

CITY OF TEMPE, ARIZONA PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION

REQUEST FOR STATEMENT OF QUALIFICATIONS CONSTRUCTION MANAGEMENT SERVICES

TEMPE TOWN LAKE DOWNSTREAM DAM REPLACEMENT

PROJECT NO. 6504221

CITY COUNCIL MEMBERS

Mayor – Mark W. Mitchell

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SECTION I – PROJECT DESCRIPTION and BACKGROUND

The City of Tempe (City) invites your firm to submit a Statement of Qualifications (SOQ) for providing construction management (CM) services related to construction of a new hydraulically operated steel gate dam for the Tempe Town Lake Downstream Dam.

Tempe Town Lake is an urban lake located in the Salt River, in the City of Tempe, Arizona. Groundbreaking for the lake was August 8, 1997, and Tempe Town Lake was officially opened to the public in November 1999. The lake is formed by two dams constructed across the Salt River bed as the upstream and downstream ends of the lake. The existing downstream dam consists of four 15-foot high air-inflated rubber bladders, each approximately 200 feet long and anchored to a concrete foundation slab. The foundation slabs were constructed at the riverbed level to allow the passage of water while the rubber dams are deflated.

The new hydraulically operated steel gate dam will be located approximately one hundred feet west of the existing downstream rubber bladder dam. The construction of the new dam will involve fabrication and construction of the following but not limited to: excavation and construction of the reinforced concrete and rolled-compacted concrete dam foundation, cutoff and scour walls, concrete piers, stilling basin, relocation of 108-inch storm drain pipe, steel gates and associated hydraulic equipment, and control building for housing the electrical and hydraulic controls.

The final design and permitting of the selected dam replacement alternative is underway and the design plans are 60% complete. If you register as an RFQ holder, you will receive an email with a link to download the plans and specifications.

The City anticipates awarding the Construction Management at Risk contract by the end of 2013 with a December 2015 project completion. The construction cost of the project is in the mid \$30M range.

The work on this project will be performed in close cooperation with the applicable permitting agencies and City of Tempe Public Works and Community Development Departments.

SECTION II – SCOPE OF WORK

The Construction Manager (CM) will act as the Owner's authorized construction management representative and will provide the following services during the construction of the project, but not limited to:

- 1. Participate in design phase plan review and associated meetings to develop a complete understanding of the project intent, plans, and specifications.
- 2. Assist the City in procurement processes.
- 3. Attend the pre-construction conference, document the proceedings, and distribute minutes of the pre-construction conference.
- 4. Establish a construction phase line of authority with all communications directed through the CM.

- 5. Monitor and inspect the work of the contractor/sub-contractors through daily site visits during the course of construction. Maintain the daily inspector's report.
- 6. Conduct weekly progress meetings throughout the course of the project and document and distribute minutes of such meetings to all designated parties. Maintain a relationship with the client/user and include them in the meetings. Encourage participation and comments from other City divisions who will be responsible for maintenance of this project after it is completed.
- 7. Monitor the progress of the contractor's construction schedule. Identify potential variances between the schedule and probable completion dates. Make recommendations to the contractor and/or the City for remedial action, if necessary, to mitigate schedule variances.
- 8. Review the progress of the Contractor's record drawings throughout the course of construction for accuracy and completeness.
- 9. Establish a procedure for the orderly exchange and documentation of information between the contractor, design engineer, and the City. Review and monitor contractor's requests for information and design engineer's supplemental instructions to the contractor. Review contractor requests for change orders and make recommendations to the City regarding the validity of the change order requests and potential budget impacts.
- 10. Prepare and maintain a summary log, including status identification, of all agreed changes made to the contract documents generated from requests for information, change order requests, approved proposal requests and design engineer's supplemental instructions.
- 11. Establish a procedure for the processing, tracking, and approval of shop drawings, submittals, material testing reports, and traffic control plans.
- 12. Involve the design engineer in post design services per their contract. For this project, the design engineer will be responsible for answering requests for information, shop drawing review, attending meetings as needed, performing site visits as needed, issuing design engineer's supplemental information, and transferring as-built information supplied by the contractor and construction manager to the record copies of the plans.
- 13. Coordinate and help initiate the installation of utility services required for the project.
- 14. Document contractor's compliance with OSHA and confined space requirements.
- 15. Verify the scheduling and performance of special inspections and materials testing and review results. Notify the design engineer's representative of any discrepancies or as soon as they are identified.
- 16. Ensure all permits, changes, and final inspections with the Building Safety Division are handled expeditiously and appropriately throughout the project up to and including the issuance of the Certificate of Occupancy or final clearance from the Community Development Department.
- 17. Review with contractor and submit to the City approved pay requests formatted for City database processing.
- 18. Evaluate contractor claims for additional compensation and time extensions and make recommendations to the City.
- 19. Maintain project records as necessary to document activities throughout construction. At the completion of the project, submit all project documentation to the City for permanent storage and when applicable, to other applicable permitting agencies.
- 20. Schedule a walk-thru with the City and contractor for the preparation of a final punch list. Monitor the progress of the contractor's remedial work.
- 21. Assist with the initial start-up by facilitating the contractor's final operational tests, establishing operating parameters, start-up trouble shooting, and training for City staff.

