CITY OF MESA, ARIZONA
ENGINEERING DEPARTMENT

REQUEST FOR QUALIFICATIONS

FIBER NETWORK EXPANSION – PHASE 2

CITY OF MESA PROJECT NO. CP0696
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REQUEST FOR QUALIFICATIONS

FIBER NETWORK EXPANSION – PHASE 2

CITY OF MESA PROJECT NO. CP0696

The City of Mesa (City) seeks a qualified consulting firm or team (hereafter referred to as “Consultant”) to provide complete planning, design, technical expertise, and construction administration for our proposed Fiber Network Expansion, Phase 2 project. The City’s fiber optic cable network provides high bandwidth data, telephone, video conferencing and other services to Public Safety facilities (Police headquarters and substations; Fire Stations; Communications dispatch centers) and other City facilities. The Fiber Network Expansion – Phase 2 project will allow the City to complete a fiber ring around downtown Mesa, providing added reliability to the network. For the general location of the fiber routes in the project see the Overall Exhibit. This project will be constructed using the Construction Manager at Risk (CMAR) project delivery method.

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

SECTION I – PROJECT DESCRIPTION

The proposed improvements are as follows:

The passage of Public Safety Bonds by City of Mesa residents in 2018, is providing funds for this expansion of the City's fiber optic cable network. The City's fiber optic cable network provides high bandwidth data, telephone, video conferencing and other services to Public Safety facilities (Police headquarters and substations; Fire Stations; Communications dispatch centers) and other City facilities. The Public Safety Fiber project will allow the City to complete a fiber loop around downtown Mesa, providing added reliability to the network.

The City anticipates entering into a separate contract with a Construction Manager at Risk (CMAR) contractor to act as the general contractor for the project. The selected Consultant will work with the CMAR as an integral part of the Project Team during the design and construction phases of the project.

The estimated project budget is $5,700,000 for construction of conduit, pull boxes, fiber optic cable, fiber splicing, termination of the fiber optic cable within various Public Safety Facilities. The City anticipates construction to commence later 2020.

SECTION II – OVERVIEW OF PROJECT PHASES

The City of Mesa seeks a qualified consulting firm, or team, with extensive experience and knowledge of MAG and City of Mesa standards and regulations, to provide complete design-phase services and possible construction-phase services for the Fiber Network Expansion – Phase 2.

The following is a summary of the major tasks. These will be reviewed with the selected consultant and defined to meet the needs of the project as part of the contract scoping.

Task 1 – Project Management
Task 2 – Design Reports
Task 3 – Detailed Design and Construction Documents
Task 4 – Contracting Assistance
Task 5 – Construction Phase Services
The project plans will be prepared in accordance with City of Mesa procurement requirements and standard contracting documents. The Consultant shall coordinate all work with City staff and the CMAR during the design phase. The City may also request that the Consultant assist with construction phase services for the project, including construction observation, testing, and final acceptance services.

Regardless of the level of service ultimately needed, a consultant with successful experience in these areas is very desirable.

**SECTION III – SCOPE OF WORK**

The following is a brief summary of the five key project tasks:

**Task 1: Project Management**

The Consultant shall 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 all participating City staff and the CMAR will be conducted on a regular basis. A monthly status and coordination meeting is anticipated for the duration of the design phase of the contract (approximately 12 to 15 months). The purpose of these meetings shall be to report to the City on project status issues such as work in progress, work completed, and delivery schedule.

The meetings shall also be for discussion of various technical issues and strategies associated with all phases of the project. Meetings shall 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 shall be prepared by the Consultant and submitted to the attending parties.

**Task 1.1 – Project Meetings.** Consultant shall arrange for a kick-off meeting through the City Project Manager. This meeting shall serve to clarify the lines of communication and other administrative details. Consultant shall then meet with the City and participating agencies on a regular basis to report project progress.

**Task 1.2 – Project Schedule.** Consultant shall provide a project schedule showing project meetings, project deliverables, and the major milestones required by the City. The schedule shall be updated on a monthly basis.

**Task 1.3 – Project Status Reports.** Consultant shall provide a monthly project progress report. The monthly project progress report shall be submitted to the City Project Manager.

