CITY OF MESA, ARIZONA
ENGINEERING DEPARTMENT

REQUEST FOR QUALIFICATIONS

Job Order Contract
Small Project Landscaping
Construction Services

CITY OF MESA PROJECT NO. JOC-SPL19
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REQUEST FOR QUALIFICATIONS

Job Order Contract
Small Project Landscaping Construction Services

PROJECT NO. JOC-SPL19

The City of Mesa is seeking qualified general contractors for a Job Order Contract (JOC) to provide general landscaping contracting construction services for minor landscaping projects, maintenance, repairs, reconstruction, and alteration services to City facilities.

All qualified firms interested in providing these services are invited to submit their Statement of Qualifications (SOQ). All SOQs must comply with the requirements specified in this Request for Qualifications (RFQ). The City intends to procure up to two (2) Job Order Contracts from this solicitation.

SECTION I – JOC DESCRIPTION

This Job Order Contract is for a broad range of maintenance, repair, renovation, and minor construction work on real property and facilities in the City. The work is required in support of the City of Mesa's Capital Improvement Program (CIP) and other City department requests. The contract will be an indefinite delivery, indefinite quantity (IDIQ) type contract and will include a wide variety of individual construction tasks. The initial term of the JOC contract will be for one (1) year and will have a maximum limit of $500,000 per year. The maximum construction costs for an individual job order issued under the contract will be $100,000, unless otherwise authorized by the City at the time the job is requested. No individual job order shall exceed the maximum permissible JOC limit authorized by the City. This JOC may be renewed for up to two (2) additional one-year terms. Renewal of the contract will be based on the successful performance by the JOC Contractor and the needs of the City. During the contract period, the City will identify construction tasks required to complete each specific job and will issue individual Job Orders to the Contractor to complete those jobs. The Contractor shall be required to furnish all materials, equipment and personnel necessary to manage and accomplish the Job Orders. The Contractor shall be required to maintain a management staff in order to receive Requests for Proposal (RFP), prepare and negotiate proposals, receive signed Job Orders (JO) and Notices-to-Proceed (NTP), receive and initiate contract correspondence and provide other construction services to accomplish individual Job Orders. Job Orders will vary in size, with the majority expected to be of a small size. Some Job Orders may require incidental design services. The schedule for the work will start after award and will be ongoing over the life of the contract.

SECTION II – SCOPE OF WORK

The scope of this IDIQ JOC is to provide landscaping construction services for maintenance, repair, renovation, and minor new construction services, including minor associated incidental design services, for a broad range of City landscaping renovation and construction projects. The Contractor shall provide all labor, tools, equipment, and materials as required (except as indicated otherwise in the specifications) to perform all work in strict accordance with the specifications and plans required for the JOC. As requirements develop, RFPs for job orders will be issued. Job Orders will be negotiated to obtain a fair and reasonable price. Job Orders will be issued by the City of Mesa Engineering Department and will not exceed $100,000 unless otherwise authorized by the City at the time the job is requested.

The Job Orders will include tasks in a variety of general landscape construction improvement projects to include (but not be limited to):

- plants
- trees
- decomposed granite
• irrigation lines
• water valves
• grass/sod
• plant inventory
• plant salvage
• other related landscape items or services as deemed necessary

Construction services also covered by the JOC will include, but are not limited to the following:
• Preconstruction services
• Serve as the general contractor during construction
• Coordinate and manage subcontractors during construction
• Coordinate with various utilities
• Arrange for procurement of materials and equipment; and/or install materials procured by the City
• Schedule and manage site operations
• Continue use of a collaborative process
• Provide quality controls
• Bond and insure the construction
• Comply with all federal, state and local permitting requirements
• Maintain a safe work site for all project participants and public
• Commissioning
• Prepare and turn over record drawings (when required)
• Provide operations and maintenance manuals (when required)

Scope of Work Notes:
Attendance at City department and/or other project meetings is mandatory. Repeated instances of non-participation and/or lack of preparedness shall be grounds for non-renewal of the JOC Contract and/or termination of the JOC or a specific Job Order.

