

PINE STRAWBERRY WATER IMPROVEMENT DISTRICT (PSWID)

REQUEST FOR STATEMENT OF QUALIFICATIONS

for

PSWID ON-CALL ENGINEERING SERVICES

SOLICITATION INFORMATION AND SELECTION SCHEDULE ⁽¹⁾

Solicitation Number:	RFQ # 2015.002
Solicitation Title:	PSWID On-Call Engineering Services
Release Date:	October 30, 2015
Advertisement Dates:	November 06, 2015 and November 13, 2015
Final Date for Inquiries:	November 23, 2015
RFQ Deadline:	November 30, 2015 by 5:00 p.m. (local time, Pine, AZ)
Oral Interviews ⁽²⁾	As Scheduled if needed
Target PSWID Board Award Date:	December 17, 2015
PSWID Representative:	Russell Brock, Treasurer

Notes:

- (1) The District reserves the right to amend the solicitation schedule as necessary.
- (2) In the event that a Vendor cannot be selected based solely on the SOQs submitted, oral Interviews may be conducted at the District's sole discretion.

Pine Strawberry Water Improvement District (PSWID)
Request for Qualifications for On-call Engineering Services

Proposal Due Date: November 30, 2015

Introduction

The Pine-Strawberry Water Improvement District (District) is seeking qualified firms/individuals to be considered for on-call engineering services during the 2015/2016 through 2017/2018 fiscal years. The selected firms/individuals shall be knowledgeable in all areas of water and public works construction. Knowledge of the Maricopa Association of Government's Uniform Standard Specifications and Standards Details is necessary. Qualifications shall be submitted in the form of a Statement of Qualifications (SOQ).

The District may award a Professional Services Contract, renewable annually, for an overall period not to exceed three (3) years, to one or more Consultants. The District shall issue a purchase order or authorization for services under the Contract for specific tasks and projects. It is expected that no Consultant will be tasked with more than \$50,000 per contract year in aggregate value of services.

Background

The Pine-Strawberry Water Improvement District is located in the northwest portion of Gila County and provides water to almost 8,000 residents through 3,200 service connections. The District provides water that is supplied exclusively by groundwater pumped from the District's wells which draw water from the Lower Verde River watershed. In 2012 PSWID produced nearly 110 million gallons of water from its 23 wells and 10 water sharing agreements. The District has multiple storage tanks and booster stations and approximately 58 miles of main service lines.

The District was formed by Gila County in June of 1996. PSWID is a public water system governed by an elected seven member Board of Directors that began operating the system on October 1, 2009 following the completion of the purchase from a private owner. The system operates under the authority of the Arizona Department of Environmental Quality (ADEQ) and is classified as a Grade 3 – Water Distribution System and a Grade 1 – Water Treatment System. The District also operates under the Arizona Department of Water Resources (ADWR) as a Community Water System.

PSWID is operated and maintained through an agreement with Operation Management International, Inc. originally entered into on October 1, 2010. The PSWID Board, through its bylaws, independently contracts for professional services. The Board typically meets on the third Thursday of each month in Pine. Additional information about the Pine-Strawberry Water Improvement District can be found at www.pswid.org.

Communications

All communications related to responding to this Request for Qualifications should be directed to Russell Brock, PSWID Treasurer and Chairman of the Support Services Committee at rbrock79@yahoo.com or (602) 692-8837.

Consulting Service Needs

The District operates a water distribution and water treatment system previously operated as private water companies that did not provide adequate maintenance, the necessary replacements and upgrades to the systems infrastructure, nor made the necessary and badly needed additions to its water supply portfolio. The District intends to pursue an aggressive program of capital improvements and facilities replacement expected to last over the next two decades. As such, the Engineering firm/individual needs to have extensive experience in the design and construction of water utility systems. Specifically, on an as needed contract basis, the firm/individual will be expected to be responsible for all surveying and other engineering work necessary to document the current status of the systems infrastructure, prepare reports, plans, specifications, estimates, assessments and as necessary, contract with outside engineering consultants to support and supplement such activities.

This position is expected to be filled on a contract services basis and the selected firm will be required to designate one Arizona licensed Professional Engineer on its team as the District's main contact.

Scope of Work

The following is a general description of the scope of work that the firm/individual will be required to perform. The services listed in this scope of work may include, but are not limited to, the following:

- A. Design, study and coordinate
 1. Design system improvements
 2. Attend project meetings as necessary to maintain the project budget and schedule. Meetings may include;
 - a. Meetings to determine the scope of work, and deliverables.
 - b. Meetings required for obtaining permits.
 - c. Meetings with utility companies.
 - d. Meetings with general public, property and business owners, etc.
 3. Assist with the coordination of private, public and City utilities regarding standard utility issues;
 4. Prepare and maintain a design plan and schedule;
 5. Assist in the permitting processes;
 6. Preparation of Design Concept Reports or Project Studies;
 7. Identify projects that are suitable for grants and generate applications;
 8. Field work as necessary to support reports, studies or designs;
 9. Prepare bid documents for construction;
 10. Advise the District regarding use of construction materials;
 11. Coordinate the review of master plans, or studies with appropriate local, State, and Federal authorities, including adjoining municipalities.
- B. Construction Administrative Services:
 1. If appropriate, make recommendations regarding requests for substitutions;
 2. Coordinate with various agencies, utility companies and other entities on the site
 3. Coordinate the installation of any materials/items not provided under the construction contract;
 4. Attend preconstruction conference with District operations and other interested parties;
 5. Provide all quality assurance controls and coordinate testing for both on-site and off-site work;

