



CITY OF MESA, ARIZONA
ENGINEERING DEPARTMENT

REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES

On-Call Consulting Services for
Construction Administration and Inspection Services

TABLE OF CONTENTS

REQUEST FOR QUALIFICATIONS	PAGE NO.
SECTION I – PROJECT DESCRIPTION	1
SECTION II – OVERVIEW OF PROJECT PHASES	2
SECTION III – SCOPE OF WORK	2
SECTION IV – PRE-SUBMITTAL CONFERENCE	4
SECTION V – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA	4
SECTION VI – SUBMITTAL REQUIREMENTS	5
SECTION VII – SELECTION PROCESS AND SCHEDULE	6
SECTION VIII – GENERAL INFORMATION	5

REQUEST FOR QUALIFICATIONS

On-Call Consulting Services for Construction Administration and Inspection Services

The City of Mesa is seeking qualified consulting firms or teams to provide professional services on an on-call basis in the category of Construction Administration and Inspection Services.

All qualified firms that are 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).

SECTION I – PROJECT DESCRIPTIONS

From this solicitation, the Engineering Department will establish a list of on-call consultants for Construction Administration and Inspection Services projects. This category is further defined below:

Typical Construction Administration and Inspection Services projects for which consultants will be requested to provide services included but not limited to: arterial or residential roadway projects (including street lights and traffic signals), roadway maintenance and milling operations, waterline and sewer line projects, water and wastewater facility improvement projects, new building construction, tenant improvement projects, utility projects (including, but not limited to fiber, conduit, gas and electric), Non-City Utility permits (NCU's) and other permits. Consultants shall provide staff member(s) with all tools/equipment required to conduct day-to-day business including vehicle, laptop, cell phone, PPE, and any other tools required to complete the work.

Through this solicitation, the City of Mesa will establish a list of diversified consultants (including firms and/or teams). The City intends to procure at least three (3) consultant teams may be selected for this category/list and, once selected, will be referred to as being "on-call" for this category. The selection process will be tailored to projects that are anticipated to be served by the on-call list. Selection under this solicitation is not selection for a specific project (or projects), but rather qualification for on-call use during the term for which this solicitation is effective. A master contract will be executed between the City of Mesa and each of the selected consultant teams. When a specific project is initiated, a separate Project Order with an associated scope, schedule, and fee will be negotiated between the City of Mesa and the consultant for each specific project. Typical design tasks discussed in Section II refer to tasks that may be performed under specific projects.

The City of Mesa makes no guarantee that any consultant will receive a project or be able to enter into a specific project contractual relationship with the City of Mesa. The City of Mesa also makes no guarantee of a specific volume of work or a total contracted amount arising from this solicitation. The City of Mesa further makes no guarantee that the quantity of work (whether measured in monetary terms or otherwise) within any category will be spread equally or according to any other specific percentage split among the various consultants on the on-call list for that category.

The City intends to use the on-call lists whenever possible; however, the City of Mesa reserves the right to "direct select" consultants not on the on-call lists to perform professional services, even for work within the same category as this solicitation, when it is in the City's best interest to do so, as determined solely by the City. The City of Mesa also reserves the right to issue separate solicitation(s) for a specific project(s), even for work within the same category covered by this solicitation, when it is in the City's best interest to do so, as determined solely by the City. The City recognizes the time and expense in preparing an SOQ and anticipates using the lists whenever feasible.

The City reserves the right to establish, by future solicitation, additional categories of on-call consultants for the City's use. Said additional categories may, in some cases, overlap the disciplines and design areas for the category established under this solicitation.

In order to establish a list of on-call consultants from this one solicitation for Consultant On-Call Services for Construction Administration and Inspection Services, consultants are required to submit Statements of Qualifications (SOQs).

The next section discusses typical services that may be included in specific projects that ultimately are awarded under this solicitation. Said tasks are typical of this category.

SECTION II – OVERVIEW OF PROJECT PHASES

The City will partner with the Consultant(s) during each project's work-order scoping stage to specifically define the scope of work for each project. The following is a summary of typical tasks that may be included in projects' scope of work:

Task 1 – Construction Administration Services

Task 2 – Construction Inspection

SECTION III – TYPICAL TASKS

The City utilizes CIPMesa (CIPPlanner) software to manage capital improvement projects and requires its project managers to manage projects through the use of CIPMesa. Consultants shall use the CIPMesa portal for submission of documents, daily reports, change orders, project submittals, project closeout, and any other project documents required by the City.

Task 1: Construction Administration Services

Construction Administration Services may be required at the City's discretion. The City may elect to self-perform construction administration on projects or may request that the Consultant provide both.

