Engineering Design and Construction Standards Update

Request for Statement of Qualifications

September 11, 2018

Board of Supervisors
Rowle Simmons, Chairman
Randy Garrison, Vice-Chairman
Thomas Thurman, Member
Craig L. Brown, Member
Jack Smith, Member

Clerk of the Board
Kim Kapin

Public Works Director
Dan Cherry, P.E., CFM
Request for Statement of Qualifications

Professional Design Services for the

Engineering Design and Construction Standards Update

Yavapai County Public Works Department
1100 Commerce Drive
Prescott, AZ 86305
(928) 771-3183
www.yavapai.us/publicworks

CONTACT:

Chris Steele, P.E., PTOE
Senior Engineering Design Manager
Telephone: (928) 771-3183
E-Mail: chris.steele@yavapai.us

Due Date: Thursday October 11, 2018 by 4:00 PM Arizona MST
NOTICE OF REQUEST FOR STATEMENT OF QUALIFICATIONS

PROFESSIONAL SERVICES FOR THE ENGINEERING DESIGN AND CONSTRUCTION STANDARDS UPDATE IN YAVAPAI COUNTY, ARIZONA

Due Date: Thursday, October 11, 2018 at 4:00 PM, Arizona MST

Yavapai County invites qualified person/firms to submit Statement of Qualifications (SOQ’s) to provide professional services in the preparation of

The procurement of professional engineering services for this project will be governed by A.R.S. §34-603 with the agreement awarded on the basis of demonstrated competence and qualifications. All applicable Federal Laws, State Laws, Municipal Ordinances, and the rules and regulations of all authorities having jurisdiction over said item shall apply throughout.

The Request for Statements of Qualifications packet will be posted to the project page on the Yavapai County Public Works Department Website, www.planroomdirect.com/group/yavapai-county-public-works-department by the end of day on Tuesday, September 11, 2018. It is the responsibility of the consultant to check the website for any addenda prior to submitting the Statement of Qualifications.

Questions for the Request for Statements of Qualifications will be accepted until September 28, 2018. All responses to questions will be posted to the PlanroomDirect website listed above by 4:00 PM October 1, 2018.

Sealed Statements of Qualifications will be received until 4:00 PM Arizona MST on Thursday, October 11, 2018, at the Yavapai County Public Works Department Office, Attn: Dan Cherry, 1100 Commerce Drive, Prescott, AZ 86305. Any submittals received after 4:00 PM, Arizona MST on the above-stated date will be returned unopened. All submittals must conform to the Request for Statement of Qualifications available from County website listed above. Yavapai County reserves the right to reject any and all submittals, and the County assumes no liability for the cost of preparing a response to this request.

The outside of the submittal envelope shall indicate the name and address of the respondent, shall be addressed to the Yavapai County Public Works Department at the above address and shall be marked “Engineering Design and Construction Standards Update”.

Publish: The Daily Courier
September 9, 10, 11, 12, 2018
The Verde Independent
September 12, 14, 2018
REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ) FOR
THE ENGINEERING DESIGN AND CONSTRUCTION STANDARDS UPDATE

1.0 REQUEST FOR QUALIFICATIONS

Yavapai County Public Works is soliciting a request for Statement of Qualifications (SOQ) from qualified engineering firms wishing to provide services for the Engineering Design and Construction Standards Update project.

A preliminary scope of work has been outlined to provide a basis for the SOQ. The firm’s SOQ should address the elements listed in the draft scope; however, the County will consider additions and/or suggested modifications to the listed tasks if the firm believes that the additions and/or modifications will be beneficial to the project, minimize costs, or provide an expedited timeline on the project.

2.0 INSTRUCTIONS

Statements of Qualifications will be received at Yavapai County Public Works, 1100 Commerce Drive, Prescott AZ 86305 until 4:00 PM on Thursday, October 11, 2018. Six (6) copies of the SOQ must be submitted at the address below with the notation: “Engineering Design and Construction Standards Update”. Any Statement of Qualifications received at the wrong location or after the time specified will not be accepted and shall be returned without being opened. It is the firm’s responsibility to assure that the Statements of Qualifications are received at the Yavapai County Public Works office on or before the specified time.

SOQ Submittal Requirements

- The SOQ shall include a transmittal letter, including the firm name, address, telephone number, fax number, e-mail and name of firm’s contact person.
- A maximum of 12 pages, single sided, is permitted to address SOQ submittal (maximum page limit includes cover letter, evaluation criteria and all additional information).
- Submit six copies of the SOQ in a sealed package by 4:00 PM, on Thursday, October 11, 2018.
- Paper size shall be 8½“ x 11”
- Font size may not be less than 10 point
- Each side of a page containing cover letter, criteria and additional content will be counted towards the maximum page limit.
- Pages that have project photos, charts and/or graphs will be counted towards the maximum page limit.
- Front and back covers, Tables of Contents pages, and divider tabs will NOT be counted toward the maximum page limit noted above, unless they include cover letter, evaluation criteria or additional content that could be considered by the Review Committee.

