



Lake Havasu City, Arizona  
Public Works – Capital Improvements / Parks & Recreation

**REQUEST FOR STATEMENTS OF QUALIFICATIONS**  
RFSQ P26-PR-PW-102022-500685

DESIGN-BUILD CONSTRUCTION SERVICES  
FOR AQUATIC CENTER OUTDOOR POOL  
PROJECT 102022

Site Location  
100 Park Ave, Lake Havasu City, AZ 86403

RFQS PRE-SUBMITTAL CONFERENCE  
AUGUST 7, 2025 at 9:00am  
Lake Havasu City Aquatic Center  
100 Park Ave., Room 155/156, Lake Havasu City, AZ 86403

STATEMENT OF QUALIFICATIONS (SOQ)  
Due Date: August 27, 2025  
No Later Than 3:00 PM, Arizona Time

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# REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ)

## DESIGN BUILD SERVICES FOR AQUATIC CENTER OUTDOOR POOL

RFQS P26-PR-PW-102022-500685

CIP PROJECT #102022

LAKE HAVASU CITY, ARIZONA

**RFSQ DUE DATE: August 27, 2025 at 3 p.m., Arizona Time**

Lake Havasu City (City) is interested in receiving Statements of Qualifications (SOQs) from qualified firms to provide Design-Build Construction Services (DBCS) for the Aquatic Center Outdoor Pool project.

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

The contract type will be a Guaranteed Maximum Price (GMP) Design-Build Construction Services Contract.

### **SECTION I - PROJECT DESCRIPTION**

1. The City Aquatic Center currently features an indoor multi-use wave pool. To meet the growing needs of the community and support recreational and instructional programming, the addition of a new pool is now required.
2. The City has chosen the DBCS procurement method for this project. The goal is to construct another pool that will be located outdoor, immediately south of the existing building, within the yard space between the building and the masonry fence.
3. The focus of this project is to design-build (DB) an outdoor pool that will have dimensions of 25 Yard (75') long and 20 Yard (60') wide, excluding the pool deck. The capacity (volume) is estimated to be 172,788 gallons. The overall depth will be 9' at one end for a set distance, sloping up to a depth of 4' near the center area, and then maintaining the 4' depth to the opposite wall. The designed turnover rate will be 480 GPM for a 6-hour turnover. The pool will have a total surface area of 4,500 sq ft and deck perimeter of 270 lineal feet. The pool will have a deck level gutter system with the surge capacity held in the gutter system or a separate surge tank. As part of the Project Approach, the D-B Firm/Team should address strategy including a description of how the team will design and build the outdoor pool. The Statement of Qualifications shall address why the D-B Firm/Team feels they are the most qualified for the project and why their services are superior to other offers.
4. Design and construction shall encompass all items necessary for the complete implementation and operation of an outdoor pool. The design and construction shall take into consideration the following items necessary to ensure the outdoor pool may be used for competition swim:
  - a. Timing system; including Official's starter stand/podium, start horn, lane touch pads and scoreboard
  - b. Removable start blocks
  - c. Removable wall mounted lane lines
  - d. Removable backstroke flags
  - e. Lane markings on pool floor
  - f. ADA water entry/exit, either ramp to shallow end or removable lift
  - g. Shade covers; provisions for sail cloth style shade covers located over observation areas and pool water, if allowed by code

5. This DBCS project includes all design and construction of this project, in its entirety; Application for permit and submittal process, permits, inspections, as-built drawings, checkout startup and commissioning, Operations & Maintenance Manuals, and a one (1) year warranty from date of completion.
6. The procurement of DBCS for this project is governed by the provisions of Title 34 of the Arizona Revised Statutes (A.R.S.) (<https://www.azleg.gov/arstitle/>). The contract for this project will be awarded on the basis of demonstrated competence and qualifications. All applicable Federal Laws, State Laws, Mohave County Code, Arizona Department of Health Services (AZDHS), Lake Havasu City Codes, and other applicable rules and regulations of authorities having jurisdiction over this project shall apply throughout. By submitting an SOQ under this RFSQ, the Offeror certifies that said submittal and their conduct in relation to this solicitation is in compliance with the requirements of A.R.S. Title 34.

