

**CITY OF CASA GRANDE, ARIZONA
REQUEST FOR STATEMENT OF QUALIFICATIONS**

CONSTRUCTION MANAGER at RISK – MUNICIPAL COURT FACILITY

The City of Casa Grande requests statements of qualifications (SOQ) for the Construction of the new Municipal Court Facility.

Each response shall be in accordance with the RFQ instructions and scope of work package on file with the City Clerk at City Hall, 510 East Florence Boulevard, Casa Grande, Arizona, 85222, where copies can be obtained by calling the City Clerk's Office (520) 421-8600. All responses must be submitted by 2:00 pm City time on Tuesday November 3, 2009 to the City Clerk, Gloria Leija, 510 East Florence Boulevard, Casa Grande, Arizona 85222. The responses will be evaluated in accordance with Section four of the RFQ.

Responses must be addressed to:

**Gloria Leija, City Clerk
City of Casa Grande
510 E. Florence Boulevard
Casa Grande, Arizona 85222**

The envelope must be boldly marked:

**STATEMENT OF QUALIFICATIONS
CONSTRUCTION MANAGER at RISK
MUNICIPAL COURT FACILITY**

The City of Casa Grande reserves the right to waive any informalities or irregularities in this Request for Qualifications, or to reject any or all responses; to be the sole judge of the suitability of the materials offered, and to award a contract for the furnishing of the services it deems to be in the best interest of the City.

James V. Thompson
City Manager



City of
Casa Grande

City of Casa Grande
REQUEST FOR QUALIFICATIONS

Construction Manager at Risk
Casa Grande Municipal Court Facility

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SUBMITTAL REQUIREMENTS FOR REQUEST FOR QUALIFICATIONS

Material and/or Service: Construction Manager at Risk, Casa Grande Municipal Court Facility

Submittal DUE DATE: November 3, 2009

Time: 2:00 P.M.

RFQ Opening Location: Office of the City Clerk
City of Casa Grande
510 E. Florence Boulevard
Casa Grande, AZ 85222

Section 1. PROJECT DESCRIPTION.

The Project involves design and construction of an approximately 10,000 square foot building to be located on the City of Casa Grande City Hall campus. The target date for completion of the facility is June 2011. The facility will include all two court rooms and related office spaces, records storage, court clerk offices, detention area with a sally port, security systems, and FF&E. The total budget for this project is expected to be ~\$3.5 million.

Section 2. SCOPE OF WORK.

A. Design phase services by the CMAR Shall include:

- Provide detailed cost estimating and knowledge of marketplace conditions;
- Provide construction project planning and scheduling, including leading planning of maintenance of operations throughout construction;
- Provide constructability review and recommendations;
- Provide alternate systems evaluation and constructability studies;
- Advise City of ways to gain efficiencies in project delivery;
- Provide long-lead procurement studies and initiate procurement of long-lead items;
- Provide complete GMP proposals with assumptions and clarifications to City contract; and
- Incorporate the owner's sensitivity to quality, safety, and environmental factors;

B. Construction phase services by the CMAR shall include:

- Construct all improvements;
- Assure that the facility remains secure during construction activities;

- Coordinate with various City of Casa Grande departments, other agencies, utility companies, etc;
- Arrange for procurement of materials and equipment;
- Schedule and manage site operations;
- Bid, award, and manage all construction related contracts while meeting city requirements for procurement of subcontractor and supplier bids;
- Provide quality controls;
- Bond and insure the construction;
- Address federal, state and local permitting requirements;
- Assist in resolution of owner issues; and
- Maintain a safe work site for all project participants.

Section 3. SUBMITTAL REQUIREMENTS.

The Construction Manager at Risk will be selected through a qualifications-based selection process. Firms interested in providing Construction Manager at Risk services must submit an RFQ that meets the criteria set forth in this section. Information included in the RFQ response may be used to evaluate your firm as part of any criteria, regardless of where that information is found in the RFQ. Information obtained from the RFQ and from any other relevant source, including independent investigation by the City, may be used in the evaluation and selection process.

Please provide the following information in the sequence and format prescribed by this section. Supplemental materials providing additional information may be attached.

1. *Construction manager.* Please provide a brief description of the firm/team proposing to provide services. General information concerning the team shall:
 - Provide construction manager name.
 - Provide address of principal office.
 - If company has multiple offices, the qualifications statement should include information about the principal office and branch offices separately.
 - Provide Phone number, fax number, website address and e-mail address information.
 - Provide information on form of business organization (i.e., corporation, partnership, individual, joint venture, other?)
 - Provide information on the year construction manager was founded.
 - Provide the name of the individual whom will be the City of Casa Grande's primary contact.
 - Provide a general statement of construction manager's history.
2. *Organization.* Please provide a brief description of the organizational structure of the firm/team proposing services. Information provided should include the following:
 - How many years has your organization been in business in its current capacity?

