CITY OF MESA, ARIZONA
ENGINEERING DEPARTMENT

REQUEST FOR QUALIFICATIONS

Job Order Contract
Small Tenant Improvement Projects

CITY OF MESA PROJECT NO. JOC-STI20
TABLE OF CONTENTS

REQUEST FOR QUALIFICATIONS

SECTION I - JOC DESCRIPTION .................................................................................................................. 1
SECTION II - SCOPE OF WORK .................................................................................................................. 1
SECTION III - PRE-SUBMITTAL CONFERENCE ....................................................................................... 2
SECTION IV - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA ..................................... 2
SECTION V - SUBMITTAL REQUIREMENTS .............................................................................................. 5
SECTION VI - SELECTION PROCESS AND SCHEDULE ............................................................................ 6
SECTION VII - GENERAL INFORMATION ............................................................................................... 7
REQUEST FOR QUALIFICATIONS

Job Order Contract
Small Tenant Improvement Projects

PROJECT NO. JOC-STI20

The City of Mesa is seeking qualified general contractors for a Job Order Contract (JOC) to provide pre-construction and construction services for Small Tenant Improvement 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 a minimum of two (2) Job Order Contractors from this solicitation.

SECTION I – JOC DESCRIPTION

This Job Order Contract is for a broad range of Small Project Tenant Improvements. 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 may include a wide variety of individual construction tasks. The initial term of the JOC contract will be for one (1) year and have a maximum limit of $1,000,000 per year, or the maximum permissible limit authorized by the City at the time a job order is executed. The maximum construction contract value for an individual job order issued under the contract will be $250,000, or the maximum permissible limit authorized by the City at the time the job order is executed. However, it is anticipated that job order values under this category will be relatively small, but could vary widely, with typical projects ranging from approximately $10,000 to $100,000. There are no guarantees to the number of Job Orders or their respective dollar amount. 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 to medium 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 Small Project Tenant Improvement services that include tenant improvements, incidental maintenance, repair, minor and major new construction services, including minor associated incidental design services, for a broad range of City facilities-related projects. The Contractor shall provide all labor, tools, equipment, and materials as required to perform all requested work in strict accordance with the applicable 2018 Building Codes, 2017 National Electric Codes, City of Mesa Special Provisions, General Conditions, job specific specifications and/or plans required for individual job orders as prepared by a design professional. Projects may or may not require building plans, specifications, or associated building permits. The contractor will be expected to develop shop drawings, exhibits, or submittals as needed to perform work when plans are not provided or limited in detail. Although not required, it is requested that the contractor perform, with his own organization, work amounting to not less than 50 percent of the total contract cost. 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 not exceed $250,000,
unless a higher limit is authorized at the time a job order is executed and will be issued by the City of Mesa Engineering Department.

The Job Orders will include Pre-Construction tasks in a variety of Small Tenant Improvement projects to include (but not limited to):

- Field investigations to insure compatibility with existing system components,
- Verify existing conditions to support design development, and construction feasibility
- Provide construction options, or alternatives
- Develop initial cost estimates for meeting budget expectations

Construction services also covered by the JOC will include, but are not limited to the following:

- Develop and Provide Shop Drawings
- Obtain permits (as required)
- Provide construction schedules
- Prepare and manage project meetings
- Coordinate with the various City Departments as required
- Manage background checks and badging for your employees and sub-contractors

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 January 6, 2020 at 8:30am the City of Mesa (20 E. Main Street, Conference Room 170). At this meeting the project team, including City staff will discuss the scope of work, general contract requirements and respond to questions from the attendees. City staff will not be available to respond to individual inquiries regarding the project outside of this pre-submittal conference. The City strongly recommends that interested Contractors send a representative to the pre-submittal conference.

SECTION IV – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA (BASED ON 1,000 POINTS)

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

A. General Information: (100 points)

1. Provide a general description of the firm and/or team that is proposing to provide construction/replacement/maintenance (JOC) services. Explain the legal organization of the proposed firm and/or team, including years in business. Provide an organizational matrix or chart showing the contractor team wherein work can be performed by its own crews, including key personnel down to the superintendent level, and teams available to work, including the type of work the firm and/or each crew can self-perform. (Example: Framing, Drywall, Painting, Electrical, Tile, Concrete, etc.). If specific subcontractors/consultants will be utilized for work of a certain type, include corresponding information. The organizational chart is counted as part of the ten (10) page maximum.

