

# **REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ)**

## **LAKE HAVASU CITY, ARIZONA WATER RESOURCES & SYSTEM IMPROVEMENTS**

**RFQ DUE DATE: September 1, 2016, at 3:00 p.m., Arizona Time**

Lake Havasu City is interested in receiving Statements of Qualifications (SOQs) from interested and qualified professional engineering firms to provide general and specialized engineering services related to the City's Water System. The City is seeking assistance with identifying improvements to be considered at various locations within the City over the next several years. The projects may include services during the pre-design phase for specific water improvements, the design phase, the bidding phase, the construction phase and the post-construction phase. Tasks may include master planning, facility planning and prioritization based on the City's capital improvements program and budget, system modeling, facility design for assigned projects, cost analysis and management, value engineering, recommendations for project delivery methods, obtaining required permits on behalf of the City, bid document preparation, bidding services, construction management, inspections and recommendations for project acceptance.

Statements of Qualifications submitted must address, as a minimum, all issues brought forth in this Request for Statements of Qualifications (RFQ).

### **SECTION I - PROJECT DESCRIPTION**

The Lake Havasu City Water Master Plan Update was completed in late 2007 by Carollo and since then, many technical papers have been written that provide amendments and re-direction to the plan. The 2007 Master Plan will need to be reviewed and updated, and these documents will be used for planning purposes and as the basis for recommendations related to water resources and infrastructure for our growing community. The City's current distribution system consists of a treatment plant, 14 pump stations, 26 reservoirs, 9 wells, 1 collector well and approximately 474 miles of pipe, ranging in diameter from 4 inches to 48 inches. Treatment and Well Capacity increases, as well as other upgrades will need careful consideration and detailed planning. The City has a number of storage tanks and booster stations that are near the end of their useful life and will need to be rehabilitated, replaced and in some cases expanded so that the stations have sufficient capacity to supply the projected growth. In addition and because the City has been growing, some of the existing infrastructure is no longer sized appropriately for current or future demands. Recommendations in the master plan have been developed to address these needs. The recommendations have been prioritized by the City and the selected firm will provide engineering services to develop projects for implementation.

## **SECTION II - SCOPE OF WORK**

The Lake Havasu City Engineering Water System Consultant (Consultant) will provide a variety of engineering services as described under each contract listed below;

### **Contract #1 FY 16/17**

Services performed under this contract may include services during the pre-design phase for specific water improvements, the design phase, the bidding phase, the construction phase and the post-construction phase. Tasks may include master planning, facility planning and prioritization based on the City's capital improvements program and budget, system modeling, facility design for assigned projects, value engineering, recommendations for project delivery methods, obtaining required permits on behalf of the City, bid document preparation, cost analysis and management, bidding services, construction management, Inspection services and recommendations for project acceptance. The City does not guarantee that all of the above services will be performed by the Consultant for any specific project and the City may decide to contract with a different firm for some or all of the tasks associated with a specific project. The contract will specifically set forth the scope of services for specific projects covered by that contract.

### **Contract #2 FY 17/18**

Services performed under this contract may include services during the pre-design phase for specific water improvements, the design phase, the bidding phase, the construction phase and the post-construction phase. Tasks may include master planning, facility planning and prioritization based on the City's capital improvements program and budget, system modeling, facility design for assigned projects, value engineering, recommendations for project delivery methods, obtaining required permits on behalf of the City, bid document preparation, cost analysis and management, bidding services, construction management, Inspection services and recommendations for project acceptance. The City does not guarantee that all of the above services will be performed by the Consultant for any specific project and the City may decide to contract with a different firm for some or all of the tasks associated with a specific project. The contract will specifically set forth the scope of services for specific projects covered by that contract.

### **Contract #3 FY 18/19**

Services performed under this contract may include services during the pre-design phase for specific water improvements, the design phase, the bidding phase, the construction phase and the post-construction phase. Tasks may include master planning, facility planning and prioritization based on the City's capital improvements program and budget, system modeling, facility design for assigned projects, value engineering, recommendations for project delivery methods, obtaining required permits on behalf of the City, bid document preparation, cost analysis and management, bidding services, construction management, Inspection services and recommendations for

project acceptance. The City does not guarantee that all of the above services will be performed by the Consultant for any specific project and the City may decide to contract with a different firm for some or all of the tasks associated with a specific project. The contract will specifically set forth the scope of services for specific projects covered by that contract.

#### Contract #4 FY 19/20

Services performed under this contract may include services during the pre-design phase for specific water improvements, the design phase, the bidding phase, the construction phase and the post-construction phase. Tasks may include master planning, facility planning and prioritization based on the City's capital improvements program and budget, system modeling, facility design for assigned projects, value engineering, recommendations for project delivery methods, obtaining required permits on behalf of the City, bid document preparation, cost analysis and management, bidding services, construction management, Inspection services and recommendations for project acceptance. The City does not guarantee that all of the above services will be performed by the Consultant for any specific project and the City may decide to contract with a different firm for some or all of the tasks associated with a specific project. The contract will specifically set forth the scope of services for specific projects covered by that contract.