- How many years has your organization been in business under its present name? Under what other or former names has your organization operated?
 - Provide the date of incorporation/organization, state of organization, and the names of relevant principals of the company (to include corporate officers, members/managers of a limited liability corporation, names of general partners of partnerships, etc.)
 - List jurisdictions in which your organization's partnership or trade name is filed.
3. *Licensing.* Please provide the following information:
- List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable. Applicants must be currently and have been for at least one year prior, a registered contractor in the State of Arizona.
 - Construction manager to provide copies of valid licenses as requested by the City.
4. *Experience.* Please provide a description of the relevant experience your firm/team possesses as a Construction Manager. Information should include:
- List any subcontractors in which your organization has some ownership and list the categories of work those subcontractors normally perform.
 - Provide a statement concerning how subcontractors for this project will be selected.
 - Claims and suits. (If the answer to any of the questions below is yes please attach details).
 - Has your organization ever failed to complete any work awarded to it?
 - Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
 - Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five years?
 - Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete any contract? (If the answer is yes, please attach details).
 - Current work – List the major projects (particularly municipal facility design and construction) your organization has in progress, giving the following information:
 - Name and location of project
 - Workscope under contract
 - Size of Project
 - Owner
 - Contract amount
 - Percent complete
 - Scheduled completion date
 - Work over the last 5 years – List the major projects (particularly municipal facility design and construction) your organization has completed over the last 5 years. For each project, provide the following Information:
 - Name and Location
 - Nature/description of the project
 - Project's original contracted construction cost and final construction cost
 - Completion date
 - Owner's name and contact information
 - Statement of performance versus owner expectations in the area of costs, quality and schedule
 - Reference information (two current names with telephone numbers per project)

- Manner in which your organization was selected (bid or submittal or other method)
- Provide a Statement of why you should be selected. What differentiates your firm from others in this particular project (please limit statement to two pages)?
- Insurance - Name of workers compensation, general liability and commercial auto liability insurance companies, name, address, agent and phone number. If selected as a finalist for Construction Manager, the firm may also be required to submit a statement from its bonding company concerning bonding capacity.

5. Personnel

- Given the scope and schedule of the project, identify the specific Project Manager, Project Engineer and other significant personnel expected to be assigned to the Project. Provide a resume, references (should include an owner and design professional reference) and responsibilities for each individual. **It is a material condition of this RFQ to the City of Casa Grande that that those key personnel indicated as the project team in the RFQ submittal actually execute the project absent exceptional circumstances.**
- Include an organizational chart as it relates to this project including office staff and onsite staff.
- Describe the capabilities of your staff to provide the technical services required under this RFQ.
- References
For 5 of the projects listed above (reference - current and past work), identify a representative of the Owner (provide name, phone/fax numbers) whom we could contact as references regarding your organization's services. Ideally, some of the references should be for comparable scope.
- Management Plan, Information Systems: Present a plan setting forth the approach and program for information management, document control, and records management. Provide a list of Arizona subcontractors with whom you have had experience or with whom you are planning to work with.

Section 4. SELECTION PROCESS.

Representatives of the City of Casa Grande will read, review and evaluate the submittals independently based on the evaluation criteria. A point formula system will be used to evaluate the submittals. A "short list" will be constructed based on the score of the initial evaluations. The City may, however, call firms to clarify information received in the submittal. The "short list" of firms may be asked to host a site visit and/or interview with the Selection Committee, and may also be asked to revise or modify their submittals following the receipt of the current design and other project information. However, the submitting firms are cautioned that the City of Casa Grande may proceed with an award on the basis of information received in the original submittal and subsequent interviews (if held) without calling for additional discussions. Upon completion of the selection process and the

identification of the best qualified team, the City shall enter into negotiations with the selected team and execute a contract following completion of negotiation of fees and any contract terms for Council consideration. Generally, the form of contract shall be one prescribed by the City, and as part of the interview process, the short-list firms must identify any objections to the form of contract, which objections shall be considered as part of the interview process. If the City is unable to successfully negotiate a contract with the best-qualified team, the City may then negotiate with the second or third most qualified until a contract is reached or may terminate the selection process.