Construction Phase

The construction phase scope of services will be defined in detail during the scoping of each project. The following is an outline of the basic services:

- Project administration assistance
- Participate in the pre-construction meeting and/or progress meetings
- Review shop drawings, submittals, and respond to the Contractor Requests for Information (RFI's)
- Review technical proposals and cost submittals and make recommendations
- Construction observation and coordination
- Create daily reports including manpower, equipment, and all pertinent information related to daily construction activities, issues, and conversations
- Track daily construction progress and proactively recommend solutions to avoid project delays
- Conduct field measurements, review and verify quantity measurements and progress payments to Contractors
- Daily site visits and reviews of the project, including testing data and results
- Develop punch-list and record drawings
- Review final payment for release of retention
- Assist with project closeout activities

Consultant may be requested to prepare Record Drawings for the project, based upon the Contractor-furnished information and field observations, after project completion. The Record Drawings, if requested, shall be required in both hard copy and digital format.

DELIVERABLES:

- Meeting minutes
- Answers to questions from Contractors
- Documentation of the construction project
- Construction meetings
- Construction observations and inspection daily reports

- Quality control testing
- Record Drawings

Task 2: Construction Inspection

The City will partner with selected Consultant(s) to define the scope of work for each project. The following is a summary of typical construction inspection and administration tasks that may be included in a project's scope of work:

- Conduct and document pre-construction and progress meetings
- Inspect construction to verify adherence to City construction contract specifications and drawings and/or Standard drawings
- Track daily construction progress and proactively recommend solutions to avoid project delays
- Conduct field measurements, review and verify quantity measurements and progress payments to Contractors
- Provide daily photographs of active construction work
- Prepare daily Inspection Reports
- Track and file all documents related to the project
- Use the City's document processing software (CIPMesa) to route, track, and monitor all submittals, change orders and RFI's provided by the Contractor
- Attend weekly pre-construction meetings and weekly construction inspection meetings
- Review Contractors' proposed change orders to evaluate merit and recommend approval or rejection with documentation of reasoning
- Enter manholes and structures safely in accordance with recognized safety standards, including but not limited to, OSHA in order to perform necessary inspections
- Review progress payment requests to determine accurate progress claims and document recommendation for payment
- Coordinate system shutdowns or impacts with the affected City Department
- Coordinate meter installations, backflow testing, bacteria testing, and shutdowns with operations
- Witness Acceptance Testing of water, sewer, and conduits per City Standards
- Notify the City of actual or proposed deviations from specifications and drawings so changes can be evaluated by the Project Manager
- Prepare project Record Drawings
- Prepare valve cards and swing tie measurements for water infrastructure
- Create final punch lists for project completion
- Immediately notify the Project Manager and assigned Chief Construction Inspector if any safety violations are observed
- Monitor implementation of Storm Water Pollution Prevention Program (SWPPP) performed by a qualified SWPPP Practitioner and maintain documentation as required by the City
- Review and monitor traffic control measures, including placement of traffic control devices
- Coordinate geotechnical, material, and pavement testing
- Manage geotechnical testing requests
- Review Quality Control reports submitted by the Contractor and compare to Quality Assurance test results
- Monitor trench shoring devices and best safety practices
- Monitor fall protection devices and best safety practices
- Perform surveying and inspect Contractor's work
- Inspect building projects that may have a structural component (pump stations, lift stations, chemical buildings, building office additions) and coordinate all required Special Inspections
- Conduct project close-out procedures
- Coordinate with other City Departments to avoid construction conflicts
- Other duties as required, but not listed in this RFQ

SECTION IV – PRE-SUBMITTAL CONFERENCE

No Pre-Submittal Conference will be held.

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

Each Statement of Qualifications (SOQ) will be evaluated according to the following criteria:

A. General Information (100 points)

Provide a general description of the consulting firm and/or team that is proposing to provide the services, including subconsultants, if any. Provide an organizational chart showing key personnel. For each key person, provide the following information:

1. Percentage of time that each person will be committed to the project
2. Length of time with the firm
3. Applicable professional registrations
4. A statement that the firm agrees to contract with subconsultants for potholing, geotechnical investigations, structural investigations, etc., as required by the City.

B. Experience and Qualifications of the Firm/Team and Key Personnel (300 points)

1. Provide a list of similar projects on which the project team has experience. For each reference project, please provide the following information:
 - a. Description of the project, including project name and location;
 - b. Project owner and/or client information;
 - c. Role of the firm, including a description of the services provided;
 - d. Role of each key team member who worked on the reference project and the percentage of time spent by each key team member on said project; and
 - e. Approximate dates services were provided.
2. List all City of Mesa projects where the firm/team provided services in the last five years, completed or on-going, that are not already included in the preceding sections.
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 (350 points)

Discuss the firm's approach to performing the required services noted in Section I above. How does the firm intent to resolve major issues and provide technical innovations to City projects? Describe how the firm would incorporate technical innovations into City projects and how the firm's expertise can benefit the City.

