

REQUEST FOR QUALIFICATIONS
RFQ# KY-100-1-11-5610

On-Call Engineering and Architectural Services

KAYENTA TOWNSHIP
KAYENTA, ARIZONA



PREPARED BY:
KAYENTA TOWNSHIP
COMMUNITY DEVELOPMENT DEPARTMENT

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I. INTRODUCTION

A. PURPOSE FOR REQUEST FOR PROPOSALS

Kayenta Township Community Development Department (KTCDD), on behalf of the Kayenta Township is seeking qualified Engineering and Architectural Firms to provide on-call general engineering/architectural design and construction administration services. The on-call list will be in effect for three years, with an option of renewal for three additional (1) additional one-year periods, if determined to be in the Township's best interest.

All qualified firms that are interested in providing these services to the Kayenta Township are invited to submit their Statement of Qualifications (SOQ). All SOQs must comply with the requirements specified in this Request for Qualifications (RFQ).

B. SUMMARY SCOPE OF WORK

From this solicitation, the Kayenta Township Community Development Department (KTCDD) will establish a list of diversified (including firms and/or teams) consultants for professional services further defined in Section II-A "On-Call Consultant Service Categories/Scopes of Work".

The selection process will be tailored to projects that are anticipated to be served by the on-call list. Selection under this solicitation is not a selection for a specific project (or projects), but rather qualification for on-call use during the three (3) year term for which this solicitation is effective. A master contract will exist between the Kayenta Township and each of the selected consultant teams. When a specific project is initiated, a separate Project Work Order with an associated scope and fee will be negotiated between the Kayenta Township and the consultant for each specific project. Typical tasks discussed in Section II refer to tasks that may be performed under specific projects.

The Kayenta Township makes no guarantee that any consultant will receive a project or be able to enter into a specific project contractual relationship with the Kayenta Township. The Kayenta Township also makes no guarantee of a specific volume of work or a total contracted amount arising from this solicitation. The Kayenta Township further makes no guarantee that the quantity of work (whether measured in monetary terms or otherwise) within any category will be spread equally or according to any other specific percentage split among the various consultants on the on-call list for that category.

The Township intends to use the on-call lists whenever possible. However, the Kayenta Township reserves the right to "direct select" consultants not on the on-call lists to perform professional services, even for work within the same categories as this solicitation, when it is in the Township's best interest to do so, as determined solely by the Township. The Kayenta Township also reserves the right to issue separate solicitation(s) for a specific project(s), even for work within the same categories covered by this solicitation, when it is in the Township's best interest to do so. However, the Township recognizes the time and expense in preparing an SOQ and anticipates using the on-call lists whenever feasible.

In order to establish a list of on-call consultants from this one solicitation for On-Call Consultant Services for Engineering/Architectural Services, consultants are required to submit Statements of Qualifications (SOQs).

On-Call Consultant Service Categories/Scopes of Work are further described in Section II-A.

C. KAYENTA TOWNSHIP- COMMUNITY DEVELOPMENT DEPARTMENT

Any inquiries or requests regarding this procurement should be submitted in writing to the designated contact listed below. Offerors may contact ONLY the Kayenta Township regarding the procurement

inquiries and requests. All responses will be in writing and will be distributed to all potential offerors who receive a copy of this Request for Qualifications.

Project Manager
Kayenta Township - Community Development Department
P.O. Box 1490
Kayenta, Arizona 86033
Telephone: (928)697-8451
Fax: (928)697-8461
Email: hzonnie@kayentatownship-nsn.gov

II. ON-CALL CONSULTING SERVICE CATEGORIES/SCOPE OF WORK(s):

A. Scope of Work

Engineering and Architectural Services

The following is a list of the types of projects that the Township anticipates over the life of an On-Call contract. This list of project categories is not comprehensive and the Township reserves the right to add related engineering /architectural services as necessary.

1. CATEGORY 1: General Engineering – May include the following services:

- Site grading and drainage
- Area drainage master studies and flood plain mapping
- Storm drain design, hydrology and hydraulic analysis for storm drains
- Pavement management
- Large and small area GIS/Mapping
- Aquifer recharge of effluent or surface water; including on-site conveyance systems, site characterization studies, and installation of monitoring equipment
- Storm Water Pollution Prevention Plans (SWPPPs)
- General survey services: boundary surveys, construction staking, legal descriptions, as-built surveying, and topographic surveys.
- Architectural Landscape, including arborist services
- Engineer's Cost Estimates
- Construction administration, inspection, oversight of construction activities, start-up & commissioning, training, and project close-out documents (e.g.: Record Drawings, O&M manuals, etc.)

2. CATEGORY 2: Water/Wastewater – May include projects related to the following:

- Sanitary sewer lift stations and odor control
- Treated effluent pumping systems and effluent line systems
- Pumping and storage systems
- Water transmission and distribution systems
- Wastewater collection systems
- Electrical and mechanical design specific to Water and Wastewater facilities
- Groundwater Wells (permitting, design, rehab), hydrologic investigations, and groundwater modeling studies
- Utility security services in the areas of critical infrastructure studies, security vulnerability assessments, emergency response, hazard impact analysis, risk reduction studies, and building and security design services
- Review of water and wastewater system studies, master planning, and design drawings for new development projects.

