REQUEST FOR QUALIFICATIONS NO. 121714

A DESIGN-BUILD PROJECT
FOR

Payson Courthouse Steps and Landings
714 S. Beeline Highway

PAYSON, ARIZONA

BOARD OF SUPERVISORS
Michael A. Pastor, Chairman
Tommie C. Martin, Vice Chairman
John D. Marcanti, Member

County Manager
Don E. McDaniel, Jr.

GILA COUNTY
PROCUREMENT GROUP
REQUEST FOR QUALIFICATIONS

1400 East Ash Street
Globe, Arizona
85501

RFQ NUMBER
121714

DUE DATE: May 13, 2015 **TIME:** 3:00 PM MST

DESCRIPTION: Design-Build Steps and Landings for Payson Courthouse

PRE-BID CONFERENCE: "Not Applicable"

RFQ Opening and Submittal Location: Gila County Guerrero Conference Room
Guerrero Building
1400 E. Ash Street, Globe, AZ 85501

In accordance with A.R.S. §41-2533, Request for Qualifications No. 121714 for the materials or services specified will be received by the Gila County Finance Department at the above specified location until the time and date cited.

Request for submittals after the specified date and time to the Finance Department shall not be considered. To receive bid documents contact the Contracts Administrator at (928) 402-8612.

The Board of Supervisors reserves the right to reject any or all bids, or to accept any bid, or to waive any informality in any bid, or to withhold the award if deemed in the best interest of Gila County. All procurement activities conducted by Gila County are in conformance with the rules and regulations of the Gila County procurement code. A copy of the Code is available for review in the office of the Clerk of the Board, Gila County Courthouse, 1400 E. Ash St., Globe, AZ.

Advertisement Dates: April 29th and May 06th , 2015

BIDDERS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION.

Designated Department:	Gila County Public Works
Type of Contract:	Term
Term of Contract:	90 Calendar Days
Phone Number:	928-402-8612

Signed: _____ Date: ___/___/___
Michael A. Pastor, Chairman, Board of Supervisors

Signed: _____ Date: ___/___/___
Bryan B. Chambers, Deputy County Attorney/Civil Bureau Chief
for Bradley D. Beauchamp, County Attorney

REQUEST FOR QUALIFICATIONS

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ATTACHMENTS:

Pictures 1 through 8 of the exterior steps and landings at the Payson Courthouse

Gila County General Provisions

***NOTE**: The General Provisions are being provided solely for the purpose of the potential Qualifier to be aware of Gila County's liability requirements and contract format.*

Section A. **REQUEST FOR QUALIFICATIONS**

RFQ NO. 121714

Gila County is requesting Statement of Qualifications and Performance Data from qualified firms or individuals for:

Design – Build Steps and Landings for the Payson Courthouse at 714 S. Beeline Highway in Payson, AZ.

Statement of Qualifications and Performance Data are to be received in the Office of:
Jeannie Sgroi, Contracts Administrator
Guerrero Building
1400 E. Ash Street
Globe, AZ 85501

Until: 3:00 p.m. on Wednesday, May 13, 2015, at which time a representative of the Purchasing Services Department shall announce publicly the names of those firms or individuals submitting Responses. No other public disclosure shall be made until after award of the contract.

All inquiries regarding this Request shall be directed to:

Name:	Jeannie Sgroi, Contracts Administrator
Address:	1400 E. Ash Street Globe, AZ 85501
Phone:	(928) 402-8612
Fax:	(928) 402-4386
Email:	jsgroi@gilacountyaz.gov

Section B. **PURPOSE OF THE RFQ**

1. Intent

It is the intent of Gila County to receive and evaluate Statements of Qualifications and Performance Data from any interested parties to select a short list of the three most qualified firms. The County intends to enter into negotiations with the most qualified person or firm for a Design-Build Contract for the work described in Section F. If such negotiations fail, they will be formally terminated and the County may commence negotiations with the next highest ranked qualified person or firm on the short list.

Section C. **INSTRUCTIONS TO RESPONDENTS**

Statement of Qualifications and Performance Data shall be addressed and delivered to:

Name: Jeannie Sgroi, Contracts Administrator
Address: 1400 E. Ash Street
Globe, AZ 85501

Responses shall be in a sealed envelope marked as follows:

Name of Respondent
Title of Respondent
RFQ Title and Number
Date and Time Response is Due

No telephonic, telegraphic, or facsimile Responses shall be considered. Responses received after the time for closing shall be returned to the Respondent unopened.