The following factors will be used in the initial evaluation process:

- 1. Reputation, quality and experience as a Construction Manager. (20 points possible)**
 - How substantial is the construction manager's recent experience in projects of comparable size and complexity?
 - Is the construction manager knowledgeable in regards to the requirements for a Construction Manager of municipal facilities (i.e., contractors, State, City, and county codes, etc)?
 - How substantial is the construction manager's recent experience in providing construction management services for projects of comparable size and complexity?
 - Has the construction manager worked for the City in the past? If so, when and in what capacity? Was the work satisfactory to the City? Was that work finished within budget and on time?

- 2. Meets the City's Need (20 points possible)**
 - Does the construction manager appear to have the capability to meet the City's needs?
 - Does the description provided by the construction manager of its services appear to be adequate for this project?
 - Does the construction manager appear to have the capability to meet the City's schedule objectives?

- 3. Personnel (20 points possible)**
 - Do the proposed personnel appear to have the appropriate experience and capabilities to perform the project?
 - Does the construction manager's organizational structure appear to be strong?

- 4. Approach to Project Management (20 points possible)**
 - Does construction manager address its approach to Project Management in regards to quality assurance, cost control, and plan for implementation.

- 5. Overall Qualifications (20 points possible)**
 - Did the construction manager respond to all RFQ directions and are the materials organized?

After completion of the initial evaluation process, the City may select candidates for further interviews as set forth above. If utilized, the following factors will be used to score the interview evaluation process:

- 1. References (20 points possible)**
 - Did all references listed have a favorable experience with the construction manager? Would they work with them again? How comparable was their project?

2. **Knowledge of site and local conditions** **(20 points possible)**
 - Construction manager demonstrated knowledge of site and local codes and ordinances.

3. **Proposed project staff** **(20 points possible)**
 - **(Primary staff assigned to this project must be at the interview and able to discuss their role in the project).** Proposed project staff appeared to have qualifications and experience to perform the duties as assigned.

4. **Overall approach and Methodology** **(20 points possible)**
 - The construction manager shall demonstrate their plan for performing the work on this project. Instructions as well as supplementary information may be provided to finalists prior to interview.

5. **Project scheduling and contract issues** **(20 points possible)**
 - The construction manager shall indicate its procedure for scheduling and for compliance controls and provide examples of representative current or past projects. Construction manager will be asked to propose a scheduling methodology for the City's project.
 - What material objections, if any, did the firm have to the City's proposed Construction Manager contract forms, and what effect do those objections have on the City's risks associated with the Project.

All Submittals shall be open for public inspection after award of contract, except to the extent the vendor designates, and the City Official concurs, that trade secrets or other proprietary data contained in the documents may remain confidential under Arizona law.

Section 5. PROPOSED SCHEDULE OF EVENTS.

This Calendar of Events is an integral part of the Submittal Requirements and Contract Documents. The City, however, reserves the right to alter these timelines as necessary in the best interest of the City and to accommodate scheduling difficulties relating to interviews or Council selection of the Contractor. All times refer to Local Time, as kept by the City Clerk.

Event	Item (Referenced Document)	Date and Time
1	Request for Qualifications Release	10-12-09
2	Advertisement for Bids	10-13-09 through 10-16-09
3	Closing Date and Time to Receive Qualifications	11-3-09 @ 2:00 p.m.
4	Review Qualifications and construction of a short-list with a maximum of three (3) construction managers	11-17-09
5	Notify short-list selected construction managers	11-19-09

6	Interview short-list construction managers	12-2-09
7	Notify selected construction manager	12-10-09
8	Anticipated Council approval of selected construction manager	1-4-10

Section 6. GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS.

1. *Definition of Terms Used in These Instructions*

As used in these instructions, the following terms have the following meaning:

- A. **“Attachments”** means all items required of the Submitter as a part of the submittal.
- B. **“Days”** means calendar days unless otherwise specified.
- C. **“Exhibits”** means all items attached to the solicitation.
- D. **“Submittal”** means bid, submittal, quotation, and qualifications.
- E. **“Submitter”** means a vendor or provider who responds to any type of solicitation.
- F. **“Contracts Manager”** means the person duly authorized to enter into and administer contracts and make written determinations with respect to the contract or his or her designee. For the City Of Casa Grande, that shall mean the Project Manager.
- G. **“Solicitation”** means an invitation for bids (IFB), a request for submittals (RFP), a request for quotations (RFQ) or a request for qualifications (RFQ).

2. Preparation of Submittal

- A. Copies of Submittal. To be considered responsive, one original and seven copies of a submittal must be submitted in a sealed envelope or box with the RFQ Description (Construction Manager at Risk - Municipal Court Facility) and the submitter’s name and address clearly indicated on the package by the deadline. The submittal must bear the original signature of an authorized representative of the submitter on the acknowledgement provided.
- B. Forms: No Facsimile or Telegraphic Submittals. A submittal shall be submitted either on the forms provided in this solicitation or their substantial equivalent. Any substitute document for the forms provided in this solicitation shall be legible and contain the same information requested on the form. A facsimile, telegraphic, or mailgram submittal shall be rejected.

