



**Request for Statements of Qualifications  
Engineering Design Services**

**For**

**Hummingbird Way Culvert Replacement Project**

**Public Works Department**

**Telephone: (928) 777-1130**

**Fax: (928) 771-5929**

**Due Date: November 13, 2014**

## REQUEST FOR STATEMENTS OF QUALIFICATIONS

### Hummingbird Way Culvert Replacement Project

The City of Prescott, Arizona, requests Statements of Qualifications from qualified engineering firms to provide engineering services for Prescott, Arizona. Statements of qualifications will be received before 2:00 PM on Thursday, November 13, 2014, City Clerk's Office, 201 S. Cortez Street, Prescott, Arizona 86303, at which time all statements of qualifications will be publicly opened.

Any statements received at or after 2:00 PM on the above stated date will be returned unopened. Statements must conform to a prepared scope of work available at the City of Prescott website, <http://www.cityofprescott.net/business/purchase.php> or from the office of the Public Works Director at (928) 777-1130 voice; (928) 777-1100 TDD. The City of Prescott reserves the right to reject any and all statements and the City assumes no liability for the cost of preparing a response to this request.

The outside of the statement envelope shall indicate the name and address of the respondent, shall be addressed to the City Clerk, City of Prescott, at the above address and shall be marked: Request for Statement of Qualifications: Hummingbird Way Culvert Replacement Project.

A **mandatory** pre-proposal conference will be held in the Public Works conference room, 433 N. Virginia Street, Prescott, AZ 86301 at 2:00 PM on Friday, October 31, 2014.



Crista Clevenger, Contract Specialist

Published: 2TC October 26 and November 2, 2014

## Description of Work

The City of Prescott will be reviewing the qualifications of engineering firms for the purpose of entering into contracts for the following services: Hummingbird Way Culvert Replacement.

**Additional information is included in the attached scoping report.**

### EVALUATION AND RANKING OF STATEMENTS OF QUALIFICATIONS; INTERVIEWS, CONTRACT NEGOTIATION AND AWARD

#### SUBMISSION

Sealed Statements of Qualifications will be received before 2:00 PM on November 13, 2014, at the City Clerk's Office, 201 S. Cortez Street, Prescott, Arizona 86303, at which time all Statements of Qualifications will be publicly opened. Any submittals received at or after 2:00 PM on the above-stated date will be returned unopened.

Statements shall be submitted in seven (7 copies), and must conform to the scope of work available at the City of Prescott website, <http://www.cityofprescott.net/business/purchase.php> or from the office of the Public Works Director at (928) 777-1130 voice; (928) 777-1100 TDD. The City of Prescott reserves the right to reject any and all statements and the City assumes no liability for the cost of preparing a response to this request.

The outside of the statement envelope shall indicate the name and address of the respondent, shall be addressed to the City Clerk, City of Prescott at the above address and shall be marked: Statement of Qualifications: **Hummingbird Way Culvert Replacement Project**

#### EVALUATION

Statements of Qualifications will be evaluated by a Review Committee appointed by the City for this project according to the following criteria, with weighting as indicated:

- 1) Specific experience of the firm with comparable flood studies and culvert designs in municipalities within the State of Arizona - 20%
- 2) Experience of the proposed project team and availability, within current and anticipated workload, for this project - 25%
- 3) Proposed project approach, to include a detailed discussion and identification of areas that will require special attention - 25%
- 4) Overall quality of the SOQ, evidencing interest in the project - 15%
- 5) Knowledge and experience with City of Prescott rules, regulations, procedures and local / regional construction conditions including subsurface and geophysical conditions - 15%

## **STATEMENTS OF QUALIFICATIONS**

### **FORMAT**

The statement shall be limited to no more than 5 pages, and include the following:

- Location of the firm
- Names of the team members proposed for the project
- A list of similar projects in which the team has participated, and contact information
- A brief resume of each of the team members describing their experience and background
- A summary of the current workload of key team members and list of their notable projects
- A list of all sub-consultants proposed to be utilized on the project and a description of their roles
- A tentative schedule for accomplishment of the project
- A statement of the submitting firm's understanding of the project purpose and scope, and a description of how the firm would approach, manage, and complete the project.

Five (5) additional pages of appendices are allowed and may include graphs, charts, photos, or additional resumes. The letter of transmittal shall not exceed two pages and is exclusive of the 5/5 page limitation for the statement.

### **SHORTLIST AND INTERVIEWS**

Following evaluation of the Statements of Qualifications, a shortlist of three to five (3-5) firms will be determined based upon the composite score of Review Committee members. A presentation-interview session with each of the three to five (3-5) firms will comprise the second half of the evaluation/selection process. In the presentation-interviews, candidate firms will be required to demonstrate their understanding and familiarity with the scope, location, and other aspects of this project. Criteria and weighting for evaluation of the presentation-interviews are as follows:

- 1) Observation of existing conditions and grasp of key project information - 25%
- 2) Identification of issues or problems that will need to be considered - 25%
- 3) Approach to project reports, information gathering and analysis, report formatting, including innovative ideas - 35%
- 4) Experience and capabilities with public meeting's and community outreach - 15%

The interview segment of the presentation-interview session will follow the presentation, and consist of questions arising from the SOQ and/or presentation.