**-END OF SECTION I-**

## **SECTION II - SCOPE OF WORK**

The project scope of services/work shall include and adhere to the following:

1. Summary of Project: To design-build an outdoor pool as described above.
2. Design & Construction: This DB project includes all design and construction of this project, in its entirety, as well as training, permitting, technical support, and other services/work to be detailed in the final contract.
3. Design: Gather necessary data and evaluate existing site. Provide preliminary design plans and specifications for review by the City. Once the preliminary design is approved, prepare detailed design plans and specifications, as appropriate for this project. Perform quality check and value engineering review, before submission of design to the City for approval, and throughout the installation process.
4. Applicable Standard Specifications and Details: The design and construction will be completed in accordance with applicable City, County, State, and Federal Laws, Statutes, Codes, and any other applicable standard specifications, as applicable.
5. Approvals and Permits: Any and all required permits are the responsibility of the Design-Build Firm/Team to initiate and execute with all applicable governing agencies for approval of design, construction and operation.
6. Design-Build Firm/Team: A Design-Build Firm is a single legal entity that provides both design and construction services under a single contract with the City. A Design-Build Team consists of a group of entities or individuals—whether organized as a joint venture, partnership, or other formal/informal arrangement—that collectively provide integrated design and construction services under a single contract with the City. The Design-Build Firm/Team (hereinafter referred to as the D-B Firm/Team) shall include, at a minimum, a licensed design professional (such as an architect or engineer) responsible for the project's design, and a licensed contractor or builder responsible for construction.
7. Design-Build Firm/Team Representative: The DB Firm/Team shall maintain continuous representation throughout all phases of design and construction, City training period, turnover and warranty period. The City will not communicate directly with, or provide direction to, any consultants, subconsultants, or subcontractors engaged by the DB Firm/Team. All instructions, directives, and information provided by the City to the D-B Firm/Team's designated project manager and/or on-site construction foreman shall be deemed as having been communicated to the entire D-B Firm/Team.
8. Contract Time: This project will be fully complete within 270 calendar days of the full execution of the contract. Coordination with City staff and the DB Firm/Team's designated project manager will be critical throughout the contract time period in order to assure that project is moving forward.
9. Liquidated Damages: For each and every calendar day that work shall remain incomplete after the time specified for the completion for the work for this project, liquidated damages may be deducted from monies due to or to become due to the D-B Firm/Team, not a forfeit or penalty, but as liquidated damages. The daily liquidated damage amount will be determined by the contract amount and will be agreed upon through its execution. Permitting the D-B Firm/Team to continue and finish the work or any part of it after the time fixed for its completion, or after the date to which the time fixed or its completion may have been extended, will in no way operate as a waiver on the part of the City of any of its rights under the contract.

