



CITY OF MESA, ARIZONA
ENGINEERING DEPARTMENT

REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES

FALCON FIELD AIRPORT

On-Call Consulting Services
for Airport Projects

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REQUEST FOR QUALIFICATIONS

FALCON FIELD AIRPORT MESA, ARIZONA

On-Call Consulting Services for Airport Projects

SECTION I – SCOPE OF THIS SOLICITATION

The City of Mesa is seeking qualified consultants to provide professional engineering services on an on-call basis for **Falcon Field Airport Projects**. 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), which is being conducted in accordance with FAA Advisory Circular 150/5100-14E *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, Chapter 2 Procedures for Selection of Consultants, consolidated to include Change 1, dated 09/25/2015 and available online at:

http://www.faa.gov/airports/resources/advisory_circulars/

As defined in Chapter 1 of FAA Advisory Circular AC 150/5100-14E, there are two separate and distinct categories of consultant services that are typically utilized for projects conducted under the FAA Airport Improvement Program (AIP): 1) Aviation Planning Services and 2) Architectural/Engineering (A/E) Services for Airport Development Services. This solicitation is for professional services in the category of A/E Services for Airport Development Projects. Consultant services will cover the design and construction administration/inspection of various airport capital improvement projects proposed to be funded through Federal Aviation Administration (FAA) Grants, Arizona Department of Transportation (ADOT) Grants, and/or the City of Mesa Falcon Field Airport Capital Program. Aviation Planning Services will be solicited under a separate RFQ/QBS process when needed, as determined by the City.

Through the annual Airport Capital Improvements Program (ACIP) planning process with the Federal Aviation Administration (FAA) and the Arizona Department of Transportation Multi-Modal Planning Division – Aeronautics Group (ADOT), several airport improvement projects have been identified and programmed for grant-funded design and construction in Falcon Field Airport's adopted ACIP.

Anticipated projects that may be included in the scope of the contract(s) awarded from this on-call solicitation include, but are not limited to the following:

FISCAL YEAR	PROJECT
2024	Construct: Access Road – Phase 2a
2025	Design: RWY 22L Holding Bay and Future Taxilane I
2025	Design: West Airport Perimeter Road, Portion of City Apron adjacent to Parcel 25 and Apron A02MF Spot 1 and Higley Ramp Connector Taxiways to TWY D
2025	Design: ADG B-II Future Taxilane J (Eastside) Phase 2B & 2C
2026	Construct: RWY 22L Holding Bay and Future Taxilane I (Anzio)
2026	Construct: Reconstruct West Airport Perimeter Road (Only Road)
2026	Construct: ADG B-II Future Taxilane J (Eastside)-Phase 2B & 2C (Roadrunner Drive Cul-de-Sacs and Approx 330 feet of Taxilane)
2027	Construct: Midfield Crossover Taxiway F (West) and Realignment of Taxiways D3 & D4
2027	Construct: ADG B-II Future Taxilane J (Eastside)-Phase 2C (Approx 330 feet of Taxilane)

