

August 11, 2010

**NOTICE AND REQUEST FOR QUALIFICATIONS
FOR
SUNSET LIBRARY RENOVATION DESIGN SERVICES,
FOR THE CITY OF CHANDLER
PROJECT NO. LI1002-201**

Arizona Republic
AFFIDAVIT OF PUBLICATION



City of Chandler
Purchasing, Mail Stop 901
P.O. Box 4008
Chandler, Arizona 85244-4008
Phone (480) 782-2400; Fax (480) 782-2410

Date: August 11, 2010

INFORMATION AND INSTRUCTIONS TO APPLICANTS

TITLE: SUNSET LIBRARY RENOVATION DESIGN SERVICES

The City of Chandler hereby solicits Statements of Qualifications (SOQ) from qualified consultants to provide design services for Sunset Library Renovations. The construction budget for this project is \$700,000.

SECTION 1. PROJECT DESCRIPTION:

Create design to develop or accentuate the personality of the Chandler Public Library.

SECTION 2. SCOPE of WORK:

The scope of work includes the deliverables necessary to complete the project tasks as described below:

Design will utilize the GASP (Graphics, Ambiance, Style, Presentation) process to define its concept, undergo an interior makeover and invigorate its programs and services in a cohesive manner. The GASP concept shall be used to guide all decision making in creating spaces, selecting colors, lighting, materials, integrating interior furnishings, graphics, style of services, programs, etc. for the Sunset Library. The project shall include interior design only and will not require major structural changes or additions. Design will include, but not be limited to, painting throughout the facility; modifying or adding customer service desks; enclosing the current circulation area; shelving relocation, meeting/conference room upgrades at the library to allow more flexibility when using the space for programming (gaming, etc.); and the design for a lighting upgrade should funding become available.

SECTION 3. CRITERIA AND CONTENTS:

Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

A. Cover Letter (1-page) containing at a minimum:

1. Company name, contact name, address, fax number, and email address

B. Qualifications Criteria:

1. General Information

- a. Description of firm/team
- b. Legal company organization; organization chart with names
- c. List of applicable Arizona licenses

2. **Relevant Firm Experience** (25 points)

- a. Applicant's overall reputation, service capabilities and quality as it relates to this project.
- b. List and briefly describe 3-5 comparable projects completed by your firm or currently in progress; include your firm's role, and discuss contract amendment history, if applicable. For each project, include: contract value and construction value (original value plus contract amendments, if applicable), project owner, project location, contact name and title, address, current/accurate telephone number, fax number, and email address (if available).
- c. A minimum of three referrals and references from other agencies and owners. If possible references should be from the projects listed above in 2.b.
- d. List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project.
- e. Applicant's capacity and intent to proceed without delay if selected for this work.
- f. Type and amount of self-performed work.

3. **Team Experience & Qualifications** (35 points)

- a. Describe each team member's firm position; provide resumes of each proposed team member. List professional continuing education, including all Alliance for Construction Excellence (ACE) or similar courses.
- b. Briefly describe each team member's role on this project.
- c. Provide "team" experience working together on similar projects.
- d. Identify proposed subconsultants/subcontractors, and your method of subconsultant/subcontractor selection, if applicable. Include in your SOQ a proposed subconsultant/subcontractor selection plan.
- e. Understanding of Alternative Procurement Delivery Method (APDM) if applicable.

4. **Project Understanding and Approach** (25 points)

- a. Describe your understanding of the project.
- b. Identify and discuss any potential problems during design and construction.
- c. Identify and discuss methods to mitigate those problems.
- d. Describe the work you anticipate self-performing, and the work you anticipate being performed by subconsultants/subcontractors.

5. **Approach to Project Management** (10 points)

- a. Describe your approach to amendments/change orders.
- b. Describe your planning, scheduling, estimating, and construction management (if applicable) tools.
- c. Describe your quality control plan, dispute resolution, and safety management (if applicable).

6. **Other Factors** (5 points)

- a. Current workload and ability to proceed promptly.
- b. Willingness to abide by the City's standard form Agreements with few or no objections or changes.
- c. Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
- d. Relevant factors impacting the quality and value of work.