10. Hours of Work: Work shall occur in an 8-hour time period between the hours of 5:00 a.m. and 10:00 p.m. during regular City business days. Inspections are to be scheduled during the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, unless prior approval by the City is given. The D-B Firm/Team shall provide a project work schedule that identifies major work elements for the City' approval.
11. Pre-Construction Meeting: A Pre-Construction Meeting shall be scheduled prior to start of work. The City and D-B Firm/Team shall be present. The sequence of work will be discussed and will be mutually agreed upon to ensure that the work is accomplished and completed within the time specified and to allow for inspection and operations flexibility by the City. A schedule of work is to be established and maintained throughout both phases of the project.
12. Progress Meetings: Regular weekly progress meetings with the D-B Firm/Team, City, and other interested parties will be held throughout the life of the project. The day, time and location of these meetings will be established, by mutual agreement, prior to beginning the project. The purposes of these meetings are to establish and maintain lines of communication, report on design and construction progress, discuss and resolve problem areas, review schedule and progress, review project costs/budgets, review quality control and such other matters as related to the project. At each meeting the D-B Firm/Team shall submit, by Gantt chart or other approved method, a schedule of the types and locations of work expected to be performed over the ensuing five (5) weeks.
13. Property to Be Used: The D-B Firm/Team shall restrict their operations and equipment to areas within and upon the project property, as authorized by the City. Disturbance and damages shall be restored to pre-construction condition or better, at the D-B Firm/Team's expense.
14. Protection of Existing Property and Project Site: The D-B Firm/Team shall be held responsible for any damage to existing utilities and property, due to D-B Firm/Team's work. The D-B Firm/Team shall repair or replace any such damaged utilities and property according to the requirements of the City at no cost to the City. The D-B Firm/Team shall be responsible for maintaining and protecting the construction area and shall adequately protect the public, in and around the construction area. The D-B Firm/Team shall conduct the work to ensure the least possible inconvenience to the general public and adequate protection of persons and property in the work vicinity. If hazardous condition is observed and the City notifies the D-B Firm/Team either directly or by telephone, the D-B Firm/Team shall correct the situation immediately.
15. Work Site Safety: The D-B Firm/Team is specifically responsible for, and by submission of their Qualifications Statement and/or execution of a contract for this project accepts full and complete responsibility for work site safety for this project. It is recognized that the City does not have control of or responsibility for work site safety.
16. Quality Control Testing: Quality Control (QC) testing, for this project shall be the responsibility of the D-B Firm/Team and shall be done at the D-B Firm/Team's expense. The D-B Firm/Team shall provide to the City a copy of all QC testing. All Quality Control (QC) testing the D-B Firm/Team performs is to be observed and approved by the City. The D-B Firm/Team shall provide to the City a copy of all QC results. In addition, the City may also perform Quality Assurance (QA) testing to verify construction and materials compliance with plans and specifications, at no cost to the D-B Firm/Team. In the event that the initial QA test fails, all additional QA retests shall be charged to the D-B Firm/Team in the form of deductions to D-B Firm/Team payments at the prevailing test rates.
17. Clean-Up: Clean-Up the site before final payment is released. Remove all excess construction materials and debris, sweep, etc.
18. As-Built Drawings: The D-B Firm/Team shall submit As-Built Drawings (one full size set of as-built plans and one set of scanned .pdf images of as-built plan set) submitted to the City for acceptance.
19. One Year Warranty: An unconditional one-year warranty is required for this project. A first-year walk-through will be completed by the City and the D-B Firm/Team will be notified to correct any warranty issues. The one-year warranty period will begin after substantial completion has been issued.

**-END OF SECTION II-**

### **SECTION III – OUTLINE OF KEY PROJECT TASKS**

**1. Pre-Construction Services by the D-B Firm/Team may include, but not be limited to the following:**

- A. Lead project planning and scheduling for both the design and construction phases;
- B. Provide for construction phasing and scheduling;
- C. Provide alternative systems evaluation and constructability studies;
- D. Advise the City of ways to gain efficiencies in project delivery and reduce overall delivery time;
- E. Provide long-lead procurement studies and initiate procurement of long-lead items;
- F. Participate in partnering sessions with the project team;
- G. Participate in regular scheduled project coordination meetings;
- H. Participate in constructability reviews at various levels of design;
- I. Provide value engineering;
- J. Provide detailed cost estimating and knowledge of marketplace conditions;
- K. Develop and maintain the project cost model;
- L. Provide subsurface investigations as required (e.g. geotechnical, potholing, etc.)
- M. Concur with plans and specifications prior to construction; and
- N. Submit a Guaranteed Maximum Price (GMP) for City review and negotiation.

**2. Construction Services by the D-B Firm/Team may include, but not be limited to the following:**

- A. Serve as the general contractor during construction;
- B. Coordinate with various utilities;
- C. Arrange for procurement of materials and equipment;
- D. Schedule and manage site operations;
- E. Provide quality control;
- F. Bond and insure the construction;
- G. Comply with all federal, state and local permitting requirements;
- H. Maintain a safe work site for all project participants; and
- I. Provide commissioning and closeout services, if applicable.