- Construction administration, inspection, oversight of construction activities, start-up and commissioning, training, and project close-out documents (e.g.-Record Drawings, O&M manuals, etc.).
3. **CATEGORY 3: Roadway/Transportation –May include projects related to the following:**
 - Full street/roadway improvements; including new medians, street lights, traffic signals, striping and signage, landscaping, and other associated street improvements
 - Pavement management
 - Right of way acquisition and easement development
 - Surveying services; construction staking, legal descriptions, as-built surveying, and topographic surveys
 - Street lighting/ pedestrian lighting, ITS facilities
 - Transportation Planning
 - Construction administration and oversight of construction activities
 4. **CATEGORY 4: Transportation Studies –May include projects related to the following:**
 - Speed Studies
 - Traffic Impact Analysis
 - Safety Studies
 - Road Safety Assessments
 - Studies related to school safety, circulation and access
 - Study relating to Signal and ITS facilities
 - Neighborhood Traffic Studies
 5. **CATEGORY 5: Traffic Engineering –May include projects related to the following:**
 - ITS Infrastructure PS&E
 - Traffic Signal PS&E
 - Streetlight PS&E
 - Signing and striping PS&E
 - Other design items that relate to traffic engineering
 6. **CATEGORY 6: Parks & Recreation - May include projects related to the following:**
 - Master Planning Parks and Trails
 - Aquatic System Evaluations
 - Demographic Studies
 - Recreation Facility Assessments
 - Architectural Landscape, including arborist services
 7. **CATEGORY 7: Geotechnical Engineering – May include the following services:**
 - General Geotechnical services: reports, construction and materials testing/sampling (field & laboratory), QA/QC, subsurface investigations and reports, subsidence investigations and reports, geotechnical designs, geotechnical special inspections, and forensics. Laboratory should be AMRL certified, with ATTI certified field technicians.
 8. **CATEGORY 8: Environmental Consulting - May include the following services:**
 - Phase I & Phase II environmental site assessments
 - Characterization/investigation and remediation services
 - Assessment and abatement of asbestos, lead-based paint and mold
 - Permit applications, reports and other compliance assistance activities
 - NEPA studies and investigations
 9. **CATEGORY 9: Structural Engineering – May include the following services:**
 - General structural engineering services
 - Structural rating and calculations, bridge and building designs, and special inspections.
 - Construction administration and oversight of construction activities

10. CATEGORY 10: Architectural – May include the following services:

- General architectural services
- Programming development
- Conceptual design
- Development of architectural drawings and specifications
- Interior space planning and interior design
- Energy code calculations and design
- Construction administration and oversight of construction activities

11. CATEGORY 11: Electrical Engineering – May include the following services:

- General electrical engineering services
- Construction administration and oversight of construction activities

12. CATEGORY 12: Mechanical Engineering – May include the following services:

- General mechanical engineering services: HVAC, plumbing, and gas utilities
- Construction administration and oversight of construction activities

13. CATEGORY 13: Construction Management – May include the following services:

- General construction administration
- Inspection and oversight of construction activities
- Management of construction costs
- Monitor construction schedule
- Implement quality control procedures

14. CATEGORY 14: Building Plan Review - May include the following services:

- Plan Check for complex construction of buildings and structural, both Commercial and Residential Construction.
- Plan review may include; structural, architectural, grading, energy, electrical, mechanical, plumbing, and specifications submitted as part of a building permit.
- Work may include; review of plan and specifications, drafting of written corrections and redlining of plans, communicating both orally and in writing to the applicant and providing code interpretation.
- The selected firm(s) may be required to work at the Kayenta Township

15. CATEGORY 15: Civil Plan Review – May include the following services:

- Plan Check for complex construction of Civil or Off Site construction projects within the Kayenta Township. Types of project may include; Water and Wastewater projects, Roads and streets, Bridges and structures, drainage, curb and gutters, sidewalks and other civil or city projects within the Right of Ways.
- Work may include; review of plan and specifications, drafting of written corrections and redlining of plans, communicating both orally and in writing to the applicant and providing code interpretation.
- The selected firm(s) may be required to work at the Kayenta Township.

16. CATEGORY 16: Building Inspection Services

- Building Construction inspection services to ensure construction conforms to the approved plans and the standards and codes adopted by the Kayenta Township.
- Provide written documentation of inspections performed, issuance of stop work orders, and notices of corrections.
- The selected firm(s) must be able to provide inspection services within 24 hour notice.

17. CATEGORY 17: Civil Inspection Services

- Civil/Off-site Infrastructure Construction inspection services to ensure construction conforms to the approved plans and the standards and codes adopted by the Kayenta Township.
- Provide written documentation of inspections performed, issuance of stop work orders, and notices of corrections.
- The selected firm(s) must be able to provide inspection services within 24 hour notice.

Construction Management and Administration

The developed scope of work will be specific to the requirements of the project. However, the following information is presented as a general description for design and construction administration services that the Consultant may be required to perform. The services listed may include, but are not limited to, the following:

1. General Project Administration:

A. Coordinating with the Township Project Team during all phases of the project. The Township Project Team could vary depending on the nature of the project.

B. Conducting project meetings as necessary to maintain the project budget and schedule, chairing periodic regular meetings and any additional meetings as requested by the Township; setting agendas, and preparing and distributing meeting minutes. Meetings under basic services may include:

- Meetings with the Township Project Team, client departments, Township management and Kayenta Township Commission.
- Meetings required for obtaining review approvals and permits.
- Meetings with Utility companies.
- Meetings with general public, residential lease and business lease owners, etc.

C. Coordinating with private, public and Township utilities (i.e., NTUA, Frontier Communications, etc.) regarding standard technology and utility issues and incorporating pertinent information in the plans.

