



CITY OF MESA, ARIZONA
ENGINEERING DEPARTMENT

REQUEST FOR QUALIFICATIONS

Job Order Contract
Water & Wastewater Plant Facilities
Construction Services

CITY OF MESA PROJECT No. JOC-W16

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REQUEST FOR QUALIFICATIONS

Job Order Contract Water & Wastewater Plant Facilities Construction Services

PROJECT NO. JOC-W16

The City of Mesa (City) is seeking qualified general contractors to provide general contracting construction services pertaining to utility water and wastewater facilities construction projects on a Job Order Contract type basis.

All qualified firms interested in providing these services to the City of Mesa are invited to submit their Statement of Qualifications (SOQ). All SOQs must comply with the requirements specified in this Request for Qualifications (RFQ). **The City intends to select two (2) Contractors from this solicitation.**

SECTION I – JOC DESCRIPTION

The Job Order Contract is used for a broad range of maintenance, repair, minor and major construction work pertaining to utility water and wastewater facilities construction projects. The work is required in support of the City of Mesa Capital Improvement Program (CIP) and other Water Resources Department requests. The contract will be an indefinite delivery, indefinite quantity (IDIQ) type contract and will include a wide variety of individual construction tasks. The initial term of the JOC contract will be for one (1) year and have a maximum limit of **\$10,000,000** per year. The maximum construction costs for an individual job order issued under the contract will be **\$1,000,000**. The JOC may be renewed for up to two (2) additional one-year terms. Renewal of the contract will be based on the successful performance by the JOC Contractor and the needs of the City. During the contract period, the City will identify construction tasks required to complete each specific job and will issue individual Job Orders to the Contractor to complete those jobs. The Contractor shall be required to furnish all materials, equipment, and personnel necessary to manage and accomplish the Job Orders. The Contractor shall be required to maintain a management staff in order to receive Requests for Proposal (RFP), prepare and negotiate proposals, receive signed Job Orders (JO) and Notices-to-Proceed (NTP), receive and initiate contract correspondence, and provide other construction services to accomplish individual Job Orders. Job Orders will vary in size, with the majority expected to be in the small to medium range. Some Job Orders may require incidental design services. The schedule for the work will start after award and will be ongoing over the life of the contracts.

SECTION II – SCOPE OF WORK

The City owns and maintains a network of water, reclaimed water, and wastewater facilities. Currently, the City owns and operates one (1) water treatment plant, three (3) water reclamation facilities, and multiple off-site facilities that include 33 active groundwater wells, 19 reservoirs, 25 booster stations, 36 pressure reducing stations, 16 wastewater lift stations, and 19 sulfide control stations. The scope of this IDIQ JOC is to provide construction services for maintenance, repair, minor and major new construction services (including minor incidental design services) for a broad range of City water and wastewater facilities-related projects. The Contractor shall provide all labor, tools, equipment, and materials as required (except as indicated otherwise in the specifications) to perform all work in strict accordance with the specifications and plans required for the JOC. As requirements develop, RFPs for job orders will be issued. Job Orders will be negotiated to obtain a fair and reasonable price. Job Orders will not exceed \$1,000,000 and will be issued by the City of Mesa Engineering Department.

The existing operations and functions of City facilities shall be maintained during construction. It is anticipated that the construction activities will be coordinated and phased in a manner that will not

compromise the ongoing operations. In addition, background checks and contractor identification badging for security access to City facilities, sites, and properties will be required.

Interested Contractors must have experience in the following areas:

Water Treatment & Water Production Facilities –

Construction, repair and rehabilitation of water treatment plants, booster pumps – piping and process equipment, chemical feed and storage systems, solids-handling facilities, concrete and steel reservoirs, and any other water related facilities. Scope for these jobs will include any or all of the following: earthwork and landscaping, structural, electrical, mechanical, instrumentation and controls and SCADA, and any other functions required.

Water Reclamation & other Wastewater Facilities –

Construction, repair and rehabilitation of water reclamation facilities, lift stations, sulfide control stations and any other wastewater and reclaimed water related facilities. Scope for these jobs will include any or all of the following: earthwork and landscaping, structural, electrical, mechanical, instrumentation and control and SCADA, and any other functions required.