D. Current Workload, Workload with the City of Mesa, and the Ability of Project Team to Start Immediately. (50 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 25 points):

Provide a table or list that summarizes the current major assignments of all key team members and how the firm would staff City projects that awarded from the Master On-Call Contract. 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 City projects, in addition to their current workload, may be awarded up to 25 points for this sub-category.
2. Existing Contracts with the City of Mesa (up to 25 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, 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, with no current or pending contracts with the City of Mesa, will be awarded 25 points. Firms, with between one (1) to three (3) current or pending contracts with the City of Mesa will be awarded 15 points. Firms with more than three (3) current or pending contracts will receive no points for this subcategory.

E. Office Location (50 points)

Identify the physical location of the lead firm's office. Fifty points will be awarded to teams whose lead firm's office is physically located within the City of Mesa's incorporated limits (not just a P.O. Box). Thirty points will be awarded to teams whose sub-firms are physically located within City of Mesa's incorporated limits. No points will otherwise be awarded for this category.

F. Reference Information (150 points)

City will award a maximum of 150 points for past performance reference information (maximum of 50 points per reference). It is the firm's responsibility to solicit and to ensure that three (3) Past Performance Verification Forms (PPVF's) are submitted directly 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 VI – 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 **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 **one (1) electronic copy** in an unencrypted PDF format to Engineering-RFQ@mesaaz.gov by **Time, Date**. The City reserves the right to accept or reject any and all Statements of Qualifications. The City is an equal opportunity employer.

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;
- Receipt of the Statement of Qualifications in the specified format;
- Adherence to maximum page requirement;
- 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/architectural-engineering-design-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 VII – 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) 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. 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 selection process:

SOQs Due	August 31, 2023 by 2pm
On-Call list announced	Week of September 10th

By submitting an SOQ, the respondent certifies that they have reviewed the City of Mesa's standard contract for professional services, including insurance requirements, and, if selected, will execute the City's required contract without modification or exception. The City of Mesa's Professional Services Contract is available on-line at the following location:

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

SECTION VIII – GENERAL INFORMATION

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

Duration of On-Call Lists. Unless otherwise determined by the City, the on-call list(s) to be established under this solicitation will become effective on the date the contracts are executed. Unless otherwise determined by the City, the on-call consultant list(s) established under this solicitation will remain valid for three (3) calendar years, with the City reserving the right to extend one or more of the on-call lists by two

(2) additional one-year terms. Said extensions shall be in writing to the firm/teams on the list (or lists) to be extended.

When the list expires, the City anticipates (but makes no guarantee) that a new/replacement on-call list will be established by a separate and future solicitation. The City does not intend to do so, but also reserves the right to cancel or otherwise nullify the on-call list prior to the expiration date(s) stated herein, by written notice to the firms on said list.

If contract negotiations have formally started with a specific consultant for a specific project and/or a specific consultant has started work on a specific project prior to the time the on-call list established under this solicitation becomes effective, the City (at its discretion) will likely direct the consultant to continue work on that project (including having him/her work on subsequent phases or change order work for the same project) regardless of the consultant's status relative to the on-call list. The same exception applies when one on-call list is replaced with a subsequent on-call list (e.g., by a future solicitation when the current list expires). Consultants already employed (or involved in contract negotiations) on specific projects under force of the previous on-call list will (at the City's discretion) likely continue their work on said projects, regardless of their status relative to the newly established on-call list.

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, 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.

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 with the approval of the Consultant. Any such usage by other entities must be in accordance 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. Orders placed by other agencies and payment thereof will be the sole responsibility of that agency. The City shall not be responsible for any disputes arising out of transactions made by others.

Questions. Questions pertaining to the Design Services selection process or contract issues should be directed to Stephanie Gishey of the Engineering Department at Stephanie.Gishey@mesaaz.gov.

Also, 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.



PAST PERFORMANCE VERIFICATION FORM (PPVF)

Directions to Submitting Firm: Request Public/Private Agencies, for which you have substantially completed (Professional Services, CM@R 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: Thursday, August 31, 2023 by 2PM

PROJECT NAME: On-Call Consulting Services for Construction Administration and Inspection Services

PROJECT ROLE SUBMITTING FOR: (select one) **PROFESSIONAL** **CM@R** **JOC**

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** **CM@R** **JOC** **DB**

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