D. Submitting and retrieving all required contract documents to the various required reviewing agencies.

E. Preparing and maintaining a project schedule after meeting with the designated Township Project Team. Determine appropriate submittal deadlines and to coordinate project submissions. The Consultant will be responsible for the master scheduling through the design phase. Once the construction phase begins the master scheduling, responsibilities will be transfer to the contractor with the assistance of the Consultant.

F. Obtaining all federal, state, county, local and utility approvals required for permitting purposes necessary for the completion of the Project. The contractor will be required to obtain the necessary permits associated with construction of the Project, including Township Building Safety, and others. As the Project progresses, the Consultant will furnish to the Township copies of all communications between the Consultant and the respective agency or department and all approvals and permits for the Project.

G. Submitting a written monthly progress report and updated project schedule to the Township and Project Team during the entire period of the project, through both design and construction. Submitting projected monthly billing consistent with the project tasks, the project schedule and the fee proposal. Also, submitting a quarterly project cash flow schedule for both design and construction phases. The quarterly cash flow schedule will be submitted to Engineering Administration for the entire period of the project, through both design and construction.

2. Design Services may include, but are not limited to, the following:

A. Preparing design documents. The design documents shall include, but may not be limited too, design concept reports, project assessment studies, schematic design studies, construction cost estimating, and final permit ready design drawings, specifications and bid documents (construction documents). These documents will fix and illustrate the size and character of the entire Project including the kinds of materials; type of structures; and such other work as may be appropriate.

B. Designing the Project so that construction conforms to all applicable building codes and standards, Township design guidelines, Township Building Standards Manual, and other applicable statutes and regulations.

C. Preparing drawings using computer programs and formats as dictated by the Kayenta Township. Final bid specifications shall be prepared as dictated by the Kayenta Township.

D. Design drawings shall comply with all applicable federal, state, and local laws and codes in effect at the time the drawings, plans and specifications are approved by the Township.

E. Upon completion of the design drawings, specifications and contract documents, the Consultant shall provide a specified number of sets of all construction documents and applicable design calculations for review and approval by the appropriate Township agencies and/or other applicable authorities. These documents must be sealed and signed by the appropriate responsible party. With the submission of the construction plans, specifications and contract documents, the Consultant shall submit a detailed Project cost estimate.

F. Coordinating the applicable permit process and assist in filing the required documents to secure approval of all governmental authorities having jurisdiction over the design of the Project. All original filing and approval fees shall be paid by the Township or reimbursed to the Consultant if paid by the Consultant. The Consultant shall ensure that the plans prepared by the utility companies have been incorporated into the final plan set, if applicable. The Consultant shall submit to the Township a copy of all correspondence between the Consultant and utility companies, including utility review submittals and conflict notices.

G. If required, the Consultant shall resubmit the revised plans for final approval. Additionally, if required by the Project Manager, the Consultant shall review and revise the cost estimate, reflecting the modifications made for the final submittal.

H. Upon approval of the final construction documents the Consultant shall deliver to the Township the final reproducible drawings on Mylar and the original copy of the final specifications. These documents shall be sealed and signed by the appropriate responsible party.

3. Construction Services may include, but are not limited to, the following:

A. Upon acceptance of the bid and contract award for the construction of the project, the Consultant shall provide construction management services. The services involved shall include, but are not necessarily limited to, the following:

B. Preconstruction Conference: Conduct a preconstruction conference with the Contractor, the Township and other interested parties prior to issuance of the Notice to Proceed. The Consultant will be required to notify all interested parties and affected utilities of the date and time of the preconstruction conference to be held at Town Hall. In addition to conducting the meeting, the Consultant will take minutes and issue them to all attendees.

C. Quality Acceptance: The Consultant could be required to provide quality acceptance services to perform inspection and acceptance testing of all items of work required by the construction documents. The Consultant shall monitor construction for compliance with the project plans and specifications.

- The Consultant could be required to provide an on-site representative to observe all phases of construction activities. The on-site representative's time shall be based on the requirements of the project and the Contractor's construction schedule. The on-site representative shall be a full-time employee, a professional engineer/architect, licensed by the State of Arizona, with two years minimum construction inspection experience or a construction inspector, with five years minimum experience in the architectural, engineering and/or construction profession, and shall have had prior quality acceptance experience on a project of comparable size and scope. The Township shall be provided the resumes of a minimum of two candidates for review and approval.

- The Consultant shall bring any deficiencies in the work or materials to the attention of the Township and Contractor. Reports of these deficiencies shall be forwarded to the Township Project Manager for review. The Consultant will resolve any construction-related problems, conflicts or discrepancies, and will recommend remedial actions, but shall take no action without the prior approval of the Township Project Manager.

D. Construction Schedule Review: The Consultant shall review the construction schedule with particular emphasis on assuring that reasonable time allowances have been made for the work required. The Consultant shall observe construction progress and maintain and issue a monthly construction observation report based upon information observed. Review construction progress with the Contractor and compare that progress with known activities on the site to the monthly progress pay request issued by the Contractor. Review the monthly progress pay request and submit comments and/or recommendations to the Contractor and the Township for their action. The final monthly pay requests will be approved and processed by the Township.

The Consultant will prepare a "Contractor Schedule Review" statement. The "Contractor Schedule Review" statement must be signed by the Consultant and submitted to the Township Project Manager for approval. All updated schedules must be reviewed and approved prior to issuance of monthly progress payments to the Contractor. The Consultant shall initiate any required correspondence necessary to assure the Contractor remains on schedule.