Water Supply Sites –

Construction, repair and rehabilitation of pump stations, groundwater well pumps and related equipment and pressure-reducing valve (PRV) stations. Scope for these jobs will include any or all of the following: earthwork and landscaping, well drilling and equipping including structural, electrical, mechanical, instrumentation and control and SCADA, chlorine injection systems and any other functions required.

Additional Activities –

The following work activities may be included in individual projects. The successful Contractors shall have experience, knowledge, and ability to accomplish these tasks. Not all activities will be included in all projects.

- Renovations, repairs, additions, installations, rehabilitations, re-constructions and alterations of City water supply distribution and wastewater collection systems, to include pipeline and equipment testing as required.
- Permitting – Obtain all necessary permits required to complete the project, including but not limited to; engineering Off-site, Building Safety, haul route, stockpile, SWPPP, dust control, traffic control plans, MCESD approval to construct, approval of construction, etc.
- Maintaining traffic control when required according to the approved traffic control plans.
- Placing asphalt pavements including full depth sections, overlays, patches and repairs to restore areas damaged by construction.
- Placing concrete pavements including curb and gutter, driveways, sidewalks, to restore areas damaged by construction.
- Restoration of landscaping to restore areas damaged by construction.

Construction services also covered by the JOC will include, but are not limited to the following:

- Preconstruction services;
- Serve as the general contractor during construction;
- Coordinate and manage subcontractors during construction;
- Coordinate with various utilities;
- Public meetings and notifications (when required);
- Arrange for procurement of materials and equipment;
- Schedule and manage site operations;
- Continue use of a collaborative process;
- Provide quality controls;
- Bond and insure the construction;

- Comply with all federal, state, and local permitting requirements;
- Maintain a safe work site for all project participants;
- Commissioning;
- Prepare and turn over record drawings (when required);
- Provide operations and maintenance manuals (when required).

Scope of Work Notes:

Attendance at Owner department and/or other project meetings is mandatory. Repeated instances of non-participation and/or lack of preparedness shall be grounds for non-renewal of the JOC Contract and/or termination of the JOC or a specific Job Order.

SECTION III – PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held on ***January 19, 2017 at 8:00 am*** at the **City of Mesa (Mesa City Plaza, Room 170, 20 East Main Street, Mesa AZ)**. At this meeting the project team, including City will discuss the scope of work, general contract issues and respond to questions from the attendees. As the project 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 firms send a representative to the pre-submittal conference.

SECTION IV – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

Firms interested in providing JOC services shall submit an SOQ which addresses and which will be evaluated based upon the following:

A. Firm and Subcontractor General Information: (10 points)

1. Provide a general description of the firm and/or team that is proposing to provide construction/replacement/maintenance (JOC) services. Explain the legal organization of the proposed firm or team. Provide an organization chart showing the qualifying contractor, and the contractor's key personnel down to the superintendent level. If specific subcontractors/consultants will be utilized for work of a certain type, include corresponding information. The organizational chart is counted as part of the ten (10) page maximum.
2. Identify the location of the firm's principal office and the local work office, if different.
3. 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 five years. Briefly describe the circumstances and the outcomes.
4. Discuss the firm's knowledge of the current local market and of trade subcontractors and suppliers.
5. List the Arizona professional registrations and contractor licenses held by the firm/team and the key personnel who will be assigned to this project. Provide the contractor license number and explain if held by an individual or the firm.
6. In order to be considered for this project, the contractor must hold the appropriate contractor's license (i.e. B-01 or other appropriate) from the Arizona Registrar of Contractors and must have a demonstrated ability to perform the work.
7. To be selected as part of the RFQ short list of firms, firms are required to provide a statement to the Company's bonding capacity from a surety company or companies holding a Certificate of Authority to transact business in Arizona, issued by the Director of the State of Arizona Department of Insurance. This is to be an appendix to the SOQ and will not be counted in the 10 page limit. Each firm awarded a contract will also be required to provide Contract Performance and Payment bonds, for \$2,000,000 for each contract year for three (3) years.