1. Responses shall be submitted in **10** copies.

2. No department, school, or office at the County has the authority to solicit official Responses other than the Finance Department. All solicitation is performed under the direct supervision of the Finance Director and in complete accordance with Gila County policies and procedures.

3. Responding persons or firms may be requested to meet with the selection committee to discuss their Statement of Qualifications and Performance Data. Scheduling of these discussions shall be accomplished by the Public Works Department.

4. Any information considered to be proprietary by the Proposer shall be placed in a separate envelope and marked "Proprietary Information." To the extent the Finance Director concurs, this information shall not be considered public information. The Finance Director is the final authority as to the extent of material which is considered confidential. Pricing information cannot be considered proprietary.

5. Statements of Qualifications and Performance Data shall be submitted in the format shown in Section D.

6. If responding by express mail allow sufficient time for delivery. Globe is considered a rural area, thereby Federal Express deliveries are often made late in the afternoon. Statement of Qualifications may not be faxed nor electronically transmitted to the County. Proposals, which are received after the deadline, will not be considered. Submitters must ensure delivery (not postmarking) by the date and time indicated above.

Section D. **RESPONSE FORMAT**

Follow the format shown below in submitting your Proposal.

1. Proposal certification, see Section H
2. Qualifications per Section E
3. Copies of licenses and certifications
4. Additional comments.

NOTE: PROPOSAL SHALL BE SIGNED BY AN AUTHORIZED AGENT OF THE COMPANY.

Section E. **QUALIFICATIONS**

Arizona Revised Statues 34-603, pursuant to allows for the procurement of professional and construction services using design build methodology.

This is phase one of a two-phase process. Phase one is based on competence and qualifications only. Discussion with the top three (3) persons or firms MAY be included in the selection process.

Phase one shall not "***request fees, price, man-hours or any other cost information in the selection".***

1. For consideration the following licenses and certifications shall be required. Copies shall be included:

   A. Design / Builder shall be a licensed contractor with the Arizona Registrar of Contractors Office.

   B. Design / Builder shall use current 2012 International Building Code and Arizona State codes as construction, inspection and testing standards.

   C. Design / Builder shall prove competence to design and installation of stairs and landings, preparation of engineered shop drawings for design and construction of stair and landing systems.

   D. Employees assigned to this project shall have the necessary technical, theoretical and practical knowledge to fully understand the sequence and consequence of the task and be able to perform safely and properly the job in given conditions (i.e., climbing ladders, maintaining fire egress from the building at all times, protection of pedestrians below and around work area, etc.).

   E. Design professional shall be a licensed engineer in the State of Arizona to provide design and engineering for stair and landing systems.

2. Additionally, the following information shall be included:

   A. Managerial overview.

   B. Discuss previous design-build experience.

   C. Narrative statements on design and management approaches.

   D. Organizational charts: for company and for this project.

   E. Construction management and quality control plans.

   F. Safety records, procedures and policies.

   G. Qualifications of site superintendent.

   H. Qualifications of other persons to be assigned to design build team.

3. Other items:

   A. Ability to meet insurance requirements. See General Provisions.

   B. Ability to meet bonding requirements. See General Provisions.

   C. If applicable, the contractor shall submit any information relating to company name changes within the last five calendar years, the reason for the name change.

   D. List all projects under contract or completed in the last three (3) years with reference information.

   E. Contractors from out of this region (greater than 30 miles) shall show evidence of successfully managing projects from long distance.

4. Value Engineering

   A. Project specific recommendations

   B. DO NOT include pricing just recommendations

5. Systems Data

   System specifications including performance, warranty terms and period for all components of the systems, training provisions, service plan, replacement parts availability / costs and spare parts to be provided list.

6. References

Shall include three (3) design-build references. Be sure to include the name, title, phone number and e-mail of persons able to discuss project(s) in detail.

