



CITY OF MESA, ARIZONA
ENGINEERING DEPARTMENT

REQUEST FOR QUALIFICATIONS
DESIGN-BUILD SERVICES

Downtown District Revitalization –
Restaurant Incubator

CITY OF MESA PROJECT NO. CP1102

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REQUEST FOR QUALIFICATIONS

DOWNTOWN DISTRICT REVITALIZATION – RESTAURANT INCUBATOR

DESIGN-BUILD SERVICES PROJECT NO. CP1080

The City of Mesa (City) is seeking a qualified Design-Build (D-B) Team to provide Design-Build Services for the Downtown District Revitalization – Restaurant Incubator project. The Team shall consist of a licensed contractor, design professional(s), and appropriate subcontractors to successfully complete the work.

PROCUREMENT PROCESS

A. Two-Phase Procurement

City will use a two-phase procurement process to select a D-B Team to deliver the Project. The procurement process will include the following two steps:

1. Request for Qualifications (RFQ): This RFQ has been issued as part of the first phase to solicit information, in the form of Statements of Qualifications (SOQs), which City will evaluate to determine Offerors qualified to successfully deliver the Project. A short list of Offerors will be created based on highest ranked SOQs.
2. Request for Proposals (RFP): City will then issue an RFP to the short-listed Offerors requesting the submission of technical proposals and price proposals for a design-build project. City intends to award a contract to the responsive and responsible Offeror with the highest number of points under the scoring method defined in the RFP. Specific details concerning the RFP phase of the procurement and any modifications to the above shall be set forth in the RFP. The RFP phase will also include the option for a stipend to be paid to the proposers. More information will be provided with the RFP.

B. Contract Type

The Contract will be a Guaranteed Maximum Price (GMP) Design-Build Contract.

SECTION I – PROJECT DESCRIPTION

Rehabilitation of commercial properties, storefront improvements, and façade improvements is an eligible use of Coronavirus State and Local Fiscal Recovery Fund (“CSLFRF”) monies to aid small businesses located in business districts disproportionately impacted by COVID-19. In accordance with the American Rescue Plan Act (ARPA), the City of Mesa has allocated a portion of the CSLFRF monies received for The Downtown Restaurant and Food Incubator.

The program will retrofit a City of Mesa downtown property into a restaurant incubator space. The building will include spaces for education, offices, production, packing and shipping, shared kitchens, multiple independent interior service counters, patio, dining, vending kiosks, storefront, and façade updates. Interior and exterior updates are anticipated and is intended to provide food entrepreneurs a steppingstone to becoming an established food business. The improved space will be a food hall accessible to the public for patronage of individual interior storefronts.

This project’s goal is to create a space for education, growth, and development of food service businesses. There is anticipated to be as many as seven businesses operating out of this location. Design-build services for design, demolition, and construction will include but not be limited to the following:

- Commercial Mechanical, Electrical, and Plumbing
- Commercial Kitchen and Service Area
- Office and Education Space
- Façade and Storefront
- Federally Funded and/or Historic Work

The contractor and architect(s) must have experience working with historic properties and understand the Secretary of Interior’s Standards for the Treatment of Historic Properties. This experience should be shown on the submission along with prior work with federally funded projects. Provide team information and experience related to all project goals.

Total project cost is estimated at \$8,000,000.00 for design and construction.

SECTION II – SCOPE OF WORK

It is anticipated that the D-B Team shall participate in Design, Pre-Construction Services, and Construction Services for this project.

A. Design Services

For an outline of key project tasks, refer to the Engineering Submittal Guidelines at the following website:

<https://www.mesaaz.gov/business/engineering/submittal-process-guidelines>

B. Pre-Construction Services by the D-B Team 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;
- Provide subsurface investigations as required (e.g. geotechnical, potholing, etc.)
- Concur with plans and specifications prior to construction; and
- Submit a Guaranteed Maximum Price (GMP) for City review and negotiation.

C. Construction Services by the D-B Team 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;
- Schedule and manage site operations;
- Provide quality control;
- Bond and insure the construction;
- Comply with all federal, state and local permitting requirements;
- Maintain a safe work site for all project participants; and
- Provide commissioning and closeout services, if applicable.

SECTION III – PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference will be held on **June 22, 2023 at 8am** through Microsoft Teams. If you would like to participate, please send an email to Donna Horn at Donna.Horn@mesaaz.gov to receive the invitation. At this meeting, the project team, including City staff will discuss the scope of work, general contract requirements and respond to questions from the attendees. The video conference Pre-Submittal Conference is not mandatory. All interested teams may submit a Statement of Qualifications whether they attend the conference or not.

