



CITY OF MESA, ARIZONA
ENGINEERING DEPARTMENT

REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES

Greenfield Water Reclamation Plant
Phase IV Expansion

CITY OF MESA PROJECT NO. CP1187GWRP

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	8
SECTION V – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA	9
SECTION VI – SUBMITTAL REQUIREMENTS	10
SECTION VII – SELECTION PROCESS AND SCHEDULE	10
SECTION VIII – GENERAL INFORMATION	11

REQUEST FOR QUALIFICATIONS

Greenfield Water Reclamation Plant Phase IV Expansion

CITY OF MESA PROJECT NO. CP1187GWRP

The City of Mesa (City) seeks a qualified design firm or team (hereafter referred to as “design firm”) with extensive engineering design, technical expertise, programming, and construction administration experience with Wastewater Treatment Facilities. The Plant System Evaluation phase will involve extensive coordination with assigned City of Mesa personnel to determine the overall plant infrastructure requirements to expand the existing plant. The current plant has a liquids treatment capacity of 30 million gallons per day (MGD) and a solids equivalent treatment capacity of 38 MGD. The proposed Phase IV Expansion is anticipated to increase the capacity between 6 MGD and 16 MGD. The final capacity of Phase IV will be determined at the end of the conceptual design phase. Once the Plant System Evaluation phase is complete, the City may retain the service of the selected qualified design firm for design phase 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 DESCRIPTION

The Greenfield Water Reclamation Plant (“GWRP”) is located at 4400 South Greenfield Road in Gilbert, Arizona 85297. Ownership of the GWRP is shared between the City of Mesa, Town of Gilbert, and the Town of Queen Creek (Owners). The Owners seek to provide up to buildout capacity for liquids and solids treatment at the existing GWRP, complete with the required infrastructure, technology, and environmental features for a reliable, efficient, expanded plant to meet the current and future demands of the Owners. The existing plant was constructed in three phases. The first phase provided a lift station to transfer wastewater to the City of Mesa’s Southeast Water Reclamation Plant or to the Baseline Interceptor for transfer to the Phoenix 91st Avenue Wastewater Treatment Plant. The first phase was completed in 1999. The second phase of the plant was completed in 2007. The second phase converted the lift station to a water reclamation plant to treat 16 MGD Liquids and 24 MGD Solids Equivalent. The third phase of the plant construction increased the treatment capacity to 30 MGD Liquids and 38 MGD Solids Equivalent in 2020.

The treatment processes at the GWRP consist of grit removal, primary clarifiers, activated sludge basins with aerobic and anoxic zones for Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS) and nitrogen removal, secondary clarifiers, filtration, and chlorine disinfection (with chlorine contact tanks and sodium hypochlorite feed system). The sludge from the primary clarifiers and secondary clarifiers are sent to the solids handling facility with thickening centrifuges, four anaerobic digesters, and dewatering centrifuges for treatment. Class B biosolids are produced from the anaerobic digestion and are sent to farmland as fertilizer. The digestion gas is used to fire the digesters’ boilers and the surplus is flared.

While expanding the treatment capacities, this project will also address any operational issues the plant is experiencing, including but not limited to, the replacement, repair and rehabilitation of deteriorating equipment. The goal is to optimize project delivery by maximizing savings and reducing schedule while ensuring a quality project.

The City anticipates entering into a separate contract with a Construction Manager at Risk (CMAR) to act as the general contractor for the project. The selected design firm will work closely with the CMAR as an integral part of the Project Team during the design and construction phases of the project.

The Owners encourage and desire the participation of local firms, including Mesa, Gilbert, and Queen Creek-affiliated firms. The respondents are encouraged to reach out to local firms to provide an opportunity to participate on the design team and shall discuss their outreach efforts in their SOQ.

SECTION II – OVERVIEW OF PROJECT PHASES

The City of Mesa seeks a qualified consulting firm, or team, with extensive experience and knowledge of waste water treatment processes and available waste water treatment technology, as well as Maricopa Association of Governments (MAG), Arizona Department of Environmental Quality (ADEQ), Maricopa County Environmental Services Department (MCESD), City of Mesa and Town of Gilbert standards and regulations. The City seeks to partner with the selected consultant during the contract scoping stage to specifically define the scope of work.