2028	Construct: Rehabilitate Higley Apron Connector Taxiways to TWY D, Portion of City Apron adjacent to Parcel 25 & Spot 1 Apron
2028	Design: ADG B-II Future Taxilane J (Eastside)-Phase 3A & 3B includes Site Storm Water Analysis
2029	Design: Reconstruct Echo Ramp: East & West with Apron Lighting Improvements
2029	Construct: ADG B-II Future Taxilane J (Eastside)-Phase 3A includes Site Storm Water
2030	Construct: Reconstruct Echo Ramp: East & West with Apron Lighting Improvements - Phase 1A
2030	Design and Construct: Rehabilitate Taxiway E Between TWY B & TWY E6 - Phase 1B
Future	Construct: Reconstruct Echo Ramp: East & West with Apron Lighting Improvements - Phase 1B
Future	Construct: ADG B-II Future Taxilane J (Eastside)-Phase3B includes Site Storm Water
Future	Design: Future Aircraft Tie Down Apron Between Taxilane B North and RWY 22R Run Up Apron (Lost Dutchman Apron and Red Mountain) - Phases 1 & 2
Future	Design and Construct: Rehabilitate Taxiway E Between TWY E1 & TWY B - Phase 1A (Mill and Hot Asphalt Overlay)
Future	Design & Construction: Future Aircraft Tie Down Apron Between Taxilane B North and Boeing Ramp (Lost Dutchman Apron) - Phase 1
Future	Design & Construct: Rehabilitate Taxilane B North and West Taxilane TWBMF-10 (Mill and Hot Asphalt Overlay)
Future	Airport Master Plan Update
Future	Design & Construction: Rehabilitate Runway 4R/22L (Mill and Hot Asphalt Overlay)
Future	Update Airport Storm Water Drainage Plan
Future	Design & Construction: Rehabilitate Taxiway D (Mill and Hot Asphalt Overlay)
Future	Design & Construct: Airport Photovoltaic Solar Farm
Future	Design & Construction: Reconstruct Falcon Ramp East & West (Mill and Hot Asphalt Overlay)
Future	Design & Construction: Future Red Mountain Apron
Future	Design & Construction: Future Lost Dutchman Apron
Future	Design & Construction: Construct New Paved No-Taxi Areas Adjacent to South Side of Taxiway D
Future	Design & Construction: Relocate Taxiway D9
Future	Design & Construction: Construct New Aircraft Holding Apron Adjacent to Runway 4L/22R on Taxiway Echo
Future	Design & Construction: Demolish Aircraft Hangars & Aeronautical Use Support Buildings
Future	Design & Construction: Demolish Non-Aeronautical Buildings
Future	Design & Construction: Expand Airport Administration Support Spaces
Future	Reporting 49 CFR Part 26 Disadvantage Business Enterprise Documentation for Airport Capital Improvement Projects
Future	Design & Construction: Airport Monument Signs and Landscaping
Future	Design & Construct: unplanned airport pavement rehabilitation

Through this solicitation, the City of Mesa will select two on-call consultants to provide services for projects from the above projects list that are authorized to proceed. The City reserves the right to cancel, or re-program into a different fiscal year any, or all, of the above anticipated projects based upon the availability of funding.

The 2019 Falcon Field Airport Layout Plan (ALP) Update; depicting the approximate location and limits of some of the projects listed above, are available online at:

<http://www.falconfieldairport.com/about-us/documents-forms>

The selection process will be tailored to the scope of services needed for projects that are anticipated to be served by the term of the selected on-call consultant, namely airport civil engineering and airport electrical engineering, including related expertise such as preparation of bidding and construction documents in compliance with FAA Standards for Specifying Construction on Airports, preparation of Construction Safety and Phasing Plans, and similar activities. 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.

Following review of the SOQs, completion of the short list and interviews, and selection of the most qualified consultant, as described elsewhere in this RFQ, the City will establish a Master Agreement contract between the City of Mesa and the selected consultant. The Master Agreement will have a maximum limit of \$2,000,000 per calendar year. When a specific project is initiated, a separate Project Order with an associated scope of work and fee proposal 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.

Design and construction of the projects may be accomplished through single or multiple FAA Grant(s), ADOT Grant(s), City of Mesa funds or any combination thereof. An individual Project Order will be negotiated and agreed upon for each distinct project. The City of Mesa further reserves the right to terminate any, or all, of the projects at any time.

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 quantity of work awarded (measured in dollar value or otherwise) also may or may not mirror the ranking of the various firms on the various on-call list for that category.