**DELIVERABLES:**

- MONTHLY STATUS MEETINGS
- MONTHLY SCHEDULE UPDATES
- PROGRESS REPORTS, AGENDAS AND MEETING MINUTES

**Task 2: Design Reports**

The purpose of this task is to develop 30% Conceptual Plans.

Conceptual plans shall delineate the limits of improvements and type(s) of work to be done and provide a preliminary project cost estimate.

The Consultant may be responsible for performing a topographic survey of the area including all existing features and utilities and preparing mapping and base sheets to properly show the existing conditions.

The Conceptual Plans shall also identify and detail what coordination shall be needed with existing infrastructure and stakeholders, in particular utility relocations, traffic control and businesses. These items shall be included in the preliminary cost estimates for each project as well.

**DELIVERABLES:**

- SURVEYING, MAPPING AND FIELD INVESTIGATIONS
- 30% CONCEPTUAL PLANS AND ESTIMATE
**Task 3: Detailed Design and Construction Documents**

Based on the approval of the Conceptual Plans by the City, the Consultant shall prepare detailed design and construction documents for review. Each review of these documents shall include plans (drawn in AutoCAD to City standards), cost estimate, and technical specifications. Specifications are not required for 30% plans.

**Task 3.1 – Detailed Design.** Provide complete design services including, but not limited to, the following:
- Civil Engineering

**Task 3.2 – Design Review Submittals.** Develop detailed plans, specifications and project cost estimates and submit to the City for review and approval at the following completion stages.

[For horizontal projects:]
- 30% - Conceptual Design
- 60% - Preliminary Construction Documents
- 90% - Pre-final Construction Documents
- 100% - Final Documents

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 AASHTO, MUTCD, ASTM and City of Mesa Building Codes and National Building Codes as adopted by the City of Mesa, as applicable. All plans shall be prepared using AutoCAD 2016, shall be 24” x 36” in size and shall be prepared on the City of Mesa’s standard plan sheets.

The Consultant shall note the following when considering their scope of work. During the design phase of the project, the City will provide to the selected Consultant a list of hardware for connection of the fiber optic cable components to be installed at each City facility to be served by the fiber optic system for insertion into the plan set. During the construction phase of the project the City will provide to the CMAR the fiber optic splicing diagrams that will be required for the splicing fiber optic fibers for this project.

The Consultant shall incorporate the City’s and the CMAR’s review comments into the subsequent submittal. The Consultant shall prepare a tabulation of the review comments and the proposed resolution for each comment. Consultant must provide a brief explanation for each comment that it proposes to not incorporate; otherwise the City expects all comments to be addressed.

**Task 3.3 – Cost Estimates.** Consultant shall prepare detailed construction cost estimates for each submittal.

**Task 3.4 – Comment Resolution Meetings.** Participate in review meetings with City staff and the CMAR, tabulate and address comments, and submit a written comment resolution summary, at each plan review stage. The City considers responsiveness and communication regarding review comments a key criterion in evaluating the Consultant’s performance. The City recognizes that previous comments may be superseded as design progresses and that some review comments require additional discussion and engineering judgment prior to final resolution. Comment resolution meetings should be scheduled as needed to facilitate this discussion and resolution. The City’s expectation is that responses be documented for all review comments and that the Consultant should never independently delete or ignore review comments.

**Task 3.5 – Utility Coordination.** The Consultant shall provide non-City utility coordination, information, and communication as outlined in the Non-City Utility Coordination Submittal Guideline. The Consultant shall determine all utility conflicts and advise the City and the utility company. City-owned utilities will be coordinated by City staff. The Consultant shall prepare applications and supporting materials, as required, to secure project permits and approvals. All
utility coordination correspondence shall be sent to the City’s Utility Coordinator at ucoord@mesaaz.gov.

Consultants shall obtain a Blue Stake design ticket by contacting Arizona Blue Stake (AZ811).

Consultant shall request City and non-City utility record drawings, facility maps, and as-built information to show on all plan sets, including the 30% plan submittal.

The Consultant shall send utility clearance letters to the non-City utilities with the associated plans. The plans shall show existing and proposed City and non-City utilities, relocations, existing and proposed right-of-way and easements. The Consultant shall design joint trench alignments and profiles with input from the non-City utilities.