#### Contract #5 FY 20/21

Services performed under this contract may include services during the pre-design phase for specific water improvements, the design phase, the bidding phase, the construction phase and the post-construction phase. Tasks may include master planning, facility planning and prioritization based on the City's capital improvements program and budget, system modeling, facility design for assigned projects, value engineering, recommendations for project delivery methods, obtaining required permits on behalf of the City, bid document preparation, cost analysis and management, bidding services, construction management, Inspection services and recommendations for project acceptance. The City does not guarantee that all of the above services will be performed by the Consultant for any specific project and the City may decide to contract with a different firm for some or all of the tasks associated with a specific project. The contract will specifically set forth the scope of services for specific projects covered by that contract.

Contracts for professional services for FY16/17, FY17/18, FY18/19, FY19/20 and FY20/21 will not be entered into until the budgets for those fiscal years are approved. Each of the above contracts will have a term not to exceed five years except that a contract may continue in effect after the five year term for professional services on projects commenced within the five year term. Each of the contracts will be awarded to the same selected firm as long as performance and qualifications are met. The City currently intends to enter into five contracts as described above but reserves the right to not enter into a contract for a future fiscal year, notwithstanding the selection of a qualified engineering firm. Specific scopes of services will be set forth in each contract.

The Consultant will be responsible to provide technical assistance and guidance to City Staff, and ultimately the City Council.

### **SECTION III - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA**

The Lake Havasu City Engineering Water System Consultant will be selected through a qualifications-based selection process. Firms interested in providing these services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

#### **A. Experience of the Prime Firm (30 points)**

Discuss the experience and qualifications of the prime firm in providing programming, design, and construction administration services on at least five (5) major water projects of similar character and complexity. For each project listed, please provide:

1. Description of the project
2. Role of the firm
3. Project's original contracted construction cost and final construction cost
4. Project's original total contracted engineering costs and final engineering costs.
5. Construction and engineering services contract dates
6. Project owner
7. Reference information for the project(two current names with telephone numbers per project)
8. Information on each project as to any legal issues, or litigation involving the contractors, subcontractors and engineering firms involved with the project
9. Information on each project as to how many change orders were issued, at what costs, and for what purpose
10. Interaction with State and Federal agencies (ADEQ, WIFA, ADOT, EPA, etc.)

#### **B. Experience of Key Personnel and Sub Consultants (35 points)**

Discuss the experience and qualifications of the specific project team members on at least three (3) projects of comparable dollar value, scope, size, character and complexity (particularly the Project Manager, Project Engineer and the managers of the key disciplines) including Sub Consultant experience.

For each key person identified, list their length of time with the firm and at least three 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 the following:

1. Description of project
2. Role of the person
3. Project's original contracted construction cost and final construction cost

4. Project's original total contracted engineering costs and final engineering costs.
5. Construction and engineering services contract dates
6. Project Owner
7. Reference information (two current names with telephone numbers per project)
8. Interaction with State and Federal agencies (ADEQ, WIFA, ADOT, EPA, etc.)
9. Length of time has worked for your firm.

**C. Project Understanding and Approach (20 points)**

1. Discuss the major issues your team has identified as potential concerns on this program and how you intend to address those issues initially. Describe the basis for these concerns.
2. Describe your firm's approach and team organization to provide these oversight, design, model updates and cost management services for the City water system.

**D. Current/Recent Work (5 points)**

List all projects of a similar nature awarded to your firm during the last two years, if not listed in (A) above. For each project, provide the project description, award date, construction cost estimate, engineering services contract amount and percent of the work currently completed.

**E. Overall Evaluation of the Firm/Team and its Ability to Provide the Required Services (10 points)**

This is to be determined by the selection panel members. No submittal response is required.

**SECTION IV - SUBMITTAL REQUIREMENTS**

Firms interested in the above project should submit a Statement of Qualifications, which **includes a one-page cover letter plus a maximum length of ten pages to address the SOQ criteria (excluding resumes, but including the organizational chart and references)**. Resumes for each key team member shall be limited to a maximum length of two pages and should be incorporated as an appendix to the SOQ. Please provide **one original plus nine copies (total of 10) of the Statement of Qualifications by 3:00 p.m., Arizona Time, on September 1, 2016.**

*Delivered or hand-carried submittals must be submitted to the Lake Havasu City Clerk at City Hall. On the submittal package, please display: firm name, project number, and project title.*

All submittals should be sent or delivered to: CITY CLERK, 2330 McCulloch Boulevard North, Lake Havasu City, AZ 86403.

