



**CITY OF SCOTTSDALE  
CAPITAL PROJECT MANAGEMENT**

**REQUEST FOR STATEMENTS OF QUALIFICATIONS  
MAJOR NORTH ACCESS AREA  
IN THE MCDOWELL SONORAN PRESERVE**

**Project 458-P0902  
July 7, 2009**

The City of Scottsdale is accepting Statements of Qualifications from qualified firms for design services of the North Access Area in the McDowell Sonoran Preserve. Generally, this project will produce construction documents for a Preserve access area (trailhead) to be located southeast of the intersection of 128<sup>th</sup> Street and Paraiso (see Attachment 1). The total project budget is \$850,000.

**BACKGROUND**

In 1990, Scottsdale citizens, in conjunction with the non-profit McDowell Sonoran Conservancy (MSC), initiated the preservation of Scottsdale's McDowell Mountains and Sonoran Desert. The vision is to preserve approximately 36,460 acres, equivalent to 1/3 of Scottsdale's total land area, and to create a large sustainable natural desert habitat for wildlife and desert flora, available for appropriate public recreational use. Scottsdale residents and visitors can experience the Preserve through hiking, horseback riding, biking, nature studies, bird watching, scenic viewing, picnicking, rock climbing, and more.

The objective is that land in the McDowell Sonoran Preserve be preserved in as pristine of a state as possible as this generation's legacy to those that follow. The importance of saving these lands is underscored by Arizona Game and Fish, which considers the McDowell Mountains the most significant wildlife habitat in the valley outside the Tonto National Forest. For additional information about the McDowell Sonoran Preserve, visit the web site at:

[www.scottsdaleAZ.gov/preserve](http://www.scottsdaleAZ.gov/preserve)

Public access to the McDowell Sonoran Preserve will occur through a series of access areas (trailheads) located at key points along the perimeter of the Preserve. Each access area will link to a vast network of multiple-use trails that provide access to the interior regions of the Preserve. The North Access Area is the fourth significant trailhead to be constructed in the Preserve. Previously completed projects include the Sunrise, Lost Dog Wash, and Gateway Access Areas.

The North Access Area is nestled along the northern edge of the McDowell Mountains, southeast of the intersection of 128<sup>th</sup> Street and Paraiso. Gated access to the site will be provided via a new, paved roadway of approximately ½ mile in length emanating at the Preserve boundary on 128<sup>th</sup> Street. The design of this roadway is included in the project scope. The site is roughly one-half mile from the nearest existing residence, and a quarter mile from the nearest future residence, which provides a considerable buffer between land uses.

Predominant features of the site include numerous desert washes, old ranch remains (fences, tanks, etc.), and jeep roads. The soil is primarily comprised of decomposed granite, with some areas of large boulder outcrops and exposed bedrock. The area is rich in desert flora including foothill palo verde, mesquite, saguaro, ocotillo, cholla, barrel cacti, bursage, brittlebush, jojoba, and creosote. Native fauna inhabit this area, including desert mule deer, bobcat, javelina, mountain lion, desert tortoise, and a wide variety of birds and reptiles.

The North Access Area will provide access to the northern end of the Tom's Thumb Trail, which was completed in spring 2009. Temporary access to this trail is currently occurring from 130<sup>th</sup> Street south of Paraiso. Access will also be provided from the trailhead east into the McDowell Mountain Regional Park (a Maricopa County public park). Predominant user groups will include hikers, mountain bicyclists, equestrians, and rock climbers. The northern tier of the McDowells has long been a destination for climbers seeking the world-renowned granite crags found throughout the area. The new trailhead will serve as the primary approach to the climbing areas. The design of the facility must take into account the needs of these various user types.

Two important documents direct the planning and construction of Preserve access areas. Inclusion of the philosophy and details expressed in these documents is of paramount importance during the design of the North Access Area.

**McDowell Sonoran Preserve Access Areas Report:** This document guides the location and general characteristics of the access areas. The Report identifies the North Access Area as a "Major Community Access." It will be the second largest, improved public access area into the Preserve.

**Preserve Access Areas Design and Site Standards:** This document includes general design principles that assure the facilities provide appropriate public access, while blending into the natural desert environment.

