

**REQUEST FOR QUALIFICATIONS
CITY OF KINGMAN
JOB ORDER CONTRACT
STREET AND DRAINAGE FACILITIES
ENG15-016
July, 2016**

The City of Kingman (City) requests Statements of Qualifications (SOQ) from qualified contractors for a Job Order Contract (JOC) to provide general construction services as they pertain to street and drainage facilities construction projects.

All qualified firms interested in providing these services are invited to submit their SOQ. All SOQ's must comply with the requirements specified in this RFQ and will be incorporated into the JOC upon award.

SECTION I-PROJECT DESCRIPTION

This Job Order Contract is issued to assist the City of Kingman with general construction services, together with associated scoping documentation and incidental design services, as they pertain to street and drainage facilities construction projects. Interested contractors will have the ability to show related experience and a proven track record in projects of the same nature and magnitude. The selected contractors will be expected to deliver turn key projects, including all permitting and compliance with regulatory requirements. The contract will be an indefinite delivery, indefinite quantity (IDIQ) type contract and will include a wide variety of individual construction tasks. The initial term of the JOC contract will be for one (1) year and have a maximum limit of \$10,000,000 per year. The maximum construction costs for an individual job order issued under the contract will be \$1,000,000; provided, however, this maximum limit may be raised if the City of Kingman increases the maximum dollar amount of an individual job order pursuant to A.R.S. § 34-605(F)(1); if the City of Kingman adopts such an increase, for purposes of this Job Order Contract such increased amount will not exceed \$2,000,000 for an individual job order. This JOC may be renewed for up to four (4) additional one-year terms. Renewal of the contract will be based on the successful performance by the JOC contractor and the needs of the City. During the contract period, the City will identify construction tasks required to complete each specific job and will issue individual Job Orders to the Contractor to complete those jobs. The Contractor shall be required to furnish all materials, equipment and personnel necessary to manage and accomplish the Job Orders. The Contractor shall be required to maintain a management staff in order to receive Requests for Proposal (RFPs), prepare and negotiate proposals, receive signed Job Orders (JOs) and Notices-To-Proceed (NTPs), receive and initiate contract correspondence and provide other construction services to accomplish individual Job Orders.

The City anticipates awarding multiple contracts under this solicitation. Individual job orders will be distributed among contractors by the City at the City's sole discretion. The City may take into consideration the dollar amount of the project, the Contractors' available manpower, Contractors' available resources, and/or any other factors the City considers pertinent in order to distribute individual job orders in a manner that will best serve the City's interests.

Individual job orders will be negotiated with the chosen Contractor. If a job order scope and fee cannot be agreed to, the City reserves the right to discontinue negotiations and begin negotiations with another Contractor. The City will take appropriate care to ensure that the Contractor is

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controlling cost and labor efficiently, both while reviewing individual Job Order Proposals and when inspecting job sites.

It is the intention for the Contractor to prepare detailed fixed fee or a Guaranteed Maximum Price (GMP) for each Job Order, including preparing working drawings, shop drawings, quantity estimates, cost estimates, construction schedules, and any exclusions. The City will evaluate the proposal and compare the scope and prices to determine the reasonableness of the fees. Source data includes but is not limited to past projects of similar nature, ADOT pricing, and RS Means or other standard pricing guides.

Allowable costs for each job order include:

- Wages and salaries of Contractor Employees used on the job
- Benefits, contributions, and other payroll burdens, and taxes of paid by the Contractor to Contractor employees used on the job
- Reasonable travel and subsistence expenses if required
- All subcontracts, design, and professional services
- Materials, supplies, and equipment used on the job including transportation
- On or off site storage and handling
- Sales, use and similar taxes
- Temporary facilities, supplies, fixtures, equipment and utilities, unless provided by the Owner
- All required site facilities, fixtures, equipment and utilities, including but not limited to, sanitary facilities, construction water, electricity, and refuse removal unless provided by the Owner
- Small tools, hand tools, light equipment and consumables that are retained by the Owner
- Rental of all necessary machinery and equipment including transportation
- Removal and disposal of all debris, trash, rubbish, and spoils.
- Site safety, dust control, traffic control, and security measures.
- Premiums for all Job Order Contractor and subcontractor bonds.
- Premiums for all Job Order Contractor and subcontractor insurance.
- Fees and assessments for permits, licenses, quality control testing and inspections.
- Reprographics, drawing reproduction and blueprinting.
- Communication expenses, including but not limited to long distance charges, cellular phone usage, internet, postage, express courier service and computer services.
- Other approved direct costs required to complete the Job Order
- Contingencies and allowances as determined for each Job Order.