The Consultant shall identify locations where utility potholes are needed with City staff and the CMAR. If preliminary conflicts are identified, preparation of the pothole list shall begin at the 30% submittal stage. The Consultant shall ask non-City utilities if potholes are required. The CMAR will conduct potholing activities.

The Consultant shall prepare a utility report, or conflict matrix, at the earliest possible stage of the project using information received from the utility companies, Blue Stake design ticket, and pothole data. The report or matrix shall include utility conflicts, relocations, utility relocation timeframes, approved methods to support existing infrastructure, and permit requirements. The matrix shall be updated and distributed at each submittal stage. Information listed in the report or matrix, such as methods to support existing infrastructure and utility relocations, shall be called out on plans.

The Consultant shall have a utility coordination meeting at each plan submittal stage if relocations are required. Between 60% and 90% plans, the City’s Utility Coordinator, in conjunction with the Consultant and non-City utility companies, shall define how utility conflicts will be resolved, who is doing the work, and who is paying for the work. Utility coordination shall be close to completion by the 90% final design stage.

The Consultant shall be responsible for reviewing relocation plans produced by the non-City utility companies to assure that utility conflicts are mitigated or eliminated and that proposed utility installations conform to City’s standard details and MAG.

Task 3.6 – Public Meetings. Assist with stakeholder and public meetings as required.

Task 3.7 – Final Construction Documents. Furnish the City with one (1) full-size set of plans on bond paper, specifications and a cost estimate at each review stage; and one (1) PDF of final full-sized drawings, with final specifications and documents for construction phase of a project. The City will provide reproduction of the drawings and documents for reviews, submittals, and construction phase. Final drawings and specifications shall also be submitted in digital format AutoCAD using “Etransmit”.

The plans, specifications and estimate (PS&E) shall be in City of Mesa standard format and utilize the City’s Standard Specifications and Special Provisions.

DELIVERABLES: PS&E REVIEW SUBMITTALS (60%, 90%, 100%) COMMENT RESOLUTION SUMMARIES FOR EACH STAGE UTILITY AND AGENCY COORDINATION FINAL DOCUMENTS – BOND, AutoCAD, AND PDF

Task 4: Contracting Assistance

If requested by the City of Mesa, the Consultant shall provide CMAR coordination services such as:

- Answer questions for the CMAR and prepare a telephone log summary of questions and answers.
• Evaluate the Guaranteed Maximum Price (GMP) Proposals from CMAR and make recommendations regarding award of the contract.

**DELRIVERABLES:**

MEETING MINUTES
ANSWERS TO QUESTIONS FROM CMAR
RECOMMENDATIONS ON AWARD OF CONTRACT(S)

**Task 5: Construction Phase Services**

Construction phase services may be required at the City’s discretion. The City may elect to self-perform construction administration and inspection on the projects, or may request the Consultant to provide these services.

The construction administration assignment will be determined prior to completion of the design and a contract amendment will be issued as needed to avoid delaying the project. Interested consultants should offer a general overview of their construction phase services and experience in their SOQ submittal.

The construction phase scope of services will be defined in detail during contract negotiations to meet the needs of each project. The following is an outline of the basic services:

- Project administration assistance
- Participate in the pre-construction meeting and/or progress meetings
- Review shop drawings, submittals, and respond to CMAR RFI’s
- Review project reports created by the City Inspector or submitted by the CMAR
- Review technical proposals and cost submittals and make recommendations
- Construction observation, inspection, and quality control testing services
- Assist with project closeout activities

Consultant may be requested to prepare Record Drawings for the project, based upon the Contractor furnished information and field observations, after project completion. The Record Drawings, if requested, shall be required in both hard copy and digital format (AutoCAD).

