



**CITY OF TEMPE, ARIZONA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION**

**REQUEST FOR STATEMENT OF QUALIFICATIONS**

**JOB ORDER CONTRACTING (JOC) SERVICES**

**FOR**

**CONCRETE IMPROVEMENTS**

**CITY COUNCIL MEMBERS**

Mayor – Corey D. Woods

Vice Mayor – Doreen Garlid

Jennifer Adams

Nikki Amberg

Arlene Chin

Berdetta Hodge

Randy Keating

**CITY MANAGER**

Rosa Inchausti

**CITY ENGINEER**

Mark A. Weber, P.E.

2024

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**PLEASE NOTE: The City of Tempe has transitioned to an electronic submittal system for its Request for Qualification (RFQ) procurement. Physical submittals will no longer be accepted. Details of the electronic submittal process are outlined in Section IV below.**

## **SECTION I – BACKGROUND**

The City of Tempe’s roadways are an important means of transportation for residents, the workforce, students, and visitors. The City of Tempe recognizes the importance of having roadways that are in good condition. To determine the order and priorities of which streets will receive a pavement treatment, a Pavement Quality Index (PQI) score is developed for each street segment, which is measured 0-100 (Poor to Excellent). This measure is used by the City to plan for maintenance and repairs, and to allocate resources in the most efficient way possible.

At a minimum, the firm will be expected to successfully perform the following construction services related to pavement management, including, but not limited to subgrade preparation, formwork, concrete flatwork, backfilling, detectable warnings, and utility adjustments.

This JOC will have an initial one (1) year duration with an option to renew for up to four (4) one-year periods, for a maximum duration of five (5) years. The option to extend will be exercised based on the firm’s successful performance and the needs of Tempe. The maximum amount for a single Job Order will be \$4,000,000.00. A maximum annual contract amount of \$12,000,000.00 will be established for the first contract period as a total for all Job Orders. The annual contract maximum may be increased at the time the renewal is exercised as agreed to by both parties.

During the term of the JOC, work is performed as a series of individual Job Orders. Each Job Order, initiated by Tempe, is defined cooperatively by Tempe and the Job Order Contractor (JOC). A scope, schedule, and price are agreed upon, and the JOC Contractor is directed to proceed with the work.

## **SECTION II – SCOPE OF WORK**

Tempe is seeking qualified firms to provide paving and resurfacing of Tempe streets and of paved or unpaved areas within properties owned or controlled by Tempe. Qualified firms shall be capable of self-performance in accordance with the Maricopa Association of Governments Uniform Standard Specifications and Details for Public Works Construction and the Tempe Supplements thereto.

The scope of work will vary with each Job Order. Minor design services may be required for some Job Orders; however, most will be designed through consultants under separate contract with Tempe or by Tempe staff.

For Job Orders that may require design services the JOC Contractor shall seek the services of an Arizona registered professional engineer to prepare plans for permitting. It is the responsibility of the JOC Contractor to provide cost estimating, project scheduling for design, construction and/or maintenance, and obtain permits if needed from the appropriate Tempe departments and/or external agencies and stakeholders.

Job Order services may include but are not limited to:

- Obtain all permits required to complete job order assignment, including but not limited to; Engineering off-site, haul routes, stockpile, Stormwater Pollution Prevention Plan (SWPPP), dust control, jurisdictional right-of-way, traffic control plans, etc.
- Removal and replacement of Portland cement concrete within or adjacent to the roadway via removal and replacement or other methods.
- Removal and replacement of Portland cement concrete within Tempe owned parking areas via removal and replacement or other methods.
- Removal and replacement of Portland cement concrete curb, gutter, sidewalk, curb ramps, driveways, alley entrances, scuppers, catch basins and valley gutters, inclusive of installation of adjacent asphaltic concrete patch areas.
- Subgrade preparation, formwork, detectable warning placement, and backfilling in association with necessary Portland cement concrete improvements.
- Other services may be required, incidental to this JOC.
- Construction services also covered by the JOC will include, but are not limited to:
- Serve as general Contractor during construction; manage subcontractors during construction.
- Obtain all permits required to complete job order assignment, including but not limited to: engineering off-site, haul routes, stockpile, Stormwater Pollution Prevention Plan (SWPPP), dust control, jurisdictional right-of-way, light rail transit, freight railroads, traffic control, etc.
- Provide associated traffic control plans and setup of temporary traffic control devices.
- Coordination with utilities
- Participate in public meeting and prepare notifications (when required)
- Prepare and submit record drawings (when required)