Unallowable Costs include:

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- Job Order Contractor's capital expenses, including interest on capital employed for the Job Order.
- Utilities or facilities provided by the Owner.
- Small tools, hand tools, light equipment and consumables that are retained by the Contractor
- Costs due to negligence of the Contractor or any subcontractor, including the correction of defective or nonconforming work, disposal of materials and equipment wrongly supplied, or making good any damaged property.
- Overhead items such as, but not limited to, paper towels, gloves, earplugs, water coolers, etc.
- Warranty work.

All data for project costs shall be subject to review by the Owner including actual payrolls, invoices, bills, rental agreements, etc.

SECTION II—SCOPE OF WORK

The scope of this IDIQ JOC is to provide construction services for maintenance, repair, minor and major new construction services, including minor associated incidental design services, for a broad range of City street and drainage related projects. The Contractor shall provide all labor, tools, equipment, and materials as required (except as indicated otherwise in the specifications) to perform all work in strict accordance with the specifications and plans required by the JOC. As requirements develop, Request for Proposals (RFP's) for job orders will be issued. All Job orders will be negotiated to obtain a fair and reasonable price. Job orders will have a maximum \$1,000,000.00 (The majority of Job Orders are estimated to be between \$25,000.00 and \$250,000.00) and will be issued by the City of Kingman Engineering Department subject to City Council approval.

The Job Orders will include tasks in a variety of construction improvement projects to include (but not limited to):

- Earth work and grading
- Detention and retention facilities maintenance and construction
- Channel maintenance and construction, both lined and unlined
- Road construction and repair, including signs and striping
- Removal and construction of curb, gutter, and sidewalks
- New asphalt paving, including mill and overlay
- Concrete removal and replacement
- ADA upgrades and improvements as required

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- Traffic signal relocation as required
- Relocation or installation of traffic loop detectors
- Removal and Installation of culverts, catch basins, and valley gutters
- Minor utility relocation
- Minor landscaping and irrigation
- Traffic control
- Erosion control

Construction services also covered by the JOC will include, but are not be limited to the following:

- Preconstruction services;
- Serve as the general contractor during construction;
- Coordinate and manage subcontractors during construction;
- Coordinate with various utilities;
- Public meetings and notifications (when required);
- Arrange for procurement of materials and equipment;
- Schedule and manage site operations;
- Continue use of a collaborative process;
- Provide quality controls;
- Bond and insure the construction;
- Comply with all federal, state and local permitting requirements;
- Maintain a safe work site for all project participants;
- Prepare and turn over record drawings (when required);

Scope of Work Notes:

Attendance at Owner department and/or other project meetings is mandatory. Repeated instances of nonparticipation and/or lack of preparedness shall be grounds for non-renewal of the JOC Contract, and/or termination of the JOC or a specific Job Order.

The successful Job Order Contractor, under the direction of the City of Kingman will be responsible for all aspects of construction and all phases of the project. The JOC contractor shall work closely with City of Kingman consultants and in-house staff to participate in the development of abbreviated designs for construction projects accomplished through this JOC. The preparation of detailed designs will be through separate consultant contracts or with City of Kingman in-house staff. It is expected that a portion of the projects will be done without a detailed design.

SECTION III–PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held on Thursday, August 11, 2:00 pm Local Time at the Kingman Council Chambers at 310 N. Fourth Street, Kingman, AZ 86401. At this meeting the design team, including City staff, will discuss the scope of work, general contract issues and respond to questions from the attendees. This pre-submittal conference is not mandatory but is highly recommended for all interested firms.

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SECTION IV–STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

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

A. General Information. (10 points)

1. Provide a general description of the firm and/or team that is proposing to provide JOC services. Explain the legal organization of the proposed firm or team. Provide an organization chart showing key personnel.
2. Provide the following information:
 - a. List the Arizona professional and contractor licenses held by the firm/team and the key personnel who will be assigned to this project. Provide the license number and explain if held by an individual or the firm.
 - b. Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims (public or private, including third party claims) arising from a contract which resulted in litigation or arbitration within the last five years. Briefly describe the circumstances and the outcomes.
 - c. Describe the firm's bonding capacity. Include as an appendix a letter from an A- or better surety company that substantiates the firm's/team's stated bonding capacity. (Said letter included in the appendix will not count towards the maximum page limit of the SOQ.)