**-END OF SECTION III-**

## **SECTION IV - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA**

1. The D-B Firm/Team will be selected through a qualifications-based selection process.
2. If the DBCS project will be undertaken through an affiliation of multiple entities or individuals—whether as a joint venture, partnership, or any other formal or informal arrangement—the required information outlined in this RFSQ must be provided for each participating entity. The SOQ must clearly identify the lead entity or team member. Each affiliated entity will be evaluated based on the criteria specified in this RFSQ.
3. The selection process is governed by the provisions of A.R.S. §34-603. The contract for this Project shall be awarded on the basis of demonstrated competence and qualifications.
4. An appropriately qualified selection committee will review all valid responses to this RFSQ based on the evaluation criteria set forth herein. The City reserves the right to reject any or all RFSQs in part or in whole. The Selection Committee will be composed of no more than seven (7) members with at least one senior management employee of a licensed contractor and at least one architect or engineer registered pursuant to A.R.S. §32-121. Upon review of the Statements of Qualifications, the Selection Committee, based on the established criteria set forth herein, may shortlist at least three (3), but no more than five (5) persons/firms to discuss the contract and the relative methods of approach for furnishing the required D-BCS.
5. The City will enter into negotiations for a contract with the highest qualified firm for this project. The negotiations will include consideration of compensation and other contract terms. If the City is not able to negotiate a satisfactory contract with the person/firm considered to be the most qualified, it shall formally terminate negotiations with that person/firm. The City may undertake negotiations with the next most qualified person/firm in sequence until an agreement is reached or a determination is made to reject all persons/firms on the final list.
6. D-B Firms/Teams interested in providing DBCS must submit a Statement of Qualifications (SOQ). Each SOQ will be evaluated according to the following criteria:

### **A. Project Understanding and Approach (20 points possible)**

Discuss your Firm/Team's approach to providing the services in Sections I and II - Project Description and Scope of Work. The Firm/Team's understanding of the goals and objectives for the project and proposed methodology for meeting those goals and objectives.

- (1) Provide a comprehensive narrative statement illustrating a clear and concise understanding of the requirements of the project.
- (2) Grasp of local State, County, City and site specific requirements.
- (3) Identify your Firm/Team's familiarity with Lake Havasu City procedural requirements and/or local issues pertinent to this project, which enhances your qualifications to successfully perform DBCS for this project and why your D-B Firm/Team should be selected.
- (4) Describe your D-B Firm/Team's project management approach and team organization during construction phase services and assistance during design. Describe the system used for planning, coordinating with and assistance during the design phases, scheduling and estimating.
- (5) Discuss the major issues your D-B Firm/Team has identified on this project and how you intend to address those issues.

## **B. Quality Assurance & Control (15 points possible)**

Describe your D-B Firm/Team's experience in quality control, schedule compliance, cost controls, plan verification, dispute resolution, and safety management. Include at minimum the following:

- (1) The process for establishing and using Design-Build contingencies and methods for cost control.
- (2) Include the proposed QA/QC program, including who will review, when the review will occur, what will be reviewed, etc.
- (3) Include the firm's understanding of all permits required, as well as the proposed Safety Program/Plan and implementation.

## **C. Project Schedule and Delivery (10 points possible)**

- (1) Schedule for Completion: Include a detailed schedule of services and tasks showing each stage of the Project, intermediate deadlines and the expected completion date. Include a brief description of all current projects your D-B Firm/Team is committed to completing within the time scheduled for completion of the Project.
- (2) Proposed Project Approach: Include a detailed Project approach discussion. Include areas that will require special attention and those which are relatively simple.

## **D. Experience of Key Personnel and Subcontractors (20 points possible)**

- (1) Proposed Project Team Members: Discuss the experience and qualifications of your selected project team members for projects of comparable character, size, budget and complexity. Particularly the Project Manager, Superintendent and the managers of the key disciplines, including subcontractor's experience. Include full name, title, professional registration, address, telephone number, and relevant experience. Indicate the roles and responsibilities of each person and the percentage of their time to be spent on this Project. Describe your approach to overall team formation and coordination of team members and provide an organizational chart. Resumes or curriculum vitae, not to exceed two (2) pages in length per team member should be included in the appendix. Indicate the professional background and caliber of previous experience of each person.
- (2) Experience: Describe firm's experience and qualifications in providing a history of successful collaboration utilizing similar DBCS methodology preferably for similar municipalities, agencies, and other government entities. Include at least three (3) facilities of the type of project.
  - a) Provide the following information for each project:
    - i. Description of the project and project owner, municipality, agency or other government entity
    - ii. Role of the firm
    - iii. Team members and role
    - iv. Project owner (include reference contact information)
    - v. Project Designer/Architect/Engineer (include reference contact information)
    - vi. Original budget, contracted construction cost, and final construction costs of the project
    - vii. Any and all change orders the value of the change order and reason therefore.
    - viii. Construction dates: indicate if project was successfully completed on-time. If not, provide explanation for time exceeding the original project completion date.
    - ix. Overall ability of firm to provide required services
    - x. Names, addresses, telephone numbers and email addresses for at least three references presently or previously served by your firm in a capacity similar to that described by the scope of services for this project. Indicate their level of responsibility and whether they are still with your firm.



