



CITY OF KINGMAN

Request for Qualifications – Transportation Master Plan
PW21-0014

AMENDMENT #1

Dated: August 16, 2021

CONTACT PERSON

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The Amendment to the solicitation referenced above provides additional details including an applicant checklist and information and instructions to the applicant. A signed copy of this amendment must accompany the applicants RFP submittal.

APPLICANT'S CHECK LIST

- 1. The SOQ must be received in advance of the deadline. (late responses will not be considered)
- 2. Any required descriptive literature has been included.
- 3. The Addendum Acknowledgement has been signed and is included.
- 4. The mailing envelope/package has been addressed to:

**City of Kingman
City Clerk's Office
310 N. 4th Street.
Kingman, Arizona 86401**

- 5. Response package/envelope has been identified with solicitation number and title.
- 6. All SOQ documents are in the envelope

INFORMATION AND INSTRUCTIONS TO APPLICANT

1. PURPOSE

This solicitation is a Request for Qualifications for Transportation Master Plan that will assess the current situation in the City, and plan for the anticipated growth over the next 20 years. A phased plan showing 5-year, 10-year, 20-year plan taking into account the City's anticipated population growth, new residential areas, commercial shopping needs and industrial areas with all aspects of a Transportation Master Plan. This will hereafter be referred to as The Work.

2. RESPONSE PREPARATION

2.1. Format. Applicants shall submit their response with an original and six (6) copies and shall provide the information and comply with the requirements listed below. The sections of the submittal should be tabbed, clearly identifiable, and correspond with the evaluation criteria. **SUBMITTALS SHOULD BE BOUND BY BINDER CLIP AND SHOULD CONSIST OF PAPER ONLY. ALL BINDERS, PLASTIC SEPARATORS, NON-RECYCLABLE MATERIAL, ETC., ARE DISCOURAGED. SUBMITTALS WILL NOT BE EVALUATED ON THE AESTHETIC OF THE PACKAGE. SUBMITTALS ARE LIMITED TO 20 TOTAL PAGES.**

2.2. No Facsimile or Electronic Mail Statements. Responses may not be submitted by facsimile or electronically. A facsimile or electronic mail statement shall be rejected.

2.3. Typed or Ink Corrections. The response shall be typed or in ink. Erasures, interlineations or other modifications in the response shall be initialed in ink by the person signing the response.

2.4. No Modifications. Modifications shall not be permitted after responses have been opened except as otherwise provided under applicable law.

2.5. Content. The narrative portion and the materials presented in response to this RFQ shall be submitted in the same order as requested and must contain, at a minimum, the following:

- **Experience and Qualifications of the Applicant**

- **Experience and Qualifications of the Team**

Identify the home office location of key staff who will be assigned to job order projects and the percentage of their time expected to be devoted to job order projects.

List any proposed subcontractors, including key staff names and the experience and qualifications of these individuals. Explain how these key staff personnel have sufficient experience to service this proposed contract.

- **Experience of the Applicant on Similar Projects**

List all completed Transportation Master Plan projects within the last 10-years. For each comparable project identified, provide:

- Description of project.
- Role of the leading person.
- Project’s total value.
- Construction schedule verses deadline.
- Project Owner reference information.

3. Selection Criteria. Evaluation of the qualifications and experience responses will be undertaken by a committee with the following criteria and weighted scores:

Evaluation Criteria	Maximum Score
Experience and Qualifications of the Applicant	30
Experience and Qualifications of the Team	40
Experience of the Applicant on Similar Projects	30
Total Points Possible	100

4. EVALUATION

All submittals shall be evaluated in accordance with A.R.S. Title 34, Chapter 6 and the evaluation criteria stated herein. The evaluation process and contract award shall include the following:

A selection committee will evaluate the submittals and score them in accordance with the evaluation criteria listed in the Section 6.4, Selection Criteria. Applicants will be ranked according to their combined scores.

Disqualification. An Applicant (including each of its principals) who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity may have its response rejected.

Clarifications. City reserves the right to obtain Applicant clarifications where necessary to arrive at full and complete understanding of an Applicant’s qualifications and experience and/or

solicitation response. Clarification means a communication with an Applicant for the sole purpose of eliminating ambiguities in the response and does not give an Applicant an opportunity to revise or modify its response.

Additional Investigations. The City reserves the right to make such additional investigations as it deems necessary to establish the competency and financial stability of any Applicant submitting a response to this Request for Qualifications.

Prior Experience. Experiences with the City and entities that evaluation committee members represent may be taken into consideration when evaluating qualifications and experience.

Waiver and Rejection Rights. City reserves the right to reject any or all responses or to cancel the solicitation altogether, to waive any informality or irregularity in any response received, and to be the sole judge of the merits of the respective Applicants.

Proposer hereby acknowledges receipt of the above amendment.

Signature _____

Date _____

Printed Name and Title

Name of Company