



**CITY OF SCOTTSDALE
CAPITAL PROJECT MANAGEMENT**

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
BROWN'S RANCH TRAILHEAD
IN THE MCDOWELL SONORAN PRESERVE**

**Project 458-P1102
November 8, 2010**

The City of Scottsdale is accepting Statements of Qualifications from qualified firms for design services of the Brown's Ranch Access Area in the McDowell Sonoran Preserve. Generally, this project will master plan and produce construction documents for a Preserve access area (trailhead) to be located north of the intersection of Alma School Road and the Dixileta Drive alignment (see Attachment 1).

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 a state as possible as this generation's legacy to those that follow. For additional information about the McDowell Sonoran Preserve, visit the web site at: www.scottsdaleAZ.gov/preserve.

Public access to the McDowell Sonoran Preserve will occur through a series of access areas (trailheads) located at key points around 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 Brown's Ranch Trailhead will be the fifth significant trailhead to be constructed in the Preserve. Previously completed projects include the Sunrise, Lost Dog Wash, and Gateway Trailheads. Construction will begin on the Tom's Thumb Trailhead in Spring 2011.

The Brown's Ranch Trailhead, named after a historic ranch in the area, is the first to be constructed in the region of the Preserve located north of Dynamite Boulevard, south of Stagecoach Pass, east of Pima Road, and west of 136th Street. The City currently owns 4,000

acres of land in the vicinity of the trailhead, which was acquired in recent years from private owners, and more recently from the Arizona State Land Department. Over the next two years, the City will be pursuing the acquisition of over 4,000 additional acres of State land in the area.

The Brown's Ranch Trailhead will be located north of the intersection of Alma School Road and the Dixileta Drive Alignment. Access to the site will be from Alma School Parkway. A paved roadway will be extended approximately ¼ mile north from the Dixileta alignment, to the trailhead location. This roadway will generally follow the existing dirt road, which once provided access to Brown's Ranch. The design of this roadway is included in the project scope. The trailhead will be located approximately ¼ mile north of existing single family residences, which provides a considerable buffer between land uses.

Predominant features of the site include boulder fields, bedrock outcrops, 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 Brown's Ranch Trailhead will provide access to a vast network of multiple-use trails that wind through this sprawling area of Sonoran Desert. Temporary trail access has existed for many years at the northern terminus of Alma School Road, where the pavement ends at the Dixileta Drive alignment. A gate prevents vehicles from traveling north past the end of the pavement. Predominant user groups will include hikers, mountain bicyclists, equestrians, and rock climbers. The design of the facility must take into account the needs of these various user types.

The following 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 Brown's Ranch Trailhead.

McDowell Sonoran Preserve Access Areas Report: This document guides the location and general characteristics of the Preserve access areas. Currently, the Report identifies the Brown's Ranch Trailhead as a "Minor Community Access."

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. In the document, the Brown's Ranch Trailhead is referred to as the "Alma School" trailhead.

DESIGN CONSIDERATIONS

The Brown's Ranch Trailhead is the first trailhead that will provide access to the northern region of the McDowell Sonoran Preserve. Water and sewer infrastructure exist under Alma School Road, up to the Dixileta alignment, but no infrastructure exists north of that. The natural setting of this area includes boulder fields, rock outcroppings, and washes corridors. These characteristics should be incorporated in the design and layout of the trailhead. The nearest residential properties are immediately south of the Dixileta alignment.

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

- Up to 300 passenger vehicle parking spaces (Phase 1 construction – at least 100 spaces)
- Evaluation of alternative public restroom options, with three female and two male stalls, which may not require water or sewer hookups
- Photovoltaic power with battery storage capabilities
- Passive solar lighting
- Graywater harvesting (or onsite wastewater handling capability)
- Rainwater harvesting
- Covered gathering area with seating for 15-20 people
- Small educational amphitheater for approximately 30 people (800-1,000 s.f.)
- Minimal landscaping and minimal, if any, temporary irrigation
- Interpretive displays and signage
- Directional and regulatory signage
- Low-level site lighting
- Small office/storage space (800 – 1,000 s.f.)
- Fenced maintenance/storage yard (1,000 – 1,500 s.f.)
- One ADA accessible drinking fountain with dog bowl
- Equestrian amenities including pull-through parking for 12 trailers or more, hitching rails, mounting blocks, and water trough
- Entry road from intersection of Alma School Parkway and the Dixileta alignment (at least ½ mile in length)
- Automatic access control gate

Materials to be referenced during the design of the Brown's Ranch Trailhead 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 Trailhead, Lost Dog Wash Trailhead, Gateway Trailhead, Tom's Thumb Trailhead (to start construction in spring 2011), 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 basis of design reports for improvements to the City of Scottsdale Design Standards and Policies Manual, 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 construction 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 DS&PM 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, drainage reports, 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 may be 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 complete the Preliminary 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, Preserve Management, 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 agendas and minutes for design meetings.

PRE-SUBMITTAL MEETING

A pre-submittal meeting is scheduled in the lower level auditorium of the Civic Center Library, 3839 North Drinkwater Boulevard, Scottsdale, Arizona. The meeting will be conducted on November 18th, 2010, at 9:00 a.m. Attendance will be limited to no more than two representatives per firm. It is NOT mandatory that your firm attend the pre-submittal meeting.

SUBMITTAL REQUIREMENTS

Reply to this request with a **digital submittal in Adobe PDF format** by uploading your submittal at <http://dropbox.yousendit.com/CityofScottsdale-CapitalProjects>. **The subject line of the submittal MUST READ: Brown's Ranch Trailhead.** Your submittal may not reach the Contract Administrator if you use an incorrect subject line and consequently, the City shall not be responsible for not receiving your submittal.

Limit your submittal to twelve (12) 8½" x 11" pages (text on one side only). Font size should be no smaller than 10 point, and text shall be single-spaced with double spaces between paragraphs. 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 twelve-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 twelve-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 and the roles these members will play. 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 environmental facilities with similar amenities to this project, as well as similar location/topography. 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. Minimal destruction to existing Preserve desert is a critical component to the project's success. Discuss the strategies you can implement during the design phase of this project to minimize the impact on the natural environment during and after construction..
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	0-35
Project Schedule	0-5
Local Knowledge	0-10

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 January 3rd, 2011. The City will provide time and location to the shortlisted firms.

INTERVIEW PHASE REQUIREMENTS

Each short-listed team shall be ready to make a presentation to the Brown's Ranch Trailhead 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>
50	Project Approach
35	Team's experience with similar projects
15	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/Public+Website/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. The City requires a statement in the SOQ that the firms acknowledge reading all addenda issued to the RFQ, including number and dates of such addenda.
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, Project Manager, of the Capital Project Management Office. Questions are due no later than 2:00 PM on December 3rd, 2010, and must be submitted by email to RRodgers@scottsdaleaz.gov.

STATEMENT OF QUALIFICATIONS SUBMITTAL DEADLINE

Submittals will be received no later than 5:00 p.m. on December 10th, 2010. The City reserves the right to modify this Request for Statement of Qualifications at any time.