



CITY OF MESA, ARIZONA
ENGINEERING DEPARTMENT

REQUEST FOR QUALIFICATIONS

Job Order Contract
Small Tenant Improvement Projects

CITY OF MESA PROJECT No. JOC-STI24

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REQUEST FOR QUALIFICATIONS

Job Order Contract Small Tenant Improvement Projects

PROJECT NO. JOC-STI24

The City of Mesa is seeking qualified general contractors for a Job Order Contract (JOC) to provide pre-construction and construction services for Small Tenant Improvement projects, maintenance, repairs, re-construction, and alteration services to a wide variety of City facilities, including but not limited to improvements that may be associated with renovations of existing City facilities such as parking facilities, landscaping and beautification needs, minor site and utility improvement and tie-ins, or other similar work need to renovate, alter, repair, maintain, or construct City facilities.

All qualified firms interested in providing these services are invited to submit their Statement of Qualifications (SOQ). All SOQs must comply with the requirements specified in this Request for Qualifications (RFQ). **The City intends to procure up to five (5) Job Order Contractors from this solicitation.**

SECTION I – JOC DESCRIPTION

This Job Order Contract is for a broad range of preconstruction and construction services for maintenance, repair, minor and major construction work on real property and facilities in the City. The work is required in support of the City of Mesa's Capital Improvement Program (CIP) and other City department requests. This will be an indefinite delivery, indefinite quantity (IDIQ) type contract and will include a wide variety of individual construction tasks.

The initial term of the JOC contract will be for **three (3) years and may be renewed up to two (2) additional one-year terms**. It is anticipated that job order values under this category will be smaller, however the maximum construction contract value for an individual job order issued under this contract will be \$3,000,000, or the maximum permissible limit authorized by the City at the time the job order is executed. General building, site, and facility improvement projects anticipated to be completed under this JOC contract are based on, but not limited to the current 5-year Capital Improvement Program. Information on the Capital Improvement Program may be viewed at [Capital Improvement Programs | City of Mesa \(mesaaz.gov\)](http://mesaaz.gov).

Renewal of the contract will be based on the successful performance of the JOC Contractor and the needs of the City. During the contract period, the City will identify construction tasks required to complete each specific job and will issue individual Job Orders to the Contractor to complete those jobs. The Contractor shall be required to furnish all materials, equipment, and personnel necessary to manage and accomplish the Job Orders. The Contractor shall be required to maintain a management staff in order to receive Requests for Proposal (RFP), prepare and negotiate proposals, receive signed Job Orders (JO) and Notices-to-Proceed (NTP), receive and initiate contract correspondence and provide other construction services to accomplish individual Job Orders. Job Orders will vary in size, with many anticipated to be of small to medium size. Some Job Orders may require incidental design. The schedule for the work will start after award and will be ongoing over the life of the contract.

SECTION II – SCOPE OF WORK

The scope of this IDIQ JOC is to provide Small Project Tenant Improvement services that include tenant improvements, incidental maintenance, repair, minor and major new construction services, including minor associated incidental design services, for a broad range of City facilities-related projects such as parking facilities, landscaping, beautification needs, minor site and utility improvements and tie-ins, or other similar work needed to renovate, alter, repair, maintain, or construct City facilities. The Contractor shall provide all labor, tools, equipment, and materials as required to perform all requested work in strict accordance with

the applicable 2018 Building Codes, 2017 National Electric Codes, City of Mesa Special Provisions, General Conditions, job specific specifications and/or plans required for individual job orders as prepared by a design professional. Projects may or may not require building plans, specifications, or associated building permits. The contractor will be expected to develop shop drawings, exhibits, or submittals as needed to perform work when plans are not provided or limited in detail. Although not required it is requested that the contractor perform, with their organization, work amounting to not less than 50 percent of the total contract cost. As requirements develop, RFPs for job orders will be issued. Job Orders will be negotiated to obtain a fair and reasonable price. Job Orders will not exceed \$3,000,000 unless a higher limit is authorized at the time a job order is executed and will be issued by the City of Mesa Engineering Department

The Job Orders will include Pre-Construction tasks in a variety of small tenant improvement projects to include (but not limited to):

- Foundations
- Flooring
- Carpentry
- Roofing
- Tenant improvements
- Interior/Exterior electrical
- Heating/Ventilation/Air Conditioning (HVAC)
- Plumbing
- Sheet Metal
- Painting
- Gates, exterior walls, and fencing
- Asbestos and lead abatement
- Demolition and environmental clean-up
- Landscaping, irrigation
- Site and utility improvements
- Other work as necessary

Construction services also covered by the JOC will include, but are not limited to the following:

- Professional Design Services (as may be required for design and/or permits)
- Develop and Provide Shop Drawings
- Obtain permits (as required)
- Provide construction schedules
- Prepare and manage project meetings
- Coordinate with the various City Departments as required
- Manage background checks and badging for your employees and sub-contractors
- Provide construction services typical of the fire safety industry
- Deferred Submittals for Fire Systems

Scope of Work Notes:

Attendance at City department and/or other project meetings is mandatory. Repeated instances of non-participation and/or lack of preparedness shall be grounds for non-renewal of the JOC Contract and/or termination of the JOC or a specific Job Order.