The City reserves the right to proceed to Final Ranking based on the Statements of Qualifications without conducting Interviews.

## **FINAL RANKING AND CONTRACT NEGOTIATION**

The Review Committee members will individually evaluate the presentation-interviews of each of the candidate firms and rate them according to the aforementioned criteria. The Review Committee may also consider information from the Statements of Qualifications. The Review Committee will then formulate a consensus ranking, notify each of the candidate firms of the final rankings and meet with the top-ranked firm for the purpose of initiating contract negotiations. If negotiations are unsuccessful, the City will terminate negotiation efforts and open negotiations with the 2<sup>nd</sup> ranked firm. This process will continue until negotiation efforts are successful. The final list will remain in effect for a period of twelve months from the date of issuance by the City.

Approval of the City Council will be required for award of a contract for performance of the services described herein.

It is highly recommended that candidate firms visit the project site(s).



## Scoping Report for Hummingbird Way Culvert Replacement

Project Name: Hummingbird Way Culvert Replacement  
Project Number: CIP14-012  
Project Type: Floodplain / Drainage  
Project Account No.: 2157810-8410-15012  
Funding Sources: One Cent

### Phase Schedule:

	Begin	End
Assessment Report	Fall 2014	January 2015
Construction Plans	January 2015	March 2015
Construction	May 2015	June 2015

### Project Team

Project Review Team: Project Manager - Jeff Low  
Program Development Manager - Steve Orosz, P.E.  
Drainage Engineer - Marc DuBroy, P.E.

### PROJECT HISTORY AND GOAL STATEMENT

In 2013, the south culvert barrel on Alberson Wash at Hummingbird Way failed due to the bottom rusting out of the CMP. The Streets Division has temporarily repaired the pipe and is concerned about future failures at this location and potentially the two downstream road crossings.

The primary purpose of the project is to analyze the three road crossings of Alberson Wash within the Yavapai Hills Subdivision and determine if the culverts can be rehabilitated or if the crossings will need to be reconstructed. The analysis will include a flood study of Alberson Wash to determine impacts to surrounding properties. It is anticipated that a separate design fee proposal will be submitted to the City once the flood study is complete for the Hummingbird Way crossing replacement design plans and that recommendations will be made for the other two crossings.

## **PROJECT TASKS**

- Review existing hydrology models and previous studies relevant to the assessment area. Make a recommendation to City staff regarding the hydrology to use for the project.
- Complete hydraulic analysis of the wash from the Yavapai County Albertson Wash flood study limits up to the crossing of Highway 69 at Costco.
- Based on a hydraulic analysis evaluate the existing culvert crossings at Hummingbird Way, Hornet Drive and Sunrise Boulevard and make recommendations as to the course of action that should be taken at each crossing.
- Provide engineering plans and project specifications for the Hummingbird Way location.

### **Study Area Limits:**

- Generally along Alberson Wash from the area upstream of Highway 69 crossing west of Sunset Boulevard (tie into existing flood study) to the Highway 69 crossing at Costco for an approximate distance of 1.5 miles (see Exhibit A).

### **Previous Studies Relevant to the Assessment Area:**

- Alberson Wash and Alberson Wash Tributary Flood Study, Yavapai County LOMR, 2012
- Yavapai Hills Drainage Master Plan, City of Prescott, 2011
- Area Drainage Master Study for Diamond Valley Area #FCD967-011, 1999.
- Yavapai Hills Final Plat, Unit 1, Phase 1, 1974
- Second Addendum to Request for: Conditional Letter of Map Amendment (Hydrology) Granite Creek, Willow Creek, and Bottleneck Wash City of Prescott, Yavapai County, Arizona, Arroyo Engineering, LLC, 2010

### **Public Involvement:**

- A minimum of two public meetings are anticipated, along with informational postings to the City of Prescott website.
- Stakeholder outreach and involvement is anticipated. Stakeholders include:
  - Property owners in study area
  - Yavapai Hills Homeowners Association
  - Yavapai County Flood Control District
  - City of Prescott (Sewer and Water)

## **PRIMARY TECHNICAL / ADMINISTRATIVE ISSUES**

### **Impacts to the Floodplain**

- The study will need to identify existing conditions at the three road crossings to determine if additional capacity is needed to mitigate flooding potential.
- The study should include an analysis of existing and proposed improvements with regard to erosion potential.

### Field Survey

- The study will need to include supplemental survey at all three crossings sufficient for design purposes. The City will supply 2-foot contours for the overall area.

### Utility Relocation Issues:

This project may require utility relocation for those crossings recommended to be replaced. The consultant shall utilize the City's Geographic Information System (GIS) data to identify potential utility conflicts for cost estimating and future designs. Additionally, if Hummingbird Way is to be reconstructed, utility potholing and survey will be required. If the water line needs to be relocated, it shall be included with the design.

