



# Pine-Strawberry Water Improvement District

6306 W. Hardscrabble Road, Pine AZ 85544

## REQUEST FOR QUALIFICATIONS

### WATER MASTER PLAN

Project No. FY2014 - 04

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**NOTICE AND REQUEST FOR QUALIFICATIONS  
FOR  
WATER MASTER PLAN**

**PROFESSIONAL SERVICES REQUESTED**

The Pine-Strawberry Water Improvement District ( PSWID ) is seeking a qualified engineer or engineering firm to conduct a Water Master Plan of its water system. Interested engineers or firms are invited to respond in writing to:

**U.S. Mail (U.S. Mail does not deliver to the main office)**

WMP Selection Committee  
Pine-Strawberry Water Improvement District  
P.O. Box 134  
Pine, AZ 85544

**FedEx/UPS/In-person (or other shipping company)**

WMP Selection Committee  
Pine-Strawberry Water Improvement District  
6306 W. Hardscrabble Road  
Pine, AZ 85544

**NOTICE TO ALL ENGINEERS OR FIRMS** seeking to provide professional services for the referenced PSWID water master plan is 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
- The number of originals and/or copies of the submittal specified
- Deposit of submittal in correct location

The Statement of Qualifications ( SOQ ) must be received by the PSWID at either of the addresses listed above, depending on your submittal method, no later than **3:00 PM on September 06, 2013.**

**LATE STATEMENTS OF QUALIFICATIONS WILL NOT BE ACCEPTED.**

There will not be a pre-submittal conference for this project.

## **INFORMATION AND INSTRUCTIONS TO APPLICANTS**

Title: FY2014–04 – Water Master Plan

The Pine-Strawberry Water Improvement District ( PSWID ) hereby solicits Statement of Qualifications ( SOQ ) from qualified engineers or engineering firms to conduct a Water Master Plan for its water district. The PSWID intends to procure one contract from this solicitation.

### **SECTION 1. PROJECT DESCRIPTION (SCOPE OF SERVICES):**

The Pine-Strawberry Water Improvement District seeks to construct an initial Water Master Plan.

#### **Purpose**

The purpose of the Water Master Plan is to evaluate the water system and make recommendations for improvements. The Water Master Plan will be used as a guiding document for future capital investments.

#### **Background**

The Pine-Strawberry Water Improvement District is a non-transient community water system in the northwest region of Gila County, Arizona and provides potable water service to the communities of Pine and Strawberry. The system encompasses approximately 10.1 square miles of service area.

The system operates under authority of the Arizona Department of Environmental Quality (ADEQ) as system number AZ0404034 and is classified as a Grade 3 – Water Distribution System and a Grade 1 – Water Treatment System. The system also operates under the Arizona Department of Water Resources (ADWR) as Community Water System number 91-000135.0000.

The District was formed by Gila County on June 02, 1996 by County resolution number 96-6-12 and recorded as document number 96-011964. The District is a public water system governed by an elected seven (7) member Board of Directors and began operating the water system on October 1, 2009.

The District provides water that is supplied exclusively by ground water pumped from the District's wells drawn from the Lower Verde watershed. In 2012, PSWID produced nearly 112 million gallons of water to serve its population of almost 8,000 customers through 3,200 service connections. The water is produced, stored and delivered through a complex network of 23 wells and 10 water sharing agreements; 1.294 million gallons of water in 19 storage tanks; 19 booster stations; and more than 58 miles of water mains.

#### **Water Master Plan**

The Water Master Plan will be broken down into tasks. These generally constitute the following:

- Compiling background information regarding the system, its operation, and condition to develop the basis for the planning framework
- Developing water demand projections through build out
- Documenting PSWID's water resource portfolio, including quality, and developing a supply/demand balance
- Develop a hydraulic model, including fireflow, of the system to evaluate the existing and build out systems and document improvements required for hydraulic or condition-based replacement needs

- Development of a capital improvement plan and associated costs
- Completion of a water master plan report

## **SECTION 2. 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 a minimum:

1. Company name, contact name, address, fax number, phone number, and email address
2. Acknowledge receipt of all addenda, if any

### **B. Qualifications Criteria:**

#### **1. General Information**

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

#### **2. Relevant Firm Experience** (45 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, project owner, project location, contract 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 projects listed above in 2.b.
- d. List and describe any litigation; arbitration; claims filed by our 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** (30 points)

- a. Describe each team member's firm position; resumes of each proposed team member may be included in the Appendix.
- b. Briefly describe each team member's role on this project; provide organization chart with names.
- 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.

4. **Approach to Project Management** (20 points)

- a. Describe your approach to amendment/change orders.
- b. Describe your planning, scheduling, and estimating tools.
- c. Describe your quality control plan and dispute resolution.

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

- a. Current workload and ability to proceed promptly.
- b. Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
- c. 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 10 days of execution of a contract with the Pine-Strawberry Water Improvement District, the successful Applicant shall furnish proof of insurance in the amounts listed in this Request for Qualifications document.
- 3. 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 SUCH INCOMPLETE STATE OF QUALIFICATIONS TO BE REJECTED AND NOT BE EVALUATED OR CONSIDERED IN THE SELECTION PROCESS.**

**SECTION 3. SUBMITTAL INSTRUCTIONS**

- 1. This SOQ may not exceed twelve (12) single-sided pages (maximum 8-1/2” x 11”) with a minimum 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. Tab dividers must not contain any evaluation information or pictures. Submittals should be plastic spiral bound only, **DO NOT USE BINDERS** of any kind. Pages having photos, charts, and/or graphics 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:
  - a. SOQ Cover – must not contain information that can be evaluated.
  - b. Cover Letter – on company letterhead, maximum 1 page.
  - c. Resumes – each key team member, maximum 2 pages.
  - d. Attachment 1

