

Town of Clifton

Request for Qualifications for Engineering Services

Contract #153-19

Waste Water Treatment Plant Planning and Collection System Improvements Engineering

The Town of Clifton is hereby requesting submittals from qualified engineers duly registered in the State of Arizona by the Arizona Board of Technical Registration. The Town of Clifton 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 the purpose of developing construction plans for a new Waste Water Treatment Plant located at 780 S. Coronado Blvd, and the decommissioning of the existing plant currently at that location. In conjunction with that project, the Town also wishes to make significant upgrades to its wastewater collection system.

The Town is seeking to contract with a competent engineering firm that has experience with municipal and federally funded construction projects to include, but not be limited to, Community Development Block Grants.

Respondents should visit the site and take such other steps as may be reasonably necessary to ascertain the nature and location of the work and the general and local conditions which can affect the work or the cost thereof. Failure to do so will not relieve the Respondent from responsibility for estimating properly the difficulty or cost of successfully performing the work. The Town of Clifton will not assume responsibility for any understanding or representations concerning conditions made by any of its officers or agents prior to the execution of the Contract unless included in the Request for Qualification, the specifications or related documents.

Please see the draft Preliminary Engineering Report located on the Town of Clifton website at: <https://www.cliftonaz.com/public-works.html> for additional information. (The link is at near the bottom of the page.)

I. Project Description

The following is a description of the project to be conducted: Develop all Planning and Engineering for the construction of a new extended aeration Waste Water Treatment Plant, and the decommissioning of the existing plant. Develop all Planning and Engineering for improvements (including repair, replacement or relining) of needed sections to the collection system, including lift stations.

II. Scope of Work

The Engineer agrees to provide all of the materials and services required by this Contract, in a complete and acceptable form, as customarily provided according to professional standards for completion of the Contract that shall include:

- Provide all professional and basic services necessary to produce all preliminary and final

design plans and specifications in accordance with all town, county, state and federal codes and requirements.

- Provide all engineering and/or surveying as required.
- Assemble bid package including all ADOH requirements and bid specifications, submit the package for review by the TOWN and ADOH and make any necessary revisions to the bid package prior to publication of the notice to bid. Assist in preparation of the notice to bid.
- Produce and provide twenty (20) copies of the bid package and plans for distribution during the bidding process.
- Respond to contractors' questions during the bid period.
- Prepare construction contracts and documents for review and approval of the TOWN prior to execution.
- Attend pre-bid and pre-construction conference in Clifton and provide assistance to the TOWN in completing the "Pre-Construction Conference Report" form LS-6.
- Interpret plans and specifications for contractor.
- Review and make recommendations to the Town of Clifton concerning contractor progress payments.
- Review and process contractor change orders and submit to the Town of Clifton for approval.
- Provide all necessary interim and final inspections of contractor's work.
- Be available for advice and consultation to the Town of Clifton during the life of the contract and during construction.
- Attend final walk through with the Town of Clifton.
- Prepare record drawings of construction and submit two (2) full sets to the Town of Clifton.
- If required, attend meetings of the Clifton Town Council.

III. Request for Qualification Requirements

Submit one (1) original and (1) copy of the following:

1. Cover Letter: One (1) page introduction including the assurance that minimum insurance requirements will be met.

2. Executive Summary: A one (1) or two (2) page summary including:

- a. qualifications of the individual or firm;
- b. project manager and his/her experience;
- c. Project timeline, specifically including when the team can start the project, project progress and a completion date. The timeline of the successful proposer will be incorporated into the negotiated contract.

3. Statement of Qualifications: Describe the competence and experience of the firm or individual including:

- a. Experience in working with federally funded projects.
- b. Contract/construction management experience to include federal contracts.
- c. Experience with a similar Waste Water Treatment Plant and/or collection system project.
- d. Familiarity with Clifton's existing Waste Water Treatment Plant and collection system.
- e. Ability to be on-site in Clifton as needed.

Each of these statements will be evaluated with a score of 0-20 (20 being the highest) to total up to 100 points.

4. Previous Experience: One (1) or two (2) pages containing:

a. A list of 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;
- Phone number;
- Contract award date;
- Contract completion date.

5. **Response to the Scope of Work**: Describe the tasks to be completed under each item listed in **II. Scope of Work**.

6. **Certifications**

a. All certifications must be original signatures 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, Clifton Town Hall, 510 N Coronado Blvd, AZ, 85533 until **1:00 p.m. on Monday, January 22, 2018**, at which time all submittals received will be opened and the names read aloud. Failure of the respondent to complete all of the bid documents may result in rejection of the submittal. All submittals should be identified as "*Sealed Request for Qualification- Town of Clifton Waste Water Treatment Plant Planning and Engineering*".

Correspondence, questions, and/or clarifications of the proposal procedure should be directed to: Ian McGaughey, Town Manager, Town of Clifton, 510 N Coronado Blvd., Clifton, AZ 85533; phone number: (928) 865-4146; fax: (928) 865-4472; TTY: (928) 865-5109; e-mail: ian@townofclifton.com