C. Appendix:

- 1. Attachment 1: "Authorization for Release of Performance Information and Waiver" form shall be completed, signed and included in the SOQ.
- 2. Attachment 2: "Certificate of Insurability" form shall be completed, signed and included in the SOQ. Within ten days of execution of a contract with the City, the successful Applicant shall furnish proof of insurance in the amounts listed in the forms of Contract.
- 3. Attachment 3: "Contract Review Statement" form shall be completed, signed and included in the SOQ.
- 4. Resumes for proposed key team members, 2-page maximum for each resume.

FAILURE TO INCLUDE ALL INFORMATION REQUESTED AND/OR FAILURE TO PROVIDE EVIDENCE THAT THE APPLICANT MEETS THE MINIMUM QUALIFICATIONS LISTED HEREIN SHALL CAUSE SUCH INCOMPLETE STATEMENT OF QUALIFICATIONS TO BE REJECTED AND NOT BE EVALUATED OR CONSIDERED IN THE SELECTION PROCESS.

SECTION 4. SUBMITTAL INSTRUCTIONS:

1. This SOQ may not exceed 14 single-sided pages (maximum 8½" x 11") with a minimum of 10 pt. type. Submissions exceeding the page limit will be considered non-responsive and will be returned to the Applicant without further evaluation.
2. Do not include a table of contents or tab dividers. Submittals should be plastic or metal spiral-bound only, **DO NOT USE BINDERS** of any kind. Pages having photos, charts, and/or graphs that provide additional evaluation information, will be counted towards the maximum number of pages.
3. The following information is not included in the page limit:
 - Cover letter on company letterhead, maximum of 1 page
 - Resumes for each key team member, maximum of 2 pages
 - Attachment 1
 - Attachment 2
 - Attachment 3
4. SOQs must be submitted in a sealed envelope with the project number and the Applicant's name and address clearly indicated on the envelope.
5. Seven (7) SOQs, must be submitted to the Purchasing Office at 249 East Chicago Street, Chandler, Arizona 85225 on or before:

Submission Time: 4:00 p.m. Local Arizona time

Submission Date: September 14, 2010

LATE STATEMENTS OF QUALIFICATIONS WILL NOT BE ACCEPTED.

SECTION 5. RFQ ACQUISITION AND SCHEDULE

1. Download this RFQ and related contract from the City of Chandler Vendor Registration system web site at: www.chandleraz.gov (Click on Customer Services, then Vendor Services, then Vendor Registration System, then Register or Log In Now, then Open Bids to see a listing of the current recruitments, or click on Register). If you download the RFQ without registering, there will be no record that you are interested in this recruitment and you will not be sent any addendums to this RFQ. For a printed RFQ/contract, contact the Purchasing office at (480) 782-2400. RFQs/contracts are available free of charge for the first set only; additional packages may be purchased for the cost of printing.
2. The Statement of Qualifications must be received by the City of Chandler Purchasing Office, 249 East Chicago Street, Chandler, Arizona 85225, on or before:

Submission Time: 4:00 p.m. Local Arizona time

Submission Date: September 14, 2010

LATE STATEMENTS OF QUALIFICATIONS WILL NOT BE ACCEPTED.

3. A pre-submittal conference is scheduled at 11:00 a.m. on August 31, 2010 in the Purchasing Large Conference Room, 249 E. Chicago Street, Chandler, Arizona 85225. City staff will discuss the scope of work, general contract requirements, and respond to questions from the attendees. Attendance at the pre-submittal conference is not mandatory. All interested firms may submit a Statement of Qualifications, whether or not they attend the conference.
4. All interested firms are encouraged to attend the pre-submittal conference. City staff will not meet or respond to individual inquiries regarding the project scope, outside of this conference. There are **NO** meeting minutes or any other information published from the pre-submittal conference.
5. Selection procedural questions may be directed to Bill Fay at william.fay@chandleraz.gov or Paula Brown at paula.brown@chandleraz.gov.
6. All questions regarding this RFQ must be submitted by email to Bill Fay at william.fay@chandleraz.gov or Paula Brown at paula.brown@chandleraz.gov, prior to the Pre-Submittal. Verbal or telephone inquiries prior to the Pre-Submittal Conference **WILL NOT BE ANSWERED**. Oral statements or instructions made by staff, officials or consultants shall not constitute an amendment to this RFQ; any such amendment must be in writing and issued to all registered parties.
7. The following tentative schedule has been prepared for this project. Firms interested in this project must be available on the interview and scoping meeting dates.

