



**Request for Qualifications (RFQ)
Historic Keystone Stairs Rehabilitation
(CDBG #108-24)**

Date Offered: December 13, 2023

Closing Date & Time: January 16, 2024 at 2:00 p.m.

Contact Person: Angela Gotto, Administrative & Special Projects Coordinator:
Central Arizona Governments, agotto@cagaz.org

**Town of Miami
500 W. Sullivan Street
Miami, AZ 85539**



NOTIFICATION OF REQUEST FOR QUALIFICATIONS
MIAMI, ARIZONA ("TOWN")
REQUEST FOR QUALIFICATIONS
HISTORIC KEYSTONE STAIRS REHABILITATION PROJECT
THIS PROJECT IS FEDERALLY FUNDED THROUGH
COMMUNITY DEVELOPMENT BLOCK GRANT CONTRACT NO. 108-24

Notice is hereby given that the Office of the Clerk of the Town of Miami ("Clerk") is requesting statements of qualification on the following project:

HISTORIC KEYSTONE STAIRS REHABILITATION PROJECT

CDBG Contract No. 108-24

WHERE TO OBTAIN RFQ PACKET:

You may obtain an RFQ packet at the following website: www.cagaz.org, miamiaz.gov, or by emailing Angela Gotto at agotto@cagaz.org.

LABELING INSTRUCTIONS:

Sealed proposals must be labeled on the outside of the package as follows:

Town of Miami
ATTN: Karen Norris
RE: Request for Qualifications – Town of Miami
Historic Keystone Stairs Rehabilitation Project
CDBG Contract No. **108-24**
500 W. Sullivan Street
Miami, AZ 85539

WHERE TO SUBMIT:

Proposers must submit **ONE (1) ORIGINAL AND TWO (2) COPIES** of the proposal to the following person and address:

Town of Miami
ATTN: Karen Norris
RE: Request for Qualifications – Town of Miami
Historic Keystone Stairs Rehabilitation Project
CDBG Contract No. **108-24**
500 W. Sullivan Street
Miami, AZ 85539

Proposers are responsible for their timely submission and should direct their couriers or package delivery companies (e.g., UPS, FedEx, etc.) to deliver to the Town Clerk (“Clerk”). Proposers are responsible for ensuring their submissions are received by the Clerk on or before the Submittal Deadline. No oral, telegraphic, electronic, facsimile, or telephonic bids or modifications will be considered unless specified in the solicitation document. Submissions that are mailed to an incorrect address or received after the Submittal Deadline will be returned unopened to the sender and will not be considered for an award of contract. The governing time for the Submittal Deadline is Arizona Time.

DEADLINE TO SUBMIT:

Proposals must be submitted on or before **Tuesday, January 16, 2024 at 2:00 P.M. (ARIZONA TIME)**.

It is the sole responsibility of the proposer to comply with any and all addenda issued and posted at the above websites during this action. Small business enterprises and disadvantaged business firms are encouraged to participate.

SECTION 1: PROJECT DESCRIPTION/SCOPE OF WORK

In accordance with the Town of Miami’s procurement regulations and Federal Grant requirements, the Town is soliciting professional engineers to provide design and construction management for the Historic Keystone Stairs Rehabilitation project. The Town of Miami has been awarded a Community Development Block Grant (CDBG) through the State of Arizona Department of Housing (ADOH) funded by the U.S. Department of Housing and Urban Development (HUD) for this work.

PROJECT DESCRIPTION

The project will include the design and construction of repairing or replacing existing damaged concrete on the stairs, landings and ramps, replacement of existing retaining wall and extension of retaining wall where needed, replacement of existing handrails, replacement of missing handrails and add additional handrails where needed. The scope will also include construction of two new lookout points on the East and West ends of the stairs, installation of proper drainage to prevent erosion and installation of solar lighting to illuminate stairs. The existing ground level Keystone Stairs entrance approach concrete slab is approximately 10'wx56'L, located between two privately owned buildings. Following the 56' long approach slab, the first flight of stairs begins, and the stair width varies from 4' to 6'. There are 12 flights of concrete stairs, with 150 steps, five stair landings approximately 38 lineal feet, 12 ramps are approximately 192 lineal feet total. Stairs, landings, and ramps are approximately 380 lineal feet combined total. There are two existing lookout viewing points approximately 3'w x5'l, that are located on the west side of the stairs and ramps.

