



# Town of Camp Verde, Arizona

## NOTICE OF FORMAL SOLICITATION

For

**Northbound Sewer Collection System Expansion  
Professional Engineering Services**

<b>SOLICITATION TYPE:</b>	<b>REQUEST FOR STATEMENT OF QUALIFICATIONS</b>
<b>SERVICES SOUGHT:</b>	<b>Professional Engineering Services for Sewer Design</b>
<b>SOLICITATION INVITATION NO:</b>	<b>20-144</b>
<b>RESPONSE DUE DATE AND TIME:</b>	<b>February 23<sup>rd</sup>, 2021 at 11:00 am local Arizona time</b>
<b>LOCATION:</b>	<b>Town of Camp Verde Public Works Department 395 S. Main Street Camp Verde, Arizona 86322</b>

The Town of Camp Verde (Town) is seeking qualified Arizona professional engineering firms or individuals to provide engineering design services for its Northbound Sewer Collection System Expansion, Solicitation Number 20-144. The firm or individual(s) selected by the Town of Camp Verde will be given the opportunity to contract with the Town for a defined Scope of Services that will complete construction quality plans and specifications through review and approval to construct as well as as-built plans, final approval of construction and approval to operate. Each firm or individual interested in submitting a Statement of Qualifications shall take care to follow the submittal guidelines outlined within this Request for Qualifications and the submittal checklist. If the submittal requirements are not met as specifically outlined in this Request for Qualifications, it is at the discretion of the Town of Camp Verde whether or not to accept any part or all of the submittal by that firm or individual. All interested firms or individuals shall submit their qualifications packet including a marked original plus four copies of the Statement of Qualifications to the Town of Camp Verde Public Works Department at 395 S. Main Street, Camp Verde, Arizona 86322 no later than February 23<sup>rd</sup>, 2021 at 11:00 am local Arizona time. Those submittals not received by the specified date and time at the specified place shall be refused and shall remain in the possession of the respondent/submitter without exception or shall be returned unopened to respondent/sender if mailed.

The Town of Camp Verde (Town) does not feel it will be necessary to interview a shortlist of respondents at this time as part of the selection process. The Town, however, does reserve the right to interview a group of short-listed respondents at a later time prior to any final selection as part of the formal selection process as and if it then deems it necessary. When the selection process is completed by the Town Engineers, the selected respondent(s) will be notified by the Town Engineers to enter into a professional services agreement. The agreement(s) shall then be taken to the Town Council to the next following regular public session for consideration, approval, and signature as the Town Council deems appropriate. This RFQ is being posted on the Town of Camp Verde Web Site [www.campverde.az.gov](http://www.campverde.az.gov) for those wishing to submit a Statement of Qualifications to fully download along with other attached related data.

Respondents are invited to download and review the information and to submit their Statement of Qualifications in accordance with the criteria established within this Request for Qualifications (RFQ).

Any and all questions regarding this RFQ shall be submitted via email to [troy.odell@campverde.az.gov](mailto:troy.odell@campverde.az.gov) copying [dorie.blair@campverde.az.gov](mailto:dorie.blair@campverde.az.gov) and should be limited to submittal and qualifications requirements only. Specific project and Scope of Services questions shall not be asked at this time and shall wait for those chosen to enter into a professional services agreement.

Responses to this RFQ will be received by the Public Works Department, Town of Camp Verde, located at 395 S. Main Street, Camp Verde, Arizona 86322, until February 23, 2021 at 11:00 am Arizona Time at which time they will be opened publicly in the Town Gym at 51 E. Holloman, Camp Verde, Arizona 86322. Social distancing and masks will be required to attend this public opening. Responses must be in the actual possession of the Public Works Department and time and date stamped by a member of the Public Works staff on or prior to February 23, 2021 at 11:00 am Arizona Time. Late responses or responses not accompanied by a signed checklist **will not** be accepted or considered under any circumstances.

Responses must be submitted in a sealed envelope or package and should be clearly identified as a response to the RFQ as **“Northbound Sewer Collection System Expansion – Professional Consulting Services”** and be clearly marked with the name and address of the Respondent and the solicitation number **20-144**. Additional instructions for preparing your responses are provided on the following pages of this RFQ.

The Town of Camp Verde reserves the right to reject any or all responses, or to withhold their selection for any reason it may determine, and to waive or not to waive any informalities in any response. All information regarding the content of the specific responses will remain confidential until Agreements are finalized or all responses are rejected.

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## RFQ SUBMITTAL CHECKLIST

Note: This checklist must be filled out in and signed and must be attached to the front of the original copy of your Statement of Qualifications in order for your submittal to be valid.