Pre-submittal Conf.: August 31, 2010 – 11:00 a.m. local Arizona Time

SOQs due: September 14, 2010 – 4:00 p.m. local Arizona Time

Interviews: TBD

SECTION 6. SELECTION PROCESS

1. The City will appoint a selection committee to evaluate each Applicant based strictly on qualifications. Using the criteria and weighting listed above, and in order of preference, the Selection Committee will rank the Applicants.
2. The City will contact and interview references provided by each Applicant.
3. The Selection Committee may then make a selection solely based on their collective evaluations of the Applicants' SOQs.
4. The Selection Committee may conduct interviews regarding the project with the shortlisted top-ranked Applicants. Interview invitation letters shall be sent to the shortlisted top-ranked Applicants with specific interview location and anticipated interview format. Applicants may present using any media format they choose, but the City provides no material or technical support. Applicants must leave any storyboards, other presentation items, and a hard copy of any presentation materials, with the City for consideration. At the Applicant's request, materials shall be returned after the selection.
5. The City will enter into negotiations with the highest ranked Applicant to finalize a contract for the project. If a contract cannot be successfully negotiated with the highest ranked Applicant, then negotiations will be terminated with that Applicant and the City will enter negotiations with the next highest ranked Applicant until an agreement is reached or an impasse is declared.
6. A selection/ranking result notification letter will be sent to all Applicants following a selection and/or interview list determination.
7. Applicants are evaluated on any combination of the following elements: 1) Statements of Qualifications (SOQs) submitted in response to this RFQ; 2) Reference verification; 3) Interview performance (if

conducted); and 4) any information from any source about the Applicant, whether included in the SOQ or not.

SECTION 7. GENERAL TERMS & CONDITIONS:

1. The minimum qualifications for this Design Consultant Contract are:

- Must be currently and have been for at least one year prior, a registered engineer in the State of Arizona.
- Able to meet the City's insurance requirements.
- Possess a current City of Chandler Sales Tax License, when applicable.

Applicants not meeting these minimum requirements will not be evaluated nor considered for this project.

2. The City of Chandler 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.

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

If you have any questions regarding this solicitation, you may contact Paula Brown at 480-782-3308 or William Fay at 480-782-3343.

ATTACHMENT 1

AUTHORIZATION FOR RELEASE OF PERFORMANCE INFORMATION AND WAIVER

I, _____, the undersigned, on behalf of _____ (this company), do hereby consent and authorize all those companies and government entities listed in my Statement of Qualifications and any other government entity for whom this company has performed design services, to disclose and release to the City of Chandler, or their representatives, information, records and opinions concerning this company's design performance. The purpose of this disclosure is to provide references to the City of Chandler. _____ hereby waives any claim it may have against the City of Chandler or any company or entity providing information to the City of Chandler by reason of any information being disclosed or opinions provided regarding the actions or performance of this company.

This authorization for disclosure of information is effective for one year.

This consent or copy of this authorization shall be as valid and effective as the original.

Dated: _____

By: _____

ATTACHMENT 2

CERTIFICATE OF INSURABILITY

I hereby certify that as an Applicant to City of Chandler for a Design Consultant services contract Project Number LI1002-201. I am fully aware of Insurance Requirements contained in the Contract and by the submission of this Statement of Qualifications, I hereby assure the City of Chandler that I am able to produce the insurance coverage required should I be selected to be awarded the Contract.

Should I be awarded the Contract by the City of Chandler, and then become unable to produce the insurance coverage specified within ten working days, I am fully aware and understand that I may not be considered for further projects by the City of Chandler.

Signature of Applicant

Date

CONTRACT REVIEW STATEMENT

I am aware; any objections to the Standard Form Design Consultant Contract will be considered and included in the City's evaluation of my firm's qualifications. I am also aware, if I fail to list any objections to the City's Standard Design Consultant Contract, I will not be allowed to raise any objections later if selected as the most qualified Applicant.

Date _____

Specific Objections:

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice. There are no margins, text, or other markings on the paper.