- (3) For each key person identified, list their length of time with the firm and at least two (2) 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:
- a) Description of project
  - b) Role of the person
  - c) Project's budget
  - d) Construction dates
  - e) Project Owner (include reference contact information).

## **E. Capacity/Capability/Resource Availability (10 points possible)**

- (1) License(s), Registration(s), Insurance and Bond(s) Requirements:
- a) The D-B Firm/Team furnishing DBCS for this project shall possess a commercial contractor license classification(s) issued by Arizona Registrar of Contractors appropriate for the scope of services/work to be performed per A.R.S. Title 32, Chapter 10. General liability, builder's risk, automobile, worker's compensation and other insurance, as well as payment and performance bonds are required in accordance with Lake Havasu City's Insurance Indemnification and bonding requirements that will be incorporated into the negotiated contract and is hereby incorporated by this reference. Payment and performance bonds must cover 100% of the construction services' value (negotiated construction services GMP) and associated risks for this project as is standard industry practice and in compliance with the provisions of A.R.S. Title 34.
  - b) The D-B Firm/Team's professional engineer(s) or architect(s) providing design services shall be registered pursuant to AR.S. §32-141 (individual engineer(s) or architect(s) shall be registered pursuant to AR.S. §32-121) and shall possess the experience necessary to complete the task for which they are retained. Professional liability Insurance is required in accordance with Lake Havasu City's contract provisions and is hereby incorporated by this reference.
- (2) A Lake Havasu City Business License is required for all D-B Firm/Teams, subconsultants and subcontractors providing services to the City. The issuance of a business license is subject to the terms and conditions on the business license application. The business license must be acquired prior to the start of work.
- (3) Financial Stability: The D-B Firm/Team shall provide a complete description of the legal structure, length of time in business, and number of employees. The firm will disclose whether the D-B Firm/Team has ever had a voluntary or involuntary Bankruptcy petition filed in its current or any prior name. The D-B Firm/Team should similarly disclose whether or not it or any team member are in default on any loan agreement or financing agreement with any bank, financial institution, or other entity.
- (4) Insurance, Bonding Capacity and Surety Bond: The D-B Firm/Team should disclose if any parent company or subsidiaries have been refused liability coverage in its current or previous name(s). Identify the D-B Firm/Team's bonding capacity in aggregate, and single project limit, as well as confirmation that there is available bonding capacity for this DBCS project.
- a) Answer completely the following questions:
- i. Have any of the principals ever owned another entity that declared bankruptcy or became insolvent?
  - ii. Has any principal, any parent company, or any subsidiary of the D-B Firm/Team ever been denied a surety bond?
  - iii. Have any of the principals ever had a claim made against them by their bonding company or had the bonding company threaten to bring a claim?
  - iv. Provide a list of litigations or arbitrations where claims have been brought against the D-B Firm/Team in the last 5 years and the outcome of each.

- v. Provide a list and briefly describe current or potential construction claims or disputes that could adversely affect the financial position or ability to perform contractual commitments to Lake Havasu City.
- b) Capacity and capability of the firm to perform the services/work on schedule.
- c) Other factors the D-B Firm/Team determines are appropriate, which would indicate that the D-B Firm/Team has the necessary capability, competence and performance record to accomplish this DBCS project in a timely and cost-effective manner.

