



**REQUEST FOR QUALIFICATIONS
CITY OF KINGMAN
ANDY DEVINE, HALL ST, AND JOHNSON AVE ADA RAMPS
AND ACCESS POINTS DESIGN**

PW22-0017

INTRODUCTION

The City of Kingman (City) is seeking a qualified consulting firm or team to provide final design for ADA Ramps and Access Points.

All qualified firms are invited to submit their Statement of Qualifications (SOQ). All SOQ's must comply with the requirements specified in this Request for Qualifications (RFQ).

SECTION I-PROJECT DESCRIPTION

The City of Kingman desires the development of a Final Design for ADA Ramps and Access Points along Andy Devine Ave between Hall St and Johnson Ave. The project will also include areas of Hall St, Johnson Ave, and Broadway. The goals of this project are to improve ADA access and pedestrian safety and bringing the current ramps and access points up to the current ADA standards.

This project will include design work for ADA improvements including, gutter where applicable, and sidewalk improvements. The selected design firm will also be responsible for survey required for design purposes.

SECTION II-SCOPE OF WORK

The City of Kingman seeks a qualified consulting firm, or team, with extensive experience and knowledge of ADA, MAG, and City of Kingman standards and regulations, to provide consulting services for the Andy Devine ADA Ramps and Access Points Design.

SECTION III – SCOPE OF WORK

The following is a brief summary of the four key project tasks:

Task 1: Project Management

The Consultant shall establish a project management system to provide adequate scope, schedule and budget control, and be responsive to input from the City. Status and project meetings with all participating City staff will be conducted on a regular basis. The purpose of these meetings shall be to report to the City on project status issues such as work in progress, work completed, and delivery schedule.

The meetings shall also be for discussion of various technical issues and strategies associated with all phases of the project. Meetings shall be held with the City and other agencies as needed to coordinate multi-jurisdictional components of this project. Meeting minutes documenting the decisions made and action items shall be prepared by the Consultant and submitted to the attending parties.

Task 1.1 – Project Meetings. Consultant shall arrange for a kick-off meeting through the City Project Manager. This meeting shall serve to clarify the lines of communication and other administrative details. Consultant shall then meet with the City and participating agencies on a regular basis to report project progress.

Task 1.2 – Project Schedule. Consultant shall provide a project schedule showing project meetings, project deliverables, and the major milestones required by the City. The schedule shall be updated on a monthly basis.

Task 1.3 – Project Status Reports. Consultant shall provide a monthly project progress report. The monthly project progress report shall be submitted to the City Project Manager.

DELIVERABLES:

- MONTHLY STATUS MEETINGS
- MONTHLY SCHEDULE UPDATES
- PROGRESS REPORTS AND
- MEETING MINUTES

Task 2: Utility Coordination

The Consultant shall provide utility coordination. The Consultant shall determine all utility conflicts and advise the City and the utility companies. City-owned utilities will be coordinated by City staff.

Consultants shall obtain a Blue Stake design ticket by contacting Arizona Blue Stake (AZ811). Consultant shall request City and non-City utility record drawings, facility maps, and as-built information.

The Consultant shall send utility clearance letters to the non-City utilities with the associated plans. The plans shall show existing and proposed City and non-City utilities, relocations, existing and proposed right-of-way and easements. The Consultant shall design joint trench alignments and profiles with input from the non-City utilities.

The Consultant shall be responsible for obtaining testhole data (pothole data) and testhole coordination. The Consultant shall ask non-City utilities if potholes are required.

The Consultant shall prepare a utility report, or conflict matrix, at the earliest possible stage of the project using information received from the utility companies, Blue Stake design ticket, and pothole data. The report or matrix shall include utility conflicts, relocations, utility relocation timeframes, approved methods to support existing infrastructure, and permit requirements.

The Consultant shall be responsible for reviewing relocation plans produced by the non-City utility companies to assure that utility conflicts are mitigated or eliminated and that proposed utility installations conform to the City’s standard details and to MAG.

Task 3 – Final Design.

Based upon opportunities and resolutions identified in the Design Concept Report and stakeholder and public input, the consultant shall complete final design of recommended improvements, detailed cost estimates, and project implementation phasing recommendations for the Andy Devine ADA Ramps and Access Points Project.

DELIVERABLES:

- FINAL DETAILED CONSTRUCTION PLANS
- PROJECT SPECIAL PROVISIONS

PROJECT BID MANUAL

DETAILED COST ESTIMATES

SECTION III–PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held on **Wednesday May 18, 2022 at 9:00 AM Local Time** and will be viewed via ZOOM meeting. You must be a registered to receive an invitation to the meeting. At this meeting the 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. Please contact Curtis Larsen clarsen@cityofkingman.gov to register for the pre-submittal conference.

SECTION IV–STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

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

A. General Information. (5 points)

1. Provide a general description of the firm and/or team that is proposing to provide CONSULTANT 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 any Arizona professional and/or 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 ten (10) years. Identify any claims (public or private, including third party claims) arising from a contract which resulted in litigation or arbitration within the last ten (10) years. Briefly describe the circumstances and the outcomes.

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

1. Provide a list of similar projects on which the project team has experience. For each reference project, please provide the following information:
 - Description of project
 - Role of the firm
 - 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).

C. Experience of key personnel to be assigned to this project. (40 points)

1. (10 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. (25 points) Highlight each key person's experience in the following areas: collaborative design experience on similar projects, conceptual costing experience/knowledge, constructability experience, experience working with stakeholders in a historic downtown area, coordination of pedestrian and aesthetic improvements with traffic, drainage, utility and other existing and proposed infrastructure.
3. (5 points) List any proposed subconsultants, including key staff names and the experience and qualifications of these individuals.

D. Understanding of the project and approach to performing the required services. (30 points)

1. (5 points) Discuss the major issues your team has identified on this project and how you intend to address those issues.
2. (5 points) Discuss the particular expertise your team offers and how you propose to use this expertise to benefit and add value to the project.
3. (5 points) Describe systems used for planning, scheduling, estimating and managing conceptual planning and design; and briefly describe the firm's experience on quality control and dispute resolution.
4. (5 points) Describe your understanding of the CONSULTANT role for the project and its responsibilities. Describe your approach to performing the conceptual planning and design services.
5. (10 points) Describe the firm's past experience working with stakeholders in a historic downtown area.

E. Overall evaluation of the firm/team and its perceived ability to provide the required services. (5 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 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 Six (6) copies (total of seven) of the SOQ by 12:00 noon on May 25th, 2022. In addition to the hard copies, submittals should include a thumb drive with PDF files of the SOQ.**

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:

Annie Meredith, 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 criteria above and ranking 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 following tentative schedule has been prepared for this project:

Pre-submittal Meeting	<u>May 18th, 2022 @ 9:00 AM</u>
SOQ submittal date	<u>May 25th, 2022 by 12:00 PM</u>
Firms notified of selection	<u>June 22nd, 2022</u>

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.

Firms who pick up a copy of the Request for Qualifications packet or are sent a copy through the City of Kingman's Public Works 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 Public Works Department or call (928) 692-3117 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 Public Works Department at: Curtis Larsen, Project Manager, clarsen@cityofkingman.gov .