



CITY OF MESA, ARIZONA
ENGINEERING DEPARTMENT

**REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR DESIGN PROFESSIONAL**

SOUTH C.A.P. WATER TREATMENT PLANT
10950 E. Elliot Road
PROJECT No. 01-600-002

April 1, 2009

TABLE OF CONTENTS

REQUEST FOR STATEMENT OF QUALIFICATIONS	PAGE NO.
SECTION I – PROJECT DESCRIPTION	1
SECTION II – OVERVIEW OF MAJOR PROJECT SCOPE	2
Task 1 – Project Management	2
Task 2 – Basis of Design Report.....	2
Task 3 – Detailed Design and Construction Documents	2
Task 4 – Coordination with Construction Manager at Risk (CM@Risk)	3
Task 5 – Limited Construction Phase Services	3
SECTION III – PRE-SUBMITTAL CONFERENCE	3
SECTION IV – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA	3
SECTION V – SUBMITTAL REQUIREMENTS	4
SECTION VI – SELECTION PROCESS AND SCHEDULE	5
SECTION VII – GENERAL INFORMATION	6

REQUEST FOR STATEMENT OF QUALIFICATIONS FOR DESIGN PROFESSIONAL

SOUTH C.A.P. WATER TREATMENT PLANT 10950 E. Elliot Road PROJECT No. 01-600-002

The City of Mesa is seeking a qualified design firm/team to provide complete design phase services and possible construction phase services for the South Central Arizona Project (C.A.P.) Water Treatment Plant project. This project may be constructed using the Construction Manager at Risk (CM@Risk) project delivery method. The CM@Risk (if used) will be selected through separate solicitation. This solicitation is only for the design professional.

All qualified firms interested in providing these design services to the City of Mesa are invited to submit their Statement of Qualifications (SOQ). All SOQ's must comply with the requirements specified in this Request for Statement of Qualifications (RFQ).

The successful firm/team is required to have extensive expertise and experience designing potable water treatment, storage and pumping facilities within the Phoenix Metropolitan Area that are comparable in scope and scale to this project.

SECTION I – PROJECT DESCRIPTION

The South C.A.P. Water Treatment Plant site is located at the northeast corner of Signal Butte and Elliot Roads in the City of Mesa. The City is currently constructing (under separate contract) an 8-million gallon buried concrete potable water reservoir, a large pump station serving several City water pressure zones, and the supporting electrical and controls building. Perimeter site security and landscaping improvements are also being constructed. The improvements currently under construction will receive excess water from the water distribution system during off-peak hours and pump the water back to the water distribution system during peak demand periods. The reservoir and booster pump station that are currently under construction will have pumps and waterline connections to serve the Falcon Field, Desert Wells and Desert Sage water pressure zones within the City of Mesa. The City also anticipates that at some point in the future several local groundwater wells will be connected directly to the reservoir by a low-pressure dedicated pipeline such that the wells will be able to base-load the reservoir. The project currently under construction at the site does not include the construction of raw water treatment facilities. Plans for the current project are available for viewing on the City of Mesa's webpage at www.mesaaz.gov/Engineering/AE_Design_Opportunities.aspx.

The offsite half street improvements for the Elliot Road and Signal Butte Road project frontages are currently under design, but are not yet available for viewing.

The project covered by this RFQ will design expanded facilities at the site to construct a 24-30 MGD water treatment plant capable of treating raw water from the C.A.P. canal (located approximately 3 miles east of the site) to drinking water standards. The project may also include the design of an additional 8 million gallon buried concrete reservoir and an administration and controls building with the associated site improvements. Design of the plant headworks is included in this project. Design of the offsite waterline from the C.A.P. canal to the plant headworks is being performed in-house by the City of Mesa's Engineering Department and is not included in this project. The 30% plans for the offsite waterline project are available for viewing at www.mesaaz.gov/Engineering/AE_Design_Opportunities.aspx.

The original Basis of Design Report (BDR) that covered all phases of the water treatment plant at this site (including the improvements that are currently under construction) was prepared in 2004. The BDR is

posted at www.mesaaz.gov/Engineering/AE_Design_Opportunities.aspx for reference. Notwithstanding any of the information found in the 2004 BDR, the treatment technologies to be incorporated into the design of this project have not been selected. The scope of work for this project includes an update and revision to the BDR, including the review and analysis of new and available treatment technologies. The updated report will be completed before proceeding with detailed design for this project.

SECTION II – OVERVIEW OF MAJOR TASKS

The City will partner with the selected consultant during the contract scoping phase to define the scope of work. The following is a summary of the anticipated major design tasks:

Task 1 – Project Management

Task 2 – Basis of Design Report

Task 3 – Detailed Design and Final Construction Documents

Task 4 – Coordination with the Construction Manager at Risk (CM@Risk), if applicable

Task 5 – Limited Bidding and Construction Phase Services

The anticipated major tasks are discussed in greater detail in the sections below. Regardless of the tasks and level of service ultimately needed, a consultant with successful experience in these areas is very desirable.