E. Schedule Review and Utility Coordination: The Consultant shall review the Contractor schedule with particular emphasis on insuring that reasonable time allowances have been made for work required by the various utility companies, prior to approval. The Consultant will assist in the resolution of any utility conflicts discovered. The consultant shall initiate any required correspondence to insure that the Contractor remains on schedule.

F. Coordination of Submittal Reviews: The Consultant shall review the contract documents, prepare a list of all required submittals, and provide the list to the Contractor. The Consultant shall maintain a submittal log and coordinate all reviews and any necessary resubmittals.

G. Show Drawing Review: The Consultant shall review all shop drawings to verify Contractor's compliance with the project plans and specifications.

H. Conduct Project Meetings: The Consultant shall conduct construction project meetings, prepare an agenda and minutes of the meeting, and distribute to all attendees. The Consultant will provide update reports to the Township Project Manager. The update reports can be in the form of construction meeting minutes.

I. Special Inspections: The Consultant shall coordinate with the Contractor and the Township all special installation inspections. In addition to the special inspections required by the Township's Building Safety

Department, the special inspections shall include roofing and structural inspections. Special inspections shall be performed during installation by a qualified professional, certified or registered by the State of Arizona and approved by the Township.

J. Landscape Inspections: A qualified Landscape Architect shall inspect and approve plant material at the source, inspect the soil preparation and planting, inspect and test the irrigation and sprinkler system, and

monitor the landscape during the plant establishment and guarantee period. The Landscape Architect will coordinate the activities required.

K. Value Engineering: The Consultant will review and make recommendations on any value engineering proposals, which the Contractor may submit during the project. No value engineering proposal shall be implemented without the prior approval of the Township Project Manager.

L. Change Order Requests: The Consultant shall review and make recommendations on all change order requests from the Contractor. No change order shall be implemented without the prior approval of the Township Town Manager. The Consultant shall prepare all necessary documents and submit to the City Project Manager for approval.

M. Final Inspection and Payment: The Consultant will maintain a running deficiency list during the course of the project and keep the Contractor informed as to its current status. The Consultant will conduct, with the assistance of the Township, a final inspection and prepare a final punch list, including all items remaining on the deficiency list, as well as any additional items discovered during the final inspection. Subsequent inspections should be anticipated in order to insure completion of all identified deficient items.

N. Project Closeout: The Consultant will compile a list of required final submittals, including, but not necessarily limited to: record drawings, warranty and guarantee documents, lien waivers, product manuals, maintenance and operation manuals, and any spare parts and training required to be provided by the Contractor. The Consultant shall review the project closeout documents for final approval.

O. As-Built Drawings: The Consultant shall prepare record as-built drawings of the completed work based upon markups from the Contractor's record drawings and deliver the drawings to the Township upon completion of the work. The signed seal of the engineer/architect of record must be on the final hard copy record drawings. The final record drawings, both digital and hard copy, will be the property of the Township.

P. Warranty Corrections and One Year Warranty Inspection: The Consultant will work closely with the Township through the one-year warranty period on all warranty work. The Consultant will prepare and submit all warranty requests and follow-up with the Township and the Contractor to insure all warranty corrections have been completed in a timely manner. The Consultant will attend and conduct, with the assistance of the Township, a one-year warranty inspection. The Consultant will prepare a punch list of deficient items discovered during the one-year inspection. The Consultant should anticipate subsequent inspections in order to insure completion of any identified deficient items discovered during the one-year inspection.

Q. Other Services that may be required:

- Make recommendations regarding requests for substitutions.
- Coordinate project requirements with other agencies.
- Coordinate project with other vendors or contractors (i.e., furniture and equipment providers, Frontier telecommunications and information technology representatives, cable installers, etc.).
- If requested by the Township, coordinate the installation of any materials/items not provided under the construction contract.

III. STATEMENT OF QUALIFICATIONS (SOQ) CRITERIA

Firms interested in being selected for the Kayenta Township On-Call Consulting services list should submit a response addressing the specified SOQ criteria, as listed below. Parties interested in being selected for the On-Call list must address the following issues:

A. FIRM INFORMATION (1 Page Limit): General information of Firm

1. Provide the following information, which will serve as the cover page of your SOQ.
 - Name of Firm
 - Brief description of firm
 - Categories your firm wishes to be considered for
 - Home office location and the location of the office that will be performing the majority of the work
 - Number of employees in the office that will be performing the majority of the work
 - Name of Primary contact and title, including phone number and email
 - Legal organization of the firm
 - Arizona business and/or professional licenses/registrations held by the firm
 - Contract(s) or subcontract(s) which have been terminated within the last five years.
 - Any litigation or arbitration actions within the last three years. Briefly describe the circumstances and the outcomes.
2. Describe how your firm will support the team and project in the following ways.
 - Financial and leadership resources
 - Project management systems and tools
3. List the category elements that will be performed in-house and elements that require the services of a sub-consultant. For any sub-consultant services provide the name (only) of one firm.

B. EXPERIENCE OF FIRM (1 Page Limit):

- List only projects awarded to your firm in the last two years per the following:
- Should include similar elements as the category you want to be considered for.
- The project must be performed by the Arizona Office.
- Contracts must be under \$400,000. State if contract was for design services only
- Project description must be limited to one paragraph
- Contract amount
- Completion or estimated completion date
- Procurement method (direct select, selected by RFQ, On-Call list)
- Provide at least two general references, with contact information include full name, location, phone number and/or email address.

C. EXPERIENCE OF KEY PERSONNEL: (Page limits indicated in paragraph a-c)

1. ORGANIZATIONAL CHART: (1 page limit)

Provide an organization chart showing all key personnel that could be performing work under this On-Call consultant services contract. Include lines of authority and their home office location.