SECTION III – PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held on March 26, 2019 at 8:00am at the City of Mesa Engineering Department, 20 E. Main Street, Conference Room 501, Mesa AZ 85201. At this meeting the project team, including City staff will discuss the scope of work, general contract issues and respond to questions from the attendees. As City staff will not be available to respond to individual inquiries regarding the project scope outside of this pre-submittal conference, it is strongly recommended that interested Contractors send a representative to the pre-submittal conference.

SECTION IV – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

Contractors interested in providing JOC services shall submit an SOQ which will be evaluated according to the following criteria:

A. Firm and Subcontractor General Information: (15 points)
   1. Provide a general description of the company and/or team that is proposing to provide construction/replacement/maintenance (JOC) services. Please explain how your company would be able to provide the services requested in this RFQ.
   2. Identify any claims or issues arising from a contract which resulted in withholding of payment, litigation, or arbitration in the last five years. Briefly describe the circumstances and the outcomes.
   3. Discuss the firm's knowledge of the current local market and of subcontractors and suppliers.
   4. List the Arizona professional registrations and contractor licenses held by the firm/team and the key personnel who will be assigned to this project. Provide the contractor license number and explain if held by an individual or the firm. The contractor must hold the appropriate contractor's
license (i.e., B-01 or other appropriate) from the Arizona Registrar of Contractors and must have a demonstrated ability to perform the work.

5. Provide a statement concerning the Company’s bonding capacity from a surety company or companies holding a Certificate of Authority to transact business in Arizona, issued by the Director of the State of Arizona Department of Insurance. This is to be an appendix to the SOQ and will not be counted as part of the maximum page limit. Each firm awarded a contract will be required to provide Contract Performance and Payment bonds for each individual job order.

6. Provide a statement of the Company’s insurability from a company or companies lawfully authorized to transact insurance business in the State of Arizona and rated at least A- in the company’s current A.M. Best Company online rating. This is to be an appendix to the SOQ and will not be counted as part of the maximum page limit. Each firm awarded a contract will be required to furnish a certificate(s) of insurance meeting the City’s indemnification and minimum insurance requirements as outlined in Exhibit B of the Job Order Master Contract.

7. Provide a letter from your insurance company stating the firm’s Workers’ Compensation Experience Modification Rating (EMR) for the past three (3) years. This is to be an appendix to the SOQ and will not be counted as part of the maximum page limit. The letter shall be on the insurance company’s letterhead and shall be signed by an authorized individual employed by the insurance company.

B. Experience and qualifications of the firm: (35 points)
1. Provide a list of past and/or current on-call contracts, held with municipalities or other public and/or private agencies. Identify at least three (3) construction projects in which the firm provided landscape services. The projects identified should clearly demonstrate the firm’s experience and capabilities in managing a varied workload, multiple crews, and working with suppliers to get the required landscaping and irrigation materials to perform the required work.

2. Provide information related to knowledge, training, and/or experience specifically with the following:
   - Landscaping methods and practices
   - Project experience related to preparation of proposals and cost estimating

3. List any City of Mesa projects by name only where the firm/team provided similar services in the last two years either completed or ongoing.

C. Experience of key personnel expected to be assigned to this contract. (25 points)
1. Identify key staff on this project and the percentage of time expected for each to be devoted to this effort. Explain how these key personnel have sufficient and relevant training and/or experience.

D. Approach to performing the required services: (20 points)
1. Describe the firm’s ability to provide project management, job oversight, quality control, project scheduling, claims, dispute resolution, changes in the scope of work (control of scope-creep), and construction safety. Discuss what work is self-performed.

2. Describe the firm’s ability to offer design, engineering, maintenance, and/or operations services. Describe those services and indicate if in-house staff or subcontractors will provide them.

