

**NOTICE AND REQUEST FOR QUALIFICATIONS  
FOR  
SMALL PROJECTS DESIGN AND CONSTRUCTION SERVICES  
FOR THE CITY OF TOLLESON**

The CITY OF TOLLESON requests Statements of Qualifications from qualified contractors to provide Small Projects Design and Construction Services in the City of Tolleson. The City of Tolleson seeks a highly qualified firms, or teams, with extensive experience constructing streets, buildings, building improvements, façades, landscaping, parking and signage and other small municipal projects. A qualified vendor list (QVL) will be the result of this solicitation. The City will select from the QVL for the performance of construction services for small municipal projects on an individual basis. 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 firms from the pool of respondents to establish the QVL.

You may download this Request for Qualifications (RFQ) and related form contract from the City of Tolleson website. Go to [www.tollesonaz.org](http://www.tollesonaz.org). Click on Quick Links, select RFP/RFQ/Bid Documents from the menu on the far left, then click the CM@Risk link to access the RFQ documents. **IMPORTANT:** You must register with the City of Tolleson to become a Request for Statement of Qualifications holder of record. If you download the RFQ without registering, there will be no record that you are interested in this solicitation and you will not be sent any addendums to this RFQ. Requests for Qualifications (RFQ) may also be obtained (1 free copy) from the front desk at City Hall located at 9555 West Van Buren in Tolleson, AZ 85353.

The Statement of Qualifications (SOQ) **must be received by the City of Tolleson, 9555 West Van Buren Street, Tolleson no later than 4:00 p.m. on Friday, August 29, 2014. LATE STATEMENTS OF QUALIFICATIONS WILL NOT BE ACCEPTED.**

**DIRECT CONTACT WITH SELECTION COMMITTEE MEMBERS OR ANY CITY EMPLOYEE CONCERNING THIS RFQ AT ANY TIME IS STRICTLY PROHIBITED.**

If you have any questions about obtaining the RFQ or to register as a RFQ holder of record, please contact Freddy Cavines at (623) 936-2714 or via e-mail at [fcavines@tollesonaz.org](mailto:fcavines@tollesonaz.org).

Notice Given By: Crystal Zamora  
Tolleson Deputy City Clerk  
Thursday, August 14, 2014

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**REQUEST FOR  
STATEMENTS OF QUALIFICATIONS  
FOR  
SMALL PROJECTS DESIGN AND CONSTRUCTION SERVICES  
FOR THE CITY OF TOLLESON**

City of Tolleson  
9555 West Van Buren Street  
Tolleson, Arizona 85353

**SOLICITATION INFORMATION AND SELECTION SCHEDULE**

Solicitation Number:	<b>ED 14-01</b>
Solicitation Title:	<b>Small Projects Design and Construction Services</b>
Release Date:	<b>August 14, 2014</b>
Advertisement Dates:	<b>August 14, 2014 and August 21, 2014</b>
Final Date for Inquiries:	<b>August 28, 2014</b>
SOQ Deadline:	<b>August 29, 2014 by 4:00 p.m.</b> (local time, Phoenix, Arizona)
SOQ Reviews/Evaluations Completed	<b>September 3, 2014</b>
Recommendation to City Manager:	<b>September 5, 2014</b>

\* The City of Tolleson reserves the right to amend or cancel the solicitation as necessary.



**REQUEST FOR STATEMENT OF QUALIFICATIONS**  
**SMALL PROJECTS CONSTRUCTION SERVICES**  
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## **REQUEST FOR STATEMENT OF QUALIFICATIONS SMALL PROJECTS CONSTRUCTION SERVICES**

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

The City of Tolleson seeks a highly qualified firms, or teams, with extensive experience constructing streets, buildings, building improvements, façades, landscaping, parking and signage and other small municipal projects. A qualified vendor list (QVL) will be the result of this solicitation. The City will select from the QVL for the performance of construction services for small municipal projects on an individual basis. 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 firms from the pool of respondents to establish the QVL.

### **SECTION II - PROJECT SCOPE**

The City of Tolleson will utilize the QVL to select firms to perform small projects not to exceed \$200,000 that will include but is not limited to the following:

- Street repair, construction, lighting and landscaping
- Facade construction
- Masonry and stucco restoration
- Painting
- Awning replacement
- Sign removal and replacement
- Trim work
- Utility removal
- Lighting improvements
- Landscaping
- Window repairs
- Fencing
- Door repairs
- Trash enclosures and receptacles
- Security improvements
- Parking lot resurfacing and striping
- Building demolition
- Other interior building improvements.

Qualified firms will provide preconstruction cost estimating services on an individual project basis.

### **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. (30 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. 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 (50 points)**

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 **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. Please provide **three (3) copies of the Statement of Qualifications by August 29, 2014 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. "Small Projects 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 firms receiving the highest evaluations from the selection panel will be recommended to the City Manager to be placed on the QVL.

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

SOQ's Due	<b>August 29, 2014 by 4:00 pm</b>
Evaluation & Scoring of SOQ's	<b>September 3, 2014</b>
Recommendation to City Manager	<b>September 5, 2014</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.