

REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ)
P21-500158
LAKE HAVASU CITY, ARIZONA
WATER SYSTEM IMPROVEMENTS
GENERAL ENGINEERING SERVICES

RFQ DUE DATE: May 12, 2021 at 2:00 p.m., Arizona Time

Lake Havasu City is interested in receiving Statements of Qualifications (SOQs) from interested and qualified professional engineering firms to provide general and specialized engineering services for various capital improvement projects on our water pumping, storage, transmission and distribution system.

Statements of Qualifications submitted must address, as a minimum, all issues brought forth in this Request for Statements of Qualifications (RFQ).

SECTION I - PROJECT DESCRIPTION

A water master plan was completed in 1992 which laid the foundation for development of the current water supply and water treatment plant. In 2007, the City completed a comprehensive water master plan update that looked at the entire water supply and distribution system needs to meet projected demands out to 2050. The 2007 Water Master Plan was based on an existing demand of 8.2 million gallons per day (MGD). A buildout population of 96,000 people was also assumed in 2007.

In 2018, an update to the 2007 Water Master Plan was prepared. The primary purpose was to update the water demand forecast considering current water use trends and conservation, revised population forecast based on a new General Plan, and develop near-term and identify long-term capital improvement projects. A critical element and focus of the 2018 Water Master Plan was to address water supply capacity, reliability, and vulnerability, given the condition of the City's existing Horizontal Collector Well, North Wellfield, and aging pipe throughout the City, mainly focused on the high pressure areas of each pressure zone. The 2018 Water Master Plan also incorporates recent technical studies prepared for the City including recent Booster Pump Stations and tank condition assessments, water reuse planning, developer studies, and an updated water system hydraulic model.

The City's current distribution system consists of 7 major pressure zones, a Water Treatment Plant, 14 pump stations, 26 reservoirs, 9 wells, 1 collector well and approximately 474 miles of pipe ranging in diameter from 4 inches to 48 inches. The City has a number of pump stations that are near the end of their useful life and will need to be replaced, and in some cases expanded, so that the stations have sufficient capacity to supply the projected growth. In addition, and because the city has been growing, some of the existing infrastructure is no longer sized appropriately for current

or future demands. Recommendations in the current master plan have been developed to address these needs. The current 5-year CIP is focused on addressing the water supply, reliability, and vulnerability aspects of the system which includes issues involving water treatment plant improvements, and water tank and pump station improvements. The recommendations have been prioritized by the City and the selected firm will provide engineering services to develop projects for implementation.

SECTION II - SCOPE OF WORK

The Consultant will provide engineering services, including design and possibly construction administration associated with the projects described in the master plan and others that are deemed necessary to meet the needs of the city.

The modeling software currently in use is H2OMAP Water Suite 6.0 (8,000 Links). This software is no longer supported and we will need The Consultant to provide water modeling service for projects and other developments as needed on a time and material basis.

The City's water supply is currently provided by a horizontal collector well (HCW) located at London Bridge Beach and two vertical wells in the Central Well Field. Water from the Central Well Field is conveyed through a 48" raw water main to the treatment plant. The City also has 7 wells in the North Well Field that supplied potable water to the City prior to the treatment plant being put into service, and some of these wells are still operable and are used to supplement the Central Well Field water supply as necessary. As the City continues growing and in order to keep up with future supply demands and provide for a back-up water supply, there are two new wells currently being developed in the North Well Field. Additionally the City is planning a rehabilitation project on the HCW. The selected consultant may be asked to provide input on this subject.

SECTION III - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

The Lake Havasu City Water System Improvements, General Engineering Services Consultant will be selected through a qualifications-based selection process. Firms interested in providing these services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

A. Experience of the Prime Firm (30 points)

Discuss the experience and qualifications of the prime firm in providing planning, design, and construction administration services on at least three (3) projects of similar character and complexity that include but are not limited to hydraulic

modeling, water source development, and pump station along with transmission and distribution main design and construction. For each project listed, please provide:

1. Description of the project
2. Role of the firm
3. Project's original contracted construction cost and final construction cost
4. Construction dates
5. Project owner
6. Reference information (two current names with telephone numbers per project)
7. Information on each project as to any legal issues, or litigation involving the contractors and subcontractors involved with the project
8. Information on each project as to how many change orders were issued, at what costs, and for what purpose
9. Interaction with State and Federal agencies (ADEQ, WIFA, ADOT, etc.)

B. Experience of Key Personnel and Sub Consultants (20 points)

Discuss the experience and qualifications of the specific project team members on at least three (3) projects of comparable character and complexity (particularly the Project Manager, Project Engineer, including Sub Consultant experience and Minority/Woman-Owned Business Enterprise participation). Describe your approach to overall team formation and coordination of design and construction management team members and provide an organization chart.

For each key person identified, list their length of time with the firm and at least three 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. For other projects provide the following:

1. Description of project
2. Role of the person
3. Project's original contracted construction cost and final construction cost
4. Design schedule and Construction dates (planned and actual)
5. Project Owner
6. Reference information (two current names with telephone numbers per project)
7. Interaction with State and Federal agencies (ADEQ, WIFA, ADOT, etc.)