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified due date and time
- The number of originals and/or copies of the submittal specified
- Affirmative Action compliance
- Adherence to maximum page requirement
- Deposit of submittal in correct location
- Acknowledgement of addenda in the cover letter

Adherence to the maximum page criterion is critical; each page side 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 V - SELECTION PROCESS AND SCHEDULE**

The successful firm/team will be selected through a qualifications-based selection process which will consist of three evaluated elements: (1) Statements of Qualifications (SOQs) submitted in response to this RFQ, (2) Due Diligence of the finalists, and (3) the Team Interview of the finalists.

A Selection Committee will evaluate each SOQ according to the criteria set forth in Section III above. The firm(s) receiving the highest evaluation from the selection panel will be selected to interview for the project. Interviews will be held with at least three but not more than five firms. The City will then perform a due diligence process by contacting and interviewing stakeholders from the finalists' past related projects. Following the due diligence process, the finalists will be invited to participate in detailed interviews of their proposed project teams. At the end of the process, the Selection Committee will prepare a single final list of firms of at least three but no more than five firms.

Scores for each firm from each of the elements will be evaluated to determine the Best Qualified for the project.

Upon completion of the final rankings, the City will enter into negotiations for FY16/17 with the highest ranked firm for the Project. If a contract for FY16/17 cannot be successfully negotiated with the highest ranked firm, then negotiations will be terminated with that firm and the City will enter into negotiations with the next highest ranked firm until an agreement is reached or an impasse is declared.

The following tentative schedule has been prepared for this selection process. Firms interested in this project must be available on the interview and scoping dates, which

will be established as the selection process progresses.

SOQs due	September 1, 2016
Interview	Week of October 3, 2016
Final ranking/selection	October 14, 2016
Scope/contract negotiation	Week of October 17, 2016
Contract award	November 22, 2016

This RFQ does not commit the City to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. The City reserves the right to extend the date by which the submittals are due. The City reserves the right to cancel, in part or in its entirety, this RFQ including but not limited to: selection schedule, submittal date, and submittal requirements. If the City cancels or revises the RFQ all respondents of record will be notified in writing by the City.

All submittals become the property of the City. Except for the name of firms on the final list, no information contained in a Statement of Qualifications shall be made public until after award and execution of a contract with a Consultant. The City reserves the right to request additional information and/or clarifications from any or all firms responding to this RFQ.

#### **SECTION VI - AFFIRMATIVE ACTION REQUIREMENTS/MINORITY AND WOMAN OWNED BUSINESS ENTERPRISES (MBE AND WBE)**

Lake Havasu City strongly encourages the use of minority and woman-owned business enterprises on City projects. Firms interested in submitting on this project must be in compliance with the affirmative action goals set forth by the Water Infrastructure Financing Authority of Arizona (WIFA), which is providing funding for this project.

#### **SECTION VII – GENERAL INFORMATION**

**RFQ Holder Lists and Selection Process Schedule.** Questions on these areas may be referred to Kimberly Fiumara, Procurement Specialist, [fiumarak@lhcaz.gov](mailto:fiumarak@lhcaz.gov).

**Instructions.** Lake Havasu City shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Qualifications holders. Firms who receive a copy of the Request for Qualifications packet from those methods listed in the Public Notice Inviting SOQs will be included on the Request for Qualifications holders list. Firms receiving a copy of this packet through any other means must register as a Request for Qualifications holder. To register as a Request for Qualifications holder, please contact Kimberly Fiumara, Procurement Specialist, [fiumarak@lhcaz.gov](mailto:fiumarak@lhcaz.gov).

**Accommodations.** Pursuant to the Americans with Disabilities Act (ADA), Lake Havasu City endeavors to ensure the accessibility of all of its programs, facilities and services to

all persons with disabilities. If you need an accommodation regarding this Request for Qualifications, please contact the City Clerk's office at (928) 453-4142 at least 24 hours prior to the meeting so that an accommodation may be made.

**City Rights.** Lake Havasu City 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.

**Release of Project Information.** The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City.

**Contact with City Employees.** All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub Consultants) 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 city staff member or person who may play a part in the selection process, with the exception of the City Manager and/or City Council (see below). This policy is intended to create a level playing field for all potential firms, 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.

**Contact with Elected Officials (Mayor, City Council, etc).** Any contact pertaining to this selection process with elected officials must be scheduled, in person, and are posted by the City Clerk at least twenty-four (24) hours prior to the scheduled meeting. The Clerk's posting shall include and detail the participants, the subject matter and shall invite the public and press to participate. No contacts made by telephone, other than to schedule a public meeting, are permitted, and copies of contacts made via letter, fax, e-mail or other written method shall be made available to the public, press and all submitting firms. This prohibition also applies to the elected officials serving on the Selection Committee other than in the formal selection process.

**Protest Policy.** The protest policy of Lake Havasu City is set forth in Section 3.10.020.11 of the City Code.

**Questions.** Questions pertaining to the Consultant selection process or contract issues should be directed by e-mail to Kimberly Fiumara, Procurement Specialist, [fiumarak@lhcaz.gov](mailto:fiumarak@lhcaz.gov).