For projects that are not grant funded, the City of Mesa reserves the right to use the consultant selected from this solicitation, from one of its other established on-call lists, or "direct select" consultants not on the on-call lists to perform professional services or special services (as defined in the FAA Advisory Circular), even for work within the same categories 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 will adhere to City Policy Number 200 Procurement Policy and Procedures for projects that are not grant funded. The City of Mesa also reserves the right to issue separate solicitation(s) at any time, including for work within the same categories covered by this solicitation, when it is in the City's best interest to do so. However, 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.

Consultant must ensure compliance with FAA and ADOT Target Deadlines for accurate and timely submittals including: (1) assisting the City in ACIP meetings; (2) ACIP Input to FAA and ADOT; (3) CatEx Submissions; (4) Grant Application Submittals; (5) NEPA Approvals. Preparation of exhibits for the Airport Capital Improvement Program (ACIP).

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 AND TYPICAL DESIGN TASKS

The City of Mesa seeks a qualified consulting firm(s) or team(s) with proven general aviation (GA) airport design experience and knowledge of FAA policies and regulations, current FAA Advisory Circular (AC) publications and standards for airport improvements, and in particular, current best practices, trends and lessons learned in effectively applying the significant updates promulgated by FAA Advisory Circular AC 150/5300-13 (current version).

The City will partner with the consultant during each project's scoping stage to specifically define the scope of work for each Project Order. The following is a summary of the major tasks. These will be reviewed with the consultant and defined to meet the specific needs of the project as part of the Project Order development process:

- Task 1 – Project Management
- Task 2 – Preliminary Phase
- Task 3 – Design Phase
- Task 4 – Bidding and Negotiation Phase
- Task 5 – Construction Phase
- Task 6 – Special Services

The City anticipates that all design projects undertaken from this solicitation, that receive grand funding for construction, will be prepared for public bid advertisement in compliance with FAA and ADOT requirements, with the City of Mesa as the contracting agency ("Sponsor"). The use of Alternative Project Delivery Systems, as described in Appendix G of the FAA Advisory Circular AC 150/5100-14E, is not anticipated for any grant funded projects at this time. Construction contracts will be publicly bid and awarded using the traditional "design-bid-build" delivery method. Construction contracts for projects constructed using only City funds will be procured in accordance with City policies.

Task 1: Project Management

The Consultant will establish a project management system to provide adequate scope, schedule and budget control and be responsive to input from the City. Status and project meetings with all participating City staff will be conducted on a regular basis. The purpose of these meetings will be to report to the City on project status issues such as work in progress, work completed, and delivery schedule.

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 City and other agencies as needed to coordinate multi-jurisdictional components of this project. Meeting minutes documenting the decisions made and action items will be prepared by the Consultant and submitted to the attending parties.

Task 1.1 – Project Meetings. Consultant will arrange for a kick-off meeting through the City Project Manager. This meeting will serve to clarify the lines of communication and other administrative details. Consultant will then meet with the City and participating agencies on a regular basis to report project progress.

Task 1.2 – Project Schedule. Consultant will provide a project schedule showing project meetings, project deliverables, and the major milestones required by the City. The schedule shall be updated on a monthly basis.

Task 1.3 – Project Status Reports. Consultant will provide project progress reports as required by FAA and ADOT deadlines, and including photos. The monthly project progress report shall be submitted to the City Project Manager.

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

Task 2: Preliminary Phase

The purpose of this task is to develop a Preliminary Engineer's Report (also known interchangeably as a Design Concept Report or DCR), including 30% Conceptual Plans.

The DCR will identify the purpose of the project, present the methodology used to define the proposed solution, summarize alternatives if applicable, provide an overview of specific issues and recommended solution(s), describe the improvements to be made, present conceptual plans delineating the limits of improvements and type(s) of work to be done, and provide a preliminary project cost estimate.

The Consultant will be responsible for performing a topographic survey of the area including all existing features and utilities, and preparing mapping and base sheets to properly show the existing conditions.

The DCR will also identify and detail what coordination will be needed with existing infrastructure and stakeholders, in particular, utility relocations, traffic control and businesses. These items shall be included in the preliminary cost estimates for each project as well.

