



**REQUEST FOR QUALIFICATIONS  
CITY OF KINGMAN  
BEALE STREETSCAPE PROJECT  
DESIGN CONCEPT REPORT  
&  
FINAL DESIGN  
ENG19-0079**

## **INTRODUCTION**

The City of Kingman (City) is seeking a qualified consulting firm or team to provide a Design Concept Report and Final Design for a streetscape project on Beale Street from First Street to Fifth Street.

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 Design Concept Report and Final Design for a Beale Street streetscape project. The subject area of this project is Beale Street, from First Street to Fifth Street, a distance of approximately 2,200 feet. The goals of the resulting project include improving ADA access and pedestrian safety, promoting walkability, improving exposure for local merchants, and bettering the image of the city for visitors.

This project will include a traffic, utility, drainage, and complete street study to define roadway lane configurations, intersection improvements, traffic control devices, signage, pavement marking improvements, vertical realignment, lighting, landscaping, curb and gutter, sidewalk, drainage improvements, utility improvements, ADA improvements, and aesthetic improvements related to the City's desire to further develop the streetscape and livability of Beale Street.

The project will also determine a phasing approach for construction documentation and implementation along Beale Street and a cost estimate for each phase to help program future CIP projects on Beale Street. The project includes preparation of detailed construction plans and specifications for each phase of construction of the above listed improvements.

## **SECTION II–SCOPE OF WORK**

The City of Kingman seeks a qualified consulting firm, or team, with extensive experience and knowledge of MAG and City of Kingman standards and regulations, to provide consulting services for the Beale Street Design Concept Report and Final Design project.

The following is a summary of the major tasks. These will be reviewed with the selected consultant and defined to meet the needs of the project as part of the contract scoping.

Task 1 – Project Management

Task 2 – Design Reports

Task 3 – Utility Coordination

Task 4 – Public Meetings

Task 5 – Final 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: Design Reports**

The purpose of this task is to develop a Design Concept Report (DCR), including 15% Conceptual Plans.

The DCR shall identify the purpose of the project including a complete streets solution and ADA compliance, present the methodology used to define the proposed solution, summarize alternatives if applicable, provide an overview of specific issues and recommended solution(s), describe the improvements to be made, present conceptual plans delineating the limits of improvements and type(s) of work to be done, and provide a preliminary project cost estimate.

The Consultant may be responsible for performing a topographic survey of the area including all existing features and utilities, and preparing mapping and base sheets to properly show the existing conditions.

The DCR shall also identify and detail what coordination shall be needed with existing infrastructure and stakeholders, in particular utility relocations, traffic control and businesses. These items shall be included in the preliminary cost estimates for each project as well.

A current study is underway to update the Kingman Zoning Ordinance. The scope of this update includes a review of the Historic Overlay District and consideration of adopting Form-Based Code elements in the downtown area. Communication and coordination with that consultant will be necessary.

**DELIVERABLES:**

SURVEYING, MAPPING AND FIELD INVESTIGATIONS

DESIGN CONCEPT REPORT (DCR)

15% CONCEPTUAL PLANS AND ESTIMATE

**Task 3: 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 4 – Public Meetings.**

Assist with stakeholder and public meetings as required. A Public Outreach Program or Public Relations Plan by the Consultant is anticipated. In addition to the Consultant's Public Outreach Program and/or Public Relations Plan, the City's existing Public Relations Program will assist in addressing the needs that are currently identified. If additional requirements are identified, for example as part of the environmental determination, then those issues will be discussed and a scope of work mutually agreed upon by the City and Consultant.

### **Task 5 – 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 Beale Street Streetscape Project.

#### **DELIVERABLES:**

FINAL DETAILED CONSTRUCTION PLANS

RECOMMENDED PROJECT PHASING PLAN

DETAILED COST ESTIMATES PER PHASING PLAN

#### **SECTION III–PRE-SUBMITTAL CONFERENCE**

A pre-submittal conference will be held on November 7, 2019 at 10:00 AM Local Time at the Kingman Council Chambers at 310 N. Fourth Street, Kingman, AZ 86401. 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.

#### **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 Thursday, November 21, 2019. 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. 4<sup>th</sup> 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>November 7, 2019</u>  |
| SOQ submittal date          | <u>November 21, 2019</u> |
| Firms notified of selection | <u>December 2019</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:  
Burley Hambrick, Project Manager, [bhambrick@cityofkingman.gov](mailto:bhambrick@cityofkingman.gov)