**DELRIVERABLES:**

DOCUMENTATION OF THE CONSTRUCTION PROJECT
CONSTRUCTION MEETINGS
CONSTRUCTION OBSERVATIONS AND INSPECTION
QUALITY CONTROL TESTING
RECORD DRAWINGS

**SECTION IV – PRE-SUBMITTAL CONFERENCE**

A pre-submittal conference will be held on **March 20, 2019** at **9:00 AM**, at the **City of Mesa Plaza Building Conference Room 170, 20 East 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 V – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

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

A. General information. (10 points)

Provide a general description of the consulting firm and/or team that is proposing to provide the services, including identifying subconsultants. Provide an organization chart showing key personnel. For each key person, provide the following information:

1. Percentage of time that each person will be committed to the project
2. Length of time with the firm
3. Applicable professional registrations

B. Experience and qualifications of the firm/team and key personnel. (40 points)

1. Provide a list of similar projects on which the project team has experience. For each reference project, please provide the following information:
   a. Description of the project, including project name and location
   b. Project owner and/or client information
   c. Role of the firm, including a description of the services provided
   d. Role of each key team member who worked on the reference project and the percentage of time spent by each key team member on said project
   e. Approximate dates services were provided
   f. Reference information (two contacts including current telephone numbers and correct email addresses, per project)

2. List all City of Mesa projects where the firm/team provided services in the last five years, completed or on-going, that are not already included in the preceding sections.

3. Overall evaluation of the firm/team and its perceived ability to provide the required services will be considered along with the evaluators' perception of the clarity, completeness, and presentation of the Statement of Qualifications. This is to be determined by the selection panel members. No submittal response is required for this item. Information obtained from the Statement of Qualifications and from any other reliable source may be used in the evaluation and selection process.

C. Understanding of the project and approach to performing the required services. (35 points)

Discuss the major issues your team has identified on this project and how your firm/team intends to address those issues. Identify any technical innovations that may be incorporated and/or innovative approaches that will be used in executing the work. Also, discuss the particular expertise your firm/team offers and how you propose to use that expertise to benefit the City to add value to the project.

D. Current workload, workload with the City of Mesa, and the ability of project team to start immediately. (10 points)

This scoring criterion has two parts: overall workload and existing contracts with the City of Mesa, as further detailed below:

1. Overall Workload and Ability to Start Immediately (up to 5 points):

   Provide a table or list that summarizes the current major assignments of all key team members, percentage of time committed to each assignment, anticipated end date of major assignments, and percentage of time to be committed to this project. Also include a statement as to when the team would be available to start work on this project. Firms that demonstrate their ability to start immediately and to effectively manage this project, in addition to their current workload, may be awarded up to five (5) points for this sub-category.

2. Existing Contracts with the City of Mesa (up to 5 points):
Provide a table or list of current or pending contracts that the firm has with the City of Mesa. ("Pending" status refers to a project the firm has been notified they will be awarded, but the contract has not yet been executed.) Each contract need only be listed once. For example, if the firm and one or more of the proposed team/sub-firms are all employed on the same, current City of Mesa project or contract, that project need only be listed once and will count as one contract (although all firms, including sub-firms, working on the project should still be identified). In the case of a firm holding a Master On-Call Contract with the City of Mesa, each active project order under the master contract will count as a separate project. If a firm has no active project orders under the Master On-Call Contract, the Master On-Call contract will not count towards the reporting requirements of this section.

Contracts for projects within the City of Mesa’s incorporated limits held by someone other than the City of Mesa municipal government (e.g., work for the school district or a private developer) need not be listed and do not count as projects under this subcategory.

Firms, with no current or pending contracts with the City of Mesa, will be awarded 5 points. Firms, with between one (1) to three (3) current or pending contracts with the City of Mesa will be awarded three (3) points. Firms with more than three (3) current or pending contracts will receive no points for this subcategory.

E. Principal office location. (5 points)

Identify the physical location of the lead firm’s principal office. Five (5) points will be awarded to teams whose lead firm’s principal office is physically located within the City of Mesa’s incorporated limits (not just a P.O. Box). Three (3) points will be awarded to teams in which 50% or more of their employees live within the City of Mesa’s incorporated limits, or whose sub-firms are physically located within City of Mesa’s incorporated limits. A statement indicating how this criterion is met shall be required to receive the appropriate points. No points will otherwise be awarded for this category.

SECTION VI – SUBMITTAL REQUIREMENTS

The Statement of Qualifications shall include a one-page cover letter, plus a maximum of 10 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. Minimum font size shall be 10pt. Please provide six (6) hard copies and one (1) electronic copy (CD or USB drive) of the Statement of Qualifications by 2:00pm on April 2, 2019. The City reserves the right to accept or reject any and all Statements of Qualifications. 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 in a sealed package. On the submittal package, please display: Firm name, project number, and/or project title.