At the beginning of each Job Order, a scope meeting will be scheduled to define design, tasks and construction services required of the JOC Contractor.

Tempe will provide construction administration, inspection, and acceptance material testing for the Job Orders.

The JOC Contractor shall furnish all plant, materials, labor, construction equipment, services, and transportation (all applicable taxes included) required for performing all work specified in the Job Order for which it is issued a Job Order Notice to Proceed in accordance with this Contract. Tempe may determine it is in its best interest to furnish materials and equipment for a specific Job Order in accordance with the Job Order.

The JOC Contractor shall construct the same and install the material therein for Tempe in a good and workmanlike and substantial manner and to the satisfaction of Tempe or its properly authorized agents and strictly pursuant to and in conformity with the Tempe JOC documents and other documents that may be made by Tempe through the Engineer or their properly authorized agents, as provided herein.

The JOC Contractor's representative shall be reasonably available to Tempe and shall have the necessary expertise and experience required to supervise the contract services. A JOC Contractor's representative will be assigned for each Job Order. The JOC Contractor's representative shall communicate regularly with Tempe and shall be vested with the authority to act on behalf of the JOC Contractor. Attendance at City department and/or other project progress

meetings may be required. Repeated instances of non-participation and/or lack of preparedness shall be grounds for non-renewal of the JOC contract and/or termination of the JOC or specific Job Order.

### **SECTION III – STATEMENT OF QUALIFICATIONS**

This procurement will be a two-step process. The first step of the two-step process by which the JOC will be selected through is a qualifications-based selection process. Firms interested in providing Job Order Contracting services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

#### **A. General Information (5 points)**

1. Provide a general description of the firm and/or team that is proposing to provide job order construction services. Explain the legal organization of the proposed firm or team. Provide an organization chart showing key personnel. *Please include the email address of the submitting party either in this section or within the cover letter.*
2. Provide the following information:
  - a. The Contractor must have a valid Arizona contractor's license. List of the Arizona professional and contractor licenses held by the firm/team and the key personnel who will be assigned to this project. Provide the license number and explain if held by an individual or the firm.
  - b. Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract which resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.
  - c. If selected as a finalist for this program, is your firm able to provide a statement from an A- or better surety company to verify the Company's bonding capacity for each project?

#### **B. Experience and qualifications of the firm/team (25 points)**

1. Identify at least three comparable projects which the firm completed in recent years and served as either Job Order Contractor, Construction Manager at Risk, or Prime Contractor. Special consideration will be given to firms that have provided JOC services on similar successful projects.

For each comparable project identified, provide the following information using the outline provided:

*Section 1 -* Description of project.

*Section 2 -* Role of the firm (specify whether JOC, Construction Manager at Risk, or Prime Contractor. Identify the percent and type of work self-performed. Also, specify services provided during design phase, i.e., cost estimating, scheduling, value engineering, and similar services).

- Section – 3* Project’s original contracted construction and final construction cost and final cost for work completed by your firm; please explain any overruns.
- Section 4 -* Contract dates (Specifically include contractual completion date vs. actual completion date; Construction start and completion dates, and original schedule; explain any overruns).
- Section 5 -* Project Owner and contact information.
- Section 6 -* Reference information (two names with telephone numbers per project, but no more than one reference shall be from the City of Tempe).

2. Describe experience in relevant local projects that the team has completed over the last five years and list all on-going projects.