7. Design and Construction Schedule

A. The Design / Builder shall submit a schedule, with their proposal, indicating all phases of the design build process. Contractor shall coordinate all work through Gila County's Facility Services Project Manager. Order and sequence of construction shall be done on such schedule as not to disrupt the normal operations of the County, and provide the minimal amount of time at each of the stairways between demo and new installation.

B. Design / Builder is expected to demonstrate that they can supply adequate qualified personnel in order to meet this completion requirement.

Section F. **REQUIREMENTS**

1. SCOPE OF WORK

Remove the existing wooden steps and landings and provide complete new metal steps and landings for the exterior area of the Payson Courthouse. Completely remove the existing wooden steps and landings and replace them with new metal steps and landings on the exterior area of the Courthouse in Payson, AZ. Pictures of existing steps and landings are an attachment to this RFQ. Design / Builder shall be able to provide complete turnkey design and build services.

Proposer shall include any project specific value engineering design recommendations with their proposal. **DO NOT** include any pricing, only recommendations.

2. The contractor is expected to carefully examine the site of the proposed work, the Request for Qualifications, plans, specifications, and contract forms. He shall satisfy himself as to the character, quality, and quantities of work to be performed, materials to be furnished, and as to the requirements of the proposed contract.

Work is tentatively scheduled to occur as follows:

Award:	June 9, 2015
Design:	2 weeks
Approval:	2 weeks
Fabrication & Construction:	6 weeks maximum

Proposer shall provide a schedule with their proposal submittal. Only one stairway shall be unusable at any given time. Schedule shall show projected down time duration for each stairway.

3. TECHNICAL REQUIREMENTS

A. General Requirements

i. **Project is located in a heavily used main entry courtyard to the Gila County Courts. Weekend and after business hours work is advisable for safety reasons. Only one stairway shall be unusable at any given time.**

ii. All work shall be conducted so as to minimize disturbance to the occupants of the buildings and protection of the pedestrians in the courtyard area.

iii. Safety and good housekeeping practices shall be emphasized. Pick up and dispose of construction debris daily.

iv. During the design and construction, the contractor shall consider the existing and historical conditions. Design and Construction methods shall be employed to minimize identifiable damage or disturbance to the buildings and contents. Notify building users and Facility Services Project Manager of any conditions of concern or hazard before disturbance.

B. Inspection And Testing

i. Design / Builder shall coordinate inspection schedule with the appropriate personnel.

C. Closeout Submittals And Requirements

i. Completed "As Built" drawings, sealed by the Engineer.

ii. O&M specifications and warranty for all systems and parts

iii. Spare Parts and any special tools required

Section G. EVALUATION CRITERIA

1. Responses shall be evaluated on the following basis:

a. Qualifications and competency of contractor and site superintendent	25 points
b. Demonstrated expertise in projects of similar size and type:	15 points
c. Understanding of requested services and completeness of response	10 points
d. Value engineering recommendations	15 points
e. Design and Construction scheduling	20 points
f. Successful management of projects long distance	10 points
g. Familiarity with Town of Payson, and experience working in cold weather climate.	5 points

2. In addition:

a. Ability to meet insurance and bonding requirement

Section H. **RESPONSE CERTIFICATION**

_____
(DATE)

Purchasing Services Department

The undersigned certifies that to the best of his/her knowledge: (check one)

☐ There is no officer or employee of Gila County who has, or whose relative has, a substantial interest in any Contract award subsequent to this Response.

☐ The names of any and all public officers or employees of Gila County who have, or whose relative has, a substantial interest in any Contract award subsequent to this Response are identified by name as part of the submittal

The undersigned further certifies that their firm (check one) ☐ **IS** or ☐ **IS NOT** currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the County of any change in this status, shall one occur, until such time as an award has been made under this procurement action.

In compliance with Request for Qualifications No. 121714 Design-Build Project for New Steps and Landings at the Payson Courthouse, and after carefully reviewing all the terms and conditions imposed therein, the undersigned agrees to furnish such services in accordance with the specifications/scope of work according to the Proposal submitted or as mutually agreed upon by subsequent negotiation.

_____ _____
(signed) (by)

_____ _____
(firm) (title)

_____ _____
(address) (phone number)

A
Coca-Cola

PRIVATE
STOP

WOMEN

NO
SMOKING

GILA COUNTY
PAYSON COURTS
714
RESERVED PARKING
MAX FINE $300