Specific items particular to airport design requirements may include the following:

1. Coordinating with the sponsor on grant assurances and requirements, operational safety and phasing considerations, site access and other pertinent matters.
2. As applicable and if requested by the City, coordinating project with local FAA personnel and other interested stakeholders to identify potential impacts to their operations.
3. Planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and architectural and engineering studies required for design considerations.
4. Developing Categorical Exclusion (CatEx) submittal documents, including the necessary design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.

DELIVERABLES: SURVEYING, MAPPING AND FIELD INVESTIGATIONS
DESIGN CONCEPT REPORT (DCR)
30% CONCEPTUAL PLANS AND ESTIMATE
30% DESIGN REVIEW MEETING WITH ADOT AND FAA

Task 3: Design Phase

Based on the approval of the DCR and 30% plans by the City, ADOT, and the FAA, the Consultant will prepare detailed design and construction documents for review. Each review of these documents shall include plans (drawn in AutoCAD to City standards), cost estimate, and technical specifications. Specifications are not required for the 30% plans.

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

- Airport Civil Engineering
- Geotechnical and Pavement Engineering
- Drainage Analysis and Design
- Airport Marking and Signage Layout Plans
- Airport Electrical Engineering
- Construction Safety and Phasing Plan (CSPP) Development
- Airport Layout Plan (ALP) Updates
- Airport Overall Guide Sign Plan Updates
- Landscape Architecture and Structural Engineering if needed

Task 3.2 – Design Review Submittals. Develop detailed plans, specifications and project cost estimates and submit to the City for review and approval at the following completion stages.

- 30% - Conceptual Design (submitted with DCR)
- 60% - Preliminary Construction Documents (if needed)
- 90% - Pre-final Construction Documents
- 100% - Final Bid Documents

Prepare plans in accordance with the most current version of the *City of Mesa Engineering Procedures Manual*, *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 FAA, ADOT, AASHTO, MUTCD, ASTM and City of Mesa Building Codes and National Building Codes as adopted by the City of Mesa, as applicable for the specific project. All plans shall be prepared using AutoCAD 2014, 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 the subsequent submittal. The Consultant shall prepare a tabulation of the review comments and the proposed resolution for each comment. Consultant must provide a brief explanation for each comment that it proposes to not incorporate; otherwise the City expects all comments to be addressed.

Task 3.3 – Cost Estimates. Consultant shall prepare detailed construction cost estimates for each submittal.

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 Consultant should never independently delete or ignore review comments.

Task 3.5 – Utility 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 Consultant 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% design development level, the Consultant shall identify locations where utility potholes are needed (if any), and the City will have the potholes made by its pothole contractor and furnish the data to the Consultant and the affected utility companies.

Consultant shall hold a utility coordination meeting, as needed.

Task 3.6 – Public Meetings. Assist with stakeholder and public meetings as required.

The City will handle the day-to-day tasks associated with public outreach and communication with the public and stakeholders, including airport businesses and tenants. The Consultant will be primarily responsible to prepare supporting documentation, such as exhibit boards, and attend public meetings to help answer questions.

A formal Public Outreach Program or Public Relations Plan by the Consultant is not anticipated. The City's existing Public Relations Programs 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 Bid Documents. Furnish the City with one (1) full-size set of plans in PDF format, specifications and a cost estimate at each review stage; and, if requested during contract scoping, one (1) set of final full-sized drawings in PDF format, with final specifications and documents for the bid release. The City will provide reproduction of the drawings and documents for reviews, submittals, and bidding. Final drawings and specifications shall also be submitted in AutoCAD source files.

The plans, specifications and estimate will be in City of Mesa standard format and utilize the City's Standard Specifications and Project Special Provisions, combined with FAA specifications tailored to the scope of each project.

Task 3.8 – Final Consultant's Design Reports. The detailed design development will likely generate some minor revisions and updates to the design report prepared at the 30% submittal stage. The Consultant shall incorporate such updates and submit a final report to the City for review.