Name of Firm/Individual \_\_\_\_\_

Contact Person/Personel \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone \_\_\_\_\_

Check off the following items:

- This Checklist included and attached to the front of the Original Copy of your Statement of Qualifications.
- Sealed envelope/package/box labeled as requested within this RFQ.
- One (1) marked original and four (4) copies of your Statement of Qualifications.
- Cover letter stating experience and qualifications to do the requested professional services within the State of Arizona; together with Arizona Firm Registration Information and Arizona Principal Registrant Information.
- All attached required paperwork as required by this RFQ signed and included with your submittal.

## SCOPE OF PROFESSIONAL SERVICES

### (WORK) REQUESTED

#### 1. INTRODUCTION

The Purposes of this Request for Qualifications (RFQ) is to locate qualified and experienced Engineering firms for professional services work in engineering design. These services will be for design of a municipal sewer collection system expansion within the Town of Camp Verde. The following Scope/List of Services includes those services anticipated as necessary for the satisfactory completion of this design project. Any required environmental or cultural investigations/studies are already underway under the direction of the Water Infrastructure Finance Authority (WIFA).

##### A. Engineering Services

1. Sanitary Sewer Collection System Design
2. Sewer Lift Station Design
3. Untreated Sewage Force Main Design
4. Sewer System Modeling Studies
5. Sewer Collection System Design/Design Concept Reports and Feasibility Studies
6. Project specific topographic surveying & mapping and construction staking. As-Built Survey.
7. Civil design related to the installation of sewer within and crossing existing roadway sections, highway corridors, existing irrigation canal easements, and private land easements including repair/replacement of the concerned roadway sections, boring requirements when necessary, drainage repair/additions/improvements when necessary, etc.
8. Documentation, Survey, and Exhibits for Right of Way and Easement acquisition for anticipated sewer expansion route.
9. Storm Water Pollution Prevention Plans (SWPPP's) for the proposed construction areas.
10. Completion and Submittal of construction quality sewer collection system plans and design reports to Arizona Department of Environments Quality/Yavapai County for review and approvals. Application and submittal to Arizona Department of Transportation for permits to construct proposed sewer mains and force mains within the highway corridors.
11. Submittal of plans to other agencies as required for clearances, permits, conflicts, etc.
12. Completion and Submittal of: As-Built plans, Engineer's Certification of Completion, and Approval of Construction/Approval to Operate for the Collection System Expansion.
13. All other services item not listed here that are required for the design, submittal, and approval of construction plans for the proposed sewer collection system expansion

## RFQ SUBMITTAL REQUIREMENTS/INSTRUCTIONS

Those interested in submitting Statements of Qualifications shall include the following requirements:

**Front Cover:** Each Statement of Qualifications shall include a single-sided, single page (maximum) Front Cover Sheet bearing the title of “Northbound Sewer Collection System Expansion - Professional Consulting Services”, the solicitation number of **20-144**, the respondent firm’s or individual’s name, address, and telephone number. This Front Cover Sheet may also contain items such as background effects, photos, logos, mission statements, etc. One of these Front Cover Sheets must also be marked by the respondent as “Original Copy” to serve as a record copy for their submittal. All Statements of Qualifications will be done in the same order with tabbed dividers as described below, so a Table of Contents page shall not be required. All submittals shall be spiral bound and not loose leaf or binders.

**Cover Letter:** Immediately following the Front Cover Sheet, all Respondents shall include a single sided, two page (maximum) cover letter introducing their firm to the Town of Camp Verde. Within this cover letter, the respondent shall indicate how their firm is qualified for the requested scope of professional services. This letter shall also include the necessary Arizona Firm Registration number from the Arizona Board of Technical Registration as well as the Arizona registration information for each of the qualified Principal Registrants for that firm. For a firm or individual to qualify for this submittal and selection, they must have a firm registration and principal registrant(s) with the Arizona Board of Technical Registration. The cover letter should also indicate the appropriate contact person within the firm and their contact information.

**Statement(s) of Qualifications:** Note: Respondents shall limit the SOQ information to the maximum number of pages listed in the Evaluation/Selection Criteria below using only **single sided 8.5” x 11”** pages (maximum) using no smaller than a 10 point font for each Category of Services submittal. Each set of pages for each of the Evaluation/Selection Criteria shall be preceded by a single tabbed divider page labeled for each of the criteria clearly on the tab and sheet bearing the Title and Letter (A through C) in the order given in this RFQ. These tabbed divider pages do not count as one of the maximum pages. Place no additional information on these tabbed divider pages. Care should be taken to address the specified evaluation criteria in the order given within this RFQ for the convenience of the reviewers/selectors. Lack of order following the information requested will result in a lower Statement of Qualifications Quality score.

