

**REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR  
ENGINEERING SERVICES –  
IDENTIFICATION OF WASTEWATER TREATMENT PLANT CAPITAL PROJECTS FOR THE  
CITY OF TOLLESON**

The City of Tolleson seeks highly qualified engineering services, with emphasis on experience and knowledge of the operation and maintenance of municipal wastewater treatment plants, to assist Tolleson in identifying capital projects required or advisable for the on-going operation and maintenance of the Tolleson Wastewater Treatment Plant (“WWTP”).

Go to [www.tollesonaz.org](http://www.tollesonaz.org) to download this Request for Qualifications (RFQ) from the City of Tolleson website. Click on Quick Links, select RFP/RFQ/Bid Documents from the menu on the far left, then click the 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. Copies of the RFQ are only available via the City of Tolleson website. 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).

The Statement of Qualifications (SOQ) must be received by the City of Tolleson no later than 4:00 p.m. on July 30, 2015. All submittals shall be sent or delivered to Tolleson City Hall, Attn: Mark Berrelez, 9555 West Van Buren Street, Tolleson, AZ 85353.

**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.**

Questions pertaining to the selection process should be directed to Mark Berrelez, Utilities Director at (623) 478-8721, E-Mail: [mberrelez@tollesonaz.org](mailto:mberrelez@tollesonaz.org).

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.

Notice Given By: Crystal Zamora  
Tolleson Deputy City Clerk  
Thursday, July 16, 2015

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**UTILITIES DEPARTMENT**

**REQUEST FOR STATEMENT OF QUALIFICATIONS**

**ENGINEERING SERVICES – IDENTIFICATION OF WASTEWATER  
TREATMENT PLANT CAPITAL PROJECTS**

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## REQUEST FOR STATEMENT OF QUALIFICATIONS

### ENGINEERING SERVICES – IDENTIFICATION OF WASTEWATER TREATMENT PLANT CAPITAL PROJECTS

The City of Tolleson seeks highly qualified engineering services, with emphasis on experience and knowledge of the operation and maintenance of municipal wastewater treatment plants, to assist Tolleson in identifying capital projects required or advisable for the on-going operation and maintenance of the Tolleson Wastewater Treatment Plan (“WWTP”).

All qualified engineers 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). **The City’s project design is to divide the engineering scope of work between the consulting engineer services under this RFQ and any subsequent design, construction, or oversight services. As a result, the successful engineer and its sub-consultants, if any, will agree that it will not assist in the design, construction, or oversight of any capital project it recommends to the City under this Project.** Upon review of all responsive submittals, the City will select the most qualified engineer from the pool of respondents.

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

##### **PURPOSE**

Tolleson operates a municipal wastewater treatment plant that currently services 8.1 million gallons per day (“mgd”) of wastewater flow. To assist Tolleson in the identification of capital projects, defined as those projects with a life expectancy of 10 years or more (“Capital Projects”), which are required or advisable for the on-going operation and maintenance of the WWTP, Tolleson seeks an engineer (the “Engineer”) to provide the requested service (“Project”).

##### **PROJECT OBJECTIVES**

The Engineer will assist Tolleson in identifying Capital Projects. The Project objectives are:

- A. To identify those Capital Projects required or advisable for the on-going operation and maintenance of the WWTP.
- B. To develop a comprehensive WWTP Infrastructure Assessment Study (the “Study”) to determine the Capital Projects required over a period not to exceed the succeeding ten years.
- C. The Capital Projects identified will be those required to allow the WWTP to continue providing sewage treatment services, allow the WWTP to meet its current and ongoing contractual obligations, and to operate in compliance with applicable laws, rules or regulations and Tolleson’s

permits, including, but not limited to, its Arizona Pollutant Discharge Elimination System, Aquifer Protection Permit, and Re-USE permits.

## **PROJECT SCOPE**

A contract, not to exceed five years and subject to earlier termination, will be awarded to the selected Engineer. The selected Engineer will:

- Meet with Tolleson and others to discuss the scope of the Engineer's engagement; and, the scope of the Study to be prepared by the Engineer.
- Review the current operations of the WWTP.
- Recommend, as necessary, efficiency improvements to the WWTP, either as revised operating procedures or as Capital Projects.
- Prepare a Study of its findings and recommendations.
- Prior to issuance of the Study, meet with Tolleson and others to outline and discuss its findings and receive additional direction from Tolleson, if any.
- Prepare the Final Study which shall include, all of its findings, recommendations, a suggested schedule for the execution of all identified Capital Project(s), and an estimated cost for each Capital Project.
- Submit a written, sealed Final Study to Tolleson and EPCOR.

## **SECTION II – 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 Engineer 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 Engineer and key personnel. (30 points)**

1. Provide a list of similar projects on which the Engineer and sub-consultants 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 Engineer and/or sub-consultant(s), 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 and email address per project)

2. List all City of Tolleson projects where the Engineer and sub-consultants provided design professional services in the last ten years, completed or ongoing, that are not already included in the preceding sections.

3. Describe the Engineer’s approach to the Project Scope and its methodology to achieve the Project Objectives.

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

Identify the location of the Engineer’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 III – 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 **five (5) copies of the Statement of Qualifications by July 30, 2015 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 Engineer’s name and project title, i.e. “Engineering Services – Identification of Wastewater Treatment Plant Capital Projects RFQ.”

All submittals shall be sent or delivered to:

**CITY OF TOLLESON  
WASTEWATER TREATMENT PLANT  
Attention: Mark Berrelez  
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 IV – 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 Engineer receiving the highest evaluation score 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>July 30, 2015 by 4:00 pm</b>
Evaluation & Scoring of SOQ's	<b>August 14, 2015</b>
Recommendation to City Manager	<b>August 21, 2015</b>

## **SECTION V – 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 Engineers interested in this project (including the Engineer'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 **Mark Berrelez, Utilities Director at (623) 478-8721**, E-Mail: [mberrelez@tollesonaz.org](mailto:mberrelez@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.