DELIVERABLES: PS&E REVIEW SUBMITTALS (60%, 90%, 100%)
COMMENT RESOLUTION SUMMARIES FOR EACH STAGE
UTILITY AND AGENCY COORDINATION
PRELIMINARY AND FINAL CONSTRUCTION SAFETY PHASING PLAN
FINAL BID DOCUMENTS
FINAL ENGINEER'S DESIGN REPORTS

Task 4: Bidding and Negotiation Phase.

If requested by the City of Mesa, the Consultant shall provide bidding assistance services such as:

- Attend a Pre-Bid Meeting for the project to discuss the bid documents, field conditions, and answer questions. Prepare Pre-Bid Meeting minutes for review and distribution.
- Answer questions during the bidding period from prospective contractors and vendors and prepare a telephone log summary of questions and answers.
- Prepare Addenda for review and approval by the City. The City will distribute to plan holders.

For FAA grant funded projects, completion of the Bidding and Negotiation phase (leading to a recommended construction contract award) typically marks the end of services under the design grant. If a construction grant is approved by the FAA, the City and Consultant will then develop a mutually agreed upon scope of work and the City will issue a new Project Order covering construction phase services.

DELIVERABLES: PRE-BID MEETING MINUTES
ANSWERS TO QUESTIONS FROM BIDDERS
FURNISH ADDENDA TO THE BID DOCUMENTS

Task 5: Construction Phase

Construction phase services may be requested at the City's discretion. The City may elect to self-perform construction administration and inspection on the projects or may request the Consultant to provide these services. Interested consultants should offer an 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:

1. Project administration assistance, consultation and advice to the City during construction
2. Participate in the pre-construction meeting and/or progress meetings.
3. Review shop drawings, submittals, and respond to Contractor RFI's.
4. Review project reports created by the City Inspector or submitted by the contractor.
5. Review technical proposals and cost submittals and make recommendations.

6. Periodic construction observation, inspection, and quality control testing services.
7. Assist in the negotiation of change orders and supplemental agreements.
8. Observing or reviewing performance tests required by specifications.
9. Making final inspections and submitting punch-lists and a report of the completed project to the sponsor.
10. Reviewing operations and maintenance manuals.
11. Assist with project closeout activities.
12. Prepare record drawings.
13. Prepare summary of material testing report(s).
14. Prepare applicable sections of the final construction report.

Consultant may be requested to prepare Record Drawings for the project, based upon the Contractor furnished information, field observations, and supplemental surveys (if requested) after project completion. The Record Drawings, if requested, will be required in both hard copy and digital format (AutoCAD) for incorporation into the Airport Layout Plan (ALP).

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

Task 6: Special Services

As outlined in FAA AC 150/5100-14E, the development of some projects may involve activities or studies outside the scope of the basic design services routinely performed by the consultant. These special services may vary greatly in scope, complexity, and timing and may involve a number of different disciplines and fields of expertise.

Consultants performing special services may be employed directly by the sponsor to implement one or more phases of a project, may be employed by the principal consultant(s) via a subcontract agreement, or may be performed by the principal consultant(s) when qualified. Some examples of special services that might be employed for airport projects include, but are not limited to, the following:

1. Soil investigations, including core sampling, laboratory tests, related analyses, and reports.
2. Detailed mill, shop, and/or laboratory inspections of materials and equipment.
3. Land surveys and topographic maps.
4. Field and/or construction surveys.
5. Photogrammetry surveys.
6. Onsite construction inspection and/or management involving the services of a full-time resident engineer(s), inspector(s), or manager(s) during the construction or installation phase of a project. This differs from the periodic inspection responsibilities included as part of the basic services.
7. Special environmental studies and analyses.
8. Expert witness testimony in litigation involving specific projects.
9. Project feasibility studies.
10. Public information and community involvement surveys, studies, and activities.
11. Preparation of record drawings.