**C. Experience of key personnel to be assigned to this project (25 points)**

1. For each key person identified, list at least two recent 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. **DO NOT REFERENCE “See Resume”.** Please include all requested information for this section as requested. For other projects provide:

- Section 1 -* Description of project.
- Section 2 -* Role of the person.
- Section 3 -* Project’s original contracted cost for construction and final construction costs for work completed; explain justification for any overruns.
- Section 4 -* Construction completion dates and original schedule; explain any overruns.
- Section 5 -* Project Owner.
- Section 6 -* Reference information (two names with telephone numbers per project).

2. For each key person identified from Section B and Section C, describe their experience in relevant listed projects.
3. For projects listed in Section B and Section C, please identify which proposed key team members worked together on such projects and in what capacity.
4. List any proposed subcontractors, including key staff names and the experience and qualifications of these individuals.

**D. Understanding of the project and approach to performing the required services (25 points)**

1. Discuss how your team addresses major issues on a project.
2. Discuss your firm’s project management approach and team organization during the design and construction phase process.

3. Describe systems to be used for planning, scheduling, estimating, and managing construction. Briefly describe the firm’s experience in quality control, dispute resolution and safety management.
4. Submit sub-contractor selection plan that meets Arizona Revised Statutes Title 34 requirements.

**E. Firm Performance and Resources (10 points)**

1. For current projects the proposed team is working on, please provide the following information in the table format as indicated below.

Key Personnel	Current/Upcoming Projects	Anticipated End Date	Percent of time Dedicated

2. Please provide a list of your on-going JOC programs.

**F. Overall evaluation of the firm/team and its perceived ability to provide the required services (10 points)**

This is to be determined by the selection panel members. No submittal response required.

**SECTION IV – SUBMITTAL REQUIREMENTS**

Statement of Qualifications for this procurement **MUST** be submitted through the City’s PMWeb Software System. You are required to register as an RFQ holder and receive your login credentials no later than two (2) business days prior to the submittal due date.

Firms interested in the above procurement should submit a Statement of Qualifications (SOQ), **which is a maximum length of twelve (12) pages of at least 11-point font to address the SOQ criteria (excluding resumes but including a cover letter and organizational chart). Resumes for each key team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ.** All documents submitted as part of the SOQ (including attachments and appendices) must be submitted in PDF format.

Registered RFQ holders are invited to submit proposals at:

<https://tempe-az.pmweb.com/pmweb/>

For technical support regarding your login credentials email [PMWeb\\_admin@tempe.gov](mailto:PMWeb_admin@tempe.gov).

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 cut-off date, time, and place. This will be determined by the date and time of the submittal in PMWeb. Please note the time will be determined based on Arizona Time (Mountain Standard Time year-round)

**Any question(s) related to this procurement shall be in writing and submitted no later than the date and time listed below to [contractor\\_support@tempe.gov](mailto:contractor_support@tempe.gov) Any questions submitted after this deadline will not be considered.**

## **SECTION V – SELECTION PROCESS AND TENTATIVE SCHEDULE**

This procurement will use a two-step selection process comprised of a qualifications-based selection process which will consist of a cost value element.

Interested firms will submit their SOQs as part of the first step. The selection committee will evaluate the SOQs according to the criteria in Section III above and create a finalists list of up to seven (7) of the best qualified firms. The second step will consist of a request for proposals (RFP) to be issued to the finalists. The finalists will submit technical proposals and price proposals in response to the RFP. The finalists' proposals will be evaluated and scored according to the RFP scoring methodology. The firms with the highest total scores will be chosen for the procurement. The final step is the recommendation for award of the JOC.

The following tentative schedule has been prepared for this project. *Firms interested in this project must be available for the scoping meeting date.*

### **Anticipated Schedule**

All written questions submitted no later than	November 21, 2024, by 4:00 p.m., Arizona time
RFQ holder registration no later than	December 3, 2024
Statement of Qualifications due	December 5, 2024, by 4:00 p.m., Arizona time
Request for Proposals due	January 2025
Scope meeting	February 2025

A Selection Committee will evaluate each SOQ according to the above criteria. Upon review of the SOQ's and based on the results of the scoring criteria above, the City will develop a final list of up to five (5) firms.