SECTION III – PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference will be held on **May 8, 2024 at 8:00AM** m through Microsoft Teams. If you would like to participate, please send an email to Stephanie Delgado at Stephanie.Delgado@mesaaz.gov to receive the invite. At this meeting, the project team, including City staff will discuss the scope of work, general contract requirements and respond to questions from the attendees. The video conference Pre-Submittal Conference is not mandatory. All interested firms may submit a Statement of Qualifications whether they attend the conference or not.

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

Contractors interested in providing JOC services shall submit an SOQ which will be evaluated according to the following criteria:

A. General Information: (100 points)

1. Provide a general description of the firm and/or team that is proposing to provide construction/replacement/maintenance (JOC) services. Explain the legal organization of the proposed firm and/or team, including years in business. Provide an organizational chart showing the qualifying contractor, and the contractor's key personnel, down to the superintendent level. If specific subcontractors/consultants will be utilized for work of a certain type, include corresponding information. The organizational chart is counted as part of the ten (10) page maximum.
2. Provide the following information about the proposed firm/team:
 - a. List the Arizona professional registrations and contractor licenses held by the firm/team and the key personnel who will be assigned to this project. Provide the contractor license number and explain if held by an individual or the firm. The contractor must hold the appropriate contractor's license (i.e., B-01 or other appropriate) from the Arizona Registrar of Contractors and must have a demonstrated ability to perform the work.
 - b. Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract which resulted in litigation or arbitration within the last five years. Briefly describe the circumstances and the outcomes.
3. Discuss the firm's knowledge of the current local market and of subcontractors and suppliers.

B. Experience and Qualifications of the Firm/Team: (150 points)

1. Identify current and previous JOC Master Contracts held in which the firm has provided JOC services. For each master contract, provide:
 - a) Name of the agency or institution
 - b) Length of the Contract
 - c) Total Contract Value
 - d) Number of Job Orders processed
 - e) Number of Job Orders that had warranty issues
2. Identify at least three (3) construction projects in which the firm provided recent JOC services. The projects identified should clearly demonstrate the breadth of the firm's experience and capabilities in managing self-performed work, multiple trade subcontractors, vendors, and suppliers.

For each project identified, provide:

- a) Description of the project
- b) Current key personnel involved with the project
- c) Description of how the firm provided pre-construction, construction, and post-construction services and the benefits the firm provided to the project
- d) Number of change orders and the reasons
- e) Project Owner reference information, with at least two contracts with correct telephone numbers and/or email information per project.

3. List any City of Mesa projects by name only where the firm/team provided similar services in the last five years either completed or ongoing.

C. Experience of key personnel expected to be assigned to this contract. (300 points)

1. For each key person identified, provide resumes (maximum of two (2) pages) as an appendix. Include length of time with firm and applicable degrees and certifications as part of the resume. List at least five comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. For other projects provide:
 - a. Description of project;
 - b. Role of the person;
 - c. Contract value; and
 - d. Project Owner Reference information.
2. Identify the home office location of key staff on this contract and the percentage of their time expected to be devoted to this contract.
3. List any proposed consultants and subcontractors, including key staff names and the experience and qualifications of these individuals. Explain how these key staff personnel for this proposed contract have relevant and sufficient experience.

D. Describe the ability of the Firm/Team to provide self-perform work, including but not limited to concrete, masonry, framing, drywall, painting, finished, flooring, electrical, mechanical, etc. (100 points)

E. Approach to performing the required services: (150 points)

1. Describe the firm's project management approach including its perspective and experience on collaboration, quality control, project scheduling, claims, dispute resolution, changes in the scope of work (control of scope-creep), and construction safety.
2. Describe systems used for planning, project engineering, and scheduling, estimating, and managing the work. Include a description of the software systems that the firm uses. As an appendix, include a one (1) page flow chart of your job order process showing contractor and owner responsibilities (not counted in the 10-page limit).
3. Describe the various types of reporting that your firm uses to keep your clients informed of work status. Include two examples of reports in an appendix (not counted in the 10-page limit).
4. Provide your approach in offering design, engineering, maintenance, and/or operations services. Describe those services and indicate if in-house staff or subcontractors have provided them.
5. Describe how you handle personnel requirements as the work varies in volume. Include in-house staffing requirements and subcontractor requirements.
6. Describe how you plan to manage material cost escalation and availability.
7. Provide your subcontractor management plan including the qualification-based selection criteria you plan on implementing for this contract (Note: Subcontractor selection plans may be based on qualifications alone or on a combination of qualifications and price, but shall not be based upon price alone). Describe your plan for recruiting consultants and subcontractors, particularly in the local communities where work will be performed. Additionally, provide a table including the following information as part of your subcontractor management plan in an appendix (the table maximum is five (5) page and will not be counted in the 10-page limit):

- The names, contact information, and locations of consultants and primary subcontractors from the local community you plan to use.
- List the services/trade to be provided by each.
- The subcontractors listed shall have experience providing the services to your firm in a job order contract setting.