The following is a summary list of the major tasks for a typical design contract. The Project Team (the City and the GWRP Partners) will review these tasks with the selected design firm as part of the contract scoping and will adjust or revise these tasks as necessary to meet the needs of the project:

- Task 1 – Project Management
- Task 2 – Plant System Evaluation and Conceptual Design
- Task 3 – Detailed Design and Construction Documents
- Task 4 – Coordination with the CMAR
- Task 5 – Construction and Testing Phase Services
- Task 6 – Asset Management
- Task 7 – Commissioning Phase Services
- Task 8 – Quality Management
- Task 9 – Permitting Assistance

The project will be prepared for a CMAR delivery in accordance with City of Mesa procurement requirements and standard contract documents. The City may request the consultant assist with pre-construction and construction phase services for the project, including construction observation, testing, and final acceptance services.

Regardless of the level of service ultimately needed, a consultant with successful experience in these areas is desirable.

Project milestones will be developed to meet the following desired completion schedule timelines:

- Plant System Evaluation, 12 Months from the Executed Design Contract Date
- Detailed Design Services, 38 Months from the Executed Design Contract Date
- Construction, 79 Months from the Executed Design Contract Date

Completion schedule timelines are anticipated based on the executed design contract date for the Task 2 work.

Regardless of the level of service ultimately needed, a consultant with successful experience in these areas is very desirable.

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>

The following is a brief summary of the ten key project tasks.

Task 1: Project Management

The design firm will establish a project management system to provide adequate scope, schedule and budget control and be responsive to input from the Project Team. Status and project meetings with all participating Project Team members will be conducted on a regular basis. The purpose of these meetings

will be to report on project issues such as work in progress, work completed, delivery schedule and to seek input on the planning, programming and design of the project.

The meetings will also be for discussion of various technical issues and strategies associated with all phases of the project. Meetings will be held with the Project Team, the CMAR and/or others as needed to coordinate this project. The selected design firm will prepare meeting agendas and minutes to document the decisions made and action items. Once the CMAR is selected, the design team will continue to work with the selected CMAR to prepare meeting agendas, minutes, etc. The selected design firm will submit meeting minutes to the attending parties and will post them so that all members of the Project Team will have access to them.

Task 1.1 – Project Meetings. The design firm will arrange for a kick-off meeting through the City Project Manager with the Project Team. This meeting will serve to clarify the lines of communication and other administrative details. The design firm will then meet in person with the designated Project Team on a monthly basis, or as determined by the project team, at a location determined by the City of Mesa to report project progress.

Task 1.2 – Project Schedule. The design firm will provide a project schedule showing project meetings, project deliverables, and the major milestones required by the Project Team. The schedule shall be updated on a monthly basis, or as determined by the project team.

Task 1.3 – Project Status Reports. The design firm will provide a monthly project progress report. The monthly project progress report shall be submitted to the City Project Manager and will be available to all Project Team members.

DELIVERABLES: MONTHLY STATUS MEETINGS
MONTHLY SCHEDULE UPDATES
PROGRESS REPORTS
MEETING AGENDAS AND MINUTES

Task 2: Plant System Evaluation and Conceptual Design

The primary purpose of the Plant System Evaluation phase will be to conduct workshops, evaluate current plant design and influent flow characteristics, investigate concepts of new plant design and equipment selection, and explore alternatives for cost savings. The City will determine which elements will be included in the project.

Task 2.1 – Concept Workshops and Processes Recommendation

The design firm shall conduct a minimum of three (3) workshops with the Project Team to brainstorm and evaluate existing plant design and influent flow characteristics to determine the design criteria for the expansion. The design firm shall receive the capacity expansion needs (current and future) from the GWRP partners and develop several expansion alternatives with desired expansion capacity in terms of flow and loading from the partners and costs to determine modular expansion that would optimize the overall Phase IV expansion. The capacity expansion needs for current expansion can be more than one set of numbers from each partner so that the firm can evaluate the combination of capacities for each partner, costs for such expansion, and how well the expansion fits into the overall layout of the plant. Based on the costs and the alternative evaluations, the Greenfield Management Committee (GMC) partners will affirm the expansion they would like to incorporate into the Phase IV expansion. Existing operational concerns shall also be addressed in this phase by working closely with plant staff to address these items for both the expansion and existing plant. The selected firm shall also be responsible for conducting additional research as needed to ascertain the values, goals, objectives, and needs of the City of Mesa for developing the design features of the expanded capacity. The design firm shall provide an executive summary of the recommended design processes and elements to the Project Team for approval prior to proceeding with the conceptual design.

Task 2.2 – Conceptual Processes and Equipment Plans

Based on the final processes and equipment recommendation, the design firm shall develop conceptual plans that shall be presented in additional workshops to the Project Team. The conceptual plans shall be presented in color graphics depicting the site layout, and process flow with a listing of the processes and equipment elements utilized for the conceptual plan and a respective preliminary cost estimate. The design firm shall not proceed to prepare the final plan until the Project Team has approved the conceptual plan and preliminary cost estimate.