2. RESUMES OF KEY PERSONNEL IDENTIFIED ABOVE ON ORG. CHART: (1 page per person)

- Industry and firm tenure
- License/registrations
- Their primary role and duties in 30 words or less.
- Two general references (outside of firm), with contact information (phone number and/or email).

3. QUALIFICATIONS OF KEY PERSONNEL: (1 page per person)

For each key personnel identified above provide two projects with similar elements as the category you want to be considered for. 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 projects other than one selected for the firm provide the following:

- Project Description must be limited to one (1) paragraph per project
- Role and responsibility of the key person
- Contract amount
- Completion or estimated completion date
- Procurement method (direct select, selected by RFQ, On-Call list)

IV. SUBMITTAL REQUIREMENTS**A. PROPOSAL GUIDELINES**

The following guidelines shall be adhered to by offerors for consideration in the selection process of the consultant(s) to perform professional services for the project described. Proposals, which do not include ALL of the listed information will be considered incomplete and non-responsive and will not be considered by the selection committee.

B. SUBMITTAL REQUIREMENTS

The Statement of Qualifications (SOQ) RFQ packet shall include a one-page cover letter indicating which category(s) of services your firm wishes to be considered for.

A separate SOQ shall be submitted for each category of services that the firm wishes to be considered for. Firms are to submit their individual qualifications and experience for each category. No team submittals will be accepted. Please provide in each SOQ packet one (1) page cover letter, four (4) original hard copies of the SOQ and one (1) copy on Computer Disk (CD) for each category the firm wishes to be considered for, no later than 5:00 p.m., Friday, March 3, 2017.

Each CD will be labeled with the RFQ title above, the firm name and the category the firm wishes to be considered for. Firms are to submit their individual qualifications and experience for each category. No team submittals will be accepted.

The SOQ be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated.

Binder # 1 [Original RFQ]

- a. Cover Letter
- b. Table of Contents
- c. Response to SOQ Criteria (Section III)

NOTE: For the convenience of the Review Committee; All responses to the RFQ items A through C shall be formatted for each category as follows:

- All page limits in accordance with each paragraph A-C.
- Pages are designated as 8.5" x 11" with 1" Margins using Times New Roman, 10 point font or larger.
- Firms shall provide responses to items A through C, in alphabetical order for each SOQ.

- Appendices with additional information shall not be included and are not allowed.

Interested firms should submit a qualifications packet addressing the specified Request for Qualifications (SOQ) criteria. On the submittal packet, please display the firm name and RFQ title. In the SOQ packet include the one page cover letter and four (4) original hard copies and one (1) copy on Computer Disk for each category the firm wishes to be considered for, **no**

later than 5:00 p.m., Friday, March 03, 2017.

All submittals should be sent or delivered to:

Physical Address:

Kayenta Township
Attn: Project Manager
RFP# KY-100-1-11-5610
¼ mile North of Jct. US Hwy 163 & 160
Kayenta, Arizona, 86033

Mailing Address:

Kayenta Township
Attn: Project Manager
RFP# KY-100-1-11-5610
P.O. Box 1490
Kayenta, AZ. 86033

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 date and time.
- Four (4) original Hard Copies and One (1) Computer Disk (CD) for each category that the firm wishes to be considered for.
- Adherence to maximum page requirement.
- Deposit of submittal in correct location.
- Acknowledgement in the cover letter that the Township's Professional Services Agreement has been reviewed by the firm submitting the SOQ packet(s) and the firm's assurance to execute this agreement as written.

Adherence to the maximum page criterion is critical. Submittals are **not** returnable and will become the property of the Kayenta Township.

All questions regarding this Statement of Qualifications are to be addressed in writing or by e-mail to:

Project Manager
Kayenta Township - Community Development Department
P.O. Box 1490
Kayenta, Arizona, 86033
Email: hzonnie@kayentatownship-nsn.gov

V. SELECTION PROCESS AND SCHEDULE

A. EVALUATION PROCEDURE:

A selection panel will evaluate the SOQ's in accordance with the criteria and guidelines set forth in Section III; IV above. References may be a factor in determining the final rank-ordered list; ensure the references provided are accurate. The selection panel will produce a rank-ordered list of the submitting firms and no interviews will be conducted as part of the selection process. The top firms receiving the highest evaluations from the selection panel for the on-call category will be on the on-call list.

Please note that interviews will not be held to establish the list of on-call firms, but interviews may be held, at the Township's sole discretion, for select projects as an additional differentiation

between firms on the on-call list for specific projects. Those firms/teams will be invited by email to accept or decline the opportunity to interview. Those accepting the invitation will be sent a letter giving the criteria to be addressed in the interview.

B. AWARD:

The Township will enter into negotiations with the top ranked firms and execute contracts upon completion of negotiations. If the Township is unsuccessful in negotiating a contract with the top ranked teams, the Township may then negotiate with the next lower ranked team until a contract is executed. The Township may decide to terminate the selection process at any time.

A copy of the Kayenta Township’s Standard Agreement for Professional Consultant Services can be available upon request.

On-Call Consultant Selection Schedule:

Statement of Qualifications Submittal deadline: **March 03, 2017**
Notification to Consultants: **March 20, 2017**

VI. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFQ outlines and describes the major events of the Selection Process and specifies general requirements.

