

SUPERSTITION MOUNTAINS COMMUNITY FACILITIES DISTRICT NO. 1

5661 South Ironwood Drive | Apache Junction, Arizona 85120

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REQUEST FOR STATEMENT OF QUALIFICATIONS

**FOR CONSTRUCTION MANAGER AT RISK
PROFESSIONAL SERVICES**

**SUPERSTITION MOUNTAINS COMMUNITY FACILITIES DISTRICT NO.1
PROJECT 23.09 – WRF EXPANSION DESIGN**

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PURPOSE OF THE REQUEST FOR QUALIFICATIONS:

Superstition Mountains Community Facilities District No. 1 (SMCFD) is seeking a qualified team to provide Professional Engineering and Consulting Services using the Construction Manager at Risk (CMAR) project delivery method. The selected entity will work with SMCFD staff to develop programs and plans to upgrade and expand the Water Reclamation Facility (WRF). SMCFD believes that utilizing the CMAR method is in its best interest and will provide the best overall value.

The upgrade and expansion projects will be funded with Water Infrastructure Finance Authority (WIFA) loan funds.

All qualified firms that are interested in providing these services to SMCFD are invited to submit their Statement of Qualifications (SOQ). All SOQs must comply with the requirements specified in this Request for Qualifications (RFQ).

BACKGROUND:

SMCFD provides wastewater collection and treatment services for the City of Apache Junction (City) at its existing WRF. With the existing WRF nearing capacity, a treatment plant expansion is required to meet community demands. SMCFD is seeking a plan and design for three and one-half million gallons per day (3.5 MGD) of additional capacity to serve the growth within the City. The expanded WRF is proposed to be a parallel treatment plant to the existing treatment facility, which will remain operational until it is no longer able to provide treatment effectively or economically.

Due to new development in the area, it is necessary to begin the design so that construction can be completed well before the capacity of the existing treatment facility is reached.

PROJECT DESCRIPTION:

SMCFD has completed a Water Reclamation Facility Master Plan (WRFMP) and identified wastewater treatment needs for the next 20 years of growth. The WRFMP includes wastewater flow projections and recommendations for treatment plant expansion, including facility upgrades to produce Class A+ effluent.

SMCFD recently approved a Water Reclamation Facility Phasing Plan (Phasing Plan) that identified its water quality goals along with necessary facility improvements and possible phased expansion projects. These facility improvements will support future uses of effluent including recharge by injection wells, off-site irrigation and potentially as a source of reclaimed water to be provided to an advanced water purification facility that can produce potable water.

These documents can be used to assist in the WRF Expansion Design process.

The new improvements will also include the following:

- Influent Pump Station / Splitter Box
- Course Screening
- Grit removal
- Fine Screening
- Aeration Tanks
- Membrane Bioreactors
- Motor Control Center
- SCADA
- Blower Building
- Odor Control Facility
- Disinfection Facility Upgrades
- Sludge Facility Upgrades
- Maintenance Building
- Administration Building

SCOPE OF WORK:

The final scope of work will be refined and incorporate specific project requirements at the time of contract negotiations. SMCFD may utilize the services of a CMAR Project Program Manager (CPPM) throughout the project. The following information is presented as a general description of the Engineer's design and construction administration scope of services that the consultant may be required to perform:

1. General Project Administration Services may include, but are not limited to:
 - 1.1. Coordinate with SMCFD Project Team during all phases of the project;
 - 1.2. Participate in project meetings as necessary to maintain the project budget, schedule and chair periodic regular meetings and additional meetings as requested, and prepare and distribute meeting agendas in advance;
 - 1.3. Coordinate project designs and activities with various private and public utilities;
 - 1.4. Prepare and maintain a project schedule throughout the design phase of the project; once the construction phase begins, project scheduling will become the responsibility of the CMAR Construction Contractor (CCC);
 - 1.5. Obtain all federal, state, county and local permits and approvals required for construction and completion of the project;
 - 1.6. Submit a written monthly progress report and updated project schedule during the entire design phase of the project.