All submittals should be sent or delivered to:

CITY OF MESA
ENGINEERING DEPARTMENT
Stephanie Gishey
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 submittal by the specified deadline; please allow enough time to check in at the City Plaza security desk
- Receipt of the number of copies of the submittal specified
- Adherence to maximum page requirement
- Delivery of submittal in correct location
- Delivery in a sealed package with the project name and number for which your firm is submitting clearly labeled
- Providing a signed copy of addenda, if any, in response to this RFQ. It will be the interested firm’s responsibility to check the website (see link below) for any updates, including addenda.

http://www.mesaaz.gov/business/engineering/architectural-engineering-design-opportunities

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 VII – SELECTION PROCESS AND SCHEDULE

A Selection Committee will evaluate each SOQ in accordance with the criteria set forth in Section V above. References may be a factor in determining the final rank-ordered list; ensure the references provided are accurate. The Selection Committee will produce a rank-ordered list of the submitting firms and interviews may or may not be conducted as part of the selection process.

If interviews are not held, the City will enter into negotiations with the top ranked firm and execute a contract upon completion of negotiations. If the City is unsuccessful in negotiating a contract with the top ranked team, the City may then negotiate with the next lower ranked team until a contract is executed. The City may decide to terminate the selection process at any time.

If interviews are held, the top three (3) to five (5) ranked firms/teams will be invited by email to accept or decline the opportunity to interview. Those accepting the invitation will be sent a letter giving the criteria to be addressed in the interview and the detailed scoring that will be applied during the interview process. The City will enter into negotiations with the top ranked firm and execute a contract upon completion of negotiations. If the City is unsuccessful in negotiating a contract with the top ranked firm/team in the final list, the City may then negotiate with the next lower ranked team until a contract is executed. The City may decide to terminate the selection process at any time.

The following tentative schedule has been prepared for this selection process:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Submittal Conference</td>
<td>March 20, 2019 at 9:00am</td>
</tr>
<tr>
<td>SOQ’s Due</td>
<td>April 2, 2019 at 2:00pm</td>
</tr>
<tr>
<td>Shortlist Interviews</td>
<td>Week of April 20, 2019</td>
</tr>
</tbody>
</table>

By submitting an SOQ, the respondent certifies that they have reviewed the City of Mesa’s standard contract for professional services, including insurance requirements, and, if selected, will execute the City’s required contract without modification or exceptions. The City of Mesa’s Professional Services Contract is available on-line at the following location:

http://www.mesaaz.gov/business/engineering/engineering-contracts

SECTION VIII – GENERAL INFORMATION

RFQ Lists. This Design Services Request for Qualifications will be listed on the City’s web site. The address is: http://www.mesaaz.gov/business/engineering/architectural-engineering-design-opportunities.

Compliance with Arizona Revised Statutes (ARS). Procurement of professional services by a municipality within the State of Arizona is governed by ARS Title 34. By submitting an SOQ under this
solicitation, the submitter certifies that said submittal and their conduct in relation to this solicitation is in compliance with the requirements of ARS Title 34.

**Contract Version Updates.** If the Contract version changes after this RFQ is issued and prior to contract negotiations, the newer version of the Contracts will be in effect. It will be incumbent upon the respondent to check the City of Mesa Engineering Department’s website for updates.

**Instructions.** The City of Mesa shall not be held responsible for any verbal instructions. Any changes to this Request for Qualifications will be in the form of an addendum. Firms are to check the City’s website to see whether any addenda have been posted.

http://mesaaz.gov/business/engineering/architectural-engineering-design-opportunities

**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, to 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 Stephanie Gishey of the Engineering Department at Stephanie.Gishey@mesaaz.gov.

Also, to do business with the City of Mesa, you are required to register in our vendor system. AMS Vendor Self Service (VSS) provides vendors with a single-entry point to register, provide payment and contact information, and select commodity interests and business types. All vendors who wish to conduct business with the City will be required to update and maintain all information used for the notification of bid opportunities and issuance of payment in the VSS system. The registration guide can be found at http://www.mesaaz.gov/vendor/, the actual web portal is at the bottom of the page.