## **DESIGN CONSIDERATIONS**

The north access area is in a remote location of Scottsdale. This area is expected to remain very low density and far from the region's population centers. The setting of the portion of the Preserve the north access area is unique in the preserve. The area contains numerous boulder fields, rock outcroppings and steep slopes. These characteristics should be respected in the design and layout of the access area.

Design of this access area includes, but may not be limited to:

- Up to 200 passenger vehicle parking spaces (Phase 1 construction limited to 100 spaces).
- Evaluation of alternative public restroom options, with three female and two male stalls, which, by way of example, may not require water or sewer hookups.
- Photovoltaic power with battery storage capabilities.

- Passive solar lighting.
- Graywater harvesting (or onsite wastewater handling capability).
- Covered seating area for 15-20 people (this may include 2 separate seating areas to accommodate different user groups).
- Minimal landscaping (limited to re-use of salvaged material rather than import) and limited temporary irrigation (the City prefers that no irrigation be used).
- Interpretive displays and signage.
- Directional and regulatory signage.
- Low-level site lighting – mainly for security purposes.
- Secured storage building (approx. 240 sf).
- One drinking fountain (ADA accessible and with dog bowl).
- Equestrian amenities including pull-through parking for 6 trailers, hitching rails, mounting blocks, and water troughs.
- Entry road from intersection of 128<sup>th</sup> St. and Preserve boundary to parking area (at least ½ mile in length).
- Automatic access control gates.

Materials to be referenced during the design of the North McDowell Access Area include, but may not be limited to:

- McDowell Sonoran Preserve Access Areas Report (1999).
- Preserve Access Areas Design and Site Standards (2003).
- City of Scottsdale Trails Master Plan (2004).
- Conceptual Trails Plan for the McDowell Sonoran Preserve (1999).
- Existing facilities including Sunrise, Lost Dog Wash, and Gateway Access Areas, and Pinnacle Peak Park.

### **ABBREVIATED SCOPE OF WORK**

This abbreviated scope of work should not be construed as being final and comprehensive. A final Scope of Work will be prepared prior to contract negotiations with the highest ranked firm.

The selected Design Team will be required to perform or provide the following services:

1. Compile and evaluate existing information including but not limited to as-builts and utility maps for the project.
2. Perform all necessary field survey work to prepare the preliminary designs, legal descriptions, engineering plans and specifications for the project.
3. Prepare and submit the necessary design of the improvements to the City of Scottsdale Standards, including cost estimates.
4. In cooperation with City Right-of-Way staff, insure that all of the necessary right-of-way easements and other conveyances are prepared or in place.
5. Coordinate the development of the plans with utility companies in accordance with the Central Arizona Coordinating Committee Public Improvement Project Guide.

6. Coordinate the development of the plans with other agencies as required, including 404 permitting if needed.
7. Coordinate review and approval of the plans with City of Scottsdale staff.
8. Prepare and submit required documents for Development Review Board, Parks & Recreation Commission, and Preserve Commission review/approval as needed.
9. Prepare construction documents, special provisions and cost estimate; assist with the bidding process, including responding to bidders' questions and in evaluating bids.
10. Attend all meetings related to the project as required by City staff, including but not limited to bi-weekly design meetings, public meetings, Planning Commission, Development Review Board, City Council, Parks & Recreation Commission, and Preserve Commission meetings.

## **DELIVERABLES**

The Design Team will be required to perform or provide the following services:

1. Preliminary Design Phase (30% plans):
  - a. Compile and evaluate all existing data including plans, utility maps, aerial photos, as-builts and City Standards relevant to the project.
  - b. Perform all necessary field survey work to prepare the engineering plans and specifications for the projects, which may include but not limited to topographical survey, geotechnical survey, archeological survey, and native plant inventory.
  - c. Examine the impacts of the improvements and prepare the preliminary design to confirm the feasibility of the project. The preliminary design will identify critical issues including but not limited to: environmental impacts, right-of-way, traffic control, utilities, native plants and landscaping, pavement replacement, wash crossings, 404 determination and public communication.
  - d. Prepare a preliminary cost estimate at completion of the 30% phase.
  - e. Prepare and submit the required Development Review Board application, including all required exhibits, plans and reports. A Municipal Use Permit is not required for this project.
  - f. Submit preliminary 30% plans to the City of Scottsdale Capital Project Management for review and approval. The reviewed plans will form the basis of the Design and Construction Document Phase.
2. Design and Construction Document Phase– (60%, 90% and final plans)
  - a. Review and evaluate all existing data including plans, utility maps, aerial photos, as-builts and City Standards relevant to the project
  - b. Prepare all necessary legal descriptions.