6. Ensure that all permits required for construction are obtained;
 7. Address all construction deficiencies in the work or materials;
 8. Attend periodic construction project meetings;
 9. Maintain a running deficiency list during the course of the project. Address all deficiencies before requesting a final inspection;
 10. Provide the record as-built drawings.
 11. Submit the final project closeout documents;
- C. Construction Oversight and Inspection
1. Maintain oversight of the project during construction
 2. Develop recommendations to address unforeseen and unexpected construction issues
 3. Ensure completion of the project scope
 4. Verify compliance with the project specifications

Request for Qualifications Selection Criteria

For the convenience of the review committee, please limit your proposal to ten (10) or less single sided (8.5" x 11") pages using 10 point or larger font, plus a one-page cover letter. Respond to Items A through C in alphabetical order.

If desired, additional materials, such as detailed resumes, detailed descriptions of previous projects, and/or other information relevant to the assessment of the qualifications may be included at the end of the Statement of Qualifications in clearly labeled appendices. Please be aware that the review committee members may limit their review activities only to Items A through C.

- A. Qualifications and past performance
1. Provide a general description of the firm and/or team that is proposing to provide services. Explain the legal organization of the firm and/or team. Identify the capabilities provided by the firm. Identify all key personnel and identify those proposed for assignment to the Scope of Work.
 2. Provide the following information:
 - a. List the Arizona professional licenses held by the firm/team and the key personnel who will be assigned to this program. Provide the license number and explain if held by an individual or firm.
 - b. Identify any complaints or disciplinary actions filed with the Arizona State Board of Technical Registration for any engineers that will be assigned to this program.
 - c. Identify any contract(s) or subcontract(s) held by the firm or officers of the firm, which have been terminated within the last five years. Identify any claims arising from a contract that resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.
 - d. List all local projects/studies awarded to your firm during the last three years that were similar to the Scope of Work anticipated under this request. For each project/study provide a brief project description, award date (note if pending), project cost, status of completion, and (estimated) completion date.
 - e. Describe how the firm will manage the receipt and scheduling of project requests from PSWID.
 - f. Describe grant applications generated and results of applications submitted.

B. Information from References

1. Provide at least three references for past projects/studies awarded to your firm within the last three years. Provide current client contact information.

Submittal Requirements

Interested firms should submit a sealed qualifications packet addressing the specified Request for Statement of Qualifications (SOQ) criteria. On the submittal package, please display the firm name, and SOQ title. The sealed envelope must clearly state "Do Not Open", RFQ # 2015.002. Please provide an original plus five copies (total of six) of the SOQ, no later than 5:00 p.m.(local time, Pine, AZ) November __, 2015, to:

Tom Weeks, PSWID Chairman
P.O. Box 134 (for US Postal delivery) or
6306 West Hardscrabble Road (for UPS, FedEx or hand delivery)
Pine, AZ 85544

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 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 size (maximum 8 ½ x 11) with criteria information will be counted. Pages that have photos, charts and graphs will be counted towards the maximum number of pages. Submittals are not returnable and will become the property of PSWID.

All questions regarding this Statement of Qualifications are to be addressed in writing or by e-mail to:
Russell Brock, PSWID Treasurer and Chairman of the Support Services Committee at
rbrock79@yahoo.com or (602) 692-8837.

Evaluation Criteria

The following criteria will be used to evaluate each Statement of Qualifications submitted.

A. Consultant Team

1. Qualifications and relevant technical experience
2. Unique qualifications of key members
3. Organizational chart including significant Sub-Consultants (if applicable)
4. Distance of Consultant's office from the PSWID office
5. Knowledge of design and construction considerations specific to the PSWID

B. Firm's Capabilities

1. Experience in Engineering Services and Land Surveying or similar/related projects
2. Management and organizational capabilities
3. Quality and cost control procedures/policies
4. Accountability of firm to avoid change orders

- C. Past Performance
 - 1. Technical Performance (quality of product/service)
 - 2. Cost Control
 - 3. Timeliness
 - 4. Business Relations (professionalism, focus on satisfaction, approach to change proposals and resolution or avoidance of disputes)

The Pine Strawberry Water Improvement District reserves the right to contact those references submitted as part of this proposal regarding evaluation of past performance.

- D. Schedule
 - 1. Internal measures proposed for timely completion
 - 2. Scheduling of individual requests for services
 - 3. Mechanisms in place to ensure timely responses to District requests
 - 4. Project schedules in Microsoft Project, or compatible format
 - 5. Flexibility of consultant firm related to a variable work load throughout the contract period
 - 6. Quality Assurance or Quality Compliance measures the Consultant provides for all of its projects

Selection Criteria

Qualified firms/individuals will be evaluated per the rating sheet shown as Attachment A.

Non-Responsive Submittals

The SOQ format herein shall be followed when expressing interest in On-Call Professional Engineering Services. An SOQ not following the correct format may be considered non-responsive and may be rejected and not be given any further consideration, at the sole discretion of the District.

Award of Contract

Upon the final ranking and designation of the final list, the District may proceed to negotiate and enter into an Agreement with one or more of the highest ranked qualified firms/individuals with whom the District is able to successfully negotiate terms, conditions and price of an Agreement to the parties' mutual satisfaction. Entering into an Agreement with the District does not necessarily guarantee that the District will issue future Purchase Orders or Authorizations for Services to the firm/individual. Purchase Orders or Authorizations will be issued based upon the District's needs.