



**City of Bullhead, Arizona
Public Works Department**

REQUEST FOR QUALIFICATIONS

GENERAL MATERIALS TESTING SERVICES

PROJECT NO. 19-E-015

April, 2019

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REQUEST FOR QUALIFICATIONS

GENERAL MATERIALS TESTING SERVICES

The City of Bullhead City is seeking a qualified firm to provide general and specialized materials and construction third party testing services for road, wastewater, flood control, parks, buildings and other public facilities and infrastructure projects over the next five (5) years. The services include but are not limited to general and specialized materials and construction testing and geotechnical investigation services for City projects located in Bullhead City, Arizona.

SECTION I – SERVICES DESCRIPTION

The City intends to design and construct numerous projects over the next several years which require general and specialized geotechnical investigations, construction testing and/or inspection by a third party service. These services will include but are not limited to: geotechnical services, soils testing, aggregate, concrete, cement, bituminous mixtures, steel, wood, masonry, welding and other construction materials testing, field testing, coatings testing, wastewater and/or water sampling and testing, potholing, specialized inspections of reinforcing steel, foundations, structures, building systems and materials and various other testing services related to the construction of roads, wastewater plant, lift-stations, flood controls, parks, buildings and on call services on various other projects within the City. The project will include the supply of all materials, equipment and labor for testing and other services to be provided. The selected Team will work closely with the City's Public Works staff and may also coordinate with consultants or contractors as directed. The services will be provided under a professional services contract.

SECTION II - SCOPE OF WORK

The firm will be responsible for general and specialized construction testing and inspection. The services will include the supply of all materials, equipment, and labor for testing and inspection.

The Team will control the costs and will be responsible for the time schedule, and completing the work. The preferred Team should have the following capabilities:

- Experience in Geotechnical
- Construction Materials Testing and Inspection
- Industrial Environmental
- Building Systems
- Foundations
- Field Testing
- Paint Testing
- Soils Testing
- Coating Testing
- Pavement Testing
- Construction Quality Control
- Quality Assurance Testing
- Structural Inspections
- Concrete Testing
- Asphalt Testing
- Pavement Testing
- Pavement Maintenance (slurry seal, chip seal, fog seal, etc.) Testing and Inspection
- Wastewater Testing
- Water Testing
- Various Other Testing and Inspection

- Understanding of the dynamics of Design-Build and CM at Risk Projects for construction operations that include coordination with various City of Bullhead City Departments, other agencies and coordination with contractors.

SECTION III - PRE-SUBMITTAL CONFERENCE

There will be no pre-submittal conference. However, City staff will be available to answer questions on this project via e-mail only. Responses to individual questions will be disseminated to all registered packet holders. All other directions will be provided via addendum issued to all registered Request for Qualifications packet holders.

SECTION IV - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

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

A. General information. (5 points)

Provide a general description of the firm and/or team that is proposing to provide testing and/or inspection services. Explain the legal organization of the proposed firm or team. Provide an organization chart showing key personnel.

B. Experience and qualifications of the firm/team. (25 points)

1. Identify at least three (3) comparable projects in which the firm provided testing services.
2. List of all projects where the firm/team provided testing, oversight, or general contraction third party testing services in the last two years, either completed or ongoing.

C. Experience of key personnel to be assigned to this project. (20 points)

1. For each key person identified, list their length of time with the firm and at least two comparable 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.
2. List any proposed consultants, including key staff names and the experience and qualifications of these individuals.

D. Approach to performing the required services. (25 points)

Discuss the services available and how you will service the needs for these types of projects. Discuss the location of the office and availability of field testing and other on site services. Discuss the firm's approach to preparing and providing the results and reports relating to the services provided, including timing, frequency of reporting and related aspects.

E. Site availability selection criteria. (10 points)

The project will include construction services testing/inspections that will require site visits. Briefly describe the firm's approach.

F. Overall evaluation of the firm/team and its perceived ability to provide the required services. (15 points)

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

SECTION V - SUBMITTAL REQUIREMENTS

Interested firms shall submit a Statement of Qualifications, **which includes a one-page cover letter plus a maximum length of ten pages to address the SOQ criteria (excluding resumes, but including organizational chart)**. Resumes for each key team member shall be limited to a maximum length of two pages and should be incorporated as an appendix at the end of the SOQ. The list of all projects where the firm/team provided testing, oversight, or general contraction third party testing services in the last two years, either completed or ongoing, should also be incorporated as an appendix. Please provide **an original plus three copies (total of four) of the Statement of Qualifications by 4:00 pm on April 30, 2019. In addition, please provide a CD containing an electronic copy of the full Statement of Qualifications including appendix and cover letter.** Failure to supply the requested number of copies will not result in disqualification, but may result in the loss of up to 5 ranking points as determined by the evaluation committee.