- c. Prepare cost estimates at completion of 60% and 90% phases.
- d. Prepare the necessary design for all improvements required for the project elements.
- e. In cooperation with City Right-of-Way staff, insure that all of the necessary right-of-way easements and other conveyances are in place.
- f. Coordinate the development of final plans with utility companies and municipal providers in accordance with the Central Arizona Coordinating Committee Public Improvement Project Guide.
- g. Coordinate the review and approval of final plans with City of Scottsdale Departments. An in-house review team consisting of CPM, Parks & Recreation, and Public Works Facilities will review all submittals. The Design Team will compile all review comments and responses in a written tabular format with each submittal.
- h. Prepare construction documents, special provisions, construction estimate, and assist in bid evaluations. Utilize local design standards (M.A.G. and Scottsdale Supplements, Scottsdale Design Standards and Policy Manual, adopted building codes and ordinances).
- i. Attend all meetings related to this project as required by City staff, including but not limited to bi-weekly design meetings, public meetings, Development Review Board meetings, and City Council meetings. Furthermore, the Design Team will prepare all presentation materials as necessary for such meetings, and will furnish written minutes for design meetings.

### **PRE-PROPOSAL MEETING**

A pre-proposal meeting is scheduled at the Gateway Access Area Trailhead Building, 18333 Thompson Peak Parkway, Scottsdale, Arizona. The conference will be conducted on July 14, 2009, at 10:00 a.m. Attendance will be limited to no more than two representatives per firm. It is NOT mandatory that your firm attend the pre-proposal meeting. However, those planning to attend should call the Project Manager, Robin Rodgers, at 480-312-2522 to reserve a seat.

### **SUBMITTAL REQUIREMENTS**

**Reply to this request with a digital submittal in Adobe PDF format.** Please email your submission as a single adobe file attachment to the email address listed at the end of this document. The submission adobe file name should be your firm name. An email confirming your submission shall serve as a receipt. The City prefers digital submittals; however, we will accept six (6) sets of hard copies in lieu of a digital submittal.

Limit your submittal to ten (10) 8½" x 11" pages (text on one side only). Pages that have project photos, charts, and graphs will count toward the maximum number of pages. However, a cover letter and or cover will not be considered part of the ten-page limitation, nor will resumes. Resumes for each key team member shall be limited to a maximum length of one page, must not include pictures or submittal information, and should be incorporated as an appendix at the end of the SOQ. Table of Contents pages and tabbed divider pages will not be counted if they

do not contain submittal information. Submittals that exceed the ten-page limitation will not be considered.

Please address the following:

1. Team Members. List the name of the prime consulting firm submitting the SOQ, along with address, contact person, telephone number, and e-mail address. Include similar contact information for each member of your declared team, along with the role each member will play. Identify the major sub-consultants on your team. This is informational, only, and will not be evaluated.
2. Firm's Capabilities. Briefly describe three similar projects that your firm has completed in the past five years. Provide specific experience in the design of facilities with similar amenities to this project. List the members of each project team and the role played by each member. Please provide references with complete contact information for each project.
3. Project Features. Identify three significant site features and discuss the techniques your firm would use to emphasize environmental considerations that maintain and enhance those features.
4. Project Approach. Describe environmental strategies your firm would recommend to accomplish the project scope, including, but not limited to, delivery of site utilities and minimizing construction impact to the Preserve.
5. Project Schedule. Provide a graphic project schedule that identifies significant issues/tasks, relationships between tasks and time frames required to address the completion of the project.
6. Local Knowledge. Identify your firm's familiarity with the project elements and the project area. Identify your firm's familiarity with the City of Scottsdale's procedures and issues in order to successfully design these projects.