2. Provide the following information about the proposed firm/team:

   a. 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.

b. Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract which resulted in litigation or arbitration within the last five years. Briefly describe the circumstances and the outcomes.

c. Provide your subcontractor management plan including the qualification-based selection criteria you plan on implementing for this contract (Note: Subcontractor selection plans may be based on qualifications alone or on a combination of qualifications and price but shall not be based upon price alone). Describe your plan for recruiting personnel, consultants and/or subcontractors, particularly in the local communities where work will be performed. Additionally, provide a table including the following information as part of your subcontractor management plan in an appendix (the table maximum is five (5) pages and will not be counted in the 10-page limit):

- The names, contact information, and locations of consultants and primary subcontractors from the local community you plan to use.
- List the services/trade to be provided by each.

3. The subcontractors listed shall have experience providing the services to your firm in a job order contract setting. Discuss the firm’s knowledge of the current local market and of subcontractors and suppliers.

B. Experience and Qualifications of the Firm/Team: (250 points)

1. Identify at least three (3) construction projects in which the firm provided recent JOC or similar services. The projects identified should clearly demonstrate the breadth of the firm’s experience and capabilities in managing your firm’s crews, multiple trade subcontractors, vendors, and suppliers.

For each project identified, provide:

- Title of the Master Job-Order Contract, if applicable;
- Name of the Agency/Corporation;
- Number of Job Orders processed;
- Length of Master Job-Order Contract;
- Master Job-Order Contract Value;
- Description of the construction project, including project name and location;
- Project owner; (if different than the Agency/Corporation)
- Role of the firm;
- Length of construction project;
- Job order contract value;
- Number of Change Orders and the reasons;
- Number of warranty issues; and
- Estimated Percentage of self-performed work.

2. Indicate knowledge, training, and/or experience specifically with Job Order Contracting with public/government/cooperative entities:

- Experience with JOC contracts;
- Knowledge of Standard Cost Estimating and state what cost estimating software system your firm currently utilizes;
- Cost estimating training and certifications (i.e. R.S. Means or comparable) of key team personnel; and
d. Actual project experience with cost estimating utilizing standard estimating systems.

The three projects previously listed in B1 above will contribute to this section’s score.

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

C. Experience of key personnel expected to be assigned to this contract. (300 points)

1. For each key person identified, provide resumes (maximum of two (2) pages) as an appendix. Include length of time with firm and applicable degrees and certifications as part of the resume. List at least five comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. For other projects provide:
   a. Description of project;
   b. Role of the person;
   c. Contract value;
   d. Number of Job Orders processed; and
   e. Project Owner.

2. Identify key staff on this contract and the percentage of their time expected to be devoted to this contract.

3. List any proposed consultants and subcontractors, including key staff names and the experience and qualifications of these individuals.

D. Approach to performing the required services: (150 points)

1. Describe the firm’s project management approach including its perspective and experience on collaboration, quality control, project scheduling, claims, dispute resolution, changes in the scope of work (control of scope-creep), and construction safety.

2. Describe any internal systems used for planning, project engineering, and scheduling, estimating, and managing the work. Include a description of the software systems that the firm uses.

3. Describe the various types of reporting that your firm uses to keep your clients informed of work status. If possible, include two examples of reports in an appendix (not counted in the 10-page limit).

4. Describe 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.

6. Describe how you plan to manage required construction materials, storage, cost escalations and availability.

E. Office location: (50 points)

Identify the physical location of the firm’s principal office and the local office, if different. Fifty (50) 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). No points will otherwise be awarded for this category.

F. Reference Information: (150 points)

City will award a maximum of 150 points for past performance reference information (maximum of 50 points per reference). It is the firm’s responsibility to solicit and to ensure that three (3) Past
Performance Verification Forms (PPVF’s) are submitted to the City per the instructions on the Form. Any Forms in excess of three (3) will not be counted toward this requirement.