Interested firms must be in compliance with all State and Federal laws, rules, and regulations concerning nondiscrimination against a person based upon any protected classification.

Delivered or hand-carried submittals must be delivered to the City Clerk's Office located in City Hall. On the submittal package, please display: firm name and "RFQ – General Materials Testing Services".

All submittals should be sent or delivered to:

City Clerk's Office
CITY OF BULLHEAD CITY
2355 Trane Road
Bullhead, Arizona 86442

Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information.

Please be advised that failure to comply with all requirements of the RFQ will be grounds for disqualification and will be strictly enforced.

SECTION VI - SELECTION PROCESS AND SCHEDULE

The successful firm will be selected in a one-step qualifications based selection process. A selection committee will evaluate each SOQ according to the criteria set forth in Section IV above. The City may perform a due diligence process on the firm(s) receiving the highest evaluation on these SOQs. Selected firms will be invited to participate in detailed interviews. An interview invitation letter from the City will be sent to at least 3 firms and not more than 5 firms, as long as at least 3 firms submit SOQs.

At the conclusion of the selection process, each of the rated elements for each firm will be evaluated to determine the Best Qualified. A final list containing 3 firms listed in the order of their ranking will be issued by the selection committee, as long as at least 3 firms submit SOQs. The City will enter into negotiations with the selected firm to evaluate terms, compensation and price. If the City is unable to negotiate a satisfactory contract with the highest qualified person or firm negotiations will be formally terminated and negotiations will be undertaken with the next most qualified finalist in sequence until an agreement is reached or a determination is made to reject all persons or firms on the finalists list. City Council approval of the negotiated contract is required. The firm will be responsible for delivery of the completed work.

The following tentative schedule has been prepared for this project:

SOQ's due – April 30, 2019
Interview for Finalists – May 14, 2019

SECTION VII – GENERAL INFORMATION

Instructions. The City of Bullhead City 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.

Firms who pick up a copy of the RFQ packet from Susan Carroll, Administrative Analyst, Public Works Department, 2355 Trane Road, Bullhead City, Arizona, 86442, will be included on the RFQ Holder's List. Firms receiving a copy of this packet through any other means must register as a RFQ holder with Susan Carroll by letter or in person at 2355 Trane Road, Bullhead City, Arizona, 86442, or may call (928) 763-0128 to register by phone or scarroll@bullheadcity.com by email.

Alternate Format.

The City's Public Works Department will provide reasonable accommodations for alternate formats of the RFQ. To request an accommodation call Susan Carroll, Administrative Analyst at (928) 763-0128. Requests will only be honored if made within the first week of the advertising period. Please allow a minimum of seven calendar days for production.

City Rights. The City of Bullhead City reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

Compliance with Legal Worker and Immigration Laws. The Firm warrants that it and any subcontractors it may use in performance of any resulting contract are in compliance with state law (see A.R.S. § 23-214.A) and all Federal Immigration laws and regulations (see Immigration and Control Act of 1986 as amended) that relate to its employees and employees of its subcontractors. The Firm acknowledges that pursuant to A.R.S. § 41-4401 a breach of this warranty is a material breach of this contract subject to penalties up to and including termination of the contract, and that the City retains the legal right to inspect the papers of any contractor or subcontractor employee who works on the contract to ensure compliance with this warranty. The Firm understands that it may be selected for random verification by the City to ensure compliance with A.R.S. 41-4401 and will promptly respond to any requests for information from the City with regard to its verification process.

Scrutinized Business Operations. In accordance with A.R.S. §§ 35-391 and 35-393, the Firm certifies that it does not have scrutinized business operations in Iran or Sudan..

Conflicts of Interest. Firm understands that any contract is subject to cancellation for conflicts of interest under the provisions of A.R.S. § 38-511.

Release of RFQ Information. The City shall provide the release of all public information concerning the RFQ, including selection announcements and contract awards. Firms desiring to release information to the public must receive prior written approval from the City.

Contact with City Employees. All Firms interested in this RFQ (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, 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 contact on this selection process should be addressed to the authorized representative identified below.

Contact with Elected Officials (Mayor, City Council, etc). Any contact pertaining to this selection process with elected officials must be scheduled, in person, through the City Clerk's Office, 2355 Trane Road, Bullhead City, Arizona, and may necessitate posting by the City Clerk at least twenty-four (24) hours prior to the scheduled meeting. The Clerk's posting shall include and detail the participants, the subject matter and shall invite the public and press to participate. No contacts made by telephone, other than to schedule a public meeting, are permitted, and copies of contacts made via letter, FAX, e-mail or other written method shall be made available to the public, press and all submitting firms.

Questions. Questions pertaining to this selection process or contract issues should be directed to Susan Carroll, Administrative Analyst, Public Works Department at (928) 763-0128.