

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

**Design-Build  
Little League Sports Complex Renovation**

The City of Casa Grande Requests for Qualifications (RFQ) for the renovation of the Little League Sports Complex located at 900 N. Amarillo Street, Casa Grande, Arizona.

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, 85122, where copies can be obtained by calling the City Clerk's Office (520) 421-8600 or a complete packet is available on the City's website: [www.casagrandeaz.gov](http://www.casagrandeaz.gov). All responses must be submitted by 1:30 p.m. City time on Tuesday, June 11, 2013 to the Office of the City Clerk, 510 East Florence Boulevard, Casa Grande, Arizona 85122. The responses will be evaluated in accordance with Section 4 of the RFQ.

Responses must be addressed to:

**Remilie S. Miller, City Clerk  
City of Casa Grande  
510 E. Florence Boulevard  
Casa Grande, Arizona 85122**

The envelope must be boldly marked:

**REQUEST FOR QUALIFICATIONS FOR THE DESIGN-BUILD OF THE  
LITTLE LEAGUE SPORTS COMPLEX RENOVATION**

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.

/s/James V. Thompson  
City Manager



City of  
Casa Grande

**CITY OF CASA GRANDE**  
**REQUEST FOR QUALIFICATIONS**  
**(RFQ)**

**DESIGN-BUILD**  
**LITTLE LEAGUE SPORTS COMPLEX RENOVATION**

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## **SUBMITTAL REQUIREMENTS FOR REQUEST FOR QUALIFICATIONS**

**Material and/or Service:** Design-Build, Little League Sports Complex Renovation

**Submittal DUE DATE:** June 11, 2013

**Time:** 1:30 P.M.

**RFQ Delivery Location:** Remilie S. Miller, MMC  
City Clerk  
City of Casa Grande  
510 E. Florence Boulevard  
Casa Grande, AZ 85122

### **Section 1. PROJECT DESCRIPTION.**

This project involves the design and construction of facility enhancements for the City of Casa Grande Little League Sports Complex. The facility is located at 900 N. Amarillo Street, Casa Grande, AZ 85122. The project budget is estimated to be \$400,000. The 30+ year old facility is in need of improvements that include fencing, irrigation system, turf, lighting, infield mix, hardscape, shade and other amenities to be identified and prioritized during the programming phase. This project will be completed on a short schedule and is expected to break ground during the summer of 2013. Please note that the funding for this project is contingent upon the City Council's approval of the FY14 Budget, which is anticipated to be approved in June 2013.

### **Section 2. SCOPE OF WORK.**

One firm will be awarded the contract.

A. The design phase services by the Design-Build Contractor shall include:

- Facilitate programming analysis meetings with City staff.
- Host design charrette and public meetings as necessary.
- Provide schematic design for the layout of the site which includes landscape design.
- Provide approved construction documents.
- Provide design review and recommendations.
- Provide detailed cost estimating at each design review level.

- Attend coordination meetings with City representatives as required.
- Provide complete Guaranteed Maximum Price (GMP) proposals with assumptions and clarifications to City contract.

B. The construction phase services by the Design-Build Contractor shall include:

- Construction of 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 construction site operations.
- Arrange for the removal and disposal of existing site material.
- 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.
- Maintain a safe work site for all project participants.

### **Section 3. SUBMITTAL REQUIREMENTS.**

The Design-Build Contractor will be selected through a qualifications-based selection process. Firms interested in providing Design-Build services must submit a Request for Qualification (RFQ) that meets the criteria set forth in this section. Information included in the RFQ response will be used to evaluate your firm as well as any other information obtained 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 order listed below.

- A. *Construction Management* - Please provide a brief description of the firm proposing to provide construction management services. Information shall include:
- Provide construction manager name.
  - Provide address of principal office.
  - Provide Phone number, fax number, website address and e-mail address information.
  - Provide the name of the individual whom will be the City of Casa Grande's primary contact.
  - Provide the names of the key members of the contractor's team and their relevant experience.
- B. *Architecture Team* – Please provide a brief description of the design team proposing to provide design services. Information shall include:
- Provide architecture firm name
  - Provide address of principal office.
  - Provide Phone number, fax number, website address and e-mail address information.
  - Provide the name of the individual whom will be the City of Casa Grande's primary contact.
  - Provide the names of the key members of the architecture team and their relevant experience.
- C. *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 current and have been for at least one year prior, a registered contractor in the State of Arizona.
- D. *Experience* - Please provide a description of the relevant experience your firm/team possesses. Information should include:
- *Recreation facility / park construction* – List all recreation facility projects your organization has completed or has in progress within 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
    - Reference information (two current names with telephone numbers per project)
    - Manner in which your organization was selected (bid or submittal or other method)
  - *Project Team* - Include a management organization chart. This should identify the Construction Manager and all key staff members that will be working on this project. Include detailed resumes of all key personnel. Only those staff members that will be directly working on the Little League Sports Complex Renovation project should be cited and it shall focus on experience relevant to the tasks. Also include the current number of projects that these individuals are managing or will be managing in addition to this project at any given time.

