



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

**REQUEST FOR QUALIFICATIONS**  
**FOR PROFESSIONAL SERVICES**

**On-Call Consultant List for Utility Subsurface Locating  
and Potholing Services**

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# REQUEST FOR QUALIFICATIONS

## On-Call Consulting Services for Utility Subsurface Locating and Potholing 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 Utility Subsurface Locating and Potholing 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 Utility Subsurface Locating and Potholing Services projects. This category is further defined below:

Utility subsurface locating and potholing services to support on-going design and construction efforts for Capital Improvement Projects throughout the City. The consultant will be responsible for identifying utility attributes such as size, material type, age, condition, ownership, and number of conduits while determining the accuracy of both the horizontal and vertical locations of the top and bottom of the utility while being referenced to an approved City of Mesa project survey datum. Collection of data will follow the guidelines outlined in **CI/ASCE 38-02 “Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data”** or its updated version. Collected data will seek to obtain quality information which includes outside diameter, configuration of utilities, material composition, elevations, photos, paving thickness and type, and general soils conditions, and another pertinent information as is reasonably ascertainable from each test hole site. This data will be formatted and provided to the City and stamped by a registered professional seal (surveyor or engineer) as an electronic excel spreadsheet (Exhibit A) for incorporation into the maintained GIS database of potholing data, to be managed by the City of Mesa. The intent of this investigation is to reduce as much as possible the risks associated with unknown or mis-located utilities. The result of this design service and product, when done correctly, can significantly reduce construction cost, improve construction schedules, minimize utility services disruptions, and reduce contractor’s claims inherent to work around existing underground utilities.

### **PLANNED ENGINEERING SERVICES**

The professional engineering services, Subsurface Utility Engineering (SUE) includes, but not limited to:

- Performing “designating” services to locate and identify the horizontal position of subsurface utilities, dependent upon project needs;
- Performing “locating” services to obtain utility’s precise vertical and horizontal position utilizing minimally intrusive excavation method, when possible;
- Performing “data management” services to accurately manage and incorporate survey data and CADD mapping capabilities providing efficient, timely, cost controlled and quality assured product;
- Providing a written report for each “locating” excavation test hole sealed by a professional registered civil engineer. The report will identify the horizontal and vertical surveyed locations, grade elevations relative to the project basis of elevation, stations and offsets relative to project survey control line, and the sizes, types, and a description of all the utility line encountered;
- Providing deliverables format to clear and distinguish quality levels (ASCE 38-02);
- Providing all necessary permits and traffic protection provisions to enter public right-of-way and/or private property from the applicable jurisdiction;
- Providing full job site permanent restoration to match existing surface per Mesa standard detail requirements;
- Accepting full responsibility for the job site during all phases of the SUE investigation services;
- Subsurface Utility Coordination;

- Ground Penetrating Radar (GPR) scanning capabilities to identify subsurface anomalies and structures including concrete, structural elements, utilities, conduit, pipes, and various other utility lines.

Through this solicitation, the City of Mesa will establish a list of diversified consultants (including firms and/or teams). The City intends to procure a minimum of three (3) consultant teams 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 Utility Subsurface Locating and Potholing 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 design tasks that may be included in projects’ scope of work:

- Task 1 – Project Management
- Task 2 – Design Reports
- Task 3 – Detailed Design and Construction Documents
- Task 4 – Contracting Assistance
- Task 5 – Construction Phase Services

## **SECTION III – SCOPE OF WORK**

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>

#### **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](mailto:Engineering-RFQ@mesaaz.gov) by **no later than 2:00PM on Thursday, October 26, 2023**. Maximum file size shall not exceed 20MB. SOQ's that are unable to be opened by City staff will not be considered for award. Submitters may request a single opportunity to verify that a test email and attachment are received and can be opened by City staff. Test emails must be sent to [Engineering-RFQ@mesaaz.gov](mailto:Engineering-RFQ@mesaaz.gov). 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 the number of copies of the submittal specified;

- 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	<b>October 26 by 2 pm</b>
On-Call list announced	<b>Week of November 7</b>

By submitting an SOQ, the respondent certifies that they have reviewed the City of Mesa's contract for on-call 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 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 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: **2:00PM, Thursday, October 26, 2023**

PROJECT NAME: 2020-2023 **On-Call Consultant List Utility Subsurface Locating and Potholing 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**     **CMAR**     **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](mailto:Engineering-RFQ@mesaaz.gov) by the date and time shown

# Exhibit A

## City of Mesa Engineering Pothole Data Sheet

Company Name or Logo

NAD\_1983\_HARN\_StatePlane\_Arizona\_Central\_FIPS\_0202\_Feet\_Intl  
WKID: 2868 Authority: EPSG

SEAL

If you have captured your data using GROUND coordinates please use this correction factor: 0.999844 before submitting your work.

COM_Project_Number	COM_Project_Name	Pothole_Number	Location	Date	Stationing	Offset	Direction_Angle	Grid_Northing	Grid_Easting	Ground_Elevation	Top_Elevation	Bottom_Elevation	Depth_To_Top	Depth_To_Bottom	Utility_Owner_Type	Utility_Material	Utility_Size	Comments	Contractor
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