- 22. Secure from the contractor as-built drawings, warrantees, keys, maintenance supplies, manuals, and maintenance data. Transmit to the City.
- 23. Assist with troubleshooting during the first 12 months of operation while updating the operation and maintenance manual as needed.
- 24. Follow through on warranty-related issues and schedule a follow-up inspection prior to warranty expiration.
- 25. Monitor construction practices and clean water discharge best management practices. Coordinate with contractor to mitigate problems and issue correction notices as required.
- 26. Provide the City Project Manager with a daily project diary.
- 27. Suggest to and discuss with the City Project Manager any cost saving measures as they are identified.

The CM will be expected to provide a high level of customer service for the user group impacted by the new construction. This includes providing timely construction updates and responses to requests for changes during construction. All items that have a budget impact should be referred to and approved by the City Project Manager prior to the utilization of any resources. Maintain a high level of communication with the City Project Manager.

SECTION III – STATEMENT OF QUALIFICATIONS

The CM will be selected through a qualifications-based selection process. Firms interested in providing design 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 inclusive of a statement of professional skills, experience, and ability to provide CM services as described above. Provide an organization chart showing key personnel.

B. Experience and qualifications of the firm/team.

(25 points)

- 1. Demonstrate successful experience in performing CM services for dam and river restoration construction projects or project of similar type and magnitude, with particular emphasis on those performed for governmental agencies.
- 2. Identify at least four recent dam construction management projects that the firm has completed. Special consideration will be given to firms that have provided CM services on similar successful projects that involved hydraulic equipment installation and large rolled compacted concrete placement.

For each comparable project identified, provide:

- Description of project
- Role of the firm (specify whether CM or sub-consultant, identify the percent and type of the work self-performed. Also, specify services provided during design, bid, and construction phases)
- Project's original construction cost and final construction cost

- Construction Management fees (original and final)
- Construction dates
- Project Owner
- Reference information (two names with telephone numbers per project)
- 3. Demonstrate ability of proposed project team to manage, coordinate, and maintain accountability for the implementation of similar type projects within a specified budget and timeline.
- 4. Demonstrate ability to successfully manage site personnel and subcontractors in similar projects of this complexity and magnitude.

C. Experience of key personnel to be assigned to this project. (25 points)

Project team description, including the availability of key staff members with an explanation of their overall qualifications and specific dam construction management experience and their proposed roles in the project. The team must also document their experience with alternative project delivery methods.

D. Understanding of the project and approach to performing the required services. (25 points)

- 1. Provide a description of your team's project approach for this project. Discuss the major issues your team has identified on this project and how you intend to address those issues.
- 2. Describe your team's construction management approach, coordination, cost controls, work quality control, and timeliness on similar types of work.
- 3. Discuss how your organization effectively manages its work force and subcontractors. Include information on how budgets are managed and maintained, and the mechanism used and frequency of updating clients regarding schedule and budget.

E. Firm Performance and Resources.

(10 points)

- 1. For the current on-going projects listed in Section III.B.2:
 - Section 1 list the project and the key members of that project.
 - Section 2 list the project scheduled completion and final anticipated completion date.
 - Section 3 list the original project budget and the final anticipated project budget; including the largest change order to date and the justification for it.
 - Section 4 list original staff utilized or proposed for the project and the final staff utilized to finish the project.
 - Section 5 In view of the listed on-going projects, list the resources, and staffing who will be assigned to this project.

F. Project References.

(6 points)

The City desires to receive feedback on past performance of your projects. Mail or fax a **copy** of the attached Exhibit A - Project Reference Form (PRF) to at least three (3) Public/Private Agencies, for which you have **substantially completed similar work**, to fill out a copy of the PRF. Only the first three (3) received by the date and time that the PRFs are due will be counted toward your team's score for this section. Provide this form to the Owner, or Owner's representative, **directly responsible for oversight of the project** to complete and submit via mail or fax prior to the date and time listed on the form. If your firm has completed previous similar work for the City of Tempe, it is recommended that you utilize this experience. If your firm has not completed prior projects with the City you will not be penalized.

Zero points will be awarded for projects:

- 1. If a PRF is received after the date and time specified on the form.
- 2. If a project submitted is not substantially complete.
- 3. If the firm was not the construction manager for the project submitted.
- 4. If the person requested to respond was not directly responsible for project oversight.

It is the <u>responsibility</u> of the firm submitting the SOQ to ensure that the City receives <u>all</u> of the PRFs prior to the deadline.

G. Overall evaluation of the firm/team and its perceived ability to provide the required services (4 points)

This is to be determined by the selection panel members. No submittal response required.

SECTION IV – SUBMITTAL REQUIREMENTS

Firms interested in the above project should submit a Statement of Qualifications (SOQ), which is a maximum length of twelve (12) pages of at least 11 point font to address the SOQ criteria (excluding resumes, but including a cover letter and organizational 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 one (1) original and seven (7) copies of the SOQs, total of eight (8), at the time and date listed below in the schedule.

On the submittal package, please display: firm name, project number, and project title.

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Interested teams are invited to respond in writing to:

Andy Goh, P.E.
Deputy Public Works Director/ City Engineer
Public Works Engineering Division
31 E. Fifth Street
Tempe, AZ 85281

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, time, and place.
- The number of originals and/or copies of the submittal specified.
- Email submittals will not be accepted.

Adherence to the maximum page criterion is critical; each page side (maximum of 8 ½" by 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards maximum number of pages. The City reserves the right to accept or reject SOQs that exceed the maximum page limit.

SECTION V – SELECTION PROCESS AND TENTATIVE SCHEDULE

A Selection Committee will evaluate each SOQ according to the above criteria and select up to five firms for invitation for interview. Based on the results of the scoring criteria for interviews as listed below, a final list of three firms will be established. Only one firm shall be selected pursuant to this RFQ. The following tentative schedule has been prepared for this project. Firms interested in this project must be available on the interview and scope meeting dates.

Schedule

SOQ's and Project References due	September 12, 2013, 4:30 p.m. Arizona time
Interview	October 2, 2013 (approximate)
Scope Meeting	October 16, 2013 (approximate)

The City will enter into negotiations with the first firm on the final list and execute a contract upon completion of negotiation of fees and terms for City Council approval. If the City is unsuccessful in negotiating a contract with the committee selected best-qualified firm, the City may then negotiate with the next most qualified firm in sequence until an agreement is reached, or a determination is made to reject all firms on the final list.

SECTION VI – SOQ AND INTERVIEW CRITERIA AND WEIGHTED SCORING

The SOQ weighted scoring (100 points per firm maximum) is only used to determine the firms that will be invited for interviews. The interviews will have a separate weighted scoring (100 points maximum as determined by the Selection Panel), as listed in the following table that will be utilized to create the final list:

Interview Weighted Scoring	
Criteria	Max Points
1. Presentation	
Experience and qualifications of the firm/team	20
 Experience of key personnel to be assigned to this project 	20
Understanding of the project and approach to performing the required	20
services	
Firm Performance and resources	5
Total Presentation Points	65
2. Questions and Answers related to interview criteria above	25
3. Overall evaluation of the firm/team and its perceived ability to provide the	10
required services	
Total Points for Interviews	100

Detailed interview weighted scoring criteria based on the above table will be given to the invited firms with the invitation letter notifying them of the time, date and location of the interviews.

<u>SECTION VII – GENERAL INFORMATION</u>

RFQ/ RFQ Holders list. The RFQ and RFQ Holders List are available on the City's website at: www.tempe.gov/engRFQ. Firms who receive a copy of this packet must register as an RFQ holder on the website.

Instructions. The City of Tempe 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.

Protest Procedure. The City of Tempe protest procedures are outlined in Section 26A-21, of the Tempe City Code, available at www.tempe.gov/citycode.

City Rights. The City of Tempe reserves the right to accept or 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.

Contact with City Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) 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, including, but not limited to, the evaluation panel, the City Manager, Assistant City Manager, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process must only be addressed to the authorized representative identified below.

Questions. Questions pertaining to the consultant selection process or contract issues should be directed to Wendy Springborn, authorized City representative, at wendy_springborn@tempe.gov.

EXHIBIT A

PROJECT REFERENCE FORM (PRF)

Directions: Request three (3) Public/Private Agencies, for which you have **substantially completed similar work**, to fill out a copy of the PRF. Provide this form to the Owner, or Owner's representative, **directly responsible** for oversight of the project to complete and submit via mail or fax prior to the date and time listed below. If the form is received after the date and time specified it will not be accepted. If your firm has completed previous similar work for the City of Tempe it is recommended that you utilize this experience. If your firm has not completed prior projects with the City you will not be penalized.

	Q FOR: Tempe Town Lake Downstream Dam Replacement - Construction Management ME OF COMPANY TO BE EVALUATED:
NA	ME OF PROJECT AND DATE COMPLETED:
QU	ESTIONS:
1.	Has the above referenced project reached substantial completion? (circle one) Yes No
2.	What project delivery method was utilized? (circle one) Design-Bid-Build Design-Build CMAR
3.	On a scale of 1 to 10 (1 being poor, 10 being Excellent) how would you rate this company's performance on the following:
a.	How would you rate work performed by this firm on your project?
b.	Was the project completed on time?
c.	Was the project completed within budget?
d.	What was the quality of the work performed?
e.	Was staff proactive in solving problems that may have occurred on your project?
f.	What was the extent of staff turnover? $(10 = low staff turnover, 1 = high staff turnover)$
g.	Would you be willing to contract with this firm again? $(10 = Yes, 1 = No)$
	TOTAL POINTS
Na	ne of Agency or Firm Submitting Evaluation:

Please fax to Wendy Springborn at 480-350-8591 by the time and date shown above.