



RFQ IGM 22-01
REQUEST FOR
STATEMENTS OF QUALIFICATIONS
FOR CONSULTING SERVICES

ADDENDUM #1

City of Kingman
Kingman Municipal Airport
7000 Flightline Drive
Kingman, AZ 86401

Addendum 1 – Solicitation Inquiries and Response; RFQ Amendments.

SECTION 1: RESPONSE TO PROPOSERS QUESTIONS

Question 1: I saw this RFP posted on your website, but I noticed that the PDF ends at a section divider for “Exhibit A: Scope of Work,” but the attachment is not included. Will you be posting that as a separate document?

Answer 1: There is no “Scope of Work” attached to this RFQ. Scope of Work will be a part of the negotiated contract with the selected firm. Please see the RFQ revisions and amendments below to reflect this correction.

Question 2: Section 1.1 on page 3 and Section D(1) reference a Scope of Work that is attached as Exhibit A. In reviewing the RFQ, a header page, identified as page 8 of 20 which states “Exhibit A, Scope of Work” is included, but there are no pages 9 through 20 in the PDF. Is the Scope of Services referenced in the text at the above locations missing from the RFP PDF?

Answer 2: Same as Answer 1

SECTION 2: AMENDMENTS TO RFQ

PART I. RFQ PROCESS; AWARD OF AGREEMENT; Section 1.1

Original

1.1 Purpose; Services. The City of Kingman (“City”) is issuing this Request For Qualifications (“RFQ”) seeking statements of qualifications (“SOQ”) from qualified, licensed Consulting Firms interested in providing planning services to undertake the development of a comprehensive Industrial Park Master Development Plan (“PLAN”) for approximately 1,810 acres at the Kingman Municipal Airport Industrial Park (the “Site”) (collectively, the “Services”), as more particularly described in Subsection 1.1(A) below **and the Scope of Work attached hereto as Exhibit A and incorporated herein by reference.** This will be a one-step, qualifications-based process as authorized by ARIZ. REV. STAT. §§ 34-601 through 34-613. A separate Request

for Proposal will not be issued. In accordance with the Procurement Code of the City of Kingman, Arizona, and Arizona Revised Statutes Title 34, the City will accept sealed SOQ for the Services.

Amended

1.1 Purpose; Services. The City of Kingman (“City”) is issuing this Request For Qualifications (“RFQ”) seeking statements of qualifications (“SOQ”) from qualified, licensed Consulting Firms interested in providing planning services to undertake the development of a comprehensive Industrial Park Master Development Plan (“PLAN”) for approximately 1,810 acres at the Kingman Municipal Airport Industrial Park (the “Site”) (collectively, the “Services”), as more particularly described in Subsection 1.1(A) below. This will be a one-step, qualifications-based process as authorized by ARIZ. REV. STAT. §§ 34-601 through 34-613. A separate Request for Proposal will not be issued. In accordance with the Procurement Code of the City of Kingman, Arizona, and Arizona Revised Statutes Title 34, the City will accept sealed SOQ for the Services.

PART I. RFQ PROCESS; AWARD OF AGREEMENT; Section 1.10 (A)

Original

A. Evaluation; Selection. A “Selection Committee” composed of representatives from the City and a third-party representative with experience in Consulting will conduct the selection process according to the schedule on the cover page of this RFQ. The Selection Committee may create a final ranking of the Firms based upon its evaluation of (1) the SOQ, (2) information provided by references, and (3) criteria outlined in this RFQ. If necessary, the Selection Committee may select up to three finalists that will be invited for oral interviews with the Selection Committee. The City will conduct the oral interviews with the selected Firms and, upon completion of the final tabulation of points for scored components, will create a final list, in order of preference, of the three most qualified Firms. The RFQ Administrator will enter into negotiations with the highest-scoring Firm from the final list; if an agreement cannot be reached, the RFQ Administrator will enter into negotiations with the next highest scoring Firm until an agreement is reached.

Amended

A. Evaluation; Selection. A “Selection Committee” composed of representatives from the City and a third-party representative with experience in Consulting will conduct the selection process according to the schedule on the cover page of this RFQ. The Selection Committee may create a final ranking of the Firms based upon its evaluation of (1) the SOQ, (2) information provided by references, and (3) criteria outlined in this RFQ. If necessary, the Selection Committee may select up to three finalists that will be invited for oral interviews with the Selection Committee. The City will conduct the oral interviews with the selected Firms and, upon completion of the final tabulation of points for scored components, will create a final list, in order of preference, of the three most qualified Firms. The RFQ Administrator will enter into negotiations **of fees and contract terms** with the highest-scoring Firm from the final list; if an agreement cannot be reached, the RFQ Administrator will enter into negotiations with the next highest scoring Firm until an agreement is reached.

PART I. RFQ PROCESS; AWARD OF AGREEMENT Section 1.10 (C)

Original

C. Form of Agreement. The selected Consulting Firm will be required to execute an agreement substantially similar to the City's standard Agreement in a form acceptable to the City Attorney. A sample of the Agreement is included with this RFQ. City Council approval may be required. The City reserves the right to terminate the selection process at any time.

Amended

C. Form of Agreement. The selected Consulting Firm will be required to execute the negotiated agreement in a form acceptable to the City Attorney. City Council approval may be required. The City reserves the right to terminate the selection process at any time.

Part II Statement of Qualifications Format; Section 2.2. (D)

Original

D. Project Approach - 10 pts.

(1) Describe the Consulting Firm's approach to performing the required Services described in Subsection 1.1(A) above and the Scope of Work attached hereto as Exhibit A, including the following processes:

- (a) Planning.
- (b) Estimating.
- (c) Scheduling.
- (d) Cost controls.
- (e) Project management and team organization.
- (f) Bid package management.
- (g) Management of overhead costs.

Amended

D. Project Approach - 10 pts.

(1) Describe the Consulting Firm's approach to performing the required Services described in Subsection 1.1(A) above, including the following processes:

- (a) Planning.
- (b) Estimating.
- (c) Scheduling.
- (d) Cost controls.
- (e) Project management and team organization.
- (f) Bid package management.
- (g) Management of overhead costs.