

Rio Verde Fire District
REQUEST FOR QUALIFICATIONS
(RFQ)
Fire Station No. 442

SUBMITTAL DUE DATE AND TIME: October 9, 2020 at 12:00 PM, LOCAL AZ
TIME

SUBMITTAL LOCATION: Rio Verde Fire District
18934 Avenida Del Ray
Rio Verde, AZ 85263

RFQ QUESTIONS: Jay Ducote
Fire Chief
jducote@rioverdefire.org

Notice is hereby given that sealed Statements of Qualifications (SOQ) for the specified materials or services will be received at the Rio Verde Fire District, 18934 Avenida Del Ray, Rio Verde, AZ 85263, until the time and date cited. SOQ's received by the correct time and date shall be opened and the name of the Offerors shall be publicly read. All other information contained in the SOQ shall remain confidential until award is made. Late submittals will not be considered.

One (1) original and five (5) copies of the SOQ along with one (1) electronic format copy on a CD or thumb drive shall be submitted in a sealed envelope with the SOQ name, proposal number, Offeror's name, address, email address, fax number and telephone number clearly indicated on the envelope. All proposals must be submitted in ink or typewritten. No oral, telegraphic, electronic, facsimile, or telephonic SOQ's or modifications will be considered unless specified. Additional instructions for preparing a SOQ are provided within. Late submittals or unsigned SOQ's shall not be considered under any circumstances. It is the sole responsibility of the Offeror to see that the SOQ is delivered and received at the proper time and at the proper location.

Duty to Examine: It is the responsibility of each Offeror to examine the entire solicitation, seek clarification in writing, and check its SOQ for accuracy before submitting an SOQ. Lack of care in preparing an SOQ shall not be grounds for withdrawing the SOQ after the due date and time nor shall it give rise to any contract claim.

Solicitation Amendment/Addenda: Any changes to this solicitation will be in the form of an amendment or addendum that will either be posted on the District's website or emailed to those Offerors who provided contact information. Failure to provide contact information will require Offerors to obtain this information by other means. Offerors are cautioned to check the District's website for amendments and clarifications prior to submitting their proposal. The District shall not be responsible for any oral representation or statements relating to the solicitation made by any employee, agent, or officer of the District. Failure to acknowledge receipt of any amendments or addenda by an Offeror may result in disqualification of that submitter's SOQ in the sole discretion of the District.

Timelines: In order to facilitate receipt, processing, and response to inquiries, Offerors must submit all questions before **12 pm, October 2, 2020**. Questions received after the question due date and time noted herein may be answered at the sole discretion of the District.

Time Stamp for Submittals: SOQ's will be time stamped and logged in the order received. Submittals will be accepted up to, but not later than, the time indicated in the Request for Qualifications ("RFQ"). All submittals received after the time stated in the RFQ will not be considered and will be returned to the Offeror unopened. The Offeror assumes the risk of any delay in the U.S. Mail or in the handling of the mail by employees of the District. Whether sent by mail or by means of personal delivery, the Offeror assumes responsibility for having her/his proposal deposited on time at the place specified.

Direct contact with District Staff, Selection Committee Members, or District Consultants concerning this RFQ, after the issue date of this RFQ, is strictly prohibited and will result in your Team being eliminated from consideration.

The Rio Verde Fire District, its consultants and/or advisors, will not be responsible for any costs incurred by any firm requesting a RFQ or submitting a SOQ or responding to this notice in any fashion. The District reserves the right to waive any irregularities in any submittal and to reject all submittals and re-advertise or cancel the Project in its entirety, at its sole discretion.

Offerors are strongly encouraged to carefully read the entire solicitation.

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1. PROJECT DEFINITIONS

The following definitions are used in this Request for Qualifications and will be used in review of the Statement of Qualifications in their same meaning:

Design/Builder - The firm contractually bound by the Design/Build Agreement; and is ultimately responsible for the quality and timeliness and performance of the entire team.

Project Manager - The Design-Builder's Project Manager who will actively oversee the design and construction on a day-to-day basis, from start to finish and is the "Person in-charge" of the entire project.

Design Lead - The person in-charge of the project design professionals or is the architect or engineer of record for the project.

Construction Lead - The person in-charge of construction and subcontractors in the field; i.e. the Construction Superintendent.

Pre-Construction Phase - That phase of the project prior to the start of construction. Typically, this phase includes programming, design, construction documents and cost estimating of the project and preparation of the Guaranteed Maximum Price (GMP) for the project.

