



City of Kingman

310 NORTH FOURTH STREET • KINGMAN • ARIZONA • 86401 • 928.753.5561
WWW.CITYOFKINGMAN.GOV

CITY OF KINGMAN **NOTICE OF REQUEST FOR QUALIFICATIONS** **ANDY DEVINE ADA RAMPS & ACCESS POINTS** **ENG23-0063**

Project Description: The City of Kingman 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).

The City of Kingman desires the development of a Final Design for ADA Ramps and Access Points along Andy Devine Ave between Johnson Ave and Michael St. 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.

A pre-submittal conference will be held on **Thursday, April 27, 2023 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.

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 thirteen 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 4, 2023**. In addition to the hard copies, submittals should include a thumb drive with PDF files of the SOQ.

The City of Kingman will accept sealed proposals from qualified firms at the **office of the City Clerk at 310 North 4th Street, Kingman, AZ 86401**, until **12:00 PM** Arizona Time on **May 4, 2023**. Proposals will be opened at that time. Any proposal received after 12:00 P.M. on the above stated date will be returned unopened. Faxed and e-mailed bids will not be accepted.



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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 submittal requirements will be grounds for disqualification and will be strictly enforced. A full list of submittal requirements can be found in the RFQ packet.

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 928-753-5561 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.

Delays due to mail and/or delivery services will not be considered excusable to the time requirements contained within this RFP.

During the evaluation process, the City of Kingman reserves the right, where it may serve in the City's best interest, to request additional information or clarification from proposers. At the discretion of the City of Kingman, each proposer submitting a proposal may be requested to attend interviews as part of the evaluation process.

The City of Kingman reserves the right to retain all proposals submitted and to use any ideas in a proposal, regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposer of the conditions contained in this request for proposal.

The City reserves the right to reject any and all bids.

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