

**CITY OF TOLLESON  
REQUEST FOR QUALIFICATIONS (RFQ)**

The City of Tolleson seeks a qualified design firm, or team, with extensive experience and knowledge of designing roadways, pedestrian routes, landscaping and signage that will help brand Downtown Tolleson as a destination location. The Downtown Tolleson boundary is Van Buren Street from 99<sup>th</sup> Avenue to 83<sup>rd</sup> Avenue. The City will work with the selected consultant during the contract negotiation stage to refine the proposed scope of work. One contract will be awarded as a result of this solicitation.

This RFQ will be listed on and available for download from the City's website: [www.tollesonaz.org](http://www.tollesonaz.org). Copies are also available at Tolleson City Hall located at 9555 W. Van Buren Street, Tolleson, Arizona 85353.

**Questions should be directed to:**

Paul Magallanez, Economic Development Director  
[pmagallanez@tollesonaz.org](mailto:pmagallanez@tollesonaz.org)  
(623) 474-4998  
TDD (623) 936-2792

Submittals in response to the RFQ are due at Tolleson City Hall by 4:00p.m., August 31, 2012. The City of Tolleson reserves the right to reject any and all submittals.

Notice Given By: Chris Hagen  
City Clerk  
August 1, 2012

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**REQUEST FOR STATEMENT OF QUALIFICATIONS**

**DOWNTOWN TOLLESON REDEVELOPMENT – DESIGN & CONSTRUCTION SERVICES**

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## **REQUEST FOR STATEMENT OF QUALIFICATIONS**

### **DOWNTOWN TOLLESON REDEVELOPMENT – DESIGN & CONSTRUCTION SERVICES**

The City of Tolleson seeks a highly qualified design firm, or team, with extensive experience and knowledge of designing roadways, pedestrian routes, landscaping and signage that will help brand Downtown Tolleson as a destination location. The Downtown Tolleson boundary is Van Buren Street from 99<sup>th</sup> Avenue to 83<sup>rd</sup> Avenue. The City will work with the selected consultant during the contract negotiation stage to refine the proposed scope of work. One contract will be awarded as a result of this solicitation.

All qualified firms that are interested in providing these services to the City of Tolleson 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). Upon review of all responsive submittals, the City will select the most qualified firm from the pool of respondents.

#### **SECTION I – PROJECT DESCRIPTION**

The Scope of Work will at a minimum include the preparation of detailed construction plans and specifications for the following improvements:

- Vehicular, bicycle and pedestrian lanes and parking on both sides of Van Buren Street from 99<sup>th</sup> Avenue to 83<sup>rd</sup> Avenue.
- Landscape design for Van Buren Street.
- Widening of pedestrian walkways to offer retail premises extension for activities such as outside dining and to provide a safe pedestrian route removed from vehicular traffic.
- Public gathering, entertainment, resting, viewing and waiting spaces to include associated amenities.
- Design and layout for the replacement of existing street and landscape lighting.
- Design and layout of new pedestrian linkages.
- Design and layout of way-finding/directional, destination and branding signage to reflect the character of the District.

Additionally, the scope of work will include the development of estimates of construction costs for each of the enhancements being designed and pre-construction and construction phase services related to procurement assistance for the construction phase, project management, construction evaluation and billing review. The City of Tolleson intends to utilize a Construction Manager at Risk (CMAR) delivery method for construction. However, the City may also choose to pursue a competitive low bid option.

The City of Tolleson anticipates that this project will help re-vitalize the area and define Downtown Tolleson as a unique, vibrant commercial district and regional destination location.

## **SECTION II – OVERVIEW OF PROJECT PHASES**

The City of Tolleson seeks a qualified consulting firm, or team, with extensive experience and knowledge of state, federal and local standards and regulations.

The following is a summary of the proposed project phases. These will be reviewed with the selected consultant and refined to meet the needs of the project and the City budget.

Phase 1 – Constraints and Opportunities Analysis (complete – study available for review from the City)

Phase 2 – Conceptual Design, including public involvement activities (complete – study available for review from the City)

Phase 3 – Detailed Design and Construction Documents

Phase 4 – Bidding Assistance

Phase 5 – Construction Phase Services

The Scope of Work under this solicitation is intended to cover Phases 3 through 5, as an implementation of recommendations selected by the City from the Report produced by the City's Consultant under Phases 1 and 2. A consultant with successful experience in all described phases of the project is necessary for the delivery of services to the City under this solicitation.