SCOPE OF WORK

The ENGINEER shall provide all the materials and services required by this Contract in accordance with recognized professional standards, and in a competent and acceptable form and manner including:

- A. Provide all professional and basic services necessary to prepare all preliminary and final design plans, specifications, cost estimates and bid documents, including but not limited to design, all surveying as needed, and documentation of existing conditions as needed. Firm is to assure and provide all components required to fully design and construct this project, including any alternative recommendations, cost estimates, and construction coordination as needed to complete the project. Firm is to be in compliance with all local, county, state, and federal codes and requirements.
- B. Coordinate with CAG on the bid package and make any necessary revisions to plans and specifications prior to publication of the Request for Proposals. CAG will assemble, advertise and distribute the bid package.
- C. Provide assistance to CAG as necessary regarding contractors' questions during the bid period.
- D. Attend pre-bid and pre-construction conference in Miami.
- E. Interpret plans and specifications for contractor.

- F. Review and make recommendations to CAG concerning contractor progress payments.
- G. Review and process contractor change orders and submit to CAG and the TOWN for approval.
- H. Provide all necessary interim and final inspections of contractor's work.
- I. Be available for advice and consultation to CAG and the TOWN during the life of the contract and during construction.
- J. Attend final walk through with CAG and project sign off.
- K. Prepare record drawings of construction and submit electronic copy to CAG.
- L. If requested, attend meetings of the Town Council.

SECTION 2: SUBMITTAL REQUIREMENTS

RFQ REQUIREMENTS

Submit one (1) original and one (2) copies of the following:

- A. Cover Letter: One (1) page introduction including the assurance that minimum insurance requirements will be met.
- B. Executive Summary: A one (1) or two (2) page summary including:
 - i. Qualifications of the individual or firm.
 - ii. Project manager and his/her experience
 - iii. Project timeline, specifically including when the team can start the project, project phases, and a completion date. The timeline of the successful proposal will be incorporated into the negotiated contract.
- C. Statement of Qualifications: Describe the competence and experience of the firm or individual including:
 - i. Experience in working with municipalities and/or federally funded projects.
 - ii. Contract/construction management experience to include federal contracts.
- D. Previous Experience: No more than two (2) pages containing:

- a. A list of 5-10 past clients including local governments and similar projects. Information should include, at a minimum, the following in order to expedite reference checks during the scoring process:
- Name of project and location
 - Owner/client's name
 - Owner/client's address
 - Contact name and phone number
 - Contract award date and contract completion date
- E. Response to the Scope of Work: One (1) or two (2) pages describing your firm's approach to the design process and suitability of the proposed budget. The total budget available for the project in its entirety, including engineering services and contingency, is approximately \$196,000.
- F. Certifications (submit original only, copy not required)
- a. The certifications are required and must be submitted with your submittal.
 - b. Certifications must have an original signature by the appropriate officer of the firm or in the event of a sole proprietor or partnership, by the proprietor or general partner.

Sealed Requests for Qualifications will be received in the office of the Town Clerk, Miami Town Hall, 500 W. Sullivan Street, Miami, AZ 85539 until 2:00 p.m. on January 16, 2024, at which time all submittals received will be opened and the names read aloud. Failure of the respondent to complete all required documents may result in rejection of the submittal. All submittals should be identified as "Town of Miami; ATTN: Karen Norris; RE: Request for Qualifications – Town of Miami; Historic Keystone Stairs Rehabilitation Project; CDBG Contract No. **108-24**; 500 W. Sullivan Street Miami, AZ 85539

COST OF SUBMITTAL BORNE BY RESPONDENTS

The cost incurred by Respondents in preparing the RFQ or incurred in any manner in responding to the RFQ may not be charged to the TOWN.

