



**City of Bullhead City, Arizona
Public Works Department**

REQUEST FOR QUALIFICATIONS

**50 kW GRID-TIED PHOTO-VOLTAIC SYSTEM
DESIGN-BUILD SERVICES**

PROJECT NO. 09-C-005

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REQUEST FOR QUALIFICATIONS

50 kW PHOTO-VOLTAIC SYSTEM DESIGN-BUILD SERVICES PROJECT NO. 09-B-008

The City of Bullhead City is seeking a qualified Design-Build Team in accordance with Title 34, Chapter 6 of the Arizona Revised Statutes to provide design-build services for the design and construction of a new 50 kW grid-tied photo-voltaic (PV) system, which will be located at City Hall, 2355 Trane Road, Bullhead City, Arizona.

SECTION I – BACKGROUND

In partnership with the local electric utility, Mohave Electric Cooperative, the City desires to engage and promote the use of renewable energy, which would reduce fossil fuel emissions and reduce energy costs. By so doing, the City and MEC hope to inspire businesses and community residents to do likewise. This project will be constructed utilizing the Design-Build project delivery and construction method and it is expected that the project design and construction will be a “furnish-and-install” proposal.

SECTION II - SCOPE OF WORK

The City is inviting a response from offerors that can design and construct a 50 kW grid tied photo-voltaic (PV) system that would be installed in the southeast parking lot.

Offerors are instructed to submit:

- a proposal for a PV system with self-supporting infrastructure that is ground-mounted; and
- an alternate proposal for a PV system with infrastructure that would be elevated in a manner that allows vehicles to park beneath the PV self-supporting structure.

A schematic of the City parking lot showing the location of the proposed PV system is provided in Exhibit A. The system energy will be grid-tied and directed to the City Hall office building at 2355 Trane Road. The City desires a complete turnkey project.

The project is to include the following in separate line items:

- the supply of all:
 - o materials,
 - o design services,
 - o equipment,
 - o labor for construction, and
 - o testing; and
- operations and maintenance warranty.

The Design-Build Team will control the costs and will be responsible for the time schedule, and completing the work. The preferred Design-Build Team should have the following capabilities:

- Experience in performance of Design-Build contracts;

- Demonstrated experience in design and construction of similar projects;
- Expertise in managing projects within a fixed, guaranteed maximum price, with either no change orders or only client requested changes;
- Understanding of the dynamics of Design-Build for construction operations that include coordination with various City of Bullhead City departments, other agencies, utility companies, etc.;
- Knowledge of the subcontracting community;
- Fiscal capacity to obtain the necessary bid and performance bonds;
- Compliance with City insurance and bond requirements and those of Title 34, Chapter 6 of the Arizona Revised Statutes
- Planning, scheduling, and permitting; and
- Demonstrated knowledge and enforcement of strict on-site safety standards.

SECTION III - PRE-SUBMITTAL CONFERENCE

There will be a pre-submittal conference for this project at 10:30 a.m. on Monday, November 30, 2009 in the Bullhead City Council Chambers, 1255 Marina Boulevard, Bullhead City, Arizona. City staff will be available to answer questions on this project at this conference only. All other directions will be provided via written addendum issued to all registered Request for Qualifications packet holders.

SECTION IV - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

The Design-Build Team will be selected through a qualifications-based selection process. Firms interested in providing Design-Build services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

A. General information. (5 points)

Provide a general description of the firm and/or team that is proposing to provide design-build services. Explain the legal organization of the proposed firm or team. Provide an organization chart showing key personnel.

B. Experience and qualifications of the firm/team. (25 points)

1. Identify at least three (3) comparable projects in which the firm served as either the designer of record, general contractor, or member of a design-build team. Special consideration will be given to firms that have led design-build teams on similar successful projects.
2. List of all projects where the firm/team provided design-build services, Construction Manager at Risk, agency construction management, or general construction services in the last five years, either completed or ongoing.

C. Experience of key personnel to be assigned to this project. (20 points)

1. For each key person identified, list their length of time with the firm and at least two comparable projects in which they have been engaged in 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.

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

D. Understanding of the project and approach to performing the required services. (25 points)

Discuss the major issues your team has identified on this project and how you intend to address those issues. Discuss alternate ways your team can deliver the complete project within the budgeted amount.

E. Subcontractor selection criteria. (10 points)

The project will include construction services that will require subcontractors. Briefly describe the firm's approach to select such subcontractors as required under ARS §34-603(C)(7)(b)(i), as follows:

“(i) A requirement that each person or firm submit a proposed subcontractor selection plan, a requirement that the proposed subcontractor selection plan must select subcontractors based on qualifications alone or on a combination of qualifications and price and shall not select subcontractors based on price alone....”

F. Overall evaluation of the firm/team and its perceived ability to provide the required services. (15 points)

This is to be determined by the selection panel members. No submittal response is required.

SECTION V - SUBMITTAL REQUIREMENTS

Firms interested in this project shall submit a Statement of Qualifications, **which includes a one-page cover letter plus a maximum length of ten pages to address the SOQ criteria (excluding resumes, but including organizational chart)**. Resumes for each key team member shall be limited to a maximum length of two pages and should be incorporated as an appendix at the end of the SOQ. Please provide **an original plus nine copies (total of ten) of the Statement of Qualifications by 3:00 PM on Monday, December 7, 2009**. Failure to supply the requested number of copies will not result in disqualification, but may result in the loss of ranking points as determined by the evaluation committee of up to 5 points.