Construction Phase - After the Board approves the guaranteed Maximum Price Agreement, the Construction Phase can begin and continues until Final Completion and acceptance of the project.

Milestone Schedule - A schedule defining MAJOR work products or action items assigned to a timeline and sequence.

Selection Committee - A selection committee comprised of staff and private professionals established for this project to (i) review the Statement of Qualifications and (ii) create a "short list" of qualified Provers for further consideration and conduct interviews, if held.

Owner- the Owner is the Rio Verde Fire District.

Owner Representative- the Owner's Representative shall be Fire Chief Jay Ducote or his designee.

2. PROJECT BACKGROUND

The Rio Verde Fire District (RVFD) covers 4 square miles comprised of three communities, Rio Verde, Tonto Verde, and Trilogy at Verde River. Its location near the Verde River, adjacent to the Tonto National Forest, the McDowell Mountain Regional Park, and the Yavapai Nation Indian Reservation, provides a scenic setting for golf and "a whole lot more."

The north region of the fire district has seen significant growth causing emergency response times to increase. To improve the emergency response times to the north district, a second fire station is needed to ensure response times stay within the district guidelines of four minutes or less.

To address the current response time issue, RVFD has staffed a 2-person paramedic unit in a temporary trailer near the maintenance yard in Trilogy at Verde River. This temporary facility houses only a 2- person paramedic unit so emergency medical services can quickly be provided to the north district until the second fire station is operational. Firefighting service continues to be provided by

the existing fire station on Forest Rd.

The community is governed by homeowners' associations under Arizona's planned community statutes. This project will be funded by general obligation bonds issued by the Fire District. Bond election is November 3rd 2020.

3. PROJECT DESCRIPTION

This contract includes the design and construction for a neighborhood fire station from the Design Development stage to Final Construction. The Fire Station will be located at 17600 E Rio Verde Dr, Rio Verde AZ 85263.

The successful Design/Build Team will at its own cost and expense, perform all work necessary and required to fully, timely and properly complete the design and construction of the Project in strict accordance with the Contract Documents in a good and workmanlike manner, free and clear of all claims, liens, and charges whatsoever, in the manner and under the conditions of specified, and within the Contract Documents.

4. PROJECT SITE

17600 E Rio Verde Dr, Rio Verde AZ 85263.

5. DESIGN/BUILD REQUIREMENTS

The Design/Build project includes the following components

Fire Station General Requirements

Public Space/Lobby

A fire station is an integral part of the community and should be a friendly and approachable facility. An important function of the fire station is public service programs such as blood pressure checks, CPR classes, educational tours, etc. Therefore, it is important that the buildings be sited so that the main entrance to the fire station is easily seen and recognized from the main street and presents an inviting face to the community.

The public front door of the fire stations should include:

- An obvious entrance visible from the street and visitor parking
- A doorbell to alert the firefighters in the station that someone is at the front door, if it is locked an outside emergency call box connected to dispatch.
- A handicapped accessible unisex restroom, visitor parking that is visible from the street and the front door of the station.

Community Quarters

The neighborhood fire station is initially planned to house one four-person crew. The space should be designed and constructed with three (3) - drive through apparatus bays.

A fire station must function as the day-to-day office and residence for the crews. The interior finishes, fixtures and furnishing must be functional and durable, yet comfortable.

The crew's quarters will include:

- Captain's office
- Crew office
- Office space for Fire Suppression Crews and Administration
- Maricopa County Sheriff's office
- Large kitchen
- Dining area
- Training room/day room
- Six (6) individual dorms
- Exercise room
- Adequate storage, janitorial and telecommunication space
- OSHA approved decon area
- Laundry room
- Turn-out room
- Three (3) drive through apparatus bays
- Emergency Power Generator

Project Security

The fire station should include self-locking doors. The only unlocked door should be the public entrance into the lobby. The door between the lobby and the crew's quarters will be self-closing and self-locking. A doorbell and an outside emergency call box, with a direct connection to the dispatch center, will be located at the front entrance. All exterior doors shall be controlled by the District's key card system.

FF & E

The Design/Builder will provide and install all other FF&E to deliver a complete, turn-key project.

Project Maintenance

The design of District buildings must be low maintenance with high durability and efficiency. The mechanical, plumbing, and electrical components of this project will be important to the overall success of the project and must meet the District Maintenance Standards. The heating, cooling, and various mechanical systems must be properly designed and compatible with the architecture, environment, and functional needs of the occupants. The mechanical systems should be compatible with existing systems at other District facilities in order to simplify maintenance.