Deliver response to:

Yavapai County Public Works – Engineering Design and Construction Standards Update
Yavapai County Public Works – Engineering Design and Construction Standards Update

Dan Cherry, P.E., CFM, Public Works Director
Yavapai County Public Works
1100 Commerce Drive
Prescott, Arizona 86305

3.0 GENERAL DESCRIPTION OF PROJECT

Yavapai County intends to update existing Roadway Standards and County Ordinances to provide citizens and the development community a unified document with the minimum requirements governing engineering design and construction for public and private infrastructure within the County. Yavapai County technical specifications, standard details, and engineering guidance documents will also be updated or created as part of this process.

Areas of emphasis to be reviewed and updated include but are not limited to:

- Engineering design guidance, construction specifications, and standard details for transportation infrastructure
- Grading
- Traffic
- Roadway Maintenance
- Survey
- Land Development
- Utilities

The selected Consultant will also be responsible for working with County staff to develop a revised variance process that can be utilized to determine minimum required documentation or information needed to request a project variance or deviation from standards.

Yavapai County is anticipating a collaborative process of internal and external stakeholder input that will be critical to the future success of these standards. The County will develop an Advisory Committee to gather and incorporate input from staff members from multiple County departments and may include a member from a local Engineering firm to provide input.

The selected consultant will be responsible for participation, documentation, and integration of input and outcomes into the Standards revision process.

At the conclusion of this project, the selected consultant shall be in attendance for the adoption of this document with the County Board of Supervisors and may be required to present the document or answer questions as needed.
4.0 PRELIMINARY SCOPE OF WORK

4.1 Kick-Off Meeting

A. The selected Consultant shall attend a Kick-Off Meeting with the Advisory Committee. Consultant will outline anticipated project schedule and provide an outline of how the individual components will be compiled into a unified document for discussion.

B. Advisory Committee will provide areas of improvement and expansion that should be included as part of the update. Consultant should be prepared to respond to feedback based on prior experience with other updates and provide next steps on integration of any improvements proposed.

4.2 Research and Review Phase

A. The selected Consultant will compile and review existing County manuals, ordinances, and resolutions pertinent to the creation of the updated standards. Additionally, outside standards referenced in these documents should be reviewed in the context of this update. Review should focus on outdated references, standards which should be updated, or methods that may not meet the standard state of practice.

County documents to review include, but are not limited to:

- 2013-1 Road Ordinance
- 2000-2 Pioneer Park
- 2001-1 Regulation Obstructions Ordinance

Online copies of these documents can be found at the link below: http://www.yavapai.us/publicworks/ordinances-and-resolutions

B. Consultant shall review State standards and those of nearby Counties to determine if there are additions or modifications that Yavapai County should consider for the Standards Update. Consultant shall recommend comparison
 Counties to be used as part of this phase which shall be approved by the County. Information related to improvement items proposed during the kickoff meeting should be well documented for inclusion into the document.

C. The Consultant will be responsible for developing a comprehensive list of required and recommended revisions, additions, and/or exclusions to be used in the manual. List will be presented to the Advisory Committee for comments and feedback.

Research phase deliverables shall include:

- Electronic format document which provides a list of documents reviewed and recommendations for each section or technical subject matter requiring revisions and/or additions.
- List of new County sections to be included as part of the document development based on review of outside documents

4.3 Document Development

A. It is anticipated that Consultant shall phase the update into two distinct review periods, each representing a different milestone in the document creation timeline.

i. First Review – Consultant shall take all information received from kick-off meetings, research and review phase, and categories expressed below to create a single unified document. The first review is anticipated to focus on topics and content to determine the specific areas that will be part of the final document. For the first review, the consultant shall subdivide submissions to allow the County and Consultant to have short-term goals to share with the Advisory Committee and allow feedback.

Some of the technical sections that require revisions are listed as examples of design standards requiring modifications. The following list is not intended to be complete; the County is expecting the Consultant to provide recommendations for areas of improvement in addition to those listed below.