- Current work – List the major projects 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
- Provide a Statement of why you should be selected. What differentiates your firm from others in this particular project?
- Provide a subcontractor selection plan. Subcontractors shall be selected based on a combination of qualification and price and shall not be selected based on price alone.
- 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 including date, contracting agency and reason for failure).

#### **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 ranking of the initial evaluations. The top three scoring firms will be asked to interview with the Selection Committee. The interview will include discussion of the project budget and the companies proposed cost projections on the above mentioned priority items found in the Project Description. 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. 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:**

- A. Reputation, quality and experience as a Design-Build Contractor. (35 points possible)**
- How substantial is the contractor’s recent experience in projects of comparable size and complexity?
  - Is the contractor knowledgeable in regards to the requirements for a construction management of municipal facilities (i.e., contractors, State, City, and county codes, etc)?
  - How substantial is the contractor’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?

**B. Meets the City's Need (25 points possible)**

- Does the contractor appear to have the capability to meet the City's needs?
- Does the description provided by the contractor of its services appear to be adequate for this project?
- Does the contractor appear to have the capability to meet the City's schedule objectives?

**C. Personnel (15 points possible)**

- Do the proposed personnel appear to have the appropriate experience and capabilities to perform the project?

**D. Approach to Project Management (15 points possible)**

- Does contractor address its approach to project management in regards to quality assurance, cost control, and plan for implementation?

**E. Overall Qualifications (10 points possible)**

- Did the contractor respond to all RFQ directions and are the materials organized?

After completion of the initial evaluation process, the City will select the top three candidates for further interviews. 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 contractor? Would they work with them again? How comparable was their project?

**2. Knowledge of Site and Local Conditions (20 points possible)**

- Contractor demonstrated knowledge of site and it's conditions.

**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 contractor 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 (20 points possible)**

- Contractor will be asked to propose a projected construction schedule.

## 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.

<u>Event</u>	<u>Item (Referenced Document)</u>	<u>Date and Time</u>
1	Request for Qualifications Release	5-22-13
2	Advertisement for Bids	5-24-13 and 5-31-13
3	Pre-submittal conference	NONE
4	Closing Date and Time to Receive Qualifications	6-11-13 @ 1:30 P.M.
5	Review Qualifications and construction of a short-list with a minimum of three (3) contractors	6-12 / 6-14
6	Notify short-list selected contractors	6-14-13
7	Interview short-list contractors	6-20-13
8	Notify selected contractor	6-21-13
9	Anticipated Council approval	7-15-13
10	Project Kick Off Meeting	9-5-13

## Section 6. GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS.

### 1. Preparation of Submittal

- A. Copies of Submittal. To be considered responsive, one (1) original and four (4) copies of a submittal must be submitted in a sealed envelope or box with the RFQ Description (Design-Build – Little League Sports Complex Renovation Project) 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.

## 2. **Pre-Submittal Conference**

No pre-submittal conference will be held.

## 3. **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 City 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:

Anita Avila  
404 E. Florence Blvd.  
Casa Grande, AZ 85122  
520-421-8677 Ext. 4522  
[aavila@casagrandeaz.gov](mailto:aavila@casagrandeaz.gov)

- B. Submission of Inquires. The Project Manager 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 a submittal and not be opened until after the submittal due date and time.
- C. 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.

4. **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).

5. **Cost of Submittal Preparation**

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

6. **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.

**7. Incorporation by Reference**

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

**8. 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 Project 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.

**9. 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.

10. **Persons with Disabilities**

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Project 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 page 11 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**

**NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

\_\_\_\_\_, affiant,  
(Name)

the \_\_\_\_\_ of  
(Title)

\_\_\_\_\_  
(Contractor/Bidder)

who is the person or other entity that makes the accompanying Submittal, having first been duly sworn, deposes and says:

That such Submittal is genuine and not sham or collusive, nor made in the interest of, or on behalf of, any persons not herein named, and that the Submitter has not directly or indirectly induced or solicited any other Submitter to put in a sham bid, or any other person, firm, company or corporation to refrain from making a submittal, and that the Submitter has not in any manner sought by collusion to secure for itself an advantage over any other Submitter.

\_\_\_\_\_  
\_\_\_\_\_  
(Title)

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public:

My Commission Expires: \_\_\_\_\_

**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).