REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECT/ENGINEERING (A/E) & CONSTRUCTION SERVICES FOR DESIGN-BUILD CONSTRUCTION PROJECT

Project Name: Cocopah West Water Conveyance Project

Project Number: WRP-2024-1

Contract Number: N/A

Submittal Deadline: November 6, 2024 3:00 PM

Submittal Location: Cocopah Environmental Protection Office, 14500 S. Veterans Drive, Somerton, AZ 85350

Staff Contact: Jen Alspach, Environmental Protection Office Director; alspachj@cocopah.gov, 928-627-2025

RFQ available at: https://www.cocopah.com/business-opportunities.html

1.0 Request for Qualifications

The Cocopah Indian Tribe (Cocopah) invites qualified Architect/Engineering ("A/E") Construction firms to submit a Statement of Qualifications ("SOQ") for the above referenced project (the "Cocopah West Water Conveyance Project")

2.0 General Description of the Project

This project entails the design and construction of a water conveyance structure to transport water from the Yuma West Main Canal to the Cocopah West Restoration Project Site. All engineering, design, labor, material, and equipment will be needed to complete the project. The selected contractor will need to coordinate with the US Bureau of Reclamation and Yuma County Water Users, in addition to the Cocopah Tribe and its consultants, for review and approval of construction design.

Design phase services may include:

- Provide project planning and scheduling
- Coordination with engineers from local agencies/organizations listed above before, during, and after the design process
- Provide draft and final design and construction documents
- Coordinate project schedule with the Cocopah Tribe and other agencies
- Provide for construction phasing and scheduling that will minimize disruption to nearby operations

Construction phase services may include:

- Complete construction of the conveyance structure
- Coordinate with Cocopah Tribe and stakeholders throughout the construction period
- Arrange for procurement of material and equipment
- Schedule and manage site operations
- Provide quality control
- Bond and insure construction

- Meet all federal, state, and local requirements
- Maintain a safe work site
- Operate in a timely and efficient manner

3.0 Instructions

Sealed SOQs from qualified A/E & Construction firms will be received at the location listed above by 3:00 PM, AZ Time on 11/6/2024. SOQs must be submitted in accordance with the requirements of this Request for Qualifications (RFQ).

The SOQ shall include a one-page cover letter plus a maximum of 10 pages to address the SOQ criteria specified (including organization chart). The Authorization for Release of Performance Information and Waiver and the Certification of Insurability attachments shall be included as an appendix to the SOQ and do not count against the 10-page limitation. Supplemental resumes in the appendix are not allowable, and will be cause for disqualification.

Adherence to the maximum page criteria is critical; each page side (maximum 8-1/2" x 11") with criteria information will be counted. Pages and tabs that have photos, charts, graphs, or criteria information will be counted towards the maximum number of pages. The minimum allowable font size shall be 11.

Please include the following as attachments:

1. Certification of Insurability
2. Bondability Letter
3. Capability Statement
4. Past Performance (Recent relevant projects)
5. Letter from bank stating financial security

Proposed Schedule

The proposed schedule for the submittal reviews, notification and interviews is as follows:

Activity	Date
Advertise RFQ	10/9/24-10/25/24
Site Visit by Appointment	10/28/24-11/1/24
Deadline for Submission	11/6/24
Interview if Required	11/7/24-11/13/24
Council Approval	11/14/24

Please be advised that failure to comply with the requirements of this RFQ may result in disqualification:

A pre-proposal meeting will be scheduled with interested firms at the Cocopah Administration Building at 14515 S. Veterans Drive, Somerton, AZ 85350. Attendance at this meeting is mandatory as vital information necessary to the understanding of the project, scope of work, and the selection process will be discussed. Interested firms must reach out to the staff contact by phone or email for the meeting invitation. Cocopah reserves the right to reschedule this meeting as needed.