DELIVERABLES: DRAFT AND FINAL TECHNICAL MEMORANDUMS
CONCEPTUAL DESIGN REPORT

Task 3: Detailed Design and Construction Documents

The design firm shall provide complete consulting design services to prepare detailed design and construction documents for one or more construction packages, depending upon the needs of the schedule. Each review of these documents shall include plans (drawn in AutoCAD to City standards), technical specifications, and assistance to the CMAR for development of the cost model. Each of the following tasks may require maintaining a full-time on site presence of design firm's personnel.

Task 3.1 – Detailed Design. Provide complete consulting engineering and design services including, but not limited to, the following:

- Architectural
- Civil Engineering
- Surveying
- Electrical Engineering – including lighting, power, data, security, audio/visual, public address and other special systems
- Mechanical and Plumbing Engineering
- Odor Control Requirements
- Fire Protection Engineering
- Fire Alarm Design
- Hazard Alarm Considerations
- Landscape Architecture
- Structural Engineering
- Limited Supplemental Geotechnical Engineering
- Utility Coordination and Design
- Process Controls (Process and Instrumentation Requirements)
- Identification of Maintenance of Plant Operations Procedures Required for Construction

Task 3.2 – Design Review Submittals. For each submittal package, develop detailed plans, specifications and submit to the Project Team for review and approval at the following completion stages:

- Schematic Design, including programming documents
- Engineer's Estimate of Probable Cost at each submittal stage
- Design development (30%)
- 60% Construction Documents (CD's), plans and specifications
- 90% CD's, plans and specifications
- Final CD's, plans and specifications

The design firm shall prepare plans in accordance with the most current version of the *City of Mesa Engineering Procedures Manual*, Utilities Process Controls' electrical and instrumentation specifications, *MAG Standard Specifications and Details* as amended by the City of Mesa, the Arizona Utility Coordinating Committee *Public Improvement Project Guide*, and other standards such as National Fire Protection Association (NFPA) Standards, City of Mesa Building Codes and International Building Codes as adopted by

the City of Mesa, and Town of Gilbert Standards, as applicable. All plans shall be prepared using an approved version of AutoCAD, shall be 24" x 36" in size and shall be prepared on the City of Mesa's standard plan sheets.

The Consultant shall incorporate the City's review comments into each subsequent submittal. The Consultant shall prepare a tabulation of the review comments and the proposed resolution for each comment. The Consultant must provide a brief explanation for each comment that it proposes to not incorporate; otherwise the City expects all comments to be addressed.

In addition to the Project Team submittals, the design firm shall also prepare and submit plans to the Town of Gilbert's Development Services Department and any other Authority having jurisdiction for building permit and health safety review, including but not limited to the Maricopa County Environmental Services Division (MCESD) for Approvals to Construct (ATC), and Approvals of Construction (AOC).

Task 3.3 – Cost Estimates. The design firm shall assist the CMAR in preparing detailed construction cost estimates for each submittal to the Project Team.

Task 3.4 – Comment Resolution Meetings. Participate in review meetings with City staff, tabulate and address comments, and submit a written comment resolution summary, at each plan review stage. The City considers responsiveness and communication regarding review comments a key criterion in evaluating the Consultant's performance. The City recognizes that previous comments may be superseded as design progresses and that some review comments require additional discussion and engineering judgment prior to final resolution. Comment resolution meetings should be scheduled as needed to facilitate this discussion and resolution. The City's expectation is that responses be documented for all review comments and that the design firm should never independently delete or ignore review comments.

Task 3.5 – Utility and Regulatory Coordination. Assist with utility coordination and agency approvals. Prepare applications and supporting materials as required to secure permits and approvals for the project.

The City of Mesa will provide general coordination by requesting mapping, distributing progress plan submittals to utility companies and other agencies, and related tasks. The design firm shall be responsible to incorporate existing utility information into the drawings and prepare its design with due consideration given to existing utilities and infrastructure. Comments and information received from utility companies shall be treated in the same manner as City review comments.

At the 60% submittal, the design firm shall identify locations where utility potholes are needed, and the City will have the potholes conducted by its pothole contractor, or through the selected CMAR, and furnish the data to the Consultant and the affected utility companies.

Consultant shall hold utility/agency coordination meetings, as needed.

Task 3.6 – Public Meetings. Assist with stakeholder and public meetings as required. The City, through its Engineering Public Relations office, will handle the day-to-day tasks associated with public outreach and communication with the public and stakeholders. The design firm may be primarily responsible to prepare supporting documentation, such as exhibit boards, and attend public meetings to help answer questions.