## **EVALUATION CRITERIA**

Evaluation of the submittals will be based on the following:

| <u>Criteria</u>     | <u>Points</u> |
|---------------------|---------------|
| Firm's Capabilities | 0-20          |
| Project Features    | 0-30          |
| Project Approach    | 0-40          |
| Project Schedule    | 0-5           |
| Local Knowledge     | 0-5           |

## **SELECTION PROCESS**

The City's evaluation team will review and score each Statement of Qualifications received based on the Evaluation Criteria above in order to determine a "shortlist" of three (3) to five (5) firms for the interview phase of the selection process. A separate evaluation process for the interview phase will determine the highest qualified design team for the contract negotiations.

The City of Scottsdale reserves the right to dispense with the oral interviews and proceed directly to negotiations with the highest ranked firm.

### **INTERVIEW PHASE TIME AND PLACE**

If required, we anticipate holding interviews during the week of August 17, 2009. Time and location to be determined.

### **INTERVIEW PHASE REQUIREMENTS**

Each short-listed team shall be ready to make a presentation to the Major North Community Access Area interview panel. The presentation should focus on Project Approach. Twenty (20) minutes will be allocated for each team to make a presentation on the team's knowledge of the project requirements and its ability to tailor these requirements to meet the project budget. The presentation will be followed by a 10-minute question and answer period from the interview panel. Preparation and technical setup will be allowed prior to the start of the interview.

### **INTERVIEW PHASE EVALUATION CRITERIA**

| <u>Points</u> | <u>Criteria</u>                         |
|---------------|-----------------------------------------|
| 40            | Project Approach                        |
| 30            | Team's experience with similar projects |
| 20            | Local Knowledge                         |
| 10            | Interview panel's overall impression    |

### **INDEMNIFICATION & INSURANCE REQUIREMENTS**

The City of Scottsdale requires the selected team to execute an Architectural Services Contract. The City has the basic format of this contract on its website:

<http://www.scottsdaleaz.gov/Assets/documents/projects/Capital+Projects/Arch10.pdf>

The City's Indemnification and Insurance language is included in this contract. Submission of your Statement of Qualifications shall indicate your firm's ability and agreement to sign Scottsdale's Standard Architectural Services Contract. Questions regarding insurance and indemnification shall be addressed prior to submittal in writing, by email, to the email address listed at the end of this document.

For firms submitting Statements of Qualifications, the City requires a statement in the SOQ that the firms have read and understood all the elements laid out in the Architectural Services Contract.

### **GENERAL INFORMATION**

1. City Website – This Request for Qualifications will be posted on the city's website. The address is <http://www.scottsdaleaz.gov/projects/CapitalProjects/RFQ.asp>
2. Instructions – The City of Scottsdale shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be posted on the City's website.