C. Project Understanding and Approach (20 points)

1. Outline your understanding of the project scope of work.
2. Describe your firm's project management approach and team organization during design and construction phase services to accomplish the desired

schedules. Describe systems used for planning, scheduling, and estimating. Describe the firm's experience with quality control/quality assurance, dispute resolution, and safety management.

D. Principle Office Location/Local Work (10 points)

The City desires some local presence on this project; however it is not required to be successful in this solicitation. In today's work environment there are many possibilities for accomplishing the work remotely. Please describe your firm's approach to overcome Lake Havasu City's isolated location and coordinate the work, including progress and design review meetings, and construction administration in an organized and timely manner.

E. Current/Recent Work (10 points)

List all projects awarded to your firm during the last year. For each project, provide the project description, design schedule, award date, construction cost estimate, and percent of the work currently completed.

F. Overall Evaluation of the Firm/Team and its Ability to Provide the Required Services (10 points)

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

SECTION IV - SUBMITTAL REQUIREMENTS

Firms interested in the above project should submit a Statement of Qualifications, which **includes a one-page cover letter plus a maximum length of twelve pages to address the SOQ criteria (excluding resumes, but including the organizational chart and references)**. Resumes for each key team member shall be limited to a maximum length of two pages and should be incorporated as an appendix to the SOQ. Please provide **one original plus three copies (total of 4) of the Statement of Qualifications by 2:00 p.m., Arizona Time, on May 12th, 2020.**

Delivered or hand-carried submittals must be submitted to the Lake Havasu City Clerk at City Hall. On the submittal package, please display: firm name and project title.

All submittals should be sent or delivered to: CITY CLERK, 2330 McCulloch Boulevard North, Lake Havasu City, AZ 86403.

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 due date and time

- The number of originals and/or copies of the submittal specified
- Adherence to maximum page requirement
- Deposit of submittal in correct location

Adherence to the maximum page criterion is critical; each page side with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information.

SECTION V - SELECTION PROCESS AND SCHEDULE

The successful firm will be selected through a qualifications-based selection process which will consist of three evaluated elements: (1) Statements of Qualifications (SOQs) submitted in response to this RFQ, (2) Due Diligence of the finalists, and (3) the Team Interview of the finalists.

A Selection Committee will evaluate each SOQ according to the criteria set forth in Section III above. The firms receiving the highest evaluation from the selection panel will be selected to interview for the project. The City will then perform a due diligence process by contacting and interviewing stakeholders from the finalists’ past related projects. Following the due diligence process, the finalists will be invited to participate in detailed interviews of their proposed project teams. The interview invitation letter will provide the evaluation criteria to be used.

Scores for each firm from each of the elements will be evaluated to determine the Best Qualified for the project.

The following tentative schedule has been prepared for this project. Firms interested in this project must be available on the interview meeting dates, which will be established as the selection process progresses.

SOQs due	May 12, 2021
Interview	May 24-25, 2021
Final ranking/selection	June 4, 2021
Council Award	July 13, 2021

The City will enter into negotiations with the selected firm for a contract with the potential to be renewed annually as necessary to accomplish the work. Upon completion of negotiation of fees and contract terms it will be brought before the City Council for approval. If the City is unsuccessful in negotiating a contract with the best-qualified team, the City may then negotiate with the second or third most qualified team until a contract is executed, or may decide to terminate the selection process.

SECTION VI – GENERAL INFORMATION

RFQ Holder Lists and Selection Process Schedule. Questions on these areas may be referred to Shannon Blakey by email at blakeys@lhcaz.gov.

Instructions. Lake Havasu City 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. Firms who receive a copy of the RFQ according to the instructions included in the Public Notice will be included on the Request for Qualifications holders list. Firms receiving a copy of this packet through any other means must register as a Request for Qualifications holder. To register as a Request for Qualifications holder, please contact Shannon Blakey by email at blakeys@lhcaz.gov.

Accommodations. Pursuant to the Americans with Disabilities Act (ADA), Lake Havasu City endeavors to ensure the accessibility of all of its programs, facilities and services to all persons with disabilities. If you need an accommodation regarding this Request for Qualifications, please contact the City Clerk's office at (928) 453-4142.

City Rights. Lake Havasu City 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.

Release of Project Information. The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City.

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 the Selection Panel, the 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 should be addressed to the authorized representative identified below.

Contact with Elected Officials (Mayor, City Council, etc). Any contact pertaining to this selection process with elected officials must be scheduled, in person, and are posted by the City Clerk at least twenty-four (24) hours prior to the scheduled meeting. The Clerk's posting shall include and detail the participants, the subject matter and shall invite the public and press to participate. No contacts made by telephone, other than to schedule a public meeting, are permitted, and copies of contacts made via letter, fax, e-mail or other written method shall be made available to the public, press and all submitting firms. This prohibition also applies to the elected officials serving on the

Selection Committee other than in the formal selection process.

Questions. Questions pertaining to the Consultant selection process or contract issues should be directed to Shannon Blakey by email at blakeys@lhcaz.gov.