

**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.

This RFQ will be listed on the City's web site: [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:**

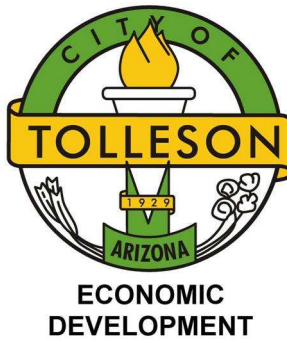
Paul Magallanez, Economic Development Director  
[pmagallanez@tollesonaz.org](mailto:pmagallanez@tollesonaz.org)  
(623) 474-4998  
TDD (623) 936-2792

A pre-submittal conference will be held at 9:00 A.M., September 14, 2011 at the City of Tolleson, Police and Court Building Community Room, located at 8350 W. Van Buren Street.

Respondents shall submit Statements of Qualifications depicting their knowledge of and experience with downtown redevelopment projects. Submittals are due at Tolleson City Hall by 2:00 P.M., September 28, 2011. The City of Tolleson reserves the right to reject any and all submittals.

Notice Given By: Crystal Zamora  
Deputy City Clerk  
Wednesday, August 10, 2011

Published in the: Arizona Business Gazette  
Thursday, August 18, 2011  
Thursday, August 25, 2011



**REQUEST FOR STATEMENT OF QUALIFICATIONS**  
**DOWNTOWN TOLLESON REDEVELOPMENT**  
**TABLE OF CONTENTS**

	<b>PAGE NO.</b>
SECTION I – PROJECT DESCRIPTION .....	1
SECTION II – OVERVIEW OF PROJECT PHASES .....	2
SECTION III – PRE-SUBMITTAL CONFERENCE .....	2
SECTION IV – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA .....	3
SECTION V – SUBMITTAL REQUIREMENTS .....	4
SECTION VI – SELECTION PROCESS AND SCHEDULE .....	5
SECTION VII – GENERAL INFORMATION .....	6

## **REQUEST FOR STATEMENT OF QUALIFICATIONS**

### **DOWNTOWN TOLLESON REDEVELOPMENT**

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 seeks to partner with the selected consultant during the contract scoping stage to specifically define the scope of work. The City's budget for this consulting and design engagement is \$100,000. 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).

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

Scope of work will at a minimum include:

- Concept and layout of 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 concept design for Van Buren Street, including a raised center median option.
- 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.
- Conceptual design and layout for public gathering, resting, viewing and waiting spaces to include associated amenities such as public art.
- Conceptual design and layout for the replacement of existing street and landscape lighting.
- Conceptual design and layout of new pedestrian linkages.
- Conceptual design and layout of way-finding/directional, destination and branding signage to reflect the character of the District.
- Preliminary construction cost estimates or anticipated range of costs for each of the enhancements being contemplated.

Future phases of the project may include preparation of detailed construction plans, specifications and cost estimates for the above-listed improvements.

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 City seeks to partner with the selected consultant during the contract scoping stage to specifically define the scope of work.

The following is a summary of the proposed project phases. These will be reviewed with the selected consultant and defined to meet the needs of the project as part of the contract scoping.

Phase 1 – Constraints and Opportunities Analysis

Phase 2 – Conceptual Design, including public involvement activities

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 1 and 2. Subsequent phases will be addressed based upon City needs, availability of funding and project development, and will be the subject of a future solicitation following completion of Phases 1 and 2.

A consultant with successful experience in all described phases of the project is necessary for the delivery of the most valuable conceptual design to the City under this solicitation.

## **SECTION III – PRE-SUBMITTAL CONFERENCE**

A pre-submittal conference will be held at **9:00 A.M., September 14, 2011 at the City of Tolleson, Police and Court Building Community Room located at 8350 W. Van Buren Street**. At this meeting, City staff will discuss the scope of work, general contract issues and respond to questions from the attendees. Attendance at the pre-submittal conference is not mandatory and all interested firms may submit a Statement of Qualifications whether or not they attend the conference.

**All interested firms are encouraged to attend the Pre-Submittal Conference since City staff will not be available for meetings or to respond to individual inquiries regarding the project scope outside of this conference. In addition, there will not be meeting minutes or any other information published from the Pre-Submittal Conference.**

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

Each Statement of Qualifications (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. Innovative approaches used on other similar projects. (30 points)**

Identify innovative approaches that were used in executing work on similar project(s). Also, discuss the particular expertise your firm/ team offers and how you propose to use that expertise to benefit the City to add value to the project.

**D. Current workload and ability of project team to start immediately. (10 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.

**SECTION V – SUBMITTAL REQUIREMENTS**

The Statement of Qualifications 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 **eight copies of the Statement of Qualifications by September 28, 2011 at 2:00 pm**. The City reserves the right to accept or reject any and all Statements of Qualification. 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".

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**

**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 cut-off date and time
- Receipt of 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 VI – SELECTION PROCESS AND SCHEDULE**

The successful firm/team will be selected through a qualifications-based selection process which will consist of the following steps: (1) evaluation and scoring of Statements of Qualifications (SOQs) submitted in response to this RFQ according to the evaluation criteria set forth in Section IV, including reference information as evaluated as part of Section IV.B., and (2) interviews and evaluations of three short-listed firms.

A Selection Committee will evaluate each SOQ according to the criteria set forth in this RFQ. The City will then perform a reference verification process by contacting and interviewing the references provided by the firms selected for interview. Following this reference verification process, the three firms receiving the highest evaluation from the

selection panel may be selected to interview for the contract. The interview invitation letter will provide the interview evaluation criteria to be used.

Scores for each firm from each of the SOQ evaluation criteria and interview evaluation criteria will be combined to determine the Best Qualified for the project. The Selection Panel will then forward a recommended, rank-ordered shortlist of the three best-qualified firms to the City Manager for approval, and to proceed with contract negotiation.

The following tentative schedule has been prepared for this selection process. Firms interested in this project must be available on the interview date.

Pre-Submittal Conference	<b>September 14, 2011 at 9:00 am</b>
SOQ's Due	<b>September 28, 2011 at 2:00 pm</b>
Shortlist Interviews	<b>October 12, 2011</b>

The City will enter into negotiations with the top ranked firm and execute a contract upon completion of negotiation of fees and contract terms, and City Council approval. If the City is unsuccessful in negotiating a contract with the top ranked firm in the final list, the City may then negotiate with the second and then third ranked firm until a contract is executed, or the City may decide to terminate the selection process.

## **SECTION VII – GENERAL INFORMATION**

**RFQ Lists.** This Request for Statement of Qualifications 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 Request for Statement of 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 Request for Statement of Qualifications packet from the City will be included on the Request for Statement of Qualifications Holders List. Firms receiving a copy of this packet through any other means must register as a Request for Statement of Qualifications Holder by phone by contacting Paul Magallanez, Economic Development Director at (623) 474-4998.

**City Rights.** The City of Tolleson 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 and successful respondent execute a written contract.



**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.