4.0 SOQ FORMAT AND SCORING

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

Criteria	Maximum Score
Project Understanding/Project Management Approach	25
A/E Firm Experience & Capability to Perform Work	20
Proposed Project Manager/Staff	10
Quality Control Ability	10
Schedule	15
Cost	15
Total Maximum Points	

Date and Location for Submittal: Sealed Statements of Qualifications (SOQ's) from qualified Architecture/Engineering (A/E) firms will be received at the location listed above by 3:00 PM AZ Time on 11/6/2024. SOQ's must be submitted in accordance with the requirements of the Request for Qualifications (RFQ). The SOQ must include all information items listed in the RFQ in the order listed.

5.0 SELECTION PROCESS

5.1 **Selection Committee:** A Selection Committee will review the Statements of Qualifications and develop a final list with a minimum of three (3) and maximum of five (5) firms based on the included "Evaluation Criteria." If fewer than three (3) firms respond to the RFQ, or if one or more firms drops out of the procurement or is disqualified so that there are fewer than three (3) firms participating in the RFQ, Cocopah may elect to proceed with the RFQ with responsive and responsible firms. The criteria to be used to determine the order of firms on the final list are set forth in Section 5.0. Interviews may be conducted with the firms on the final list. Final selection will be based upon total point scores and from the interviews.

5.2 **Contract Negotiation:** Upon completion of the final rankings, Cocopah will promptly enter into contract negotiations with the highest ranked firm. If a contract cannot be successfully negotiated with the highest ranked firm within a reasonable timeframe, then negotiations will be terminated with that firm and Cocopah will enter into negotiations with the next highest ranked firm until an agreement is reached or an impasse is declared.

5.3 **Selection Policy:** It is Cocopah's policy that design services and project/construction management services on this Project be accomplished by different Firms. As such, if a Firm is selected to provide A/E services or as a subconsultant to the A/E, it will not be eligible to provide the project/construction management services, it will not be eligible to provide the design services on the Project. Different firms sharing common ownership shall not be excepted.

5.4 **Key Personnel:** The Firm shall ensure that Key Personnel identified in its SOQ shall be the Key Personnel assigned to the Project. Such Key Personnel shall not be replaced without prior written acceptance of Cocopah. Unauthorized replacements will result in disqualification of the proposal or breach of the A/E Contract.

6.0 CONTENTS OF SOQ

Statements of qualifications shall be scored in accordance with Section 4.0 and contain the following information:

6.1 **Project Understanding and Management Approach:** Response must demonstrate your understanding of the objectives and services for the proposed contract.

a. Describe and demonstrate your firm's/team's understanding of the goals and objectives of this Project
b. Describe your proposed team's approach to managing the design of this Project
c. Discuss whether the statement of services is sufficiently explicit for the proposed work.
d. Discuss the major challenges your team has identified on this project and how you intend to address those challenges.
e. Define any assumptions made in formulating your response.

6.2 **Firm Experience and Capability for Work:** SOQs shall list a minimum of three (3) similar projects awarded to your firm for A/E services during the last five (5) years (Arizona projects are preferred). For each project provide the project description, client name and contact, award date (note if pending), construction cost, status of completion, and estimated completion date. As part of the selection process Cocopah will consider the size and complexity of the project under consideration, the resource investment of the firm in other current projects, and the amount of previous work recently performed.

Provide an organization chart showing key personnel identified in Sections 6.3 and 6.4 below. The chart shall indicate lines of authority, points of contact, and percentage of weekly times that each individual will be committed to this Project.

6.3 **Proposed Project Manager**: Name the Project Manager directly responsible and engaged in the work. Describe the work to be performed and detail the Project Manager's specific qualifications and experience directly related to the proposed A/E services contract. A response prepared specifically for this proposal is required. Focus on the proposed Project Manager's specific duties and responsibilities and how project experience is relevant to the proposed contract.

a. Identify the employee
b. Indicate length of time with firm
c. Indicate state of residency
d. Include professional registrations and certifications if applicable.
e. Describe the individual's qualifications in terms of education and experience, including design managerial experience and specific skills and/or style that will benefit this Project.
f. List a minimum of three similar projects in scope and complexity for which the individual has had design managerial responsibility.
g. List three professional references (contact persons with valid telephone numbers and emails) for the projects listed above.
h. Discuss both current and potential time commitments of the proposed Project Manager to all clients.