Statement of Qualifications scores will not carry over to interviews, if held.

**SECTION V – SUBMITTAL REQUIREMENTS**

This SOQ may not exceed ten (10) single-sided pages (maximum 8½” x 11”) with a minimum of 10 pt. font size. The SOQ shall include a one-page cover letter (cover letter is included in page count), plus a maximum of 9 pages 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 10-page limit and should be attached as appendices: bonding capacity letter, certificate of insurability, Workers’ Compensation Experience Modification Rating (EMR), maximum 2-page resumes for each key team member, and the Subcontractor Management Plan Table.

Provide a statement concerning the Firm’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 in the 10-page limit. Each firm awarded a contract will be required to provide Contract Performance and Payment bonds for each job order.

Provide a statement to the Firm’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 in the 10-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.

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 in the 10-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.

Submissions exceeding the 10-page limit or any resumes exceeding the two (2) page limit will be considered non-responsive and will be returned to the Applicant and will not be evaluated.

Please provide an original, plus six (6) copies (total of 7) and one (1) electronic copy (CD/DVD/USB) of the Statement of Qualifications to the City of Mesa’s Engineering Department by **January 22, 2020 at 2:00PM**. 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, project number, and JOC Small Tenant Improvement Projects.

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 firm wishes to submit a 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 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. 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:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-submittal conference</td>
<td>January 6, 2020</td>
</tr>
<tr>
<td>SOQs due</td>
<td>January 22, 2020</td>
</tr>
<tr>
<td>Shortlist Interviews/Presentations</td>
<td>Week of February 17, 2020</td>
</tr>
</tbody>
</table>

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](http://mesaaz.gov/business/engineering/engineering-contracts)
SECTION VII – GENERAL INFORMATION

RFQ Lists. This JOC 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 construction 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.

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 Job Order Contracting 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.
### PAST PERFORMANCE VERIFICATION FORM (PPVF)

**Directions to Submitting Firm:** Request Public/Private Agencies, for which you have substantially completed (Professional Services, CM@R or JOC) similar work, to fill out a copy of the PPVF for three (3) similar projects. Provide this form to the Agency or Agency's representative directly responsible for oversight of the project to complete and submit via email to the City of Mesa prior to the date and time listed below. If the form is received after the date and time specified, it will not be accepted. By submitting this form, you are waiving any claim against the Agency listed for providing information regarding a project.

SOQ Due Date and Time: January 22, 2020 at 2:00PM

**PROJECT NAME:** JOC-STI20 Job Order Contract Small Tenant Improvement Projects

**PROJECT ROLE SUBMITTING FOR:** (select one)
- ☐ PROFESSIONAL  ☐ CM@R  ☒ JOC

**NAME OF COMPANY TO BE EVALUATED:**

**NAME OF AGENCY OR FIRM SUBMITTING EVALUATION:**

**NAME/PHONE NUMBER OF PERSON SUBMITTING EVALUATION:**

**NAME OF PROJECT AND DATE SUBSTANTIALLY COMPLETED:**

**Questions to be completed by Agencies:**

1. Has the above referenced project reached substantial completion? (select one)  ☐ Yes  ☐ No
2. What project delivery method was utilized? (select one)  ☐ DBB  ☐ CM@R  ☐ JOC  ☐ DB
   
   What type of services did this firm provide on the project referenced?
   
   ---------------------------------------------------------------------
   
   ---------------------------------------------------------------------

3. On a scale of 1 to 10 (1 being lowest, 10 highest) rate this company’s performance on the following:
   
   a. Was the project completed on time? (10=Yes, 0=No)  
   
      ______
   
   b. Was the project completed within budget? (10=Yes, 0=No)  
   
      ______
   
   c. What was the quality of the work performed?
   
      ______
   
   d. Was staff proactive in solving problems that may have occurred on your project?  
   
      ______
   
   e. Would you be willing to contract with this firm again? (10=Yes, 0 = No)  
   
      ______
   
      **TOTAL POINTS**  

   ______

4. Any additional comments.
   
   ******************************************************************************
   
   Please email to Engineering-RFQ@mesaaz.gov by the date and time shown above.