



Lake Havasu City, Arizona
Parks and Recreation Department

REQUEST FOR QUALIFICATIONS (RFQu)
P21-PARKS-5000124

DESIGN SERVICES FOR DOWNTOWN CATALYST PROJECT (PHASE 1)

Due Date: March 3, 2021
No Later Than 3:00 PM ARIZONA TIME

RFQ Packets and subsequent information may be downloaded at:
<https://www.lhcaz.gov/development-permitting/bids-rfps>
or through Onvia DemandStar at www.demandstar.com

Lake Havasu City
2330 McCulloch Blvd. N
Lake Havasu City, Arizona 86403
Issue Date: January 27, 2021

PUBLIC NOTICE
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQu)
Lake Havasu City, Arizona

RFQu NO.: P21-5000124

RFQu CLOSING DATE: March 3, 2021

RFQu TITLE: Design Services for Downtown Catalyst Project (Phase I)

RFQu NOTICE: Notice is hereby given that sealed proposals shall be received by the **City Clerk's Office, 2330 McCulloch Boulevard N., Lake Havasu City, Arizona, 86403** until **3:00 p.m. Arizona Time on March 3, 2021**. All proposals received in proper form shall be publicly opened and read aloud on the same day at 3:00 p.m., Room 109, City Hall, 2330 McCulloch Boulevard N., Lake Havasu City, Arizona, 86403. Public openings may be attended in-person or virtually by accessing the following video conferencing system:

To join the meeting on a computer or mobile phone:
<https://bluejeans.com/2330864044?src=calendarLink>
Phone Dial-in
+1.408.740.7256 (US (San Jose))
+1.888.240.2560 (US Toll Free)
Meeting ID: 233 086 4044

The City may reject any proposal not in compliance with all prescribed public competitive procurement procedures and requirements, and may reject for good cause any or all proposals if Lake Havasu City finds it is in the public interest to do so.

RFQu DESCRIPTION: Lake Havasu City is requesting proposals from qualified firms of Lake Havasu City is interested in receiving Statements of Qualifications (SOQs) from interested and qualified professional firms to provide professional design services, including construction documents, for the development of phase one of a new community gathering and event space that incorporates a multitude of community activities. The property available for this project (approximately 1.5 acre) is located on the corner of Querio Drive and McCulloch Boulevard (aerial view map attached). The design should include "Third Space" elements that tie together the downtown area and should incorporate, but is not limited to, the following: a pedestrian bridge across the wash to the City-owned parking lot located off of Mesquite Avenue, restroom facilities, a stage, electrical hook ups, WiFi and lighting.

There is not an expressed or implied obligation for Lake Havasu City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

RFQu documents, specifications, and addenda may be obtained in the following locations:

Lake Havasu City Website: <https://www.lhcaz.gov/budget-and-finance/bids-rfps>
Onvia DemandStar: <https://www.demandstar.com/app/buyers/bids/382843/details>

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 for this meeting, please contact the City Clerk's office at (928) 453-4142 at least 24 hours prior to the meeting so that an accommodation may be arranged.

Publish: January 27th, 2021 and February 3rd, 2021 [TODAY'S NEWS HERALD-Daily]
January 28th, 2021 and February 4th, 2021 [ARIZONA BUSINESS GAZETTE-Weekly]

INTENT TO RESPOND NOTIFICATION

RFQu NO.: P21-PARKS-5000124

RFQu TITLE: Design Services for Downtown Catalyst Project (Phase I)

CLOSING DATE & TIME: March 3, 2021 at 3:00 p.m. Arizona Time

LETTER OF INTENT TO RESPOND

This is to notify that it is our present intent to submit a proposal in response to the above referenced RFQu.

The individual to whom all information regarding this RFQu should be transmitted is:

Company Name: _____

Contact Name: _____

Street Address: _____

City, State, & Zip: _____

Phone Number: Fax Number: _____

E-Mail Address: _____

Submit this Letter of Intent by the deadline for requests for clarification or interpretations which is to be electronically received by **February 24, 2021, 4:00 p.m., Arizona Time.**

Letter of Intent to Bid
RFQu No.: P21-PARKS-5000124
Lake Havasu City
Administrative Services Department
Attn: Lynette Singleton, Procurement Official
Email to: purchasing@lhcaz.gov

REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQu)

LAKE HAVASU CITY, ARIZONA DESIGN SERVICES FOR DOWNTOWN CATALYST PROJECT (PHASE 1)

SOQ DUE DATE: MARCH 3, 2021, at 3:00 p.m., Arizona Time

Lake Havasu City is soliciting Statements of Qualifications (SOQs) from firms to provide professional design services, including construction documents, for the development of phase one of a new community gathering and event space.