**Professional Resumes, Additional Information:** Additional items such as Resumes of the key team members, additional details about specific past projects relative to the experience desired, and other qualification information may be included at the conclusion of the Statement of Qualifications. Do not include this information within the pages for the evaluation/ selection criteria. Please be aware that selecting members may limit their reviews to only the evaluation criteria and how it is presented within the set of pages for each submittal in order to make their selections. This additional information shall be included in clearly tabbed and labeled appendices at the rear of the Statement of Qualifications and shall be included as a means to verify experience for those selected.

**Rear Cover:** Each Statement of Qualifications shall include a single-sided, single page (maximum) Rear Cover Sheet.

**Statement of Qualifications Quality:** Respondents should feel free to be as complete and as organized as possible with their Statements of Qualifications. Care should be taken to follow the Evaluation/Selection Criteria order as closely as possible to simplify scoring. The use of graphics, photographs, etc. relative to the experience, past projects, team members, and firm are encouraged. The quality of the submittal is scored within the evaluation criteria.

Respondents shall comply with the following submittal requirements summary realizing that failure to do so will be sufficient grounds to disqualify your submittal from review and will be strictly enforced:

- Submittal must be received by the specified date and time at the specified location.
- One (1) marked original and four (4) copies of the Statement of Qualifications shall be submitted as specified.

- No part of the Statement of Qualifications shall exceed the page limits given in the Evaluation/ Selection Criteria below.
- Required Paperwork for Signature is signed and included with the Statement of Qualifications packet.
- The RFQ Submittal Checklist must be filled out and returned attached to the front of the original copy of the Statement of Qualifications.

All submittals accepted will become the property of the Town of Camp Verde and will not be returned to the Respondent.

## Northbound Sewer Collection System Expansion – Professional Consulting Services

### EVALUATION/SELECTION CRITERIA

Respondents submitting Statements of Qualifications for the “**Northbound Sewer Collection System Expansion - Professional Consulting Services**” shall prepare their responses addressing the particular evaluation criteria in the order given below. These sections shall be separated by a labeled tabbed divider (A through C) as titled below. The total of the evaluation criteria for each submittal shall be worth 100 points. The evaluation criteria to be used by the review/selection staff will be as follows:

#### **A. General Firm or Individual (Firm) Information (15 points) (3-page maximum)**

1. Provide an overall description of the firm or individual (firm) that is proposing to provide the services required within this RFQ. Include a description of the legal organization of the firm. Identify the home office location as well as any satellite offices that may be performing the work. Describe how the office location and firm organization will most effectively service the demand of this proposed project. (5 points)(1-page maximum)
2. Provide (list) all Arizona business licenses and professional licenses and registrations held by the firm and its members that are associated with providing the services for this project. Include all principal registrants as well as registrations of team members that would work on this project. (5 points)(1-page maximum)
3. Identify any or all contracts or sub-contracts with the firm or officers of the firm that have been terminated by either the client or the firm in the last five (5) years. List any claims arising from any contracts that have resulted in litigation or arbitration within the last three (5) years. Give a brief summary of cause, circumstances, and outcome of any contract termination, litigation, or arbitration. (5 points)(1-page maximum)(place any supporting documentation/information in a labeled separate appendix at the rear of the Statement of Qualifications)

#### **B. Firm or Individual (Firm) Experience (45 points) (6-page maximum)**

1. List all work, projects, studies, etc. awarded to your firm in the Arizona with priority to those projects in the Verde Valley and Northern Arizona Region (if possible) during the past ten (10) years **that are relevant** to the given specific Scope of Professional Services given earlier within this RFQ. Provide a brief project description including specific services that your firm provided, photographs, project dates, total project construction cost, project percentage cost in fees for services to your firm, and completion of your firm’s services in regards to design, approvals, and work completion schedules. Point out if other firms were used for assistance in completion of your work and who they were and were they included within the fees charged for your firm. Identify which of these projects/contracts were in smaller and rural communities. (30 points)(5-page maximum)
2. Provide references for those projects, etc. listed in the item above together with their contact information. If references are not available, state why. (15 points)(1-page maximum)

**C. Experience of Key Personnel (35 points) (4-page maximum)**

1. Provide an organization chart showing all of your key personnel that will be assigned to this specific project as a team member and their time with the firm to date. Show the percentage of their work current time that can and is allocated to the projects associated with servicing similar projects and the percentage of their time that would be dedicated to this specific project if your firm is selected. (15 points) (1-page maximum)
2. Give a brief project experience summary for each of these key team members. Prioritize summary to show project experience for those giving most percentage of time to #C.1 above. (10 points) (2-page maximum)
3. List registrations/credentials of key team members servicing this project. (10 points) (1-page maximum)

**D. Statement of Qualifications Quality (5 points)**

1. The selection staff will review the completeness, order/organization, and presentation of each Statement of Qualifications and how well it satisfies this Request for Qualifications. (5 points)



Northbound Sewer Collection System Expansion – Professional Consulting Services

**ADDENDUM ACKNOWLEDGEMENT**  
**(REQUIRED PAPERWORK)**

**RECEIPT OF ADDENDA:**

Proposer acknowledges receipt of the following Addenda relating to the Request for Qualifications (RFQ) for “Northbound Sewer Collection System Expansion - Professional Consulting Services” for the Town of Camp Verde, Arizona.