A. SEQUENCE OF EVENTS

The KTCDD will make every effort to adhere to following schedule:

Action	Responsibility	Date
1. Issue of RFQ	KTCDD	February 2, 2017
2. Acknowledgement of Receipt Form	Offeror	February 17, 2017
3. Deadline to Submit Questions- RFQ	Potential Offerors	February 24, 2017
4. Response to Written Questions- RFQ	Selection Committee	March 1, 2017
5. Submission of Qualifications	Offerors	March 3, 2017
6. Panel Review, Short-listing	Selection Committee	March 16, 2017
7. Notice to Finalist(s)/ Non-Finalist	KTCDD	March 20, 2017
8. Interviews (if applicable)	Selection Committee/Finalists	To Be Determined
9. Contract Negotiations	Owner, Offeror	To Be Determined
10. Contract Award	KTCDD / Town Manager	To be Determined

B. EXPLANATION OF EVENTS

1. Issue RFQ – This RFQ is issued by KTCDD on behalf of the Kayenta Township in accordance with Kayenta Township Laws and Zoning Ordinance. KTCDD is the only organization authorized to make copies or distribute this RFQ on behalf of the Kayenta Township.
2. Questions and Clarifications – Between the time of issuance of the RFQ and the pre-proposal meeting, prospective offerors are encouraged to call or e-mail the KTCDD (See Section I. C), concerning any questions about the scope of the project or the RFQ schedule. Additional copies of the RFQ can be obtained from the KTCDD.
3. Pre-proposal Meeting - will be held February 24th, 2017 at 2:00 p.m. Mountain Daylight Saving Time at the Kayenta Town Hall in Kayenta, Arizona. Potential offerors are encouraged to submit written questions in advance of the meeting to the KTCDD (See Section I.C). The identity of the organization submitting the question(s) will not be identified. Submitted written questions will be addressed at the meeting. Names of the persons attending the pre-proposal meeting will be sent to the potential offerors on the procurement distribution list.

Attendance is encouraged but not required.

4. Acknowledgement of Receipt Form. Potential offerors must return by facsimile or e-mail the “Acknowledgement of Receipt Form” that accompanies this document (See Appendix) to have their organization placed on the procurement distribution list. The form should be signed by the offeror’s authorized representative, dated and returned by facsimile or by e-mail by the date indicated thereon.

The offeror must indicate the e-mail address of the individual to be receiving written responses and amendments. Failure to return this form shall constitute a presumption of receipt and withdrawal from the procurement process, and shall be deleted from the procurement distribution list. This form must be attached to the submitted RFQ package.

5. The procurement distribution list will be used for the distribution of written responses to questions and any RFQ amendments. All responses to written questions will be distributed via e-mail or facsimile. Include the e-mail address of the individual appointed to receive the written responses or amendments.

Failure to return this form shall constitute receipt and rejection of the RFQ, and the potential offerors organization name shall not appear on the distribution list.

6. Deadline to Submit Questions. Written questions as to the intent or clarity of this RFQ can be submitted to the KTCDD until close of business, 5:00 pm MDST, February 24, 2017. All written questions must be submitted to the KTCDD via electronic mail or facsimile to the KTCDD (See Section I.C.).
7. Response to written Questions RFQ Amendments. Written response to written questions and any RFQ amendments will be distributed via e-mail or facsimile to all potential offerors whose organization name appears on the procurement distribution list.
8. RFQ Amendments – Should any amendments to this RFQ be deemed necessary, an amendment will be distributed in writing to all recipients of the original RFQ and to all potential offerors whose organization name appears on the procurement distribution list. If an amendment requires a time extension, the proposal submission date will be changed as part of the written amendment.
9. Submission of Proposal – PROPOSAL RECEIVED AFTER THE DEADLINE IS NON-RESPONSIVE.

All offeror proposals must be received no later than **5:00 p.m. Mountain Daylight Saving Time on March 03, 2017.** Proposals received after this deadline will not be accepted. The date and time will be recorded on each proposal. Proposals must be addressed and delivered to:

Physical Address:

Kayenta Township
Attn: Project Manager
RFP# KY-100-1-11-5610
¼ mile North of Jct. US Hwy 163 & 160
Kayenta, Arizona, 86033

Mailing Address:

Kayenta Township
Attn: Project Manager
RFP# KY-100-1-11-5610
P.O. Box 1490
Kayenta, AZ. 86033

10. Panel Review/Short-Listing – The Selection Committee will review each offeror’s RFQ Packet. Each member, as outlined in Section V of this RFQ, will allocate points. Each member’s point total will be translated into a numeric ranking of all proposals. The individual member ranking will be totaled together to determine the overall ranking of proposals. It is the general practice of the Selection Committee to hold interviews with the short-listed offeror.
11. Notice of Final Evaluation – Each responsive offeror will be notified in writing as to the results of the evaluation. In general, the Selection Committee attempts to mail notices one week prior to the interview date. A public log will be kept of the names and overall rankings of all offeror’s interviews.
12. Interview with Proposers – Notices will be sent to Proposers with the interview date and time. The interview location is held at the discretion of the Selection Committee. Scoring for the interview will be based on responses to the questions as outlined in Section V of this RFQ. Interview scoring will total 100 points. The points are divided between the prepared questions and each member will allocate points. Each member’s points will be translated into a numeric ranking of all interviewed firms. The individual member rankings will be totaled together to determine the overall ranking of firms.
13. Notice of Award – The KTCDD will notify finalist in writing of the final award.
14. Project Schedule - The successful bidder shall plan to begin work immediately upon completion of the agreement between Kayenta Township and the Contractor.
15. Area of Work - It is anticipated that work will be completed primarily within the Kayenta Township. It is the responsibility of the Contractor to obtain all necessary permits for work conducted in the Kayenta Township, ADOT and NTUA right of Way or on properties not owned by Kayenta Township.
16. Performance and Confidentiality - The successful bidder will work closely with Kayenta Township and Arizona Department of Transportation and Navajo Tribal Utility Company. All work shall be kept confidential until disclosure is authorized by Kayenta Township.
17. Contract Negotiation – Kayenta Township and the successful Offeror will begin contract negotiations with the highest ranked firm as soon as possible after notice of award. Actual fees shall be negotiated based upon specific scope of services, cost of services and reimbursable expenses, specific contract requirements, and on such factors as billable rates for overhead, profit and personnel as related to the approved Hourly Rate Schedule. If agreement on terms can be reached, KTCDD shall prepare a contract for approval by the Kayenta Township.