- C. Typed or Ink; Corrections. The submittal must be typed or in ink. Erasures, interlineations or other modifications in the submittal must be initialed in ink by the person signing the submittal. Modifications shall not be permitted after submittals have been opened except as otherwise provided under applicable law.
- D. Duty to Examine. It is the responsibility of each submitter to examine the entire solicitation, seek clarification in writing, and check its submittal for accuracy before submitting the submittal. Lack of care in preparing a submittal shall not be grounds for withdrawing the submittal after the submittal due date and time nor shall it give rise to any contract claim.
- E. Amendments. Each solicitation amendment, if any, shall be signed with an original signature by the person signing the submittal, and shall be submitted no later than the submittal due date and time. Failure to return a signed copy of a material solicitation amendment may result in rejection of the submittal.
- F. Submittal Amendment or Withdrawal. A submittal may not be amended or withdrawn after the submittal due date and time except as otherwise provided under the City's Procurement Code or other applicable law.
- G. Public Record. Under applicable law, all submittals submitted and opened are public records and must be retained by the City of Casa Grande. Submittals shall be open to public inspection after contract award, except for such submittals deemed to be confidential by the City Casa Grande. If a submitter believes that information in its submittal should remain confidential, it shall stamp as confidential that information and submit a statement with its submittal detailing the reasons that information should not be disclosed. The City of Casa Grande shall make a determination pursuant to the City of Casa Grande's Procurement Code and the Public Records laws of the State of Arizona.
- H. Exceptions to Terms and Conditions. A submittal that takes exception to a material requirement of any part of the solicitation, including a material term and condition of any proposed contract, may be rejected. Exceptions to the submittal documents shall be clearly set forth in an attachment to the submittal.
- I. 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.
- J. Non-compliant Submittals to be Rejected. Submitters are 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 cut-off date and time.
 - Failure to deposit the submittal in the appropriate location.

These failures will result in disqualification and no action of the City, including late acceptance by the City Clerk, shall act to waive or otherwise affect the disqualification.

- K. City Rights. The City of Casa Grande reserves the right to reject any or all Submittals, and except as set forth in subsection (j) above, to waive any informality or irregularity in

any Submittal received, to be the sole judge of the merits of the respective Submittals received, and to cancel any solicitation if deemed to be in the interest of the City to do so.

3. Pre-Submittal Conference

There will be no pre-submittal conference scheduled for this project.

4. Inquiries

- A. Solicitation Contact Person; Other Contact Prohibited. Any inquiry related to a solicitation shall be directed solely to the City of Casa Grande Project Manager identified in this proposal. The submitter shall not contact or direct inquires concerning this solicitation to any other employee unless the solicitation specifically identifies a person other than the Contracts Manager as a contact. 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, including the evaluation panel, the City Manager, Deputy City Manager, Department Heads and other staff. 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. The Contract Manager/Contact Person for this Solicitation shall be:

Ted Hawkins
3181 N Lear Ave.
Casa Grande, AZ 85222
520-421-8625 Ext. 3343

- B. Submission of Inquires. The Contracts Manager or the person identified in the solicitation as the contact for inquires may require that an inquiry be submitted in writing. Any inquiry related to a solicitation shall refer to the appropriate solicitation number, page, and paragraph. Do not place the solicitation number on the outside of the envelope containing that inquiry since it may then be identified as an submittal and not be opened until after the submittal due date and time.
- C. Timeliness. Any inquiry should be submitted at least seven (7) days before the submittal due date and time. Failure to do so may result in the inquiry not being answered.
- D. No Right to Rely on Verbal Responses. Any inquiry that raises material issues and results in changes to the solicitation shall be answered solely through a written solicitation amendment. A submitter may not rely on verbal responses to its inquiries.

5. Submittal Acceptance Period

By submitting a proposal pursuant to this solicitation, the submitter agrees that it shall hold its submittal open for the number of days from the submittal due date that is stated in the solicitation. If the solicitation does not specifically state a number of days for the submittal acceptance, the number of days shall be ninety (90).

6. Cost of Submittal Preparation

The City of Casa Grande shall not reimburse any submitter the cost of responding to a solicitation.