8. To be selected as part of the RFQ short list of firms, firms are required to provide a statement to the Company's insurability from a company or companies lawfully authorized to transact insurance business in the State of Arizona and rated at least A- in the company's current A.M. Best Company online rating. This is to be an appendix to the SOQ and will not be counted in the 10 page limit. Each firm awarded a contract will be required to furnish a certificate(s) of insurance meeting the City's indemnification and minimum insurance requirements as outlined in Exhibit B of the Job Order Master Contract.

B. Experience and qualifications of the Firm: (20 points)

1. Identify at least **three (3)** construction projects in which the firm provided JOC services. The projects identified should clearly demonstrate the breadth of the firm's experience and capabilities in managing multiple trade subcontractors, vendors, and suppliers.
2. For each comparable project identified, provide:
 - a. Description of project;
 - b. Role of the firm as the prime;
 - c. Length of Contract;
 - d. Contract value;
 - e. Number of Job Orders processed;
 - f. Number of Job Orders that had Change Orders and the reasons;
 - g. Number of Job Orders that had warranty issues; and
 - h. Project Owner reference information, with at least two contacts with correct telephone numbers per project.
3. Provide a letter from your insurance company stating the firm's Workers' Compensation Experience Modification Rating (EMR) for the past three (3) years. This is to be an appendix to the SOQ and will not be counted in the 10 page limit. The letter shall be on the insurance company's letterhead and shall be signed by an authorized individual employed by the insurance company.
4. List any City of Mesa projects by name only where the firm/team provided similar services in the last five years either completed or ongoing.

C. Experience of key personnel expected to be assigned to this project. (30 points)

1. For each key person identified, provide resumes (maximum of two (2) pages) as an appendix. Include length of time with firm and applicable degrees and certifications as part of the resume. List at least five 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:
 - a. Description of project;
 - b. Role of the person;
 - c. Contract value;
 - d. Number of Job Orders processed; and
 - e. Project Owner Reference information.
2. Identify the home office location of key staff on this project and the percentage of their time expected to be devoted to this contract.
3. List any proposed consultants and subcontractors, including key staff names and the experience and qualifications of these individuals. Explain how these key staff personnel for this proposed contract have relevant and sufficient experience.

D. JOC Experience: (20 points)

1. Indicate knowledge, training, and/or experience specifically with Job Order Contracting with public/government entities or private firms:

- a. Experience with JOC contracts;
 - b. Knowledge of Standard Unit Price Book Cost Estimating and state what cost estimating software system your firm currently utilizes;
 - c. Training and certifications (i.e. R.S. Means or comparable) of key team personnel; and
 - d. Actual project experience with cost estimating utilizing standard unit price book estimating systems with cost coefficients, especially R.S. Means.
2. The three projects previously listed in B1 above will contribute to this section's score.

E. Approach to performing the required services: (15 points)

1. Describe the firm's project management approach including its perspective and experience on collaboration, quality control, project scheduling, claims, dispute resolution, changes in the scope of work (control of scope-creep), and construction safety.
2. Describe systems used for planning, project engineering, and scheduling, estimating, and managing the work. Include a description of the software systems that the firm uses. As an appendix, include a one (1) page flow chart of your job order process showing contractor and owner responsibilities (not counted in the 10 page limit).
3. Describe the various types of reporting that your firm uses to keep your clients informed of work status. Include two examples of reports in an appendix (not counted in the 10 page limit).
4. Provide your approach in offering design, engineering, maintenance, and/or operations services. Describe those services and indicate if in-house staff or subcontractors have provided them.
5. Describe how you handle personnel requirements as the work varies in volume. Include in-house staffing requirements and subcontractor requirements.
6. Describe how you plan to manage material cost escalation and availability.
7. Provide your subcontractor management plan including the qualification-based selection criteria you plan on implementing for this contract (Note: Subcontractor selection plans may be based on qualifications alone or on a combination of qualifications and price, but shall not be based upon price alone). Describe your plan for recruiting consultants and subcontractors, particularly in the local communities where work will be performed. Additionally, provide a table including the following information as part of your subcontractor management plan in an appendix (the table maximum is five (5) page and will not be counted in the 10 page limit):
 - a. The names, contact information, and locations of consultants and primary subcontractors from the local community you plan to use.
 - b. List the services/trade to be provided by each.
 - c. The subcontractors listed shall have experience providing the services to your firm in a job order contract setting.