F. Principal office location: (50 points)

Identify the physical location of the firm’s office. Fifty (50) points will be awarded to any firm whose office is physically located within the City of Mesa’s incorporated limits (not just a P.O. Box). No points will otherwise be awarded for this category.

G. 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 to the City per the instructions on the Form. Any Forms in excess of three (3) will not be counted toward this requirement.

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

SECTION V – SUBMITTAL REQUIREMENTS

The Statement of Qualifications shall include a one-page cover letter that contains current company/firm contact information including a valid phone number and email address, plus a maximum of ten (10) pages to address the SOQ evaluation criteria (excluding PPVF’s and resumes but including an organizational chart with key personnel and their affiliation). Resumes for each team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ. Minimum font size shall be 10pt. Please provide **one (1) electronic copy** in an unencrypted PDF format to Engineering-RFQ@mesaaz.gov by **May 16, 2024 at 2:00PM**. The City reserves the right to accept or reject any and all Statements of Qualifications. The City is an equal opportunity employer. Statement of Qualifications must include the following information (failure to include may result in rejection of Statement of Qualifications):

- A statement regarding the Firm’s bonding capacity from a surety company or companies holding a Certificate of Authority to transact business in Arizona, issued by the Director of the State of Arizona Department of Insurance. This is to be an appendix to the SOQ and will not be counted in the page limit.
- A statement regarding the Firm’s insurability from a company or companies lawfully authorized to transact insurance business in the State of Arizona and rated at least A- in the company’s current A.M. Best Company online rating. This is to be an appendix to the SOQ and will not be counted in the page limit. Each firm awarded a contract will be required to furnish a certificate(s) of insurance meeting the City’s indemnification and minimum insurance requirements as outlined in Exhibit B.
- A letter from the firm’s insurance company stating the firm’s Workers’ Compensation Experience Modification Rating (EMR) for the past three (3) years. This is to be an appendix to the SOQ and will not be counted in the page limit. The letter shall be on the insurance company’s letterhead and shall be signed by an authorized individual employed by the insurance company.

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

<https://www.mesaaz.gov/business/engineering/construction-manager-at-risk-and-job-order-contracting-opportunities>

Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages and divider pages will not be counted if they do not contain submittal information.

If a firm wishes to submit a brochure, this can be done under separate cover. The brochure will not be used in the selection process and may be retained in the City files.

Please be advised that failure to comply with the above-referenced requirements may be grounds for disqualification:

SECTION VI – SELECTION PROCESS AND SCHEDULE

A Selection Committee will evaluate each SOQ in accordance with the criteria set forth in Section 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 project:

Pre-submittal conference	May 8, 2024 at 8:00AM
SOQs due	May 16th at 2pm
Shortlist Interviews/Presentations	Week of June 3, 2024

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

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

SECTION VII – GENERAL INFORMATION

RFQ Lists. This JOC Request for Qualifications will be listed on the City's web site. The address is <http://www.mesaaz.gov/business/engineering/construction-manager-at-risk-and-job-order-contracting-opportunities>

Compliance with Arizona Revised Statutes (ARS). Procurement of construction services by a municipality within the State of Arizona is governed by ARS Title 34. By submitting an SOQ under this solicitation, the submitter certifies that said submittal and their conduct in relation to this solicitation is in compliance with the requirements of ARS Title 34.

Contract Version Updates. If the Contract version changes after this RFQ is issued and prior to contract negotiations, the newer version of the Contracts will be in effect. It will be incumbent upon the respondent to check the City of Mesa Engineering Department's website for updates.

Instructions. The City of Mesa shall not be held responsible for any oral instructions. Any changes to this RFQ will be in the form of an addendum. Firms are to check the City's website to see whether any addenda have been posted.

<http://mesaaz.gov/business/engineering/construction-manager-at-risk-and-job-order-contracting-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.

No other protest is authorized. By submitting an RFQ response each applicant and every member of their team identified in the RFQ response agree to the terms of this policy.

Contact with City Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential 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. Any such usage by other entities must be in accord 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.

Questions. Questions pertaining to the Job Order Contracting selection process or contract issues should be directed to Stephanie Delgado of the Engineering Department at stephanie.delgado@mesaaz.gov.

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: **May 16, 2024 at 2:00 pm**

PROJECT NAME: **JOC-STI24 Small Tenant Improvement Projects**

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.