## **F. Subcontractor Selection Plan & Procedures (10 points possible)**

- (1) Subcontractor Selection Plan: Each SOQ is required to contain a proposed subcontractor selection plan as part of their qualifications statement. The proposed subcontractor plan must detail the firm's process for selection of subcontractors based on qualifications alone or on a combination of qualifications and price. A subcontractor cannot be selected based on price alone. The firm's proposed subcontractor selection plan is required as part of the SOQ submittal. (A.R.S. §34- 603).
  - a) Describe the firm's plan to select and engage major Subcontractors and major suppliers to complete the project work. As a minimum, describe which tasks the firm proposes to perform with its own forces and which major tasks will be executed by subcontractors.
  - b) Identify proposed selection method to be used in selecting key Subcontractors and suppliers. Methods available are either by qualifications-based selection only or by a combination of qualifications and price.
  - c) Identify which key Subcontractors, if any, are proposed to be selected early in the design process to engage with the design team in a design assist role, with justification to support that recommendation.

## **G. Office Location (5 points possible)**

- (1) Identify in the Cover Letter, referenced in Section V - Submittal Requirements, the office location where the professional design services for this DBCS project will be performed.
- (2) Identify the same Cover Letter, above referenced, the office location where the construction services for this DBCS project will be performed.
  - a) Lake Havasu City office location shall be defined as a firm(s) who has a place of business located within the municipal limits of the city, who are licensed under title 32, chapter 1 or chapter 10, who have satisfactorily performed prior public contracts, and have a current business license from the City for a period of not less than 12 months prior to the date of the submitting the SOQ.
  - b) An Arizona office location shall be defined as a firm licensed in the State of Arizona under Title 32, Chapter 1 or Chapter 10, that has satisfactorily performed prior public contracts and qualifies for state preference under A.R.S. §§ 34-241, 34-242, and 34-243.
- (3) Points will be awarded based on the office location of the Builder/Contractor and/or Design Firm as follows:
  - **5 Points** – Both firms have offices within the City limits.
  - **4 Points** – One firm has an office within the City limits.
  - **3 Points** – One firm has an office within 60 miles of the City, including Needles, California.
  - **2 Points** – One firm has an office in Arizona but outside the City's 60-mile radius.
  - **1 Point** – One firm has an office within 300 miles of the City but outside Arizona.
  - **0 Points** – Offices located more than 300 miles from the City.

**H. 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.

**-END OF SECTION IV-**

## **SECTION V - SUBMITTAL REQUIREMENTS**

Firms interested in the above DBCS project should submit a Statement of Qualifications (SOQ), which **includes a one-page cover letter plus a maximum length of 25 pages to address the SOQ criteria (excluding resumes, but including the organizational chart, maps, graphs, and references)**. In addition to the 25 page limit, an appendix containing only the firm(s) brochure and detailed resumes may be included.

The cover letter shall contain ALL of the following information:

1. Legal name(s), business address(es), and legal form (e.g., corporation, partnership, joint venture, sole proprietorship)
2. Date of establishment
3. If a corporation specify the state of incorporation
4. If a joint venture, identify each member and provide the above information for each
5. If the firm is a wholly owned subsidiary, identify the parent company
6. Office Location(s):
  - a. Specify the office location(s) where **design services** and **construction services** for this DBCS project will be performed
  - b. If both services will be performed at the same location, clearly state this in the letter.

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. **If submitting via the e-Bid process follow the instructions below.** If delivered or hand-carried submittals, please provide **one original plus six copies (total of 7), including an electronic version on a USB, of the Statement of Qualifications by 3:00 p.m., Arizona Time, on August 27, 2024.**

*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. Public openings may be attended virtually by accessing the following video conferencing system:

To join the opening on a computer or mobile phone:

<https://tinyurl.com/tbkjhbyu>

Meeting ID: 270 366 031 956

Passcode: jcVbxK

Video Conferencing Device

[160264325@teams.bjn.vc](mailto:160264325@teams.bjn.vc)

Firms interested in taking advantage of the streamlined e-Bid process shall submit their Statement of Qualifications electronically via the City's DemandStar Network at <https://www.demandstar.com/app/buyers/bids/504515/details>. Paper submissions will continue to be accepted.

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, unless submitted via the above-referenced e-Bid process.
- 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.