12. Assisting the sponsor in the preparation of necessary applications for local, State, and Federal grants.
13. Preparation of or updating of the Airport Layout Plan.
14. Preparation of property maps and exhibits.
15. Preparation of construction quality control plans.
16. Preparation of exhibits for the Airport Capital Improvement Program (ACIP).

SECTION III– PRE-SUBMITTAL CONFERENCE

No Pre-Submittal Conference will be held.

SECTION IV – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA (BASED ON 1000 POINTS)

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

A. General information. (150 points)

Provide a general description of the company and/or team that is proposing to provide the services, including identifying key subconsultants. Provide a listing of key personnel as well as the firm's and office registrations as required by the Arizona State Board of Technical Registration. Additionally, for each key person, provide the following information:

1. Length of time with the firm
2. Total number of years of experience
3. Applicable professional registrations, including state and year
4. Area(s) of expertise as it relates to the categories noted

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

1. Provide a list of similar airport 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
 - e. Approximate dates services were provided
 - f. Reference information (two contacts including current telephone numbers per project)
2. List all City of Mesa projects where the firm/team provided design services in the last five years, completed or ongoing, 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 general aviation airport development projects and approach to performing the required services. (350 points)

Discuss any major issues your team has identified from the project types listed in this RFQ and how your firm/team intends to address those issues. In particular, identify the expertise and ability of your firm/ team to effectively implement the new and emerging FAA Airport Design Standards to produce economical and successful constructed improvements.

Identify any technical innovations that may be incorporated and/or innovative approaches that will be used in executing the work. Also, discuss the particular 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, 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. 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.

SECTION V – SUBMITTAL REQUIREMENTS

The Statement of Qualifications shall include a one-page cover letter that contains current company/firm contact information including a valid phone number and email address, plus a maximum of **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 **2 pm, March 28, 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 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 VI – SELECTION PROCESS AND SCHEDULE

A Selection Committee will evaluate each SOQ in accordance with the criteria set forth in Section IV above. References may be a factor in determining the final rank-ordered list; ensure the references provided are accurate. The Selection Committee will produce a rank-ordered list of the submitting firms and interviews may or may not be conducted as part of the selection process. The top firm receiving the highest evaluations from the selection panel for the on-call category will be the on-call consultant for this category.

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	March 28, 2024 by 2 pm
Shortlist Interviews	Week of May 20th

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 VII – 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.

Compliance with Federal Provisions. Procurement of professional services funded through the FAA AIP requires the submitter to comply with federal requirements.

Title VI Solicitation Notice: The City, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

Disadvantaged Business Enterprise (DBE): The requirements of 49 CFR part 26 apply to contracts using AIP funds. It is the policy of the City of Mesa to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. The City encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

Federal Fair Labor Standards Act (Federal Minimum Wage): All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, et seq, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.

The Consultant has full responsibility to monitor compliance with the referenced statute or regulation. The Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

Foreign Trade Restriction: By submission of an SOQ, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror – is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR); has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR. This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC § 1001.

The Offeror must provide immediate written notice to the City if the Offeror learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Consultant must require subconsultants provide immediate written notice to the Consultant if at any time it learns that its certification was erroneous by reason of changed circumstances. Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR § 30.17, no contract shall be awarded to an Offeror or subconsultant:

1. who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR; or
2. whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list; or
3. who incorporates in the public works project any product of a foreign country on such USTR list.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a consultant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Consultant may rely on the certification of a prospective subconsultant that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Consultant or subconsultant knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through the City cancellation of the contract or subcontract for default at no cost to the City or the FAA.

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 Tracy Gumeringer of the Engineering Department at Tracy.Gumeringer@mesaaz.gov.

Also, to do business with the City of Mesa, you are required to register with 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: March 28, 2024 by 2:00 pm

PROJECT NAME: Master On-Call Falcon Field Design 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