The County has identified the follow areas requiring revisions, updates, or that may need to be added to the existing standards:

- Right of Way Requirements
• Roadway Cross-Sections
• Transportation
  o Geometric design considerations
  o Traffic Impact Analysis Guidelines
  o Development Impact Cost Sharing Guidelines
  o Pavement Design Guidelines
  o Pavement Edge Treatments
  o Striping and Signage Guidelines
  o Assessment Guidelines for roadway inquiries (speed, traffic, etc.)
• Roadway Cross-Sections
• Development Standards
  o Driveway Guidelines adjacent to different road surfaces
  o Right-of-way encroachment permits
  o Setbacks
• Inspection Guidelines
• Construction Technical Specifications
• Standard Details associated with the Manual
• Surveying
  o Cross-Section Data Acquisition
  o Survey Mapping Requirements
  o Vertical and Horizontal Datums
• Bridge Design Criteria Guidelines
• Drafting/Plan Submittal Guidelines

ii. Second Review – It is anticipated that this review will focus on the language and specifications utilized within the document. Consultant shall provide recommendations for specific sections if they have not previously been addressed as part of the process. This phase should address all feedback from the First Review and should solidify all of the sections within the document. Review by the Advisory committee should occur once all sections have been addressed.

iii. Final Document – The final document should incorporate all prior feedback and documentation into a single unified document to be utilized by Yavapai County Public Works.

B. Consultant should present information in the document to the Advisory Committee to gather feedback at the conclusion of the First Review and
Second Review. Feedback and suggestions will be noted and addressed as the Consultant progresses towards the next phase.

Development phase deliverables shall include:

- Biweekly project updates stating project progress to date as well as a two week look-ahead
- Meeting agendas for proposed Advisory Committee review meetings
- Meeting minutes from all meetings with County staff and the Advisory Committee.
- Compilation of comments as well as documentation of resolution to comments as proposed by Consultant
- Digital copies of First Review and Second Review
- Six (6) sets of final hard-copy Final documents as well as submission in Microsoft Word format.

4.4 Project Meetings, Public Meetings, and Coordination

The Consultant shall attend project meetings with staff, meetings of the Advisory Committee, and public meetings under this task item. Exhibits requested by County staff for meetings or presentations shall be provided under this task.

5.0 SELECTION PROCESS

5.1 Evaluation Phase –

Review of the Statements of Qualifications will be conducted by a Review Committee to select the most qualified firm based on the evaluation criteria outlined in this document. Final scores and selection will be based on review of the SOQ documents provided. If determined by the Review Committee that interviews are needed, the two highest scoring firms shall be informed of the County’s intention to include an interview as part of the selection process.

5.2 Presentations/Interviews (Optional, at discretion of Review Committee)

If needed, a presentation/interview session with the two highest scoring firms will be conducted by the Review Committee. In the presentation/interviews, candidate firms will be required to demonstrate their understanding and familiarity with the scope and other aspects of the project. Presentations shall be limited to 45 minutes in duration. Criterion used for evaluation of the
presentation/interview of the firm, including respective weighting of individual categories, is outlined in Section 8.0 of this document.

5.3 Contract Negotiations

Once the Review Committee has selected the most qualified firm, County will enter into negotiations for a Professional Services Contract for the project. The negotiations shall include compensation and other contract terms and conditions that the County considers to be material to the success of the project. If a contract cannot be successfully negotiated with the highest ranked firm, then negotiations will be terminated with that firm and County will enter into negotiations with the next highest ranked firm in sequence until a tentative agreement on terms is reached.

5.4 Consideration of Award

Upon tentative agreement with a firm regarding compensation and other contract terms and conditions, the contract for the recommended firm will be forwarded to the County's Board of Supervisors for consideration of award of the contract. No agreement will be deemed binding until approval of an award by the Board of Supervisors. Following approval of an award, the parties will execute a Contract for Professional Services.

6.0 CONTENTS OF SOQ

6.1 Firm Experience and Capacity to Complete Work

The SOQ shall list example projects in which the Consultant provided professional services for the development of Engineering Design and Construction Standards, in the State of Arizona, during the last five (5) years. For each project, provide the project description, client name and contact information, award date, contract costs, status of completion, and estimated completion dates. Projects listed should demonstrate the Consultant’s experience and their capability for updating Engineering and Construction Standards.

Provide an organizational chart showing key personnel identified in Section 6.2. Chart should indicate lines of authority, points of contact, and percentage of weekly times that each individual will be committed to this Project.

6.2 Key Personnel Experience and Qualifications

The statement of qualifications should identify the name of the Project Manager who will be responsible for the delivery of the project as well as Key Staff that will
be working on the project. Describe the specific qualifications that the Project Manager and Key Staff possess that are directly related to the proposed contract.