### **SECTION III – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA**

Each SOQ will be evaluated according to the following criteria:

#### **A. General information. (10 points)**

Provide a general description of the company and/or team that is proposing to provide the services, including sub-consultants. 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 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 per project)
2. List all City of Tolleson projects where the firm/team provided design services in the last ten years, completed or ongoing, that are not already included in the preceding sections.

#### **C. Project Vision. (25 points)**

1. Provide a description of methodology, approach, general design philosophy on Projects such as the one outlined in this RFQ and measures for successfully achieving that vision.

**D. Current workload and ability of project team to start immediately. (15 points)**

Provide a table/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.

**E. Principal office location and local participation. (10 points)**

Identify the location of the firm’s principal office and the home office location of key staff on this project. Identify local vs. non-local staffing of your team along with the total estimated percent of work expected to be done locally.

**Total SOQ Evaluation Points Possible**

**100**

The City reserves the option to conduct interviews of the 3 to 5 highest scoring respondents based upon the initial SOQ evaluation. No interviews are currently planned. In the event the City chooses to conduct interviews, the interview evaluation criteria will be provided to the respondents selected for interview. If interviews are conducted, the ranking of the final list of respondents will be determined by combining the scores of the SOQ and interview evaluations.

**SECTION IV – SUBMITTAL REQUIREMENTS**

The SOQs shall include a one-page cover letter, plus a maximum of **12 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 **five (5) copies of the Statement of Qualifications by August 31, 2012 at 4:00 pm**. The City reserves the right to accept or reject any and all SOQs. No contract is formed with the City on the submittal of a SOQ. The City is an equal opportunity employer.

Delivered or hand-carried submittals must be delivered to the City of Tolleson reception area at Tolleson City Hall located at 9555 W. Van Buren Street in a sealed opaque envelope which displays the firm name and project title, i.e. “Downtown Tolleson Redevelopment – Design & Construction RFQ”.

All submittals shall be sent or delivered to:

**CITY OF TOLLESON  
ECONOMIC DEVELOPMENT DEPARTMENT  
Attention: Paul Magallanez  
Tolleson City Hall  
9555 W. Van Buren Street  
Tolleson, Arizona 85353**

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

- Submittal by the specified cut-off date and time
- The number of originals and/or copies of the submittal specified
- Adherence to maximum page requirement
- Delivery of submittal in correct location

Adherence to the maximum page criterion is mandatory; 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 V – SELECTION PROCESS AND SCHEDULE**

A Selection Committee will evaluate each SOQ according to the criteria set forth in this RFQ. In the event no interviews are conducted, a final list of 3 respondents will be ranked from the SOQ evaluations. If interviews are conducted, the final list shall be ranked by a combination of the SOQ and interview evaluation scores. The firm receiving the highest evaluation from the selection panel will be recommended to the City Manager for negotiation of the contract.

In the event a contract cannot be successfully negotiated with the highest ranking respondent, the City will terminate negotiations and proceed with the next highest ranked respondent and so on.

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

SOQ's Due	<b>August 31, 2012 by 4:00 pm</b>
Evaluation & Scoring of SOQ's	<b>September 7, 2012</b>
Recommendation to City Manager	<b>September 14, 2012</b>

**SECTION VI – GENERAL INFORMATION**

**RFQ Lists.** This RFQ will be listed on the City's web site. The address is: [www.tollesonaz.org](http://www.tollesonaz.org).

**Instructions.** Respondents may not rely on any oral instructions. Any changes to this 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 packet from the City will be included on the RFQ Holders List. Firms receiving a copy of this packet through any other means must register as a RFQ Holder by contacting Freddy Cavines via telephone at (623) 936-2714, or e-mail at [fcavines@tollesonaz.org](mailto:fcavines@tollesonaz.org).

**City Rights.** The City of Tolleson reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQs received, and to be the sole judge of the merits of the respective SOQs received. No binding contract will exist between the submitter and the City until the City and successful respondent execute a written contract, after approval by the City Council.

**Contact with City Employees.** All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) 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 selection process should be directed to **Paul Magallanez, Economic Development Director at (623) 474-4998**, E-Mail: [pmagallanez@tollesonaz.org](mailto:pmagallanez@tollesonaz.org).



**Protest Rights.** Any respondent may protest this RFQ issued by the City, the ranking of the Respondents and proposed award of a Contract, or the actual award of a Contract. All protests will be considered in accordance with the City Procurement Code, and the protest policy and procedures of the Arizona Department of Administration, pursuant to A.R.S. Section 34-603(J). The City's Procurement Code is on file with the City Clerk's office.