It is anticipated that the design firm will assist the City in developing a formal Public Outreach Program or Public Relations Plan. The City's existing Public Relations Program will adequately address the needs that are currently identified. If additional requirements are identified, for example as part of the environmental determination, then those issues will be discussed and a scope of work mutually agreed upon between the City and Consultant.

Task 3.7 – Final Construction Documents. Furnish the City with one (1) full-size set of plans on bond paper and specifications at each review stage; and one (1) reproducible set of final full-sized drawings, with final specifications and documents for bid release to the CMAR contractor. The City will provide reproduction of the drawings and documents for in-house reviews. Final drawings and specifications shall also be submitted in electronic format. However, the design firm will be responsible for reproduction of the drawings and documents and for submitting the appropriate plans and specifications to the Town’s Development Services Department (for building permit) or other permitting agencies, including, but not limited to MCESD, or utility companies, for permit review and/or approval.

For the final submittal, the design firm shall also provide the final drawings to the City in an approved electronic format, AutoCAD (DWG) format and the final specifications in Microsoft Word (DOCX) format. The design firm will also provide revised record drawings for the electrical and process control portions of the project as described in the City’s standard Process controls specifications.

DELIVERABLES: PS&E REVIEW SUBMITTALS (30%, 60%, 90%, 100%)
COST ESTIMATE AT EACH SUBMITTAL STAGE
COMMENT RESOLUTION SUMMARIES FOR EACH STAGE
UTILITY AND AGENCY COORDINATION
EXHIBITS FOR PUBLIC MEETINGS
FINAL CONSTRUCTION DOCUMENTS

Task 4: Coordination with the CMAR

The Project Team intends to construct this project using the CMAR process. Tasks requiring the design firm to coordinate with the Project Team and the CMAR include:

- Coordinating and reviewing project schedules for both design and construction
- Reviewing construction cost estimates
- Evaluating constructability, and value engineering concepts
- Addressing design review comments from the City and the CMAR
- Assisting the Project Team in reviewing and evaluating Guaranteed Maximum Price (GMP) proposals
- Development of Maintenance of Plant Operations (MOPO’s)
- Such other tasks as determined by the Project Team
- Prepare addenda for review and approval by the City

Task 5: Construction and Testing Phase Services

The City will determine if the design firm will provide construction administration services. The construction administration assignment will be determined prior to completion of the design and a contract amendment issued as needed. Interested design firms should offer a general overview of their construction phase services and experience in their SOQ submittal.

The construction phase scope of services will be defined in detail during contract negotiations to meet the needs of each project. The following is an outline of the basic services:

- Project administration management
- Participate in the pre-construction meeting and/or progress meetings
- Review and manage shop drawings, submittals, and respond to construction phase RFI’s
- Review project reports created by the City Inspector or submitted by the CMAR
- Review technical proposals and cost submittals and make recommendations
- Construction observation and inspections, special inspections, and quality control testing services
- Assist with project closeout activities
- Fulfill “Engineer of Record” responsibilities
- Operation and Maintenance (O&M) Manual

The design firm 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, will be required in both hard copy and digital format (AutoCAD).

DELIVERABLES: DOCUMENTATION OF THE CONSTRUCTION PROJECT
CONSTRUCTION MEETINGS
CONSTRUCTION OBSERVATIONS AND INSPECTION
QUALITY CONTROL TESTING
RECORD DRAWINGS

Task 6: Asset Management

The design firm shall perform general asset management-related activities throughout the construction administration phase of the Project.

Task 6.1 - Develop New Asset Inventory

The design firm shall coordinate with CITY staff to review the existing GWRP asset register and the existing CityWorks Computerized Maintenance Management System (CMMS) to develop the appropriate asset register and inventory for the new assets and the replacement of existing assets.

While the focus of the inventory is on new assets only, the design firm shall identify in the existing GWRP asset register those specific existing assets to be replaced under this Project (to be either salvaged or disposed of by the CMAR) so that the CITY can revise their operational status to either "inactive" or "retired" status accordingly.

The design firm shall conduct workshop(s) with CITY staff to review the initial asset inventory list and make necessary adjustments prior to compiling asset attributes.

Task 6.2 – Compile Asset Attributes

The design firm shall compile required asset attributes based on the asset inventory register developed in Task 6.1 and in accordance with the established CityWorks format structure. Attributes will be developed through a combination of reviewing submittals and other documentation and field verification. Asset attributes will include:

- Common Name
- Date Installed
- Site Name
- Facility Name
- Tag Number
- Manufacturer
- Model Number
- Serial Number
- Warranty Date
- Estimated Life
- Replacement Value
- Location Description
- Asset-specific information (i.e. types, instrumentation ranges, ratings, sizes, feed rates, horsepower, capacities, etc.)