6.4 **Proposed Project Staff:** Name the key staff from the firm and its subconsultants who will perform the functions deemed necessary to accomplish the A/E & Construction services for the proposed Project. Describe the work to be performed by each key staff member and detail their specific qualifications and experience directly related to the proposed A/E Construction services contract. A response prepared specifically for this proposal is required. Focus on the individuals' specific duties and responsibilities and how project experience is relevant to the proposed contract. For each key staff member of the firm and its consultants who will be involved in the project, provide the information requested below:

a. Identify the employee
b. Indicate length of time with firm
c. Indicate state of residency
d. Identify the staff member's responsibility on the proposed Project.
e. Include professional registrations and certifications if applicable.
f. Describe the individual's qualifications in terms of education and experience, including design managerial experience and specific skills and/or style that will benefit this Project.
g. List a minimum of three similar projects in scope and complexity for which the individual has had design managerial responsibility.
h. List three professional references (contact persons with valid telephone numbers and emails) for the projects listed above.
i. Discuss both current and potential time commitments of the proposed Project Manager to all clients.

6.5 **Schedule, Cost, and Quality Control Ability:** Response demonstrate firm's ability to manage the construction schedule and budget throughout all phases of the Project. Describe the method(s) your proposed team will employ for this project. Describe firm's ability to work within the desired timeline presented by the Cocopah Tribe.

In addition, response must demonstrate firm's ability to provide quality control oversight of construction activities and product through all phases of the Project. Describe the method(s) your proposed team will employ for this Project.

7.0 COCOPAH INDIAN TRIBE CONTACT

All communications concerning this solicitation must be directed to the Staff Contact named at the top of this RFQ. All questions must be submitted in writing. No other official or employee is empowered to speak for Cocopah with respect to this RFQ. Any firm seeking to obtain information, clarification, or interpretations from any official or employee other than submittal of a written question to the Staff Contact named is advised that such material is used at the firm's own risk. Cocopah will not be bound by any such information, clarification, or interpretation.
Because any questions submitted require adequate time for response preparation, firms are asked to submit all questions by the date and time indicated below.

Questions must be received by 11:00 AM AZ time on 10/31/2024 so that a response may be issued as an addendum to the RFQ.

8.0 TERMS AND CONDITIONS

This RFQ does not commit Cocopah to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.

8.1 Cocopah reserves the right to extend the date by which the submittals are due.

8.2 Cocopah reserves the right to cancel, in part or in its entirety, this RFQ including but not limited to: selection schedule, submittal date, and submittal requirements. If Cocopah cancels or revises the RFQ all known potential respondents of record will be notified.

8.3 All submittals become the property of Cocopah. Except for the name of firms on the final list, no information contained in a Statement of Qualifications shall be made public until after award and execution of a contract with an A/E Construction firm.

8.4 Cocopah reserves the right to request additional information and/or clarifications from any or all respondents to this RFQ.

9.0 EQUAL OPPORTUNITY

Cocopah is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit Statements of Qualifications for the Project.

10.0 PROTEST POLICY

10.1 Respondents may file a protest regarding the selection process and/or award of the associated contract to the Tribal Administrator. The protest shall be submitted in writing to the Tribal Administrator within ten days after the proposer knows or should have known of the facts giving rise to the protest. The Administrator shall place the protest on the next Tribal Council agenda if not resolved prior to that time.

10.2 The Tribal Council shall have the authority, prior to the commencement of an action in court concerning the controversy, to settle and resolve a protest of an aggrieved proposer, offeror, contractor, actual or prospective, concerning the solicitations or award of a contract.

10.3 If the protest is not resolved by mutual agreement, the Staff Contact shall issue notice in writing of the Council's decision. The notice shall:

A. State the reasons for the action taken; and

B. Inform the protestant of right to judicial review

10.4 A copy of the decision under this section shall be mailed or otherwise furnished immediately to the protestor and any other party intervening.

10.5 A decision under this section shall be final and conclusive unless fraudulent, or unless any person adversely affected by the decision commences an action in court.