



Page Utility Enterprises

electric and water services for the people . . . by the people



640 Haul Rd., * P.O. Box 1955 * Page, Arizona 86040
Fax: (928) 645-5322 Phone: (928) 6452419



REQUEST FOR STATEMENT OF QUALIFICATIONS

JOB ORDER CONTRACT (JOC) SERVICES

FOR

REPAIRS AND/OR IMPROVEMENTS TO WASTEWATER & WATER TREATMENT PLANTS & SYSTEMS

**City of Page
d.b.a
Page Utility Enterprises**

Table of Contents

	Page
Request For Statement of Qualifications.....	3
Section I- Project description.....	4
Section II- Scope of Services.....	4
Section III- Statement of Qualification Evaluation Criteria.....	5
Section IV- Submittal Requirements.....	5
Section V- Selection Process and Schedule.....	6
Section VI-General Information-	6

**CITY OF PAGE, ARIZONA
d.b.a.
Page Utility Enterprises**

REQUEST FOR STATEMENT OF QUALIFICATIONS

**JOB ORDER CONTRACT SERVICES FOR REPAIRS AND/OR IMPROVEMENTS TO
WASTEWATER/ WATER TREATMENT PLANTS & SYSTEMS**

NOTICE IS HEREBY GIVEN that Statements of Qualifications will be received by Page Utility Enterprises for the City of Page at Page Utility Enterprises, P.O. Box 1955, 640 Haul Road, Page, Arizona, until 4:00 pm on Wednesday, March 20, 2019.

Submissions must be in the actual possession of Page Utility Enterprises on or prior to the exact time and date indicated above. Late submissions shall not be considered and will be returned unopened. The prevailing clock shall be Page Utility Enterprises' clock.

Statements of Qualifications must be submitted in a sealed envelope. The firm's name, address, and project title must be clearly indicated on the outside of the envelope. Submissions sent through Federal express or other express mail agencies must have the Statement of Qualifications sealed within an additional envelope inside the outer mailer.

This RFQ is an invitation for the submission of Statements of Qualifications from licensed contractors/contracting firms interested in providing an indefinite delivery and quantity of repairs and/or improvements to the City of Page Wastewater and Water Treatment Plants and Systems over the duration of a maximum of ten years.

Questions and requests for a RFQ package that contains all the information needed to complete and submit a response shall be directed to: Matthew Wood, P.O. Box 1955, 640 Haul Road, Page, AZ 86040, (928) 645-2419.

PUE reserves the right to reject any or all statements of qualifications and/or reissue this RFQ and shall not be obligated to accept any submission or to negotiate with any respondent.

SECTION I-PROJECT DESCRIPTION

Page Utility Enterprises (PUE) is inviting your firm to submit a Statement of Qualifications (SOQ) for Job Order Contracting Services to provide an indefinite delivery/indefinite quantity of repairs and/or improvements to the City Wastewater and Water Treatment Plants and Systems. PUE will use a selection process comprised of evaluation of SOQs and possible interviews with select firms as described in this Request for Statement of Qualifications (RFQ). A Selection Committee will create a final list, in order of preference, of the three (3) best qualified firms and will enter into negotiations with the top ranked firm on the final list for a Job Order Contract (JOC).

The anticipated JOC will have a five (5) year duration with an option to renew for up to five (5) one year periods, for a maximum duration of ten (10) years. The option to extend will be exercised based on the Job Order Contractor's successful performance, the needs of PUE, and pursuant to A.R.S. § 34-605(A) the availability and appropriation of monies. The Utility has the right to terminate the contract at any time for any reason.

During the term of the JOC, work is performed as a series of individual Job Orders. Each Job Order, initiated by PUE, is defined cooperatively by PUE and the Job Order Contractor. A scope, schedule and price are agreed upon, and the Job Order Contractor is directed to proceed with the work. A maximum annual contract amount of \$500,000 has been established for the 2019-2020 fiscal year as a total for all Job Orders.

SECTION II – SCOPE OF SERVICES

PUE is seeking qualified contractors to provide both Water and Wastewater Treatment Plant and System Repair and Improvement services within properties owned or controlled by the City of Page. Qualified contractors shall be capable of self-performing a minimum of 50% of each Job Order. The proposed work will be accomplished in accordance with the Maricopa Association of Governments Uniform Standard Specifications and Details for Public Works Construction as adopted by the City.

The scope of work will vary with each Job Order. Currently there are no specific jobs planned for this contract. This JOC contract will be used as needed and does not guarantee any jobs during the contract period.