SECTION 3: FEDERALLY FUNDED STATEMENT

FEDERAL FUND USAGE

Respondents to this RFQ are hereby notified that federal funds are being used to assist in the construction of this project and, accordingly, all construction will be required to comply with all applicable federal laws, including, but not limited to, the Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented by the Department of Labor regulations (29 CFR, Part 3). In addition, all wages paid for the construction phase of this activity must be in compliance with the Davis-Bacon wage rate determination for this project. CAG will monitor for compliance with these Regulations and Acts. The ENGINEER and all subcontractors shall comply with any state or local EEO requirements where applicable to this project.

SECTION 4: PROCESS FOR EVALUATING QUALIFICATIONS

SELECTION PROCESS

1. Following RFQ opening at the time and location specified, the original copy of the submittal shall be retained by the Town Clerk.
2. Submittals will be ranked by representatives of the Town of Miami. Submittals will be evaluated using the criteria in the table below and scored based on a maximum of 100 points.
3. The Selection Committee may invite two (2) or more respondents to attend an interview. Respondents will be contacted to schedule a time and location for the interview.
4. The Selection Committee will evaluate and rank firms accordingly.
5. The firm selected will be asked to negotiate the final scope of work, price, and to develop a contract. Should negotiations fail to result in the development of a contract, the next highest-ranking firm will be offered the opportunity to continue the process. This method may continue until an agreement is reached and a contract negotiated.
6. The Engineering firm’s fixed fee and proposed contract will be forwarded to the Town Council for consideration.
7. The cost incurred by respondents in preparing the RFQ or incurred in any manner in responding to the document, may not be charged to the Town of Miami.
8. All respondents will be notified of the results within thirty (30) days after the close of the RFQ period.

The scoring breakdown is as follows:

Qualifications	Total Points
a. General qualifications of the individual or firm	30
b. Applicant's previous experience with similar/relevant projects	15
c. Demonstrated ability of key personnel.	15
d. Proposed work schedule. Time frame for delivery of service.	10
e. Suitability of the Response to the Scope of Work	30

The Town reserves the right to solicit additional information from any and all Proposers. The Town reserves the right to waive any informalities in the submittals and to negotiate with any and all Proposers. The Town reserves the right to reject any and all submittals if it is deemed in the best interest of the Town.

CONTRACT EXECUTION

Contingent upon successful negotiations with the selected Firm, CAG will transmit to the Firm copies of the actual Contract for execution. The Firm agrees to deliver three (3) duly executed Contracts to CAG within THIRTY (30) calendar days from the date of receipt of said notice and Contracts. Upon receipt of the executed Contract from the Firm, the Town will seek authorization from the Town Council to execute the Contract within thirty (30) calendar days. The Contract shall have no force or effect on the Town, unless and until, it is approved by formal action of the Town Council.

PROTEST PROCEDURE

Protests shall be submitted in writing to Angela Gotto, Administrative & Special Projects Coordinator, Central Arizona Governments, 2540 W. Apache Trail, Suite 108, Apache Junction, Arizona 85120, agotto@cagaz.org within seventy-two (72) hours of notification of award/non-award. Protests must contain at a minimum, the name, address, and telephone number of the protester; the signature of the protestor or its representative and evidence of authority to sign; a detailed statement of the legal and factual grounds of the protest including copies of relevant data; and the form of relief requested. Within three (3) business days of receipts, and after consultation with legal counsel, ADOH or others, CAG will respond to the protest.



SECTION 5: REJECTION OF SUBMITTALS

REJECTION OF SUBMITTALS

The RFQ shall in no manner be construed as a commitment on the part of the Town to award a contract. The Town of Miami reserves the right to reject any or all submittals; to waive minor irregularities in the RFQ process or in the responses thereto; to re-advertise this RFQ; to postpone or cancel this process; and to change or modify the RFQ schedule at any time.

Additionally, any of the following causes may be considered as sufficient reason for disqualification and/or rejection of a prospective applicant's submittal:

- a. Submission of more than one (1) submittal by an individual, firm, partnership, or corporation under the same or different name.
 - b. Submission of an incomplete submittal.
 - c. Firm's failure to satisfactorily perform any present or previous obligation to the Town.
 - d. Any other conduct or circumstance that by law requires rejection of a submittal.
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EXHIBIT "A"

Project Location Map