7. Certifications, Disclosure, and Disqualification

A. Non-collusion, Employment, and Services. By signing the Submittal form, or other official contract form, the submitter certifies that:

- i) It did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its submittal; and
- ii) It does not discriminate against any employee, applicant for employment, or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and that it complies with all applicable federal, state, and local laws and executive orders.

B. Disclosure. If the Design Consultant and Construction Contractor, business, or person submitting this submittal has previously been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Submitter must fully explain the circumstances relating to the preclusion or proposed preclusion in the submittal. If awarded, the submitter must include a letter with its submittal setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above must be provided.

C. Disqualification. The submittal of a submitter who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity shall be rejected.

8. Incorporation by Reference

The Uniform General Terms and Conditions are incorporated by reference into this solicitation and are available from the Contracts Manager.

9. Award of Contract

A. Number or Types of Awards. Where applicable, the City of Casa Grande reserves the right to make multiple awards or to award a contract by individual line items, by a group of line items, or to make an aggregate award, whichever is deemed most advantageous

to the City of Casa Grande. If the Contracts Manager determines that an aggregate award to one submitter is not in the City of Casa Grande's interest, "all or none" submittals shall be rejected.

- B. Prompt Payment Discount. Prompt payment discounts of thirty (30) days or more set forth in a submittal shall be deducted from the submittal for the purposes of evaluating that price.
- C. Contract Inception. A submittal does not constitute a contract nor does it confer any rights on the submitter to the award of a contract. A contract is not created until the submittal is accepted in writing by the Casa Grande City Council and executed by the authorized signature of the City Manager and the Submitter.

10. **Protests**

Pursuant to Section 3.04.170 of the Casa Grande City Code, all protests shall be in writing and be filed with the Purchasing Officer of the City of Casa Grande. To be considered timely, a protest of a solicitation any protest must be filed within three (3) days after the protester knows or should have known the basis of the protest. A protest shall include:

- A. The name, address, and telephone number of the protester;
- B. The signature of the protester or its representative;
- C. Identification of the purchasing agency and the solicitation or contract number;
- D. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- E. The form of relief requested.

11. **Solicitation Order of Precedence**

In the event of a conflict in the provisions of this solicitation, the following shall prevail in the order set forth below:

- A. Solicitation;
- B. Special Terms and Conditions, if any;
- C. Uniform General Terms and Conditions;
- D. Specifications;
- E. Exhibits;
- F. Special Instructions to Submitters; and
- G. Uniform Instructions to Submitters.

12. **Persons With Disabilities**

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the appropriate Contracts Manager. Requests should be made as early as possible to allow time to arrange the accommodation. A person requiring special accommodations may contact the solicitation contact person responsible for this procurement as identified on the first page of this solicitation.

SUBMITTAL ACKNOWLEDGMENT

To the City of Casa Grande:

The undersigned hereby submittals and agrees to furnish the materials in compliance with all terms, conditions, specifications and amendments in the Solicitation. Signature also certifies understanding and compliance with the City of Casa Grande’s Standard Terms and Conditions.

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ FAX: _____

CONTACT PERSON: _____

AUTHORIZED COMPANY SIGNATURE _____

THIS FORM MUST BE SIGNED AND RETURNED WITH SUBMITTAL

Authorization for Release of Performance Information and Waiver

I, _____, the undersigned, on behalf of _____ (this company), being duly authorized to do so, do hereby consent and authorize all those companies and government entities listed in my Submittal to the City of Casa Grande, and any other government entity for whom this company has performed pre-construction and/or construction services, to disclose and release to the City of Casa Grande, or its representatives, information, records and opinions concerning this company's performance. The purpose of this disclosure is to provide references and background material to the City of Casa Grande. This company hereby waives any claim it may have against the City of Casa Grande or any company or entity providing information to the City of Casa Grande by reason of any information being disclosed or opinions provided regarding the actions or performance of this company.

This authorization shall be effective for one year, and a copy of this authorization shall be as valid and effective as the original.

Dated: _____

By: _____

Title: _____

CHECK LIST FOR SUBMISSION OF SUBMITTAL RESPONSE

- _____ 1 Submittal has been submitted, checked and reviewed.
- _____ 2 Any addendums have been signed and are included.
- _____ 3 **The original submittal and acceptance form has been fully completed in ink and is included. (submittals will be considered non-responsive if not included)**
- _____ 4 The non-collusion affidavit has been fully completed in ink and is included.
- _____ 5 W-9 has been fully completed and is included.
- _____ 6 All information requested from the questionnaire is included.
- _____ 7 The envelope is properly addressed and sealed.
- _____ 8 **The submittal will be mailed or delivered in time to be received no later than the designated due date and time (otherwise the submittal will not be considered).**
- _____