### Geotechnical

Engineer shall identify potential geotechnical issues based on data currently available for the area and discuss how they might affect project feasibility or costs. Field investigation maybe be necessary if reconstruction is recommended.

### **RIGHT-OF-WAY (R.O.W.) AND EASEMENTS:**

Right-of-way and easement recommendations should be reviewed with the design plans as needed.

### **ENVIRONMENTAL CONSTRAINTS:**

#### ADEQ

A complete stormwater pollution prevention plan and NOI will be required for any culvert design.

### **CONSTRUCTION ISSUES:**

Design plans shall take into account constructability and access management for alternatives considered.

### **SCHEDULE AND DELIVERABLES**

1. ***Project Kick-Off Meeting.*** The consultant and key members of the project team will be required to attend a kick-off meeting with City staff at a time and on a date amenable to both parties. At that meeting, the Engineer will be required to provide a detailed project schedule, a list of the team members who will be involved in the project, along with their phone numbers and e-mail addresses, an org. chart showing the relationship of all of the team members and any submittals required contractually. The consultant shall facilitate this meeting to include graphics, notes, and all administrative functions.

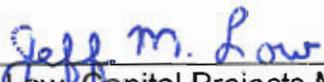
2. **Study Schedule.** The Engineer will be required to submit a detailed schedule depicting all major tasks and primary submittal dates for approval by the City. Thereafter, the Engineer shall submit monthly project schedule updates in the same format and shall highlight and provide justification for any changes to the approved schedule. The Engineer shall include two weeks for each of the City review periods. The estimated timeframe for completion of the flood study is 60 days.
3. **Stakeholder/Public Meetings.** The Engineer will be required to attend and conduct two public meetings. These will be scheduled (tentatively) to correspond with the completion of the Conceptual and Final reports. The Engineer shall prepare an informational publication for each meeting and the City shall be responsible for printing and distribution of such. The Engineer will organize and lead the meetings and help the attendees understand the project, its limitations, the options considered, and other project aspects. The Engineer shall provide meeting exhibits and gather comments from attendees. The Engineer will also provide project information and exhibits in a format for posting to the City website.
  - a. The first meeting will be for the purpose of informing the public and stakeholders of the project intent and to receive comments. Following the meeting, the Engineer shall meet with City staff to review and discuss public input and decide how to incorporate the public input into the assessment effort.
  - b. The latter meeting will be for the purpose of informing the public about the findings and outcomes presented in the final report.
4. **Draft Flood Study and Culvert Analysis/Recommendation Report.** The Draft Report shall incorporate comments from the City, various stakeholders, and the public from the conceptual stage. It will present the essentially complete analysis of the flood study and alternatives identified for road culvert crossings. Four copies of the draft report shall be provided to the City for review.
5. **Final Flood Study and Report.** The Final Flood Study Report shall be prepared incorporating any adjustments or corrections made during the review of the Draft Report. Provide four copies of the final plans to the City to review.

Items 6 through 8 will require an additional fee proposal after the flood study and culvert analysis have been completed.
6. **60% Design Plans for Hummingbird Culvert Replacement.** Provide 60% plans, stormwater pollution prevention plan (SWPPP), project specification and cost estimate for City staff to review. Coordinate utility

potholing as needed with the City's potholing contract. Provide plans for review to all utility agencies for review and comment.

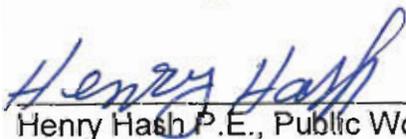
7. **100% Design Plans for Hummingbird Culvert Replacement.** Provide 100% plans, SWPPP, project specification, bid schedule and cost estimate for City staff to review. Provide plans for review to all utility agencies for review and comment.
8. **Final Design Plans for Hummingbird Culvert Replacement.** The Final Flood Study Report shall be prepared incorporating any adjustments or corrections made during the review of the Draft Report. Provide final plans, SWPPP, technical specifications, special provisions, engineering cost, and bid schedule for the Hummingbird Way culvert design. Six (6) hard copies and disk of report, plans, and specifications shall be submitted in both pdf Microsoft Word/Excel/AutoCAD/GIS formats.
9. **Progress Meetings.** In addition to those public meetings indicated above, the Engineer shall meet monthly with the City to discuss the project status and any pertinent issues.
10. **Meeting Minutes.** The Engineer shall be responsible for recording and preparing accurate minutes from all meetings involved with the project. A digital and hard copy of the minutes shall be submitted to the Public Works Department.
11. **Regulatory Agency Review.** No State or Federal regulatory agency review is anticipated at this time. The Assessment should identify future permitting requirements as identified in the Environmental Constraints section.

#### **Approvals**

  
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Jeff Low, Capital Projects Manager

  
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Marc DuBroy, P.E., City Drainage Engineer and Floodplain Administrator

  
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Stephen Orosz, P.E., Development Program Manager

  
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Henry Hash, P.E., Public Works Director