Project Telecommunications

This Design/Build contract will include conduit and power to accommodate telephone/computer jacks, public address system, and cable television/internet connections. Dispatch services will be provided by the City of Mesa and therefore the design of the

telecommunications infrastructure must be accordance with the Mesa Fire & Medical Department standards. The system will require designated equipment space and various connection points throughout the building. The Design/Builder will need to work closely with the District's IT coordinator, Mesa's communications staff and the Mesa Fire & Medical Department to assure that the microwave system, dispatch and radio equipment are properly accommodated. The Design/Builder must provide equipment location, connection points, power and conduit to meet the District of Rio Verde Fire District and Mesa Fire and Medical Department's requirements.

Rio Verde Fire District Review and Approval Process

The project must be reviewed and approved by the District's Board. All designs, specifications, drawings, and construction must comply with all applicable building codes, rules and regulations that apply, and specifically with the District's standard specifications including without limitation, the MAG specifications, as adopted and amended by the District. The District expects the Design/Builder to nurture a team atmosphere with the District staff and the District Fire Department. **The project team will also conduct at least one neighborhood meeting.**

Project Schedule

The District would like to have the entire project completed and ready for occupancy by the end of 2022.

6. STATEMENT OF QUALIFICATIONS PROCESS

In order to achieve the above stated goals, the Rio Verde Fire District hereby solicits Statements of Qualifications and Interest (SOQ) from interested Design/Builders. This will be a one-step, qualifications-based process as authorized by ARIZ. REV. STAT. & 34-601 *et seq.* A Request for Proposals will NOT be issued. Each Design/Build Team must include a general contractor along with all required design disciplines (Additional Team Members) such as architects, engineers, landscape architects, etc. necessary to deliver a completed project to the District in the shortest possible time and within the budget. The District will provide staff input, guidance, and evaluation of the Design/Builder's work and final review and approval of all work products. The Design/Builder must have experience in the delivery of Design/Build projects and/or similar project types with similar issues. The Design/Builder will be responsible for the timely and accurate delivery of the final project and the management of all consultants on their team.

Each proposer shall submit one (1) original and five (5) copies of the SOQ and one (1) electronic format copy on a CD or thumb drive. These must be delivered to:

Rio Verde Fire District
18934 Avenida Del Ray
Rio Verde, AZ 85263

By: October 9, 2020 at 12:00 PM, LOCAL AZ TIME

SOQs must be enclosed in a sealed package, marked as follows:

Name of the Design/Builder

RFQ No. 01/2020

Fire Station 442

Rio Verde Fire District

18934 Avenida Del Ray

Rio Verde, AZ 85263

No facsimile or incomplete submittals will be considered. Proposers are solely responsible for the delivery of their SOQs to the location specified at or before the time and date specified. Any SOQ received after the time and date specified above will be returned, unopened, to the submitting party.

The Selection Committee will rank the Teams based upon evaluation of the Statements of Qualification submitted using the scoring system described below. The Selection Committee, in their sole discretion, may interview the short-list Teams or enter into contract negotiations with the highest ranked firm based on evaluation of the Statements of Qualifications and Reference Checks.

Interviews - If held (maximum 125 points)

The interviews will be scored utilizing the same categories and maximum total points as given in Sections 1 through 5 of this Request for Qualifications (RFQ). The Selection Committee will follow up with additional questions in each of the categories. The interview points will stand alone and will not be added to the SOQ scores. Reference check results (Section 7) will be added to the Interview score to achieve a cumulative score. A final ranking will be determined based on the cumulative point total. Interviews are tentatively scheduled for October 26th. (Date is subject to change. Interviews may be conducted remotely by Zoom or another media).

Negotiations

After the Teams are ranked, the District will immediately enter into negotiations with the highest-ranked Design/Builder to finalize a contract for the Project. If a contract cannot be successfully negotiated with the highest-ranked Design/Builder within a reasonable time, then negotiations will be officially terminated with that Design/Builder and the District will enter negotiations with the next-highest-ranked Design/Builder. It is anticipated that the contract will be presented for Board approval November 23rd, 2020.

Evaluation:

The Selection Committee will assign points for each category below, up to the maximum amount listed, to formulate a raw score to be used to evaluate the SOQs and create the short-list of Two (2) Design/Build Teams for further consideration.