B. Experience and qualifications of the firm/team. (20 points)

1. Identify at least three drainage and/or street projects in which the firm served as either JOC, CMAR, or Design Builder, agency Construction Manager during design and construction phases (without providing construction services), and/or General Contractor within the past eight years. Preference will be given to firms that have provided JOC, CMAR, or Design Build services on successful projects.

For each comparable project identified, provide:

- Description of project
- Role of the firm (specify whether JOC, CMAR, Design Builder, Construction Manager or General Contractor.)
- Project's original contracted construction cost and final construction cost
- Construction dates
- Project Owner
- Reference information (two names with telephone numbers per project).

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C. Experience of key personnel to be assigned to this project. (30 points)

1. (5 points) For each key person identified, list at least two projects in which they have played 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. For other projects, provide:
 - Description of project
 - Role of the person
 - Project's original contracted construction cost and final construction cost
 - Construction dates
 - Project Owner
 - Reference information (two contacts, including roles on the projects and telephone numbers per project).
2. (20 points) Highlight each key person's experience in the following areas: collaborative design experience on similar projects, utility company coordination, conceptual costing experience/knowledge, value engineering/constructability experience, experience with detention or retention basin construction, major wash maintenance, storm sewer utility installation, and general street and civil construction (asphalt removal and replacement, curb, gutter, sidewalk, etc.)
3. (5 points) List any proposed consultants, including key staff names and the experience and qualifications of these individuals.

D. JOC Experience. (30 points)

1. Describe your firm's knowledge, training, and/or experience specifically with Job Order Contracting to include:
 - a. (10 points) Experience with JOC contracts and projects related to drainage facilities and general street and civil construction;
 - b. (5 points) Knowledge of JOC or CMAR Price Cost Estimating and state what cost estimating software your firm currently utilizes if any;
 - c. (5 points) Training and Certifications for any price cost estimating of key team personnel;
2. (10 points) Actual project experience with cost estimating utilizing job order pricing, CMAR pricing, or equivalent
3. The Three Projects previously listed in B1 above will contribute to this sections score.

E. Overall evaluation of the firm/team and its perceived ability to provide the required services. (10 points)

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

SECTION V-SUBMITTAL REQUIREMENTS

Firms interested in the above project should submit a SOQ clearly identifying this project on the cover of the SOQ **which includes a one-page cover letter plus a maximum length of twelve**

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pages to address the SOQ criteria (excluding resumes but including organization chart). Resumes for each key team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ. Please provide **an original plus 6 copies (total of seven) of the SOQ by 3:00 p.m. local time on Friday, August 19, 2016.**

Delivered or hand-carried submittals must be delivered to the City Clerk at the address given below. On the submittal package, please display: firm name, project number, and/or project title.

Interested teams are invited to respond in writing to:

Sydney Muhle, City Clerk
310 N. 4th Street (mailing)
Kingman, Arizona 86401

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 and time
- The number of originals and/or copies of the submittal specified
- Adherence to maximum page requirement

Adherence to the maximum page criterion is critical; each page side (maximum 8 ½ by 11-inches) with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages.

SECTION IV–SELECTION PROCESS AND SCHEDULE

A Selection Committee will evaluate each SOQ according to the above criteria and will be based solely on qualifications of the firm/team. The selection panel will produce a rank-ordered list of at least the top three, but no more than five firms. Interviews will not be conducted as part of the selection process. The City intends to enter into negotiations with the top ranked firm and execute a contract upon completion of negotiation of fees and contract terms for City Council approval. If the City is unsuccessful in negotiating a contract with the best-qualified team, the City may then negotiate with the second or third most qualified team until a contract is executed, or may decide to terminate the selection process. The City intends to continue this negotiation process until at least one but not more than five contracts are awarded.

The following tentative schedule has been prepared for this project:

SOQ submittal date
SOQ reviewed by committee
Firms notified of selection

Instructions. The City of Kingman 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 furnished to all registered Request for Qualifications holders.

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Firms who pick up a copy of the Request for Qualifications packet or are sent a copy through the City of Kingman's Engineering Department will be included on the Request for Qualifications Holders List. Firms receiving a copy of this packet through any other means (including the City of Kingman website) must register as a Request for Qualifications holder at the Engineering Department or call (928) 753-8122 to register by phone.

Any person or firm desiring to submit a protest in connection with the procurement shall follow the procedures stated in Arizona Revised Statutes 34-603 J.

City Rights. The City of Kingman reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.

Questions. Questions pertaining to the consultant selection process or contract issues should be directed to the City of Kingman's Engineering Department at:

- (1) Frank Marbury, fmarbury@cityofkingman.gov
- (2) Greg Henry, ghenry@cityofkingman.gov