All interested teams are encouraged to attend the Pre-Submittal Conference since City staff will not be available for meetings or to respond to individual inquiries regarding the project outside of this Pre-Submittal conference. In addition, meeting minutes or any other information will not be posted from the Pre-Submittal Conference.

SECTION IV – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA (BASED ON 1,000 POINTS)

The D-B Team will be selected through a qualifications-based selection process. Contractors interested in providing Design-Build services shall submit a Statement of Qualifications (SOQ). Each SOQ will be evaluated according to the following criteria:

A. General Information (100 points)

1. Provide a general description of the firm and/or team that is proposing to provide the D-B services, including the legal organization of the proposed team. Provide an organizational chart showing key personnel. For each key person, provide the following information:
 - a. Length of time with the firm
 - b. Percentage of time to be committed to each phase of the project
 - c. Applicable Arizona professional registrations
 - d. A statement that the firm agrees to contract with subconsultants for potholing, geotechnical investigations, structural investigations, etc., as required by the City.
2. Provide the following information about the proposed Team:
 - a. Provide the applicable Arizona Contractor's license number held by the team and explain if held by an individual or firm.
 - b. Identify any contract or subcontract held by the team or any individual or firm that is part of the team, which has been terminated for cause within the last five years. Identify any claims (public or private, including 3rd party claims) arising from a contract, which resulted in litigation or arbitration within the last five years. Briefly describe the circumstances and the outcomes.
 - a. Describe your subcontractor selection process for any subcontractors that are not already part of the Team. (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.)
3. Discuss the Team's knowledge of the current local market and of subcontractors and suppliers.

B. Experience and Qualifications of The Team and Key Personnel (350 points)

1. Provide a list of projects of comparable character, size, budget and complexity on which the team, or any member of the Team participated on a D-B Team, General Contractor, CMAR, or designer. For each reference project, provide the following information:
 - a. Description of the project, including project name and location, and funding (if federally funded)
 - b. Project owner and/or client information;
 - c. Role of the firm (specify whether D-B Team, General Contractor, CMAR, or designer), a description of the services provided, and percent of work self-performed. List any services provided during the Pre-Construction Services (phase of the project e.g., cost estimating, scheduling, constructability reviews, potholing 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; and
 - f. Approximate dates services were provided.
2. List of all City of Mesa projects where the team, or a member of the team, provided construction or design 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. D-B, CMAR, JOC, or design-bid-build) for each.
 3. Describe your experience with historic and/or federally funded projects.
 4. Overall evaluation of the 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 (350 points)

Discuss the major issues your team has identified on this project and how your team intends to address those issues. Identify any technical innovations that may be incorporated and/or innovative approaches that will be used in executing the work. Also, discuss the expertise your firm/ team offers and how you propose to use that expertise to benefit the City to add value to the project including your experience.

D. Ability of Project Team to Start Work (50 points)

Overall Workload and Ability to Start Work: 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. Teams that demonstrate their ability to start work and to effectively manage this project, in addition to their current workload, may be awarded up to 50 points for this category.

E. Reference Information (150 points)

City will award a maximum of 150 points for past performance reference information (maximum of 50 points per reference) of the prime contractor on the Team. It is the team's responsibility to solicit and to ensure that three (3) Past Performance Verification Forms (PPVF's) are submitted to the City per the instructions on the Form. Any Forms in excess of three (3) will not be counted toward this requirement.

Statement of Qualifications scores will not carry over to interviews, if held.

SECTION V – SUBMITTAL REQUIREMENTS

The Statement of Qualifications shall include a one-page cover letter that contains current company/firm contact information including a valid phone number and email address, plus a maximum of **fifteen (15)** pages to address the SOQ evaluation criteria (*excluding* PPVF's and resumes but *including* an organizational 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 **one (1) electronic copy** in an unencrypted PDF format to Engineering-RFQ@mesaz.gov by **July 13, 2023 at 2pm**. The City reserves the right to accept or reject any and all Statements of Qualifications. The City is an equal opportunity employer. Statement of Qualifications must include the following information (failure to include may result in rejection of Statement of Qualifications):

- a. A statement regarding the Team'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 page limit.
- b. A statement regarding the Team'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 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.
- c. A letter from the Team's 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 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.

Provide a signed copy of addenda, if any, in response to this RFQ. It will be the interested Team's responsibility to check the website (see link below) for any updates, including addenda.

<https://www.mesaaz.gov/business/engineering/design-build-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 divider pages will not be counted if they do not contain submittal information.