Firms interested in submitting on this project must be in compliance with all State and Federal laws, rules, and regulations concerning nondiscrimination against a person based upon any protected classification.

Delivered or hand-carried submittals must be delivered to the City Clerk's Office located in City Hall, 2355 Trane Road, Bullhead City, AZ 86442. On the sealed submittal package, please display: firm name, project number, and project title.

Submittals need to be sent or delivered to:

City Clerk's Office
CITY OF BULLHEAD CITY
2355 Trane Road
Bullhead City, Arizona 86442

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified cut-off date, time and location.

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. 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 selection process and all contracts and requirements will be in conformance with Title 34 of Arizona Revised Statutes and Chapter 6 thereof. The successful Design-Build Team will be selected in a one-step qualifications-based selection process. Interested firms will submit a Statement of Qualifications (SOQ). A selection committee will evaluate each SOQ according to the criteria set forth in Section IV above. The City may perform a due diligence process on the firm(s) receiving the highest evaluation on these SOQs. Selected firms will be invited to participate in detailed interviews. An interview invitation letter from the City will be sent to at least three firms and not more than five firms, as long as at least three firms submit SOQs.

At the conclusion of the selection process, each of the rated elements for each firm will be evaluated to determine the Best Qualified for the project. A final list containing up to three firms listed in the order of their ranking will be issued by the selection committee, as long as at least three firms submit SOQs. The City will enter into negotiations with the selected firm to evaluate terms, compensation and price. A two step contract is anticipated whereby first a price is negotiated for design services for plans to be prepared that are sufficient to negotiate a "Guaranteed Maximum Price" and contract for all remaining work. If the City is unable to negotiate a satisfactory contract with the highest qualified finalist, negotiations will be formally terminated and negotiations will be undertaken with the next most qualified finalist in sequence until an agreement is reached or a determination is made to reject all persons or firms on the finalists list. City Council approval of any negotiated contract is required. The Design-Build Team will deliver the project through a fixed lump sum or guaranteed maximum price contract. The Design-Build Team, which may or may not self-perform work, will be responsible for construction means and methods for delivery of the completed work.

The following tentative schedule has been prepared for this project

Pre-Submittal Conference	November 30, 2009 at 10:30 AM
SOQs due	December 7, 2009 at 3:00 PM
Tentative Interview for Finalists	December 14, 2009

SECTION VII – GENERAL INFORMATION

Instructions. The City of Bullhead City shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of a written addendum, which will be furnished to all registered Request for Qualifications holders.

Firms who pick up or request a copy of the Request for Qualifications packet will be included on the Request for Qualifications Holders List. Packets are available from:

Lee Creiglow, Project Administrator
City of Bullhead City
Development Services Department
2355 Trane Road
Bullhead City, Arizona 86442

Firms receiving a copy of this packet through any other means must register as a Request for Qualifications Holder with Mr. Creiglow at the above location or by telephone at (928) 763-0124.

Alternate Format. The City of Bullhead City will provide reasonable accommodations for alternate formats of the Request for Qualifications. To request a reasonable accommodation, contact Lee Creiglow, Project Administrator, at the address above or call (928) 763-0124. Requests will only be honored if made within the first week of the advertising period. Please allow a minimum of seven calendar days for production.

City Rights. The City of Bullhead City 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.

Compliance with Legal Worker and Immigration Laws. The Offeror warrants that it and any subcontractors it may use in performance of this contract are in compliance with State law (see A.R.S. §23-214(A)) and all Federal immigration laws and regulations (see Immigration and Control Act of 1986, as amended) that relate to its employees and employees of its subcontractors. The Offeror acknowledges that pursuant to A.R.S. §41-4401, a breach of this warranty is a material breach of this contract subject to penalties up to and including termination of this contract, and that the City retains the legal right to inspect the papers of any contractor or subcontractor employee who works on this contract to ensure compliance with this warranty. The Offeror understands that it may be selected for random verification by the City as required under A.R.S. §41-4101(B) to ensure compliance with A.R.S. §41-4401(A) and will promptly respond to any requests for information from the City with regard to its verification process.

Scrutinized Business Operations. In accordance with A.R.S. §35-397 or its successor(s), the Offeror certifies that the Offeror does not have scrutinized business operations in Iran or Sudan.

Release of Project Information. The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City.

Contact with Project Participants. 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 participate in the selection process, including the members of the evaluation panel. 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.

Contact with Elected Officials (Mayor, City Council, etc). Any contact pertaining to this selection process with elected officials must be scheduled, in person, through the Bullhead City Clerk's Office, 2355 Trane Road, and are posted by the City Clerk at least twenty-four (24) hours prior to the scheduled meeting. The Clerk's posting shall include and detail the participants, the subject matter and shall invite the public and press to participate. No contacts made by telephone, other than to schedule a public meeting, are permitted, and copies of contacts made via letter, FAX, e-mail or other written method shall be made available to the public, press and all submitting firms.

Authorized Representative. Questions pertaining to this selection process or contract issues are to be directed to Lee Creiglow, Project Administrator, Development Services Department at (928) 763-0124.