3. Describe how the firm handles personnel requirements as the work varies in volume.

4. Provide your approach in offering design, engineering, maintenance, and/or operations services. Describe those services and indicate if in-house staff or subcontractors have provided them.

5. Describe how you handle personnel requirements as the work varies in volume. Include in-house staffing requirements and subcontractor requirements.
E. Principal office location: (5 points)
Identify the physical location of the firm’s principal office and the local office if different. Five (5) points will be awarded to the firm whose 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 firms with either a satellite office located within the City of Mesa’s incorporated limits or firms with 50% or more of their employees living within the 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 V – SUBMITTAL REQUIREMENTS

The SOQ shall include a one-page cover letter, plus a maximum of six (6) single-sided pages (maximum 8½" x 11") with a minimum of 10 pt. font size, to address the SOQ evaluation criteria. Do not include a table of contents. Submittals should be plastic or metal spiral-bound only, do not use binders of any kind. The following information is not included in the 6-page limit and should be attached as appendices: bonding capacity letter, certificate of insurability, Workers’ Compensation Experience Modification Rating (EMR), and maximum one (1) page resumes for each key team member.

Submissions exceeding the six (6) page limit or any resumes exceeding the one (1) page limit will be considered non-responsive and will be returned to the Applicant and will not be evaluated.

Please provide seven (7) hard copies and one (1) electronic copy (CD/DVD/USB) of the Statement of Qualifications to the City of Mesa’s Engineering Department by 2:00pm on April 3, 2019. The City reserves the right to accept or reject any and all Statements of Qualification. The City of Mesa 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, JOC Small Project Landscaping Construction Services, JOC-SPL19.

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 specified
• Adherence to maximum page requirement
• Delivery of submittal to the 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.

Adherence to the maximum page criterion is critical; each page side (maximum 8½” 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. Tabbed divider pages will not be counted if they do not contain submittal information.

SECTION VI – SELECTION PROCESS AND SCHEDULE

A Selection Committee will evaluate each SOQ in accordance with the criteria set forth in Section IV 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 project:

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<th>Event</th>
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<tr>
<td>Pre-submittal conference</td>
<td>March 26, 2019 at 8:00am</td>
</tr>
<tr>
<td>SOQs due</td>
<td>April 3, 2019 by 2:00pm</td>
</tr>
<tr>
<td>Shortlist Interviews/Presentations, if held</td>
<td>Week of April 29, 2019</td>
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By submitting an SOQ, the respondent certifies that he/she has reviewed the City of Mesa’s standard contracts, including insurance requirements and, if selected, will execute the City’s required contract without modification or exceptions. The City of Mesa’s General Conditions and General Conditions – Appendices are available online at the following location:

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

SECTION VII – GENERAL INFORMATION

RFQ Lists. This CM@Risk Request for Qualifications will be listed on the City’s web site. The address is http://www.mesaaz.gov/business/engineering/construction-manager-at-risk-and-job-order-contracting-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 oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Statement of Qualifications holders.
Firms who pick up a copy of the RFQ hard copy packet from the City's Engineering Department and those who attend the pre-submittal conference will be included on the Request for Statement of Qualifications Holders List. Firms receiving a copy of this packet through any other means (including via download from the City's webpage) must register as a Request for Statement of Qualifications Holder at the City of Mesa Engineering Department, City Plaza Building Fifth 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.


No other protest is authorized. By submitting an RFQ response each applicant and every member of their team identified in the RFQ response agree to the terms of this policy.

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.

Cooperative Use of Contract: The contract awarded through this procurement process may be extended for use by other governmental agencies and political subdivisions of the State. Any such usage by other entities must be in accord with the prices, terms and conditions of the City of Mesa Contract and with the ordinances, charter, rules and regulations of the entity using this Contract.

Questions. Questions pertaining to the Construction Manager at Risk selection process or contract issues should be directed to Stephanie Gishey of the Engineering Department at stephanie.gishey@mesaaz.gov.

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.