2. Design Services and Support Services may include, but are not limited to:
 - 2.1. Prepare design documents, including design concept reports, design schematics, alternative design analyses and value engineering; conduct constructability and partnering workshops; work with CCC during Pre-Construction Services; and prepare preliminary and final design drawings, specifications and bid documents;
 - 2.2. Coordinate all applicable permits processes and assist in filing the required documents to secure the approval of all governmental authorities having jurisdiction over the design and construction of the project;
 - 2.3. Incorporate all corrections received from the reviewing entities into the final set of project and contract documents;
 - 2.4. Provide the final project documents to SMCFD, both in printed and electronic form.
3. Provide construction cost estimates during the design process and Pre-Construction Services phase as well as a final construction cost estimate once the project documents are approved.
4. Provide project support during the selection of the CCC and during the Pre-Construction Services portion of the project to aid in the selection of equipment, processes, phasing, constructability, means and methods for project delivery, and best value project implementation.
5. Construction Services, if requested.
 - 5.1. If desired by SMCFD, the engineer will provide construction and support services during the Construction phases of the project;
 - 5.2. Construction services may include but are not limited to conducting Pre-Construction Services conferences and workshops; if held, the engineer will be responsible for preparing and distributing agendas and providing documentation of the Pre-Construction Services conferences and workshops;
 - 5.3. The engineer may be required to provide quality assurance and acceptance testing protocols as required during the Construction, Start-up and Commissioning phases of the project;
 - 5.4. The engineer may be required to provide on-site construction inspection/observation services;
 - 5.5. The engineer shall provide all submittal review services necessary for the project.
 - 5.6. The CPPM may coordinate Start-Up and Commissioning Services and may seek additional support services from the engineer.

PRE-SUBMITTAL MEETING:

A Pre-submittal Meeting will be held on January 10, 2023 at 10:00 am MST, at SMCFD located at 5661 S. Ironwood Drive, Apache Junction, AZ 85120. At this meeting, the project team, including SMCFD staff will discuss the scope of work and respond to questions from attendees. The Pre-submittal Meeting is not mandatory. All interested firms may submit a Statement of Qualifications whether or not they attend the meeting.

All interested firms are encouraged to attend the Pre-submittal Meeting since SMCFD staff will not be available for individual meetings or to respond to individual inquiries regarding the project outside of this Pre-submittal Meeting. In addition, no meeting minutes or any other information from the Pre-submittal Meeting will be posted.

CONTRACT AWARD:

SMCFD intends to award all Construction Manager at Risk Professional Engineering and Consulting Services work to the same company. SMCFD reserves the right to change this award method based on the SOQ's received if it is determined to be in SMCFD's best interest to do so.

EVALUATION PROCESS:

The SOQs received from the RFQ solicitation will be reviewed by a selection committee comprised of SMCFD employees and/or authorized agents.

The highest qualified candidates will be determined at the sole judgment of SMCFD to have the best value for the project and that meet the requirements and expectations of SMCFD.

SMCFD will conduct discussions with at least three (3) firms to consider anticipated concepts and compare alternative methods for furnishing services. From the firms with which discussions have been conducted, SMCFD will select, in order of preference, at least three (3) firms considered to be the most highly qualified to provide the services required. Selection will be based on criteria established and published in the RFQ. SMCFD will negotiate a contract for architectural and/or engineering services for compensation which SMCFD determines is fair and reasonable. In determining fair and reasonable compensation, SMCFD will consider the scope, complexity, professional nature and estimated value of the services to be rendered.

SMCFD will attempt to negotiate a contract with the most highly qualified firm selected. If SMCFD is unable to negotiate a satisfactory contract with the firm, SMCFD will formally terminate negotiations and then undertake negotiations with the next most qualified of the selected firms, continuing the process until an agreement is reached. In the event that SMCFD is unable to negotiate a satisfactory contract with any of the selected firms, SMCFD reserves the right to reject all submittals and post another request for qualifications.

CRITERIA FOR EVALUATION AND SELECTION:

Firms interested in submitting a SOQ should submit a response addressing the RFQ criteria, as listed below. Scoring points for each section are also shown.