Addendum No.

Date

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Company Name

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Representative Name (Print)

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Representative’s Signature

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Date

**DISCLOSURE OF RESPONSIBILITY STATEMENT**  
**(REQUIRED PAPERWORK)**

- A. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.  
\_\_\_\_\_
- B. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty, which affects the responsibility of the Consultant.  
\_\_\_\_\_
- C. List any convictions or civil judgments under state or federal antitrust statutes.  
\_\_\_\_\_
- D. List any violations of contract provisions such as failing to perform (without good cause), or unsatisfactory performance, in accordance with the specifications of a contract.  
\_\_\_\_\_
- E. List any prior suspensions or debarments by any governmental agency.  
\_\_\_\_\_
- F. List any contracts not completed on time.  
\_\_\_\_\_
- G. List any penalties imposed for time delays and/or quality of materials and workmanship.  
\_\_\_\_\_
- H. List any documented violations of federal or state labor laws, regulations, or standards, occupational safety and health rules.  
\_\_\_\_\_

I, \_\_\_\_\_, as \_\_\_\_\_  
Name of individual Title & Authority  
of \_\_\_\_\_, declare under oath that the above statements, including  
Company Name  
any supplemental responses attached hereto, are true.

By: \_\_\_\_\_  
(Signature of Individual/Representative)

STATE OF: )

) ss.

COUNTY OF: )

On this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, the undersigned NOTARY PUBLIC, personally appeared \_\_\_\_\_, who acknowledged to me that they executed the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

SEAL

\_\_\_\_\_

My Commission Expires: \_\_\_\_\_

NOTARY PUBLIC

**CERTIFICATE OF INSURABILITY**  
**(REQUIRED PAPERWORK)**

I hereby certify that as a Respondent to Town of Camp Verde (Town) for Solicitation No. 20-144, I am fully aware of insurance requirements contained in the Professional Services Agreement. I hereby assure Town that I am able to produce the insurance coverage required should I be selected to be awarded the Agreement.

Should I be awarded the Agreement by Town and then become unable to produce the insurance coverage specified within ten (10) working days, I am fully aware and understand that this shall constitute a material breach of this Agreement and shall be subject to penalties up to and including termination of the Agreement at the sole discretion of the Town. I also understand and am fully aware that I may not be considered for further projects by Town.

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Signature of Respondent

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Company

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Date

**CONSULTANT IMMIGRATION WARRANTY**  
**(REQUIRED PAPERWORK)**

(To Be Completed by Consultant Prior to Execution of Agreement)

A.R.S. § 41-4401 (Government procurement, E-verify requirement, definitions) requires as a condition of your Contract, verification of compliance by the Consultant and Sub-Consultants with the Federal Immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. § 23-214 related to the immigration status of its employees.

By completing and signing this form the Consultant shall attest that it and all Sub-Consultants performing work under the cited agreement meet all conditions contained herein.

<b>Contract Number:</b>		
<b>Name (as listed in the contract):</b>		
<b>Street Name and Number:</b>		
<b>Town:</b>	<b>State:</b>	<b>Zip Code:</b>

I hereby attest that:

1. The Consultant complies with the Federal Immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. § 23-214 related to the immigration status of those employees performing work under this Agreement;
2. The Consultant shall verify, through the U.S. Department of Homeland Security’s E-Verify program, the employment eligibility of each employee who provides services or labor in Arizona for wages or other remuneration, and that it shall require its Sub-Consultants and sub-Sub-Consultants to provide the same warranties to Consultant.
3. All Sub-Consultants performing work under this Agreement comply with the Federal Immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. § 23-214 related to the immigration status of their employees.
4. The Consultant acknowledges that a breach of this warranty by the Consultant or by any subcontractor or sub-subcontractor under this Agreement shall be deemed a material breach of this Agreement, and is grounds for penalties, including termination of this Agreement, by Owner.
5. Owner retains the legal right to inspect the papers of Consultant, and any subcontractor and sub-subcontractor employee who performs work under this Agreement, and to conduct random verification of the employment records of Consultant and each subcontractor and sub-subcontractor who works on this Agreement, to ensure that Consultant and each subcontractor and sub-subcontractor is complying with the warranties set forth above.

Signature of Consultant (Employer) or Authorized Designee:

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date (month/day/year): \_\_\_\_\_