If a Team wishes to submit a 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 above-referenced requirements may be grounds for disqualification:

SECTION VI – SELECTION PROCESS AND SCHEDULE

A Selection Committee will evaluate each SOQ in accordance with the criteria set forth in Section IV above. The Selection Committee will produce a rank-ordered list of the submitting Teams and interviews may or may not be conducted as part of the selection process.

If interviews are not held for the RFQ phase of the project, the City will develop the short list of teams that will proceed to the RFP phase of the selection process. The City may decide to terminate the selection process at any time.

If interviews are held, the top three (3) to five (5) ranked Teams will be invited by email to accept or decline the opportunity to interview. Those accepting the invitation will be sent a letter outlining the criteria to be addressed in the interview and the detailed scoring of the interview process. From the interview, the City will develop the short list of teams that will proceed to the RFP phase of the selection process. 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	June 22, 2023 at 8am
SOQ's Due	July 13, 2023 at 2pm
Shortlist Selection	Week of August 1
RFP Release	August 2, 2023
RFP Pre-Submittal Conference	August 17, 2023
Proposals Due	September 14, 2023

By submitting an SOQ, the respondent certifies that they have reviewed the City of Mesa's standard contracts, including insurance requirements and, if selected, will execute the City's required contract without modification or exception. The City of Mesa's Design-Build Services Contract, General Conditions, and General Conditions – Appendices are available online at the following location:

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

The City will utilize federal funds for this project. Forms and certifications required to be submitted with Proposals for Federal-Aid Projects per the Uniform Guidance provisions will be included in the RFP phase of the project. Davis Bacon wages will apply.

SECTION VII – GENERAL INFORMATION

RFQ Lists. This Design-Build Request for Qualifications will be listed on the City's web site. The address is <https://www.mesaaz.gov/business/engineering/design-build-opportunities>

Compliance with Arizona Revised Statutes (ARS). Procurement of construction 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 RFQ will be in the form of an addendum. Firms are to check the City's website to see whether any addenda have been posted.

<https://www.mesaaz.gov/business/engineering/design-build-opportunities>

City Rights. The City of Mesa reserves the right to reject any or all SOQ's, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ's 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.

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 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 Teams, to 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 Design-Build selection process or contract issues should be directed to **Donna Horn** of the Engineering Department at donna.horn@mesaaz.gov.

Also, to do business with the City of Mesa, you are required to register in the City's 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.

The City of Mesa, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. and 31 C.F.R. Part 220 Nondiscrimination in Programs Receiving Federal Financial Assistance from the Department of the Treasury issued pursuant to such Act, hereby notifies all bidders or offerers 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 (including limited English proficiency), creed, sex, age, or disability in consideration for an award.



PAST PERFORMANCE VERIFICATION FORM (PPVF)

Directions to Submitting Firm: Request Public/Private Agencies, for which you have substantially completed (Professional Services, D-B, CMAR, or JOC) similar work, to fill out a copy of the PPVF for three (3) similar projects. Provide this form to the Agency or Agency’s representative directly responsible for oversight of the project to complete and submit via email to the City of Mesa prior to the date and time listed below. If the form is received after the date and time specified, it will not be accepted. By submitting this form, you are waiving any claim against the Agency listed for providing information regarding a project.

SOQ Due Date and Time: July 13, 2023 at 2pm

PROJECT NAME: CP1102 Downtown District Revitalization – Restaurant Incubator

PROJECT ROLE SUBMITTING FOR: (select one) PROFESSIONAL CMAR JOC D-B

NAME OF COMPANY TO BE EVALUATED: _____

NAME OF AGENCY OR FIRM SUBMITTING EVALUATION: _____

NAME/PHONE NUMBER OF PERSON SUBMITTING EVALUATION: _____

NAME OF PROJECT AND DATE SUBSTANTIALLY COMPLETED: _____

Questions to be completed by Agencies:

1. Has the above referenced project reached substantial completion? (select one) Yes No
2. What project delivery method was utilized? (select one) DBB CMAR JOC D-B

What type of services did this firm provide on the project referenced?

3. On a scale of 1 to 10 (1 being lowest, 10 highest) rate this company’s performance on the following:

- | | |
|--|-------|
| a. Was the project completed on time? (10=Yes, 0=No) | _____ |
| b. Was the project completed within budget? (10=Yes, 0=No) | _____ |
| c. What was the quality of the work performed? | _____ |
| d. Was staff proactive in solving problems that may have occurred on your project? | _____ |
| e. Would you be willing to contract with this firm again? (10=Yes, 0 = No) | _____ |

TOTAL POINTS _____

4. Any additional comments.

Please email to Engineering-RFQ@mesaaz.gov by the date and time shown above.