All RFSQs shall remain confidential and are exempt from disclosure to the extent allowed by law and pursuant to AR.S. § 41-2534, D. The name of each person/firm and such other relevant information as established shall be publicly read and recorded. All other information contained in the SOQ shall be confidential to avoid disclosure of contents prejudicial to competing persons/firms during the process of negotiation. The RFSQs shall be open for public inspection after contract award. To the extent the person/firm designates, and the City concurs, trade secrets or other proprietary data contained in the SOQ documents shall remain confidential.

Protests: In accordance with Lake Havasu City Code Chapter 3.10.020.5, Protests, a protest of award must be physically delivered to the Procurement Official within seven (7) business of the notice of intent to award date or notice of short list and rankings. Packages containing protests shall be marked as follows:

RFSQ Award Protest, RFSQ No. P26-PR-PW-102022-500685  
Design-Build Construction Services for the  
Aquatic Center Outdoor Pool, Project No. 1020220  
Administrative Services Department, Procurement Division  
Attn: Lynette Singleton, Procurement Official  
2330 McCulloch Boulevard N.  
Lake Havasu City, AZ 86403

**-END OF SECTION V-**

## **SECTION VI - SELECTION PROCESS AND TENTATIVE 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 RFSQ, (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 IV above. A minimum of three (3) and a maximum of five (5) 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, the draft pre-construction contract, and draft construction services contract.

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.

Non-Mandatory Pre-Submittal Conference	August 7, 2025
Written Question Deadline	August 18, 2025
SOQs due	August 27, 2025
Interviews	Week of September 15, 2025
Final ranking/selection-Contract Negotiations	Week of September 22, 2025
City Council Award – Phase 1 & 2 Design-Build Services	October 14, 2025
-OR-	
City Council Award - Phase 1 Preconstruction Design Services Contract	October 14, 2025
City Council Award - Phase 2 Guaranteed Maximum Price (GMP) Construction Services Contract	To Be Determined
Notice to Proceed	October 27, 2025
Project Completion	July 2026

The City may enter into negotiations for Phase 1 Preconstruction Services with the selected firm for a contract. Upon completion of negotiation of fees and contract terms it will be brought before City Council for approval to execute.

Upon completion of negotiations for Phase 2 City staff will bring before City Council approval to execute a Construction Services Contract with the selected firm for the GMP (for the entire project cannot exceed \$2,500,000).

The City may enter into negotiations to combine Phase 1, Preconstruction Services, and Phase 2, GMP Construction Services, into one single Design-Build construction services contract which will be presented to City Council for approval to execute.

If the City is unsuccessful in negotiating either 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.

**-END OF SECTION VI-**

## **SECTION VII – GENERAL INFORMATION**

**RFSQ Holder Lists and Selection Process Schedule.** Questions on these areas may be referred to Purchasing by email at [purchasing@lhcaz.gov](mailto:purchasing@lhcaz.gov).

**Notice of Intent to Respond.** The City shall not be held responsible for any oral instructions. Any changes to this RFSQ will be in the form of an addendum, which will be furnished to all RFSQ holders. Firms who receive a copy of the RFSQ packet through Onvia DemandStar will be included on the RFSQ holders list. Firms receiving a copy of this packet through any other means shall submit an Intent to Respond to this RFSQ to Purchasing by email at [purchasing@lhcaz.gov](mailto: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.

**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 Directors, 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 selection process or contract issues should be directed to Purchasing, Kianie King, Senior Procurement Specialist, by email at [purchasing@lhcaz.gov](mailto:purchasing@lhcaz.gov), with a copy to the Capital Improvements Division of Public Works, Phil Porter, Project Manager, [capitalprograms@lhcaz.gov](mailto:capitalprograms@lhcaz.gov).

**-END OF SECTION VI-**

# **INTENT TO RESPOND NOTIFICATION**

Request for Statement of Qualifications

Packet Design-Build Construction Services

for the

**Aquatic Center**

**Outdoor Pool Project**

**Project No. 102022**

**RFSQ No. P26-PR-PW-102022-500685**

**Due Date: August 27, 2025, at 3:00 Arizona Time**

## **LETTER OF INTENT TO RESPOND SUBMITTAL**

This is notification that it is our present intent to submit a response to the above referenced RFSQ.

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

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Submit this Letter of Intent to Lake Havasu City, Procurement at: [purchasing@lhcaz.gov](mailto:purchasing@lhcaz.gov)**