Organization and Communications	(maximum 20 points)
Process and Schedule	(maximum 20 points)
Project Understanding and Approach	(maximum 25 points)
Experience of the Team Personnel	(maximum 25 points)
Firm Credentials and Capacity	(maximum 10 points)
Reference Check (if Interviews are held)	(maximum 25 points)

7. STATEMENT OF QUALIFICATIONS SUBMITTAL INSTRUCTIONS

Each Statement of Qualifications **MUST** include the following information. The information **MUST** be clearly presented in the order listed below. ***Tab 1 - Organization and Communications***

Provide an organization chart that clearly details your team's management structure and the roles of the various team members. This must define how the Team will function within the Design/Build framework on a day-to-day basis. The organization chart **MUST** include names, roles and company affiliation.

Explain why you chose these team members for this project and how they will work together to deliver the best project.

Explain your communications protocol and your methodology for management of the team and the project.

Provide a matrix of which members of your team have worked together over the last five (5) years on other **fire station** projects and name those joint project(s).

Note: *These individuals will be contractually obligated to this Project unless the Rio Verde Fire District approves a personnel change as a Contract Amendment.*

Tab 2 - Process and Schedule

Please provide a **MILESTONE** schedule for the **TOTAL** project, based on your understanding of the scope of work and the processes involved, to provide the best result for the District.

Explain your proposed project delivery process from project kick-off to completion. Include the District review processes and what actions will be required of the District to make the project a success.

Provide your sub-contractor pre-qualification and selection process and discuss the District's role in this process.

Explain your warranty process and how it will benefit the District.

Tab 3 - Project Understanding and Approach

Please provide, **IN DETAIL**, your understanding of the project issues and your approach to dealing with the issues identified. Describe which member of your team will be responsible for dealing with each issue and how they will involve the Owner in the process.

Identify the keys to successfully completing this project:

- From the management perspective
- From the design perspective
- From the construction perspective

What makes a Fire Station project different from other types of projects? Explain why it is, or why it is not important to have Fire Station design or construction experience?

Explain what processes you have in place to design and construct fire stations that take into consideration the health and safety of first responders.

Tab 4 - Experience of Team Personnel

Please provide the following resume information for **EVERY** person (not firm) listed on the organization chart. (This information will be used for reference checks):

Team Member's Name, company affiliation and office where they are permanently based
Team Member's educational and work background, certifications, and licenses.
How long have they worked for their current employer?

List three to five similar projects **COMPLETED** (see **Project Definitions**) by this team member within the past five years.

List the following for each of these similar projects:

1. Name and location of the Project
2. Team member's role on the Project
3. Owner's name and contact information
4. Owner's Project Manager/Representative's Name, e-mail address, phone number and **fax number (Not your professional affiliate/associate)**
5. Type of Project Delivery Method, i.e. Design/Build, CM@R, Design Bid Build, Negotiated, etc.
6. Overall initial project budget and final cost
7. The name of the Company the team member was affiliated with while working on this project
8. Year the projects were completed (see Project Definitions)
9. Was the project completed on time and within budget? If not, please explain why.

Tab 5 - Firm Credentials and Capacity

Please provide the following information for **each Firm** proposed on your Team:

1. Firm Name, Firm's Local Address, telephone number, FAX number, and website
2. How long has the Local office been in operation?
3. Firm's Corporate Address and telephone number, if different
4. Firm's History both locally and nationally (brief)
5. Firm's licensing and certifications if any
6. The number of professional employees in the local office, by discipline
7. The number of professional employees' company-wide
8. The type of project (by % of total office volume) completed in the past 7 years by the local office, i.e. Public vs. Private projects, Police Stations, Fire Stations, etc.
9. Contractor's bonding capacity

Tab 6 - Deviations from Solicitation and/or Contract (no points)

If the Design/Builder intends to deviate from the RFQ, all such deviations shall be listed in the response, with complete detailed conditions and information included or attached.

The District may consider any deviation in its review, scoring and award decisions, and the District

reserves the right to accept or reject any proposals, offer, or bid based upon any deviation indicated heron or any attachments hereto.

Tab 7 - References

References will be contacted for the members of the short-listed teams using the information provided in Tab 4. Include the name, contact person, address, and telephone number of the three (3) organizations for whom similar services have been provided. References must be current and should be relevant to the required services.

If the reference information provided is incomplete; not in the form requested; or inaccurate, a score of zero will be assigned. It is not the responsibility of the District of the District's Solicitation Representative to research PHONE numbers, FAX numbers or decipher who worked on what project. In addition to contacting current and past clients, the Solicitation Representative will also review information made available by the Registrar of Contractors, the Better Business Bureau, and other public sources/municipalities. The result of these findings will be divulged to the Selection Committee prior to the interviews.