- e. Attachment 2
4. SOQs must be submitted in a sealed envelope with the project number (“FY2014-04”) and the Applicants name and address clearly indicated on the envelope.
5. Eight (8) SOQs, must be submitted to the District Office via one of the two methods described below:

**US MAIL (US Mail does not deliver to the main office)**

WMP Selection Committee  
Pine-Strawberry Water Improvement District  
P.O. Box 134  
Pine, AZ 85544

**FedEx/UPS/In-person (or other shipping company)**

WMP Selection Committee  
Pine-Strawberry Water Improvement District  
6306 W. Hardscrabble Road  
Pine, AZ 85544

**Submission Time: 3:00 p.m. Local Arizona time**

**Submission Date: September 06, 2013**

**LATE STATEMENTS OF QUALIFICATIONS WILL NOT BE ACCEPTED.**

**SECTION 4. RFQ ACQUISITION AND SCHEDULE**

1. Download this RFQ from the Pine-Strawberry Water Improvement District website at : [www.pswid.org](http://www.pswid.org) (in the middle of the main frame of the home page, click the Request for Qualifications link).
2. Send an email to the District Attorney at [danieltorrens@smbattorneys.com](mailto:danieltorrens@smbattorneys.com) to register your interest in this project. If you don't register your interest in this recruitment we will not have a record of your interest and you will not be sent any addendums to this RFQ.
3. Statement of Qualifications must be received by the Pine-Strawberry Water Improvement District on or before:

**Submission Time: 3:00 p.m. Local Arizona time**

**Submission Date: September 06, 2013**

**LATE STATEMENTS OF QUALIFICATIONS WILL NOT BE ACCEPTED.**

4. Selection procedural questions may be directed to Daniel Torrens at [danieltorrens@smbattorneys.com](mailto:danieltorrens@smbattorneys.com).
5. All questions regarding this RFQ must be submitted by email to Daniel Torrens at [danieltorrens@smbattorneys.com](mailto:danieltorrens@smbattorneys.com). Verbal or telephone inquiries prior to the submittal **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.

## **SECTION 5. SELECTION PROCESS**

1. The PSWID 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 PSWID 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 Applicant's 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 PSWID provides no material or technical support. Applicants must leave any storyboards, other presentation items, and a hard copy of any presentation materials, with the PSWID for consideration. At the Applicant's request, materials shall be returned after the selection.
5. The PSWID 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 PSWID 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 determined.
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 6. GENERAL TERMS & CONDITIONS**

1. Applicants must be able to meet the PSWID's insurance requirements.
2. The PSWID 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 PSWID EMPLOYEE CONCERNING THIS RFQ, AT ANY TIME IS STRICTLY PROHIBITED.**
4. If you have any questions regarding this solicitation, you may contact Daniel Torrens at [danieltorrens@smbattorneys.com](mailto:danieltorrens@smbattorneys.com).
5. Insurance

The Applicant shall purchase and maintain, during the contract time, insurance as listed in the contract. The Applicant will be required to provide evidence of such insurance prior to issuance of the Notice to Proceed in a form acceptable to the Pine-Strawberry Water Improvement District.

- a. The certificate of insurance shall name as additional insured the Pine-Strawberry Water Improvement District.
- b. As required by law, the certificate of insurance shall be provided by an insurance carrier(s) authorized to do business in the State of Arizona., or countersigned by an agent of the carrier to do business in the State of Arizona.

- c. The Applicant will be required to purchase and maintain Worker's Compensation insurance, including occupational disease provisions, for all employees at the site of the District.
- d. In case any work is sublet, the Applicant shall require such Subcontractor similarly to provide Worker's Compensation Insurance, include occupational disease provisions, for all the latter's employees unless such employees are covered by the protection afforded by the Applicant.
- e. Insurance requirements are:
  - 1. Workers Compensation.....statutory
  - 2. Protective Bodily Injury .....  
.....\$1,000,000 each occurrence and annual aggregate of \$2,000,000
  - 3. Protective Personal Property.....  
.....\$1,000,000 each occurrence and annual aggregate of \$2,000,000
  - 4. Automobile Bodily Injury and Property Damage .....  
.....\$1,000,000 each occurrence and annual aggregate of \$2,000,000
- f. Insurance must be held for the duration of the project.

6. Request for Taxpayer Identification Number and Certification

Applicant must submit a Federal W-9 Form to the District prior to issuance of the Notice to Proceed.



**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 professional services, to disclose and release to the Pine-Strawberry Water Improvement District, or their representatives, information, records and opinions concerning this company's professional services performance. The purpose of this disclosure is to provide references to the Pine-Strawberry Water Improvement District. \_\_\_\_\_ hereby waives any claim it may have against the Pine-Strawberry Water Improvement District or any company or entity providing information to the Pine-Strawberry Water Improvement District 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**ATTACHMENT 2**

**CERTIFICATE OF INSURABILITY**

I hereby certify that as an Applicant to the Pine-Strawberry Water Improvement District for a Water Master Plan, Project No. FY2014-04, I am fully aware of Insurance Requirements contained in the Request for Qualifications document, and by the submission of this Statement of Qualifications, I hereby assure the Pine-Strawberry Water Improvement District that I am able to produce insurance coverage required should I be selected to be awarded the Contract.

Should I be awarded the Contract by the Pine-Strawberry Water Improvement District, and then become unable to produce the coverage specified within ten working days, I am fully aware and understand that I may not be considered for further projects by the Pine-Strawberry Water Improvement District.

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Signature of Applicant

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Date