



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

Project Name: Cocopah COVID Expansion Center  
Project Number: 03-2022  
Contract Number: N/A  
Submittal Deadline: August 28, 2023  
Submittal Location: Cocopah Tribal Administration  
Staff Contact: Ralph Villa

### 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 COVID Expansion Center”).

### 2.0 INSTRUCTIONS

Sealed SOQs from qualified A/E & Construction firms will be received at the location listed above by 3:00 p.m., AZ Time on 08/28/2023. SOQs must be submitted in accordance with the requirements of this Request for Qualification (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:

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:

<b>Activity</b>	<b>Date</b>
Advertise RFQ	8/21/2023 – 8/28/2023
Site Walk by Appointment	8/21/2023 – 8/28/2023
Deadline for Submittals	8/28/2023
Interview if Required	8/29/2023 – 9/1/2023
Council Approval	9/7/2023

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

A pre-proposal meeting will be held on 08/23/2023 at 10:00 AM at 14515 S. Veterans Drive, Somerton, AZ 85350. Attendance at the meeting is not mandatory, but it is highly recommended that all interested firms attend since vital information necessary to the understanding of the Project and the selection process will be discussed.

### 3.0 GENERAL DESCRIPTION OF PROJECT

The purpose of this Request for Qualifications (RFQ) is to resume all design, labor, material, and equipment to complete the COVID Expansion Center Building located at 15318 S. Avenue B, Somerton AZ 85350.

#### **Design phase services may include:**

- Provide detailed independent cost estimating and knowledge of marketplace conditions
- Provide project planning and scheduling
- Provide value engineering and constructability review
- Provide for construction phasing and scheduling that will minimize disruption to the Cocopah Casino
- Advise the Cocopah Indian Tribe of ways to gain efficiencies in project delivery
- Provide recommendations on long lead procurement items and initiate procurement
- Select subcontractors/suppliers for this project per the subcontractor management plan submitted
- Coordinate project schedule with Cocopah Staff, Architect, regulatory agencies
- Prepare GMP, provide all cost/estimating information to Cocopah staff

#### **Construction phase services may include:**

- Finish the construction of the COVID Expansion Center Building
- Coordinate with Cocopah staff, project management firm, architect, municipalities, utilities, and stakeholders.
- Arrange for procurement of material and equipment
- Schedule and manage site operations

- Projects based on open book
- Bid, award and manage all construction related contracts and subcontracts
- Provide quality control
- Bond and insure construction
- Meet all federal, state, and local requirements
- Maintain a safe work site
- Deal timely and effectively with owner and architect

The total programmed budget for construction of the Project is approximately **\$19,897,000.00**, including all internal and external costs with a remaining budget of **\$15,140,630.00**. Construction of the Project began on March 2022 with an estimated 545 calendar day duration.

#### **4.0 SCOPE OF WORK**

This A/E scope of work consists of design and construction phase services in support of construction of the Project. The responsibilities of the A/E are set forth in the attached Pro forma contract and Scope of Work for A/E& Construction services.

**Below is an itemized list included in scope of work:**

- Design and Engineering
- Construction Surveying
- Material Testing
- Earthwork
- Asphalt Pavement
- Site Utilities
- On/Off site concrete
- Site and Building Address and Signage
- Low Maintenance Desert Landscaping
- Buildings Concrete
- Front Entry to be Masonry Stone Veneer
- Exterior Stucco
- Structural Steel Columns, Steel Joist, Metal Decking
- Roofing, Insulations
- Aluminum storefront office doors.
- Acoustical ceiling.
- Commercial Grade flooring (carpet in offices and larger gathering rooms, L VT at main entry and hallways)
- Exterior Hollow Metal Doors and Hardware.
- Operatable bi-folding partition walls for COVID