

REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQu)
LAKE HAVASU CITY, ARIZONA
WASTEWATER SYSTEM IMPROVEMENTS P21-5000134
RFQu DUE DATE: March 31, 2021 at 3:00 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 to assist with the implementation of the Wastewater Master Plan and Capital Improvement Program under a Master Service Agreement. The City is seeking assistance with identifying improvements to be considered at various locations within the City over the next several years. Wastewater projects may include services during the pre-design, design, bidding, construction, and post-construction phases. Tasks may include master planning, facility planning and CIP project prioritization. Tasks may include budget preparation, hydraulic flow modeling, facility design, cost analysis and management, value engineering, recommendations for project delivery methods, obtaining required permits, bid document preparation, bidding services, construction management, inspections and recommendations for project acceptance.

The current Wastewater Master plan was completed in 2009 with an oversight update in 2014. A new comprehensive Wastewater Master plan to serve the city over the course of the next 10 years will need to be developed. Capacity needs and improvements for both treatment and collection needs to be determined by updating city project list based on expected future growth and infrastructure condition. A prioritized 10-year CIP program will also need to be developed to ensure city infrastructure keeps up growth demands and maintenance requirements.

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

SECTION I - PROJECT DESCRIPTION (background)

Much of the city's wastewater infrastructure was constructed in late 1990's to early 2000s after a city-wide effort to replace on-site septic systems with a formal city-wide wastewater collection and treatment system. One of the largest septic-to-sewer conversion projects in the country. The wastewater system in Lake Havasu City consists of a network of approximately 350 miles of gravity sewer, 75 lift stations, 21 miles of sewer force mains, 7 miles of reuse force mains, 3 treatment plants, effluent ponds, a comingling pond, percolation ponds, reuse pump and booster stations, storage tank, vadose wells and other miscellaneous effluent disposal systems. These systems continue to age and demand continues to grow requiring constant upgrades, replacement and ongoing maintenance. Planning, prioritizing and implementing these upgrades are an essential part of city wastewater program.

While a portion of flows drain toward the lower lying area in the City where two of the treatment plants are located, the majority of flows are pumped through a series of lift stations and force mains 12 miles to the north to the City's North Regional Treatment Plant. The

force main is made up of many segments of pipe that have several low points and high points. As a result over time, many miles of force mains have been severely corroded due to hydrogen sulfide gas emissions collecting at the high points resulting in commonly occurring emergency repairs. Further study may be required.

Additionally, the city has several wastewater treatment facilities that are aging and include items that are in need of repair. Evaluation of existing treatment plant components may be required.

The Master Plan identified several deficiencies with the system as well as improvement projects to enhance quality and performance. Several of these projects are programmed in the City's upcoming budget and the Consultant will provide engineering services to accomplish the design, and possibly construction administration, of these projects. Wastewater treatment facilities are regulated through local and state agencies such as the ADEQ requiring their approval for design review and construction.

SECTION II - SCOPE OF WORK

The Consultant will be expected to provide engineering services including, but not limited to; updating the City's Wastewater Master Plan, assisting with annual update of City's 5-Year Capital Improvement Program, and providing consulting services associated with the design and construction management of individual wastewater projects. Project management may include services during the pre-design, design, and bidding phases. Tasks may involve system modeling, 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 utilize the information contained in the Wastewater Master Plan as well as certain design criteria provided in local and state guidelines as identified in the scope of work. The Consultant will be required to have experience working with local, state, and federal agencies including the Arizona Department of Environmental Quality (ADEQ).

Under the Master Service Agreement, contracts for professional services will be secured for each separate City fiscal year not to exceed five years. Each design or construction management service contract may continue in effect after the five year term for professional services on projects commenced within the five year term. The contracts for individual projects will not be entered into until approved by city council. Each of the individual project contracts will be awarded to the same selected firm as long as performance and qualifications are met. Specific scopes of services will be set forth in each contract.

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 Lake Havasu City Wastewater 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 (20 points)

Discuss the experience and qualifications of the prime firm in providing design, and construction administration services on wastewater projects. 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, EPA, 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, Construction Manager (if different than the Project Manager or Project Engineer) and the managers of the key disciplines including Sub Consultant experience. 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, EPA, etc.)

C. Project Understanding and Approach (30 points)

1. Describe your firm's approach to prioritization of projects for study and implementation based on an understanding of the City's Master Plan, existing system improvements, available funds, cost effectiveness and existing natural conditions.
2. Describe your firm's project management approach and team organization during design and construction phase services to accomplish the desired schedule. Describe systems used for planning, scheduling, and estimating. Describe the firm's experience with quality control/quality assurance, dispute resolution, and safety management.
3. Describe your firm's approach to construction inspection as compared to construction observation, and identify what issues your team has identified on this project and how you intend address those issues.

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

The City desires some local presence on this project, and considers it a necessity for the successful provision of engineering services. Identify the location of the firm's principal office and the home office location of key staff on this project. Describe the local staffing strategy the firm is intending to utilize. Identify local staffing vs. non-local staffing of your team, and the percent of the work expected to be done locally as well as in other firm offices. Identify any local sub consultants and/or sub- contractors intended to be utilized during the performance of duties on this project.

E. Current/Recent Work (10 points)

List all relevant projects awarded to your firm during the last 3 years. 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 four copies (total of 5) 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 31st, 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 three evaluated elements: (1) Statements of Qualifications (SOQs) submitted in response to this RFQu, (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 Selection Panel will choose the best qualified firm to begin negotiations.

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, which will be

established as the selection process progresses.

Deadline for Questions	March 24 th , 2021
SOQs due	March 31 st , 2021
Interview	April 3 rd , 2021
Final ranking/selection	April 2021 T.B.D.

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 Shannon Blakey 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 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 Shannon Blakey, BlakeyS@lhcaz.gov Meetings cannot be made available. To be considered, written inquiries shall be received at the above-referenced email addresses by **March 24th , 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.