1. General Information on the Firm (10 points)

- 1.1. Provide a cover letter.
- 1.2. Provide a general description of the firm proposing to provide the services described in this RFQ. Explain the legal organization of the firm and the office location where the work will primarily be performed.
- 1.3. Identify any other consultants or subconsultants who will be performing the work described in this SOQ.
- 1.4. Describe your subcontractor selection process. (Note: Subcontractor selection plans may be based on qualifications alone or on a combination of qualifications and price but shall not be based on price alone.)
- 1.5. Identify any contracts or subcontracts held by the firm or officers in the firm, which have been terminated in the past five (5) years.
- 1.6. Identify any claims (public or private, including 3rd party claims) arising from a contract, which resulted in litigation or arbitration within the last five (5) years. Briefly describe the circumstances and the outcomes.
- 1.7. Describe the firm's experience with "Green Initiatives" and securing grant funding opportunities
- 1.8. Describe the firm's experience and philosophy as it relates to:
 - 1.8.1. Automation/SCADA
 - 1.8.2. Biosolids Management
 - 1.8.3. Septage Management
 - 1.8.4. Effluent Management
 - 1.8.5. Generating income streams from various sources

2. Experience of the Firm and Approach to Project (50 points)

- 2.1. Describe the direct experience of the firm in providing the services described in this RFQ, including any that used the CMAR project delivery method.
 - 2.1.1. Include information about the project(s) including, project name and location, the owner's name and contact information, the key contact and/or owner's project manager, the cost and a detailed description of work performed by your firm on the project. Also include the role of each key team member who worked on the reference project(s) and the percentage of time spent on said project(s).
 - 2.1.2. Include the construction contractor's name and contact information, the key contact and project manager, the total cost of construction for the project and a detailed description of work performed by the firm on the project.
 - 2.1.3. Describe your firm's approach to a similar project(s) to this one, working for the owner's staff and with a Construction Contractor and under a Construction Manager at Risk project delivery scenario.

- 2.2. Describe how the firm:
 - 2.2.1. Controls the schedule, as there is a WIFA time limit for this funding.
 - 2.2.2. Controls cost while working with a CCC.
 - 2.2.3. Develops and maintains a good relationship with the project team.
 - 2.2.4. Addresses overall project quality, as well as describing the Engineer's role versus the role of others in the overall quality control aspects of the project.
 - 2.2.5. Works with and relates to the owner's staff at all levels.
 - 2.2.6. Provides for:
 - 2.2.6.1. Planning
 - 2.2.6.2. Training
 - 2.2.6.3. Maintenance of Plant Operation (MOPO) during all phases of the project
 - 2.2.6.4. Start-Up and Commissioning
 - 2.2.6.5. Punch List and Warranty
 - 2.2.6.6. Longer-Term Troubleshooting
 - 2.2.7. Works with the owner's staff that may have limited experience regarding an upgrade and expansion project, and with new and advanced technologies.
 - 2.2.8. Serves the Owner in a project that has a service area with a rapid population growth.
 - 2.2.9. Implements another engineer's Phasing Plan and or Preliminary Engineering Report
 - 2.2.10. Proposes alternatives to a project element or treatment process
- 2.3. Describe a project that has had problems with scheduling and or cost overruns, and what your firm did to address it, or what your firm does to avoid these issues.

3. Experience of Key Personnel (25 points)

- 3.1. Provide an organization chart showing all key personnel that will be involved in the project including their name, primary role in the project and years of experience associated with the work proposed in this RFQ.
- 3.2. The chart should outline their direct experience working on a project under a CMAR project delivery scenario.
- 3.3. Provide a table that lists key personnel and their role for the representative projects your firm has listed in the submittal.

4. Overall Quality of the RFQ (15 points)

- 4.1. SMCFD will review the completeness, organization, and overall responsiveness of each submittal. No separate section or information is required from the firm for this evaluation.

CONTRACT NEGOTIATIONS AND ACCEPTANCE:

Final contract terms must be approved or signed by the appropriately authorized SMCFD official(s). No binding contract will exist between the proposer and SMCFD until a written contract is executed by both parties.

