the ability of project team to start immediately. (10 points)**

This scoring criterion has two parts: overall workload and existing contracts with the City of Mesa, as further detailed below:

1. Overall Workload and Ability to Start Immediately (up to 5 points):

Provide a table or list that summarizes the current major assignments of all key team members, percentage of time committed to each assignment, anticipated end date of major assignments, and percentage of time to be committed to this project. Also include a statement as to when the team would be available to start work on this project. Firms that demonstrate their ability to start immediately and to effectively manage this project, in addition to their current workload, may be awarded up to five (5) points for this sub-category.

2. Existing Contracts with the City of Mesa (up to 5 points):

Provide a table or list of current or pending contracts that the firm has with the City of Mesa. ("Pending" status refers to a project the firm has been notified they will be awarded, but the contract has not yet been executed.) Each contract need only be listed once. For example, if the firm and one or more of the proposed team/sub-firms are all employed on the same, current City of Mesa project or contract, that project need only be listed once and will count as one contract (although all firms, including sub-firms, working on the project should still be identified). In the case of a firm holding a Master On-Call Contract with the City of Mesa, each active project order under the master contract will count as a separate project. If a firm has no active project orders under the Master On-Call Contract, the Master On-Call contract will not count towards the reporting requirements of this section.

Contracts for projects within the City of Mesa's incorporated limits held by someone other than the City of Mesa municipal government (e.g., work for the school district or a private developer) need not be listed and do not count as projects under this subcategory.

Firms, including sub-firms, with no current or pending contracts with the City of Mesa, will be awarded 5 points. Firms, including sub-firms, with between one (1) to three (3) current or pending contracts with the City of Mesa will be awarded three (3) points. Firms, including sub-firms with more than three (3) current or pending contracts will receive no points for this subcategory.

**E. Principal office location. (5 points)**

Identify the physical location of the lead firm's principal office. Five (5) points will be awarded to teams whose lead firm's principal office is physically located within the City of Mesa's incorporated limits (not just a P.O. Box). Three (3) points will be awarded to teams in which 50% or more of their employees live within the City of Mesa's incorporated limits, or whose sub-firms are physically located within City of Mesa's incorporated limits. A statement indicating how this criterion is met shall be required to receive the appropriate points. No points will otherwise be awarded for this category.

**SECTION V – SUBMITTAL REQUIREMENTS**

The Statement of Qualifications shall include a one-page cover letter, plus a maximum of **ten (10)** pages to address the SOQ evaluation criteria (*excluding* resumes but *including* an organization chart with key personnel and their affiliation). Resumes for each team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ. Minimum font size shall be 10pt. Please provide **eight (8) hard copies and one (1) digital copy (CD or USB drive) of the Statement of Qualifications by 2:00 pm on September 1, 2016.** The City reserves the right to accept or reject any and all Statements of Qualification. The City is an equal opportunity employer.

Delivered or hand-carried submittals must be delivered to the Engineering Department reception area on the fifth floor of Mesa City Plaza Building in a sealed package. On the submittal package, please display: firm name, project number, and/or project title.

All submittals should be sent or delivered to:

**CITY OF MESA  
ENGINEERING DEPARTMENT  
Donna Horn  
Fifth Floor - Suite 500  
City Plaza Building  
20 East Main Street  
Mesa, Arizona 85201**

If a company wishes to submit a company brochure, this can be done under separate cover. The brochure will not be used in the selection process and may be retained in the City files.

**Please be advised that failure to comply with the following criteria may be grounds for *disqualification*:**

- Receipt of submittal by the specified deadline; please allow enough time to check in at the City Plaza security desk
- Receipt of the number of copies specified
- Adherence to maximum page requirement
- Delivery of submittal to the correct location
- Delivery in a sealed package with the project name and number for which your firm is submitting clearly labeled
- Providing a signed copy of addenda, if any, in response to this RFQ. It will be the interested firm's responsibility to check the website (see link below) for any updates, including addenda.