F. Principal office location: (5 points)

Identify the physical location of the firm's principal office. Five (5) points will be awarded to the firm whose 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 firms with 50% or more of their employees living within the 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 may not exceed ten (10) single-sided pages (maximum 8½" x 11") with a minimum of 10-point font size. The SOQ shall include a one-page cover letter (**cover letter is included in**

page count) plus a maximum of nine (9) pages to address the SOQ evaluation criteria. Do not include a table of contents. Submittals should be plastic or metal spiral-bound only; do not use binders of any kind. The following information is **not** included in the 10-page limit and should be attached as appendices: bonding capacity letter, certificate of insurability, Workers' Compensation Experience Modification Rating (EMR), resumes (maximum 2-pages for each key team member), and the Subcontractor Management Plan Table.

Submissions exceeding the 10-page limit or any resumes exceeding the two (2) page limit will be considered non-responsive and will not be evaluated.

Please provide **eight (8) hard copies** and **one (1) USB Drive** of the Statement of Qualifications to the City of Mesa's Engineering Department by **2:00 pm January 26, 2017**. The City reserves the right to accept or reject any and all Statements of Qualification. The City of Mesa is an equal opportunity employer.

Delivered or hand-carried submittals must be delivered to the City of Mesa's Engineering Department reception area on the fifth floor of the 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 project 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 requirements
- 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://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 ½" x 11) with any criteria information will be included in the total page count. 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

The successful firms/teams will be selected through a qualifications-based selection process. A Selection Committee will evaluate each SOQ in accordance with the criteria set forth in Section IV 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; interviews may or may not be conducted as part of the selection process.

If interviews are not held, the Selection Committee will forward the recommended list to the City Engineer for approval. The City will then enter into negotiations with the top ranked firms and execute contracts upon completion of negotiations. If the City is unsuccessful in negotiating a contract with the top ranked firms, the City may then negotiate with the next lower ranked firm 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) to five (5) 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. Each firm's scores for each of the selection criteria will be evaluated to determine the firms/teams best qualified for this endeavor. The Selection Committee will then forward the list of recommended firms/teams to the City Engineer for approval. The City will enter into negotiations with the top ranked firms and execute contracts upon completion of negotiations. If the City is unsuccessful in negotiating a contract with the top ranked firms/teams on the final list, the City may then negotiate with the next lower ranked firm/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	January 19, 2017 at 8:00 am
SOQ's Due	January 26, 2017 by 2:00 pm
Shortlist Interviews/Presentations	Week of March 6, 2017

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 General Conditions and General Conditions – Appendices are available online at the following location:

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

SECTION VII – GENERAL INFORMATION

RFQ Lists. This RFQ will be listed on the City's Web site at the following:

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

Compliance with Arizona Revised Statutes (ARS). Procurement of Job Order Contracting 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, which will be furnished to all registered Request for Qualifications holders.

City of Mesa Rights. The City reserves the right to reject any or all SOQ, to waive any informality or irregularity in any SOQ received and to be the sole judge of the merits of the respective SOQ received. No binding contract will exist between the submitter and the City until the City executes a written contract. Any contract executed will be between the contractor and the City.

The City reserves the right to negotiate services for any or all of the tasks listed above or others deemed necessary for successful completion of the project. The City also reserves the right to engage the services of other firms as may be required by the City for successful completion of the project.

The City reserves the right to request substitution of subcontractors or to request the addition of specialty subcontractors.

Protest Policy. The City of Mesa Procurement Rules, Article 6, Protests, Appeals, Debarments can be found at: <http://mesaaz.gov/home/showdocument?id=8712>.

No other protest is authorized. By submitting an RFQ response each applicant and every member of their team identified in the RFQ response agree to the terms of this policy.

Contact with City Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subcontractors) 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 contract decisions are made in public and protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Cooperative Use of Contract: The contract awarded through this procurement process may be extended for use by other governmental agencies and political subdivisions of the State. Any such usage by other entities must be in accord with the prices, terms and conditions of the City of Mesa Contract and with the ordinances, charter, rules and regulations of the entity using this Contract.

Questions. Questions pertaining to the selection process or contract issues should be directed to Donna Horn of the City of Mesa Engineering Department at Donna.Horn@mesaaz.gov .

In order to do business with the City of Mesa, you are 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.