For the Project Manager and each Key Staff member, please include:

- Indicate length of time with firm
- Indicate home office for Project Manager and Key Staff
- Describe the individual’s qualifications in terms of experience and education, including management experience and any specific skills or style that will benefit the project.
- Provide examples of similar projects in scope and complexity for which the individual has had similar responsibility.
- List professional references for projects above
- Discuss any current and potential time commitments of the proposed Project Manager and Key staff to all clients.

The firm shall ensure that Key Personnel identified in the RFQ will not be replaced without prior written approval by the County.

6.3 Project Understanding and Approach

Response must demonstrate your comprehension of the objective and services for the proposed contract. Response should not merely duplicate the provided Preliminary Scope of Work in this Request for Qualifications.

- Describe and demonstrate your firm’s comprehension of the goals and objectives of this Project
- Describe your proposed team’s approach to completing this Project.
- Discuss the major issues your team has identified on this project and how you intend to address those issues.

The response shall demonstrate your team’s ability to manage the schedule throughout all phases of the project. Include additional methods your team will utilize to ensure compliance with the schedule.

Consultant shall demonstrate the firm’s past experience presenting to governing boards, such as the Board of Supervisors or City Councils as well as stakeholder groups. Consultant shall also demonstrate their ability to participate with stakeholder groups while maintaining notes and records of the proceedings. Additionally, Consultant should demonstrate their past experience in addressing and responding to Stakeholder questions or concerns associated with the project and process.
6.4 Quality Control Ability

SOQ must demonstrate firm’s ability to provide quality control oversight throughout all phases of the contract. Describe methods that your proposed team will utilize for this Project.

6.5 Schedule and Cost Control Ability

Response must demonstrate firm’s ability to manage the negotiated schedule and budget throughout all phases of the Project. Describe methods that your proposed team will utilize for this Project.

7.0 SOQ FORMAT AND SCORING

The selection criteria and relative weights for determining the order of firms on the final list are as follows:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>MAXIMUM SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Experience and Capacity to Complete Work</td>
<td>25</td>
</tr>
<tr>
<td>Key Personnel Experience and Qualifications</td>
<td>25</td>
</tr>
<tr>
<td>Project Understanding and Approach</td>
<td>25</td>
</tr>
<tr>
<td>Quality Control Ability</td>
<td>10</td>
</tr>
<tr>
<td>Schedule and Cost Control Ability</td>
<td>10</td>
</tr>
<tr>
<td>Completeness of Proposal</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Maximum Points** 100

8.0 INTERVIEW FORMAT AND SCORING

The selection criteria and relative weights for scoring the interview phase are as follows:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>MAXIMUM SCORE</th>
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<tbody>
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Yavapai County Public Works – Engineering Design and Construction Standards Update
9.0 ANTICIPATED SCHEDULE FOR SELECTION

The following tentative schedule has been identified for the project.

- RFQ issued Tuesday, September 11, 2018
- Questions due Friday, September 28, 2018 by 4:00 PM
- Addendum (if needed) and answers to all questions provided Monday, October 1, 2018 by 4:00 PM
- RFQ responses due Thursday, October 11, 2018 by 4:00 PM
- RFQ evaluations complete Thursday, November 1, 2018
- Interviews (if needed) scheduled Tuesday, November 13 to Thursday, November 15, 2018
- Consultant selection on or before Monday, November 19, 2018
- Final negotiations complete Wednesday, December 5, 2018
- Board action on recommended contract award Wednesday, December 19, 2018
- Anticipated notice to proceed Monday January 7, 2019

10.0 YAVAPAI COUNTY CONTACT FOR QUESTIONS

Yavapai County will receive questions regarding Statement of Qualifications and scope tasks for the Project until 4:00PM on Friday, September 28, 2018. All questions will be submitted by email to Chris.Steele@yavapai.us. Questions from all firms and answers will be compiled and posted to the Planroom Direct website by 4:00 PM on Monday, October 1, 2018.

11.0 ADDENDUM

An addendum, if needed, as well as answers to any submitted questions shall be posted on the Yavapai County Public Works PlanroomDirect website by 4:00 PM on October 1st.
12.1 Rights Reserved

Yavapai County expressly reserves the following rights if determined, in the County’s sole discretion, to be in its interest:

- To reject any or all SOQ’s
- To withhold any award pursuant to this RFQ
- To terminate the RFQ process at any time
- To reissue the RFQ
- To extend the time for submission of SOQ’s with notice to registered holders of the RFQ
- To request additional information from any or all respondents to the RFQ
- Following award and commencement of the Project, to retain independent engineering consultants to review and comment on engineering documents developed in the course of the Project.

12.2 Costs for Preparation

All costs for preparation, submission and/or delivery incurred by respondents to the RFQ are the sole responsibility of the respondent and will not be paid, in full or in part, by Yavapai County.