The following is a brief summary of the anticipated major project tasks:

Task 1: Project Management

The Consultant will establish a project management system to provide adequate scope, schedule and budget control and be responsive to input from the City. Status and project meetings with City staff will be conducted on a regular basis. The purpose of these meetings will be to report to the City on project status issues such as work in progress, work completed, and delivery schedule.

The meetings will also be for discussion of various technical issues and strategies associated with all phases of the project. Meetings will be held with the City and other agencies as needed to coordinate multi-jurisdictional components of this project. Meeting minutes documenting the decisions made and action items will be prepared by the Consultant and submitted to the attending parties.

Task 2: Basis of Design Report

The Consultant will prepare a revised, updated Basis of Design Report (BDR) for this project, which will discuss not only the work to be contemplated by this project, but also future phases of the water treatment plant at this site. The Consultant may use the original BDR as a starting point, but the BDR prepared by the Consultant may depart from the conclusions of said original BDR, if warranted, and shall be a work of new creation by the Consultant. The Consultant shall assume full responsibility for the final quality, contents and conclusions of the BDR work product.

Task 3: Detailed Design and Construction Documents

Based on the approval of the BDR by the City, the Consultant will prepare detailed design and construction documents. Submittals at the 30%, 60%, 90% and Final stages are anticipated. Each review of these documents shall include plans (drawn in AutoCAD to City standards), cost estimate, and specifications. The detailed design documents shall include all disciplines necessary to produce a biddable, constructible set of documents commensurate with prevailing industry standards.

Prepare plans in accordance with the most current version of the *City of Mesa Engineering Procedures Manual*, *MAG Standard Specifications and Details* as amended by the City of Mesa, the Arizona Utility Coordinating Committee *Public Improvement Project Guide*, and other standards such as AWWA and ASTM,

as applicable. All plans shall be prepared using AutoCAD 2007, shall be 24" x 36" in size and shall be prepared on the City of Mesa's standard plan sheets (available on the City's Engineering webpage).

The Consultant shall plan for a minimum 4-week review time of each submittal and incorporate the City's review comments into the subsequent submittal.

Task 4: Coordination with the Construction Manager at Risk (CM@Risk)

The City of Mesa may construct this project using the CM@Risk process. Tasks requiring the design professional to coordinate through the City with the CM@Risk include:

- Preparing, controlling and/or reviewing project schedules for both design and construction
- Preparing or reviewing construction cost estimates
- Preparing and/or evaluating value engineering concepts
- Addressing design review comments from the Owner and CM@Risk
- Assisting the Owner in reviewing and evaluating the Guaranteed Maximum Price (GMP) proposal

Task 5: Limited Bidding and Construction Phase Services

At the City's sole discretion, bidding phase services and/or construction phase services may be included in the original contract with the design professional or may be added later by change order. The final scope of the bidding phase and construction phase services will be determined by negotiation during the contract or change order negotiation phase, but may include the following:

- Answering bidders' questions during the bidding period
- Preparing Addenda for review and approval by the City
- Assisting with project administration
- Participating in the pre-construction meeting and/or progress meetings
- Reviewing shop drawings, submittals, and respond to RFI's during construction
- Reviewing project reports created by the City Inspector or submitted by the Contractor
- Reviewing technical proposals and cost submittals and making recommendations
- Performing construction observation, inspection, and/or quality control testing services
- Assisting with project closeout activities
- Preparing Record Drawings for the project, based upon the Contractor furnished information and field observations, after project completion

SECTION III – PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held on **Tuesday, April 14, 2009 beginning at 9:00 a.m. in Room 170 of the Mesa Plaza Building at 20 E. Main Street, Mesa, Arizona**. At this meeting, City staff will discuss the scope of work, general contract issues and respond to questions from the attendees. Attendance at the pre-submittal conference is not mandatory and all interested firms may submit a Statement of Qualifications whether or not they attend the conference.

All interested firms are encouraged to attend the Pre-Submittal Conference since City staff will not be available for meetings or to respond to individual inquiries regarding the project scope outside of this conference. In addition, there will not be meeting minutes or any other information published from the Pre-Submittal Conference.

SECTION IV – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

Each Statement of Qualifications (SOQ) will be evaluated according to the following criteria:

- 1. Experience and qualifications of the team and the key personnel to be assigned to this project (40 points)**

- a. Provide an organization chart that clearly identifies the proposed structure of the project team, including identifying all key personnel, listing their company affiliation and their anticipated role on the project team.
- b. Provide a summary of the experience and qualifications of the project team on similar projects. For each project listed, provide the following information:
 - Project name, location, and description
 - Dates/years services were provided
 - Treatment process technologies included in the project
 - Client name and contact information
 - List of which companies from the proposed team (prime consultant and/or subconsultants) worked on the project and their roles, including a description of the services provided
 - Approximate contract value
 - Key personnel to be assigned to this project that worked on each project.
 - Two references, including current phone numbers, for each project
- c. List of all City of Mesa projects where the firm/team provided design services in the last five years, either completed or ongoing that are not already included in the preceding sections.
- d. List the Arizona registered Professional Engineers or Architects on the project team, and their experience.