KEY DATES:

The following tentative schedule of major milestones is envisioned for this project:

Release of RFQ	December 19, 2022
Pre-Submittal Meeting	January 10, 2023 at 10:00 am MST
RFQ Clarifying Questions Due	January 17, 2023
SOQs Due	February 7, 2023 at 10:00 am MST
Shortlist Interview	no later than March 1, 2023
Proposal Selection	no later than March 3, 2023
Contract Negotiation	no later than the week of March 13, 2023
Begin Work	within 30 days of Contract Award

SUBMITTAL REQUIREMENTS:

The deadline for RFQ responses February 7, 2023 at 10:00 am MST. Interested parties must submit one (1) unbound original, three (3) bound copies and one (1) electronic copy in an unencrypted PDF format on a USB or thumb drive of their SOQ in a sealed envelope/package, to the SMCFD Utility Services Department, located at 5661 S Ironwood Drive, Apache Junction, AZ 85120, between the hours of 7:00 am and 4:00 pm MST, Monday through Friday, no later than February 7, 2023 at 10:00 am MST.

Any proposal submitted after this time will not be considered. Submitters must ensure delivery (not postmarking) by the date and time indicated above. The sealed envelope/package SOQ must be identified as:

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SMCFD will only accept hand delivered proposals; no electronic (fax/email) proposals will be accepted.

The Statement of Qualifications shall include a one-page cover letter that contains current company/firm contact information including a valid phone number and email address. Submittals are limited to a maximum of twenty (20) pages, single sided on standard size paper, to address the SOQ evaluation criteria (*excluding* resumes but *including* an organization chart with key personnel and their affiliation to the project). Minimum font size shall be 10 pt. The SOQ cover page, cover letter and tab pages are not included in the page count. If desired, additional materials, such as detailed resumes of key personnel (limited to two (2) pages for each resume), detailed descriptions of previous projects similar to the work described in this SOQ, other than that provided in Criteria for Evaluation and Selection. Experience of the Firm and Approach to Project, and any other information, may be included in an Appendix to the SOQ. Please be aware that the review of each SOQ may be limited to the specific information provided in response to the requirements in evaluation criteria section.

Interested firms should submit a Statement of Qualifications that complies with the requirements as described herein. Each submittal package must comply with the following requirements:

- Receipt of submittal by the specified date and time
- Adherence to the maximum page requirements
- Submit one (1) unbound original, three (3) bound copies and one (1) electronic copy
- Delivery of the submittal package to the correct location

SMCFD may contact the identified person from each firm/individual during its review of the proposals for clarification or additional information. SMCFD reserves the right to hold any or all proposals submitted.

SMCFD is an Equal Opportunity Employer and Disadvantaged Business Enterprises (DBEs) are encouraged to submit SOQs for this project.

Persons with disabilities requesting reasonable accommodations may contact SMCFD at least 72 hours in advance at Bids@smcfd.org.

Interested parties may refer to SMCFD's website, www.smcfd.org, to find links to the following documents:

- WRF Master Plan
- SMCFD No. 1 Phasing Plan
- WIFA Contract Packet for Professional Services
- SMCFD Professional Services Agreement (PSA)

INQUIRIES:

All Inquiries about this Request for Proposal must be in writing and shall be directed to Purchasing at Bids@smcfd.org.

GENERAL INFORMATION:

- **RFQ Documents.** This Request for Qualifications will be listed on the SMCFD website at www.smcfcd.org.
- **Questions.** Questions pertaining to the Design Services selection process or contract issues should be addressed to Purchasing and directed to Bids@smcfcd.org.
- **Instructions.** SMCFD shall not be held responsible for any verbal instructions. Any changes to this Request for Qualifications will be in the form of an addendum. Firms are to check the SMCFD website for any addenda.
- **Compliance with Arizona Revised Statutes (ARS).** Procurement of professional services by a municipality within the State of Arizona is governed by ARS Title 34. By submitting an SOQ under this solicitation, the submitter certifies that said submittal, and their conduct in relation to this solicitation, are in compliance with the requirements of ARS Title 34.
- **SMCFD Rights.** SMCFD reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received. No binding contract will exist between the submitter and SMCFD until a written contract is executed by both parties.
- **Protest Policy.** Refer to the SMCFD Procurement Policy which can be found at www.smcfcd.org.
- **Contact with SMCFD Employees.** All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, to assure that contract decisions are made in public and to protect the integrity of the selection process.
- **Disclosure Requirement.** The Bidder must disclose as part of its bid any personal relationship it has or has had with employees, agents and other persons directly associated with SMCFD prior to or as part of this bid. Any such disclosure shall be noted in writing on the document Exceptions-Additions-Corrections. Any such disclosure does not necessarily disqualify the Bidder.