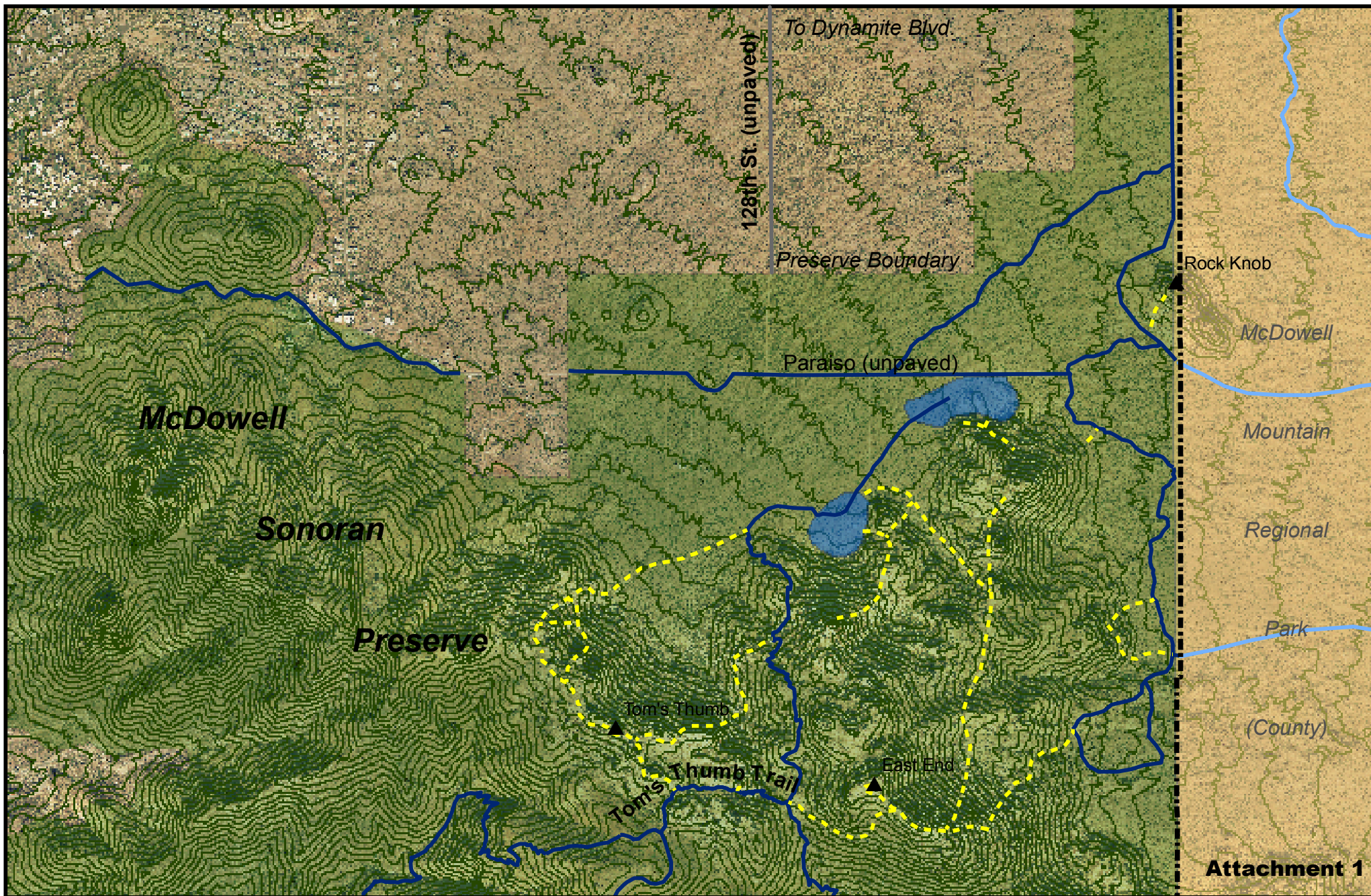
3. City Rights – The City of Scottsdale reserves the right to reject any oral Statements of Qualifications, to waive any informality or irregularity in any Request for Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.
4. Release of Project Information – The City of Scottsdale shall coordinate the release of all public information concerning the project, including selection announcements and contract awards firms desiring to release information to the public must receive prior written approval from the City.
5. 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, including the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department Heads and other staff. 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 contacts on this selection process should be addressed in writing to the authorized representative identified below.
6. Questions. Questions pertaining to the consultant selection process or contract issues should be directed to Robin Rodgers of the Capital Project Management Office, [rrodgers@scottsdaleaz.gov](mailto:rrodgers@scottsdaleaz.gov).

#### **STATEMENT OF QUALIFICATIONS SUBMITTAL TIME AND PLACE**

Submittals will be received no later than 5:00 p.m. on Thursday, August 6, 2009. The City reserves the right to modify this Request for Statement of Qualifications at any time.

All submittals should be e-mailed or delivered to:

Robin L. Rodgers, Project Manager  
[rrodgers@scottsdaleaz.gov](mailto:rrodgers@scottsdaleaz.gov)  
CITY OF SCOTTSDALE  
CAPITAL PROJECT MANAGEMENT  
7447 E. Indian School Road, Suite 205  
Scottsdale, AZ 85251



## North McDowell Access Area and Vicinity

Map date: May 2009  
Photo date: Nov. 2007



Project Site



Preserve Trails



Climbing Access Routes



City Boundary



50' Contours

Notice: This document is provided for general information purposes only. The City of Scottsdale does not warrant its accuracy, completeness, or suitability for any particular purpose. It should not be relied upon without field verification.

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