The design firm shall provide replacement values for the new assets based on "in-kind" estimates of the total project cost to purchase and install similar assets. Direct costs for each asset will be developed using a combination of the CMAR's schedule of values and the final GMP cost model. The direct costs will be further escalated for indirect and other applicable project costs. Assets will be characterized into three (3) types for assigning indirect costs - (1) those assets that can be typically replaced by the CITY's O&M crews will be referred to as "Internal Projects"; (2) those

assets that can be typically replaced by a JOC-type contractor with minimal engineering or oversight will be referred to as "External-Simple Projects"; and (3) those assets that would typically be replaced by a CMAR or General Contractor with more engineering and Construction Manager oversight will be referred to as "External-Complex Projects".

The design firm shall conduct workshop(s) with CITY staff to review the asset-specific information, as well as the asset project type assignments and the indirect cost markups to be used for the three project types.

DELIVERABLES: NEW/REPLACED ASSET INVENTORY SPREADSHEET (ELECTRONIC FORMAT ONLY)

Task 7: Commissioning Phase Services

The design firm may be required to provide two months of commissioning of the expansion and training to City of Mesa operators prior to final acceptance.

Task 8: Quality Management

The design firm shall develop a Quality Management Plan (QMP) that will identify and summarize the proposed quality management activities for the duration of the project. The QMP will include, but not limited to, identification of project personnel responsible for peer reviews and detailed checks, schedule of milestones and review dates, and project standard and design calculation management. The QMP will be updated as necessary. The tasks may include performing internal operability and constructability reviews, and detailed quality management checks of the contract documents.

DELIVERABLES: QUALITY MANAGEMENT PLAN

Task 9: Permitting Assistance

The design firm may be required to perform various permitting coordination and assistance activities throughout the design process. The tasks may include, but not limited to, developing a permitting assistance plan, and coordination with the Town of Gilbert, Maricopa County Air Quality, MCESD, and ADEQ.

SECTION IV – PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference will be held on **February 22, 2024 at 10am, arrive by 9:45am (City staff member will meet you outside the main office building where you will be required to sign in). Location: Greenfield Water Reclamation Plant Conference Room at 4440 South Greenfield Road Gilbert, Arizona 85296.** 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. Attendance at the Pre-Submittal Conference is not mandatory. All interested firms may submit a Statement of Qualifications whether they attend the conference or not.

All interested firms 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 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 major issues your team has identified on this project and how your firm/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.

D. Current workload and ability of project team to start immediately. (50 points)

Provide a table or list that summarizes the current major assignments of all key team members, percentage of time committed to each assignment, anticipated end date of major assignments, and percentage of time to be committed to this project. Also include a statement as to when the team would be available to start work on this project. Firms that demonstrate their ability to start immediately and to effectively manage this project, in addition to their current workload, may be awarded up to 50 points for this sub-category.

E. Office Location (50 points)

Identify the physical location of the lead firm's principal office. Fifty (50) points will be awarded to teams whose lead firm's principal office is physically located within the City of Mesa's, Town of Gilbert's or Town of Queen Creek's incorporated limits (not just a P.O. Box). Thirty (30) points will

be awarded to teams whose sub-consultants are physically within City of Mesa's, Town of Gilbert's or Town of Queen Creek'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 **12 pages** to address the SOQ evaluation criteria (*excluding* PPVF's and 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 **2pm on March 7, 2024**. 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 Qualification in the format specified
- 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 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. 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 outlining the criteria to be addressed in the interview and the detailed scoring of 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:

Pre-Submittal Conference	February 22, 2024 at 10am
SOQ's Due	March 7, 2024 at 2pm
Shortlist Interviews	Week of <u>April 1st</u>

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. The respondent is responsible for checking 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 for any addenda.

<http://mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>

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

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

Contact with City Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, 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 Services selection process or contract issues should be directed to Stephanie Delgado of the Engineering Department at Stephanie.Delgado@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.



PAST PERFORMANCE VERIFICATION FORM (PPVF)

Directions to Submitting Firm: Request Public/Private Agencies, for which you have substantially completed (Professional Services, 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: **March 7, 2024 at 2pm** _____

PROJECT NAME: **CP1187GWRP Greenfield Water Reclamation Plant Phase IV Expansion** _____

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 above.

PRE-SUBMITTAL CONFERENCE MAP

GREENFIELD WATER RECLAMATION PLANT