Emergency response and design services may be required for some Job Orders.

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

At the beginning of each Job Order, a scope meeting will be scheduled to define the services required of the Job Order Contractor. For emergency projects, PUE may elect to authorize the completion of the job based on time and materials per the Job Order Contractor's rate sheet incorporated into the JOC contract. Note: A standard rate sheet will be requested following selection, but should not be included with the Statement of Qualification.

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

SECTION III – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

The Job Order Contractor will be selected through a qualifications-based selection process. Firms interested in providing JOC services must submit a Statement of Qualifications (SOQ) that addresses the following issues in the following order:

- **Qualifications and past performances with references – 25 points**
- **Previous experience with Job Order Contracts – 25 points**
- **Qualifications of key personnel – 15 points**
- **Quality assurance program or quality management plan – 15 points**
- **Project management methods – 10 points**
- **Demonstrated ability to handle multiple jobs simultaneously – 5 points**
- **Financial status – 5 points**

SECTION IV - SUBMITTAL REQUIREMENTS

Firms interested in the above project should submit a Statement of Qualifications, which is a maximum length of twelve (12) pages of at least eleven (11) point font to address the SOQ criteria (excluding resumes). Resumes for each key member shall be limited to a maximum length of two pages and attached as an appendix to the SOQ.

Please provide one (1) original and six (6) copies of the SOQs, total of seven (7), prior to the time and date listed below in the schedule.

SOQs must display the firm's name and project title and be submitted to:

If via mail:	If hand-delivery (or via UPS/Fedex):
Page Utility Enterprises	Page Utility Enterprises
Attn: Matthew Wood	Attn: Matthew Wood
P.O. Box 1955	640 Haul Road
Page, AZ 86040	Page, AZ 86040

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.
- The number of originals and/or copies of the submittal specified.
- Email submittals will not be accepted.

Adherence to the maximum page criterion is critical; each page side (maximum of 8 ½" by 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will

be counted towards maximum number of pages. PUE reserves the right to accept or reject SOQs that exceed the maximum page limit.

SECTION V - SELECTION PROCESS AND SCHEDULE

The following tentative schedule has been prepared for this project.

SOQs due	March 20, 2019 by 4:00 p.m. MST
Committee Eval. Complete	April 3, 2019
Scope meeting(s)	As needed

Upon receipt, the SOQs will be reviewed for compliance with the submittal requirements. A Selection Committee (Committee) will evaluate each SOQ according to the above criteria and point system. The Committee will select a short list of three (3) finalists, in order of preference. In its sole discretion, PUE will then enter into negotiations with the firms on the final list in the established order of preference for an individual JOC.

The Committee may invite the selected finalists for interviews regarding their qualifications. In the event interviews are determined to be desirable, all finalists will be provided with detailed interview scoring criteria prior to being interviewed. At its discretion, PUE will then enter into negotiations with the firms in an established order of preference, based on interview criteria scores, for an individual JOC.

If a satisfactory contract cannot be negotiated with the highest qualified firm, PUE may, at its sole discretion, formally terminate negotiations with that firm and begin contract negotiations with the next highest-ranking Respondent or terminate the RFQ process.

SECTION VI - GENERAL INFORMATION

A. Compliance with Law. PUE shall make every effort to comply with A.R.S. Title 34 in all stages of this RFQ. In the event it is determined that this RFQ process is in conflict with A.R.S. Title 34, or any other law for that matter, PUE shall immediately amend the process and provide notification to all parties who are known to have received a copy of this RFQ or submitted a SOQ.

B. PUE Rights. PUE reserves the right to:

- i. accept or reject any or all SOQs, to waive any informality or irregularity in any SOQ received, or in the RFQ process, and to be the sole judge of the merits of the respective SOQs received.
- ii. terminate the RFQ process at any time.
- iii. reissue the RFQ.
- iv. Extend the time frame for submission of SOQs by notification to all parties who are known to have received a copy of this RFQ.
- v. Hold all SOQs for a period of sixty days after the submission deadline, and accept an SOQ not withdrawn before said deadline.

C. Contact with PUE Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) 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 General Manager, Board Members 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.

D. Instructions. PUE shall not be held responsible for any oral instructions. Any changes to this RFQ will be in the form of an addendum, which will be published and furnished to all known recipients of this RFQ.

E. Public Records. All SOQs shall remain confidential in accordance with A.R.S. § 34-603G.

F. Questions. Questions pertaining to this selection process or contract issues should be directed to: Matthew Wood, at (928) 645-2419.