If an agreement cannot be reached within a reasonable time, KTCDD shall terminate negotiations with the highest ranked firm, and begin negotiations with the next firm on the ranking list. This process will continue until a contract has been negotiated with one of the firms on the ranking list. If a contract cannot be negotiated, KTCDD may choose to negotiate with other qualified proposers graded by the committee or to terminate negotiations.

C. GENERAL REQUIREMENTS

The General Requirements section contains specific information about the process, general conditions, and instructions, which govern this procurement.

1. Protests – In accordance with Kayenta Township Business Opportunity Act, any offeror who is aggrieved in connection with the award of a contract may protest to the Navajo Business Regulatory Department. The protest must be submitted in writing within fifteen (15) calendar days after knowledge of the facts or occurrences giving rise to the protest to:

Navajo Business Regulatory Department
P.O. Box 663
Window Rock, Arizona 86515
Phone number: (928) 871-6714 or 6718

Protests must include the name and address of the protestant, the solicitation number, and a statement of grounds for protest, including appropriate supporting exhibits. Protests received after the deadline will not be accepted.

2. Incurring Cost – Any cost incurred by the offeror in preparation, transmittal, or presentation of any proposal or material submitted in response to this RFQ shall be borne solely by the offeror.
4. Amended Proposals – An offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be the complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. KTCDD personnel will not collate or assemble proposal materials.
5. Power of the Kayenta Township – The Kayenta Township reserves the right to reject an offer from any offeror who has previously failed to perform properly, has caused the Kayenta Township to incur unreasonable costs or expense, failed to complete on time an agreement of a similar nature, owes any debt to the Navajo Nation or Kayenta Township under the Navajo Nation Procurement Act, or who is not in a position to perform the work governed by this RFP.
6. Offerors Right to Withdraw Proposal– Offerors will be allowed to withdraw their proposals at any time, prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request signed by the Offerors duly authorized representative addressed to the KTCDD.
7. Disclosure of Proposal Contents – The content of proposals will be kept confidential until KTCDD has issued the written notice of a contract award. At that time, all proposals will be opened to the public, except for the material, which has been previously noted and deemed as proprietary or confidential.
8. Confidentiality – Confidential data is normally restricted to confidential financial information concerning the offerors organization and data that qualifies as trade secrets. Any pages of a proposal on which the offeror has stamped or imprinted “proprietary” or “confidential” must be readily separable from the proposal in order to facilitate public inspection of the non-confidential portion of the proposal.
9. Termination – This RFQ may be canceled at any time and any and all proposals may be rejected in whole or in part when the KTCDD determines such action to be in the best interest of the Kayenta Township.
10. Sufficient Appropriation – Any contract awarded as a result of this RFQ process may be terminated if sufficient appropriations or authorizations do not exist. Sending written notice to the consultant will effect such termination. The Owner’s decision as to whether sufficient appropriations and authorization

are available is in the sole discretion of the Owner and shall be final and binding upon the consultant.

If the determination is made that there is insufficient funding to continue or finalize a project, the contractor will be compensated to the level of effort performed, as authorized by the Owner prior to that determination.

11. Acceptance of Conditions Governing the Procurement – Offerors must indicate their acceptance of the Conditions Governing the Procurement, Section VI, in the letter of transmittal. Submission of a proposal constitutes acceptance of all conditions contained herein including evaluation factors contained in Section V.
12. Standard Contract –The contract between the Kayenta Township and a consultant will follow the format specified by the Owner and contain the terms and conditions set forth in Section VI. However, the Owner reserves the right to negotiate with a successful offeror provisions in addition to those contained in this RFQ. The contents of this RFQ, as revised and/or supplements and the successful offeror's proposal will be incorporated into and become part of the Contract.

All contracts for professional services are subject to the review and final approval signed by the Kayenta Township - Town Manager.

An example of the Township's Professional Services Agreement can be made available upon request.

13. Offeror Qualifications – The selection Committee may make such investigations as necessary to determine the ability of the offeror to adhere to the requirements specified within this RFQ. The selection committee will reject the proposal of any offeror who is not a responsible offeror and fails to submit a responsive offer.
14. Right to Waive Minor Irregularities – The Selection Committee reserves the right to waive minor irregularities. The Selection Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals fail to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Selection Committee.
15. Notice – The Navajo Nation Ethics in Government Law imposes penalties for bribes, gratuities and kickbacks, which is applicable to all Tribal Officials and Employees of the Kayenta Township and its political subdivisions.
16. Release of Information – Only the Owner is authorized to release information about the project covered by this RFQ. The Offerors must refer to the owner any request to release any information that pertains to the work or activities covered by any action or award related to this RFQ.
17. Ownership of Documents – The reports and other record documents prepared and produced by the Consultant for this project are the property of the Owner. The contract has certain requirements as to the rights and responsibilities of the Owner and Contractor for the record documents. Record reports and documents are to be delivered to the Owner as the project progresses and at the completion of the construction work.