<http://www.mesaaz.gov/business/engineering/construction-manager-at-risk-and-job-order-contracting-opportunities>

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.

## **SECTION VI – SELECTION PROCESS AND SCHEDULE**

A Selection Committee will evaluate each SOQ in accordance with the criteria set forth in Section V above. References may be a factor in determining the final rank-ordered list; ensure the references provided are accurate. The Selection Committee will produce a rank-ordered list of the submitting firms and interviews may or may not be conducted as part of the selection process.

If interviews are not held, the City will enter into negotiations with the top ranked firm and execute a contract upon completion of negotiations. If the City is unsuccessful in negotiating a contract with the top ranked team, the City may then negotiate with the next lower ranked team until a contract is executed. The City may decide to terminate the selection process at any time.

If interviews are held, the top three (3) ranked firms/teams will be invited by email to accept or decline the opportunity to interview. Those accepting the invitation will be sent a letter giving the criteria to be addressed in the interview and the detailed scoring that will be applied during the interview process. The City will enter into negotiations with the top ranked firm and execute a contract upon completion of negotiations. If the City is unsuccessful in negotiating a contract with the top ranked firm/team in the final list, the City may then negotiate with the next lower ranked team until a contract is executed. The City may decide to terminate the selection process at any time.

The following tentative schedule has been prepared for this project:

Pre-Submittal Conference	<b>August 24, 2016 at 2:00 pm</b>
SOQ's Due	<b>September 1, 2016 by 2:00 pm</b>
Shortlist Interviews	<b>Week of October 3, 2016</b>

By submitting an SOQ, the respondent certifies that he/she has reviewed the City of Mesa's standard contracts, including insurance requirements and, if selected, will execute the City's required contract without modification or exceptions. The City of Mesa's CM@Risk Pre-Construction Services Contract, CM@Risk Construction Services Contract, General Conditions, and General Conditions – Appendices are available online at the following location:

<http://www.mesaaz.gov/business/engineering/engineering-contracts>

## **SECTION VII – GENERAL INFORMATION**

**RFQ Lists.** This CM@Risk Request for Qualifications will be listed on the City's web site. The address is <http://www.mesaaz.gov/business/engineering/construction-manager-at-risk-and-job-order-contracting-opportunities>

**Compliance with Arizona Revised Statutes (ARS).** Procurement of professional services by a municipality within the State of Arizona is governed by ARS Title 34. By submitting an SOQ under this solicitation, the submitter certifies that said submittal and their conduct in relation to this solicitation is in compliance with the requirements of ARS Title 34.

**Contract Version Updates.** If the Contract version changes after this RFQ is issued and prior to contract negotiations, the newer version of the Contracts will be in effect. It will be incumbent upon the respondent to check the City of Mesa Engineering Department's website for updates.

**Instructions.** The City of Mesa shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum. Firms are to check the City's website to see whether any addenda have been posted.

<http://mesaaz.gov/business/engineering/construction-manager-at-risk-and-job-order-contracting-opportunities>

**City Rights.** The City of Mesa 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.

**Protest Policy:** Refer to City of Mesa Protest Policy: Procurement Rules at <http://www.mesaaz.gov/home/showdocument?id=8712>, Article 6. Protests, Appeals, Debarments, Confidential Information, and Contract Disputes.

**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. 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.

**Questions.** Questions pertaining to the Construction Manager at Risk selection process or contract issues should be directed to Donna Horn of the Engineering Department at [donna.horn@mesaaz.gov](mailto:donna.horn@mesaaz.gov).

Also, to do business with the City of Mesa, you are now required to register in our vendor system. AMS Vendor Self Service (VSS) provides vendors with a single entry point to register, provide payment and contact information, and select commodity interests and business types. All vendors who wish to conduct business with the City will be required to update and maintain all information used for the notification of bid opportunities and issuance of payment in the VSS system. The registration guide can be found at <http://www.mesaaz.gov/vendor/>, the actual web portal is at the bottom of the page.