The City will enter into negotiations with up to five (5) firms on the final list and execute a contract upon completion of negotiation of fees and contract terms for City Council approval. If the City is unsuccessful in negotiating a contract with the committee selected best-qualified firm, the City may then negotiate with the next most qualified firm in sequence until an agreement is reached, or a determination is made to reject all firms on the final list.

The City will enter into contract with up to five (5) firms pursuant to this RFQ.



## **SECTION VI – GENERAL INFORMATION**

**RFQ/ RFQ Holders list.** The RFQ and RFQ Holders List are available on the City’s website at: <https://www.tempe.gov/engineering>. Firms who receive a copy of this packet must register as an RFQ holder on the website to obtain login credentials for access to PMWeb Software System.

**Instructions.** The City of Tempe 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 furnished to all registered Request for Qualifications holders.

**Taxes.** Prior to execution of this Contract, JOC must ensure all applicable taxes due by Contractor are paid in full. At all times, the determination of applicable taxes and rates, and remitting taxes owed, shall be the sole responsibility of Contractor. **It is the sole responsibility of the Contractor and any subcontractors to obtain a Letter of Good Standing from the Arizona Department of Revenue prior to Contract award. Go to <https://azdor.gov/forms/collections-forms/tax-clearance-application> to obtain directions regarding how to submit for the Letter of Good Standing. Submit a copy of the Letter of Good Standing to [contractor\\_support@tempe.gov](mailto:contractor_support@tempe.gov)**

**Protest Procedure.** The City of Tempe protest procedures are outlined in Section 26A-21, of the Tempe City Code, available at [www.tempe.gov/citycode](http://www.tempe.gov/citycode).

**City Rights.** The City of Tempe reserves the right to accept or reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.

**Boycott.** All firms interested in this project certify that they are not currently engaged in and agree for the duration of this Contract/Agreement that they will not engage in, a boycott of Israel, as that term is defined in A.R.S. § 35-393.

**Antidiscrimination.** All firms interested in the project certify that they shall not refuse to hire or employ or bar or discharge from employment any person, or discriminate against such person in compensation, conditions, or privileges of employment because of race, color, gender, gender identity, sexual orientation, religion, national origin, familial status, age, disability, or United States military veteran status. The awarded firm shall provide a copy of its antidiscrimination policy to the City to confirm compliance with this requirement or attest in writing to compliance based upon the criteria outlined under Tempe City Code, Chapter 2, Article VIII, Section 2-603(5).

**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, but not limited to, the evaluation panel, the City Manager, Assistant 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 must only be addressed to the authorized representative identified below.

**Black Out Provision.** No firm, including anyone directly or indirectly on behalf of such firm, shall attempt to influence any part of the process. From the time the RFQ is issued until the City Council makes the contract award (the “Black-Out Period”), firms directly or indirectly through others, are restricted from attempting to influence in any manner the decision making process through, including, but not limited to, the use of paid media; contacting or lobbying the City Council or City Manager or any other City employee; contacting reporters; contacting SOQ evaluators; submitting letters, e-mail messages or other similar forms of communications to the editor of newspapers and other media for publication or ghostwriting or otherwise requesting others to submit such letters, e-mail messages or other similar forms of communication; responding to questions from media or other sources regarding the RFQ or their submittal during the “Black-Out Period” or in any other way which could be construed to influence any part of the decision making process about this RFQ.

Violation of this provision will cause the SOQ of the firm found in violation to be rejected.

**Questions.** Questions pertaining to this selection process or contract issues should be directed to [contractor\\_support@tempe.gov](mailto:contractor_support@tempe.gov) Please send all queries in writing. All written questions submitted no later than November 21, 2024, by 4:00 p.m., Arizona time.