Record Documents shall include a set of hard copy reproducible reports and a set of electronic files as specified by the owner.

18. Insurance
 - a. The contractor shall procure and maintain, during the life of this Contract, Workers Compensation, Commercial General Liability, Business Automobile Liability, and Professional Liability Insurance. The policies will be written with Kayenta Township as additional insured, while acting within the scope of their duties against all claims arising out of, or in connection with,

the work to be performed. All insurance documents must include a provision for 30 days written notification to Kayenta Township, if a policy has been materially changed or canceled. The insurance coverage shall provide limits as follows:

<u>Workers Compensation</u>	<u>Statutory</u>
EMPLOYERS LIABILITY	\$1,000,000.00
Commercial General Liability	
Bodily Injury/Property Damage:	\$1,000,000.00 Each Occurrence \$2,000,000.00 Aggregate
Business Automobile Liability	
Combined Single Limit:	\$1,000,000.00 Each Occurrence
Business Automobile Liability Insurance shall include coverage for use of all owned, non-owned and hired automobiles and vehicles:	
Independent Contractors:	Included
Contractual Liability:	Included
Professional Liability:	\$1,000,000.00 Each Occurrence \$1,000,000.00 Aggregate

The Contractor shall furnish Certificates of Insurance specifically setting forth evidence of all required coverage. If such limits are higher than the minimum limits required by the Kayenta Township, such limits shall be certified and shall apply to the coverage afforded the Kayenta Township under the terms and conditions of the contract as though required and set forth in the contract. The Contractor shall furnish the Kayenta Township any endorsements that are subsequently issued amending coverage or limits.

b. Approval of Insurance

Even though a "Notice to Proceed may be issued by the Kayenta Township, the Contractor or subcontractor(s) shall not begin the contract work until the required Certificate of Insurance (policies adding the Kayenta Township as an additional insured as applicable) has been received and filed with the Kayenta Township. Neither approval nor failure to approve certificates, policies or insurance by the Kayenta Township shall relieve the Contractor of the responsibility to maintain the required insurance in full force and effect.

c. Increased Limits

If during the life of this Contract or this solicitation, the Legislature of the Kayenta Township increases the maximum limits of the liability under the Tort Claims Act, the Kayenta Township may require the successful Contractor to increase the maximum limits of any insurance required herein. In the event that the successful Contractor is required to increase the limits of such insurance, an appropriate adjustment in the Contract amount will be made.

19. Proof of Certification or Architect/Engineer Licensing.

Provide evidence of the qualifications, certification or membership with other industry-recognized certification or Architect/Engineer state licensing, and date of first certification or licensing in Arizona. Also, state whether certification or license is currently in good standing.

20. Applicable Laws

The laws and Zoning Ordinance of the Navajo Nation and Kayenta Township shall govern this procurement and any agreement that may result from this procurement with applicable provisions from the State of Arizona, or Federal Laws.

21. Questions

Questions pertaining to this selection process or contract issues should be directed to Project Manager, Community Development Department at (928) 697-6175. All questions must be received no later than seven (7) days in advance of the SOQ due date. Responses to questions that materially change the scope or intent of this SOQ will be issued via addendum on the Kayenta Township website. The Township will not notify Respondents of posting of addenda. Therefore, it is the Respondents' sole responsibility to check the website periodically for all issued addenda. Failure to include acknowledgement of all addenda may be cause for rejection of the proposal.

ATTACHMENT A
On-call Engineering/Architectural
Services

Receipt Acknowledgement Form

On-call Engineering/Architectural
SERVICES

_____, the Prime Proposer of a Consultant team interested in being selected to perform the On-call Consultant contract described in RFQ # **KY-100-1-11-5610**, affirms that the following RFQ has been received and that the information contained in the RFQ has been incorporated in formulating its Request for Qualifications.

By: _____

Printed name: _____

Title: _____

Date: _____

ATTACHMENT A
On-call Engineering/Architectural
Services
Addendum Receipt Acknowledgement Form

On-call Consultant
SERVICES

_____, the Prime Proposer of a Consultant team interested in being selected to perform the On-call Consulting contract described in RFQ # **KY-100-1-11-5610**, affirms that the following Addenda have been received and that the information contained in the addenda has been incorporated in formulating its Request for Qualifications.

By: _____

Printed name: _____

Title: _____

Date: _____

Addenda received:

1. _____, dated _____
2. _____, dated _____
3. _____, dated _____
4. _____, dated _____
5. _____, dated _____

List others as needed in the same format.

ATTACHMENT B

NON-COLLUSION AFFIDAVIT FORM

On-call Engineering/Architectural Services

RFQ # KY-100-1-11-5610

State of Arizona

County of _____

_____, affiant, the

_____ of

(TITLE)

(NAME OF COMPANY)

The person, corporation or company responsible for the accompanying Statement of Qualifications, having first been duly sworn, deposes and says:

That such Statement of Qualifications is genuine and not sham or collusive, nor made in the interest or behalf of any person not herein named, and that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a sham submittal, or any other person, firm or corporation to refrain from submitting, and that the Proposer has not in any manner sought by collusion to secure for itself an advantage over any other Proposer.

(TITLE)

Subscribed and sworn to before me this
____ Day of _____, 2016

SIGNATURE OF NOTARY PUBLIC
IN AND FOR THE

COUNTY OF _____

STATE OF ARIZONA

(My Commission Expires _____, _____)