2. Understanding of the project and approach to performing the required services. (30 points)

Discuss your project-specific approach to executing this project. The discussion should include an identification of the major challenges to the success of this project and how your team will ensure success of the project. Also, discuss any technical innovations or innovative approaches that your team will incorporate into this project.

3. Local composition of team. (15 points)

The City of Mesa encourages the participation of qualified Mesa-based (Mesa office) consultant firms to be involved in the design of this facility. Describe how your SOQ has supported this objective.

4. Verification of References. (15 points)

No response from the submitter is required for this category. A designated member of the City's staff will use the reference contact information provided by the submitter in Paragraph 1.a above to obtain references for the proposed project team. The information from the reference calls will be shared with the raters, who will each enter their own score for this category. The rater's rating may also be based, at least in part, on the rater's personal experience with the submitting team being rated.

SECTION V – SUBMITTAL REQUIREMENTS

The Statement of Qualifications shall include a one-page cover letter, plus a maximum of **15 pages** to address the SOQ evaluation criteria (excluding resumes but including an organization chart with key personnel and their affiliation). Resumes for each team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ. Please provide **a total of eight (8) copies of the Statement of Qualifications by Tuesday, May 5, 2009 at 10:00 a.m.** The City reserves the right to accept or reject any and all Statements of Qualification. The City is an equal opportunity employer.

Delivered or hand-carried submittals must be delivered to the Engineering Department reception area on the fifth floor of Mesa City Plaza Building. On the submittal package, please display the following information:

**SOQ for South C.A.P. Water Treatment Plant
Project No. 01-600-002
Firm Name**

All submittals should be sent or delivered to:

**CITY OF MESA
ENGINEERING DEPARTMENT
Attn: Chris Scott, P.E.
Fifth Floor – Suite 500
City Plaza Building
20 East Main Street
Mesa, Arizona 85201**

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

Please be advised that failure to comply with the following criteria may be grounds for disqualification:

- Receipt of the submittal at the above-listed location by the specified cut-off date and time
- The correct number of copies of the submittal received
- Adherence to maximum page requirement

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

SECTION VI – SELECTION PROCESS AND SCHEDULE

The successful firm/team will be selected through a qualifications-based selection process, which will consist of two elements:

1. Evaluation of the Statements of Qualifications (SOQs) submitted in response to this RFQ
2. Interviews of at least three short-listed firms

A Selection Committee will evaluate each SOQ according to the criteria set forth in Section IV above. The firms receiving the highest evaluation from the selection panel may be selected to interview for the contract. The interview invitation letter will provide the evaluation criteria to be used in the interview process.

Scores for each firm from each of the elements will be evaluated to determine the Best Qualified for the project. The Selection Panel will then forward a recommended, rank-ordered shortlist of the three best-qualified firms to the City Engineer for her approval.

The following tentative schedule has been prepared for this selection process. Firms shortlisted for this project must be available on the interview date.

Pre-Submittal Conference	Tuesday, April 14, 2009 at 9:00 a.m.
SOQs Due	Tuesday, May 5, 2009 at 10:00 a.m.
Shortlist Interviews	Week of June 1, 2009

The City will enter into negotiations with the top ranked firm and execute a contract upon completion of negotiation of fees and contract terms. If the City is unsuccessful in negotiating a contract with the top

ranked team in the final list, the City may then negotiate with the second or third ranked team until a contract is executed, or the City may decide to terminate the selection process. The City's standard contract for design phase services is available at http://www.mesaaz.gov/engineering/Standard_Professional_Services_Contracts.aspx.

SECTION VII – GENERAL INFORMATION

RFQ Lists. This Design Services Request for Statement of Qualifications will be listed on the City's web site. The address is: www.mesaaz.gov/Engineering/AE_Design_Opportunities.aspx.

Instructions. The City of Mesa shall not be held responsible for any oral instructions. Any changes to this Request for Statement of Qualifications (RFQ) will be in the form of an addendum, which will be furnished to all registered RFQ holders.

Firms who pick up a copy of the RFQ packet from the Engineering Department will be included on the RFQ Holders List. Firms receiving a copy of this packet through any other means must register as an RFQ holder at the Engineering Department, City Plaza Building, 5th floor, 20 East Main Street, Mesa, Arizona, 85201 or call (480) 644-2251 to register by phone.

City Rights. The City of Mesa reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received. No binding contract will exist between the submitter and the City until the City executes a written contract.

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

Questions. Questions pertaining to the Design Services selection process or contract issues should be directed to Chris Scott of the Engineering Department via email at chris.scott@mesaaz.gov.