Project Overview: Lake Havasu City plans to construct a new community gathering and event space that incorporates a multitude of community activities. The property available for this project (approximately 1.5 acre) is located on the corner of Querio Drive and McCulloch Boulevard (aerial view map attached). The design should include “Third Space” elements that tie together the downtown area and should incorporate, but is not limited to, the following: a pedestrian bridge across the wash to the City-owned parking lot located off of Mesquite Avenue, restroom facilities, a stage, electrical hook ups, WiFi and lighting.

SECTION I - PROJECT DESCRIPTION (background)

Lake Havasu City owns an approximately 1.5 acre parcel of land in the downtown area located at the corner of McCulloch Boulevard and Querio Drive. This location was purchased by the City in 2017 as the location for a Downtown Catalyst Project. The Downtown Catalyst Project was identified as part of the City’s 20/20 Vision Plan. This plan was a major contributing factor to the City winning second place in Frontier Communications America’s Best Communities competition.

The City is looking to develop the Downtown Catalyst Project in multiple phases. Phase 1 of the project will include the community gathering and public event space and later phases will include commercial components.

SECTION II - SCOPE OF WORK

The Consultant will be expected to provide design services including, but not limited to; conceptual proposal, providing consulting services associated with the design and construction management of the project. Project management may include services during the pre-design, design, and bidding phases. Tasks may involve, value engineering, recommendations for project delivery methods, obtaining required permits on behalf of the City, bid document preparation, cost analysis and management, bidding services, construction management, inspection services and recommendations for project acceptance.

The Consultant will be required to have experience in landscape and park design for cities in the local or regional area, meeting the needs for communities in a cost effective manner with growth

potential to 100,000 population.

The City does not guarantee that all of the above services will be performed by the Consultant for any specific project and the City reserves the right to enter a contract with a different firm for some or all of the tasks associated with a specific project. The contract will specifically set forth the scope of services for specific projects covered by that contract.

SECTION III - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

The successful 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 (25 points)

Discuss the experience and qualifications of the prime firm in providing conceptual, alternatives, design, and construction administration services on park and community gathering projects of a similar size and scope, local and regional. 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 Local Agencies

B. Experience of Key Personnel and Sub Consultants (25 points)

Discuss the experience and qualifications of the specific project team members on at least three (3) projects of comparable character and complexity. 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 Local Agencies.

C. Project Understanding and Approach (25 points)

1. Describe your firm's approach to this project.
2. Describe your firm's initial ideas regarding opportunities and challenges for this project.
3. Describe your firm's approach to meeting local needs for interactions with the City Staff, including the Parks and Recreation Director, City Manager and City staff and aligning this conversion to the needs of the community in a cost effective and efficient manner.

D. Principal 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, in an organized and timely manner.

E. Scheduled Available (5 points)

List all relevant projects currently or scheduled to be underway for the next 18 months and an evaluation of time available for this project by significant participants.

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 four copies (total of 5 hard copies) and one (1) electronic copy (in PDF format on a thumb drive) of the Statement of Qualifications by 3:00 p.m., Arizona Time, on March 3, 2021.**

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 RFQu 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/team will be selected through a qualifications-based selection process which will consist of two evaluated elements: (1) Statements of Qualifications (SOQs) submitted in response to this RFQu, (2) Due Diligence of the finalists.

A Selection Committee will evaluate each SOQ according to the criteria set forth in Section III above. 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 finalist will be determined.

The following tentative schedule has been prepared for this project. Firms interested in this project must be available on the interview date.

Deadline for Questions	February 23, 2021
SOQs due	March 3, 2021
Interview	Week of April 12, 2021
Final ranking/selection	May 11, 2021

The City will enter into negotiations with the selected firm or firms and execute a contract upon completion of negotiation of contract terms for City Council 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

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 made available to all registered Request for Qualifications holders. Firms who obtain a copy of the Request for Qualifications packet via DemandStar or through registering with the City Website 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 email your Intent to Respond to Lynette Singleton, Purchasing@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 at least 24 hours prior to the meeting so that an accommodation may be made.

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 by email to both Lynette Singleton, Purchasing@lhcaz.gov and Mike Keane,

KeaneM@lhcaz.gov . To be considered, written inquiries shall be received at the above-referenced email addresses by **February 23, 2021, 4:00 p.m.**, Arizona time. Inquiries received will then be answered in an Addendum to the RFQu. **Verbal Requests for clarifications or interpretations will not be accepted.** The City may choose to not address questions received after this deadline. Meetings prior to the SOQ due date will not be made available.