

MARICOPA FLOOD CONTROL DISTRICT

REQUEST FOR QUALIFICATIONS:

FOR PROFESSIONAL ENGINEERING ON-CALL SERVICES

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REQUEST FOR QUALIFICATIONS
ON-CALL LIST FOR PROFESSIONAL ENGINEERING SERVICES

SECTION I- PROJECT DESCRIPTION

Maricopa Flood Control District (“MFCD” or “District”) of Pinal County, AZ desires to contract for professional engineering services on an “On-Call” basis. It is anticipated that up to three (3) firms will be selected. The total engineering cost per each on-call contract is between \$ 5,000 and \$50,000.

MFCD maintains twelve (12) miles of channel, the Santa Rosa and Santa Cruz, running through the City of Maricopa. The Santa Cruz was originally constructed in the early 1960’s. The Santa Rosa was re-designed and widened circa 2003. The Santa Rosa has a 1,100 foot long levee south of the Maricopa-Casa Grande Highway.

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

Through this solicitation, the District shall establish a list of consultant firms. The District anticipates that up to three (3) consultants may be selected for this category/list and once selected, will be referred to as being “on-call” for Professional Engineering Services. The selection process shall be tailored to projects that are anticipated to be served by the on-call list. Selection under this solicitation is not selection for a specific project (or projects), but rather qualification for on-call use during the term for which this solicitation is effective.

Typical design tasks discussed in Section II refer to tasks that may be performed under specific projects. The District makes no guarantee that any consultant will receive a project or be able to enter into a specific contractual relationship with the District if chosen to be “on-call” for professional engineering services through this RFQ. The District also makes no guarantee of a specific volume of work or a total contracted amount arising from this solicitation. The District further makes no guarantee that the quantity of work (whether measured in monetary terms or otherwise) shall be spread equally or according to any other specific percentage split among the various consultants on the on-call list. The District intends to use the on-call list whenever possible. However, the District reserves the right to “direct select” consultants not on the on-call lists to perform professional services, even for work within the same category as this solicitation, when it is in the District’s best interest to do so, as determined solely by the District. The District also reserves the right to issue separate solicitation(s) for a specific project(s), even for work within the same category covered by this solicitation, when it is in the District’s best interest to do so. However, the District recognizes the time and expense in preparing an SOQ and anticipates using the lists whenever feasible.

SECTION II- TYPICAL TASKS/SERVICES

The following is a summary of typical tasks/services that may be included in projects' scope of work to meet the District's engineering needs:

- Design of repairs for breaches or severe erosion on channel banks
- Review and comment on plans submitted by others, for land development, for example
- Meet with board as needed
- Represent MFCD at technical meetings, as required
- Coordinate and work with District Manager
- Respond to all manner of general engineering requests
- Review and approve contractor work during and after projects, as needed

SECTION III- PRE-SUBMITTAL MEETING

A pre-submittal meeting shall be held **Wednesday, August 10, 2022**, using Zoom.com. Meeting will begin at 9:00 a.m. and end no later than 10:00 a.m. At this meeting, the district manager will discuss the scope of work, general contract issues, and respond to questions from the attendees. As the district manager will not be available to respond to individual inquiries regarding the project scope outside of this pre-submittal meeting, it is strongly recommended that interested firms are represented at the pre-submittal meeting.

Submit questions to the district manager for the pre-submittal meeting by no later than 5:00 p.m. **Monday, August 8, 2022**, by emailing dalley@maricopafcd.com.

SECTION IV- STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA; BASIS OF AWARD

A firm shall be selected through a qualifications-based selection process based on the following criteria:

A. General information (5 points)

1. Provide a general description of the firm or team that is proposing to provide services.
2. Provide the following information:
 - a. List the professional licenses held by the team and the key personnel who will be assigned.
 - b. Identify the location of the lead firm's principal office and the home office location of key staff.
 - c. Provide an organization chart showing key personnel.

B. Engineering Experience of the Firm (10 points)

Discuss the experience and qualifications of the firm in providing engineering services. Identify projects the submitting firm has completed. For each project listed, please provide:

1. Description of the project
2. Project's original contracted cost and final cost

3. Construction dates
4. Project owner
5. Reference information (current names with telephone numbers per project) List references where the firm has served as a consultant for flood control districts, flood protection districts or municipalities.

C. Experience of Key Personnel and Subconsultants, if any (15 points)

Discuss the experience and qualifications of the specific team expected to be assigned. Include sub-consultants. Identify each team member's role in the projects identified. Specify if work was completed while employed under submitting firm or another firm.

For each key person identified, list their length of time with the firm and at least two comparable 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.

1. Description of project
2. Role of the person
3. Project's original contracted cost and final cost
4. Construction dates
5. Project Owner
6. Reference information (three current names with telephone numbers per project). List references where the firm has served as a consultant for flood control districts, flood protection districts or municipalities.

D. Current workload and the ability of the Firm to start immediately, and Experience working with Area Agencies (10 points)

This scoring criterion has three parts: overall workload and ability to begin immediately; experience working with municipalities, state, federal, and other agencies as further detailed below; response to District emergency situations:

1. Overall Workload, Response Time, and Ability to Start Immediately:
Provide a table or list that summarizes the current major assignments of all key team members, percentage of time committed to each assignment, anticipated end date of major assignments, and percentage of time to be committed. Also include a statement as to when the team would be available to start work. The District wants to work with firms that demonstrate their ability to start immediately and to effectively manage responsibilities by responding expediently to the District, complete projects on time, and work efficiently as a resource, in addition to their current workload.
2. Experience working with Pinal County Flood Control District, the area floodplain manager, City of Maricopa, the Army Corps of Engineers, and state and federal agencies as well as the Gila

River Indian Community and Ak-Chin Indian Community along with a familiarity of the District's and surrounding watersheds.

3. Explain how the firm shall address District emergency situations, including those outside normal business hours.

E. Overall evaluation of the Firm and its perceived ability to provide the Required Services including emergency services (10 points)

Overall evaluation of the firm's capability to provide the required services as determined by the District board.

SECTION V- SUBMISSION REQUIREMENTS

Firms interested in this project should submit an SOQ. Submittal requirements are as follows: All proposals must be postmarked no later than **Wednesday, September 7, 2022**. Envelopes are to be marked "Engineering Services Proposal" and mailed to:

Maricopa Flood Control District
P.O. Box 609
Maricopa, AZ 85139

Please provide 5 hard copies of the SOQ in the submittal. The District reserves the right to accept or reject any and all SOQs.

No faxed, electronic or e-mailed copies shall be considered.

GROUND FOR DISQUALIFICATION:

Please be advised that the following shall be grounds for disqualification, and shall be strictly enforced:

- Receipt of submittal after the specified cut-off date.
- Too few copies of the submittal.
- Delivery in an unsealed envelope/package without marked "Engineering Services Proposal" on the envelope or package.
- Failing to provide a signed copy of addenda, if any, in response to this RFQ. It shall be the interested firm's responsibility to check the District's website for any updates, including addenda, at www.maricopafcd.com. Interested parties are advised to register with MFCD by going to www.maricopafcd.com and clicking the PROJECTS tab. This will ensure that the Proposer is included on all communications concerning the selection process.

SECTION VI- SELECTION PROCESS AND SCHEDULE

The successful firms shall be selected through a qualifications-based selection process. The board shall review and rank all submittals based on the criteria in this RFQ. Interested firms will submit a SOQ. The District board of directors shall evaluate each SOQ according to the criteria

set forth in Section IV above. The District shall select firms based on the SOQ's received; the District does not plan to conduct formal interviews as part of the selection process. The District may conduct a due diligence review on the firms receiving the highest evaluations.

The District expects to create a final list of three (3) firms for this project. The top firms receiving the highest evaluations from the board shall be on the on-call list.

If interviews are not held, after the District has chosen the firms to be placed on the final on-call list, the District Manager, representing the District Board, shall enter into negotiations with the top ranked firms and execute contracts with a term of one-year, with an option for two-year extensions, upon completion of negotiations. The District may decide to terminate the selection process at any time.

The following tentative schedule has been prepared for the selection process:

| | |
|--|------------------------|
| Pre-submittal Meeting | August 10, 2022 |
| SOQs Due | Sept. 7 |
| Board Review of SOQ's | Sept. 8 |
| Short list Interviews if applicable | Sept. 22 |
| On-Call List announced | Sept. 23 |

Interested parties are advised to register with MFCD at www.maricopafcd.com and clicking the PROJECTS tab. This will ensure firms are included on all communications concerning the selection process.

Proposals shall be opened in a public meeting which has been noticed in advance, as required by statute. All applicants are welcome to attend the meeting and observe the selection process. It shall be noted as an agenda item and posted on the District's website at least 24 hours prior to the meeting.

VII- LIMITATIONS

This RFQ does not obligate MFCD to pay costs incurred by the applicant in the preparation, submission or presentation of a proposal. The District reserves the right to end and restart the selection process for its own reasons, without making a selection. It reserves the right to seek clarification on any point in the SOQ at any stage of the selection process. The District makes no guarantee of work, financial obligation or any other assurance to any applicant whether or not the applicant is selected.

VIII- GENERAL INFORMATION

Contract Version Updates. If MFCD's Contract version changes after this RFQ is issued and prior to contract negotiations, the newer version of the Contract shall be in effect.

Instructions. The District shall not be held responsible for any oral instructions. Any changes to this RFQ shall be in the form of an addendum. Firms are to check the District's website to see whether any addenda have been posted.

Duration of On-Call Lists. Unless otherwise determined by the District, the on-call list(s) to be established under this solicitation shall become effective on the date the contracts are executed. Unless otherwise determined by the District, the on-call consultants list(s) established under this solicitation shall remain valid for one (1) calendar year, with the District reserving the right to extend one or more of the on-call lists by one (1) or more additional two-year terms. Said extension shall be in writing to the firms/teams on the list (or lists) to be extended.

When the list expires, the District anticipates (but makes no guarantee) that a new/replacement on-call list shall be established by a separate and future solicitation. The District does not intend to do so, but also reserves the right to cancel or otherwise nullify the on-call list prior to the expiration date(s) stated herein, by written notice to the firms on said list.

If contract negotiations have formally started with a specific consultant for a specific project and/or a specific consultant has started work on a specific project prior to the time the on-call list established under this solicitation becomes effective, the District (at its discretion) may direct the consultant to continue work on that project (including having him/her work on subsequent phases or change order work for the same project) regardless of the consultant's status relative to the on-call list. The same exception applies when one on-call list is replaced with a subsequent on-call list (e.g., by a future solicitation when the current list expires). Consultants already employed (or involved in contract negotiations) on specific projects under force of the previous on-call list will (at the District's discretion) likely continue their work on said projects, regardless of their status relative to the newly-established on-call list.

Data Confidentiality. Except as specifically provided in the Contract, the Consultant or its subconsultants shall not divulge data to any third party without prior written consent of the District.

IX- FALSE OR MISLEADING STATEMENTS

If the District believes, at any time, the applicant's SOQ contains false or misleading statements, references or any other matter which does not support a function, attribute, capability or condition as stated by the applicant or the applicant's firm, the submittal shall be rejected, regardless of the status or stage of the selection process.

X- REQUESTS FOR INFORMATION

All requests for information will be addressed to the District Manager, at dalley@maricopafcd.com no less than seven working days before the deadline for submission.

All answers will be posted on the District's website at maricopafcd.com, for all interested parties to read.

At no time shall any applicant address any of the District's board members, Dan Frank, Brad Hinton or Scott Kelly with any questions or offering any information concerning this process. Failure to observe this requirement shall result in disqualification of the applicant. This policy is intended to create a level playing field for all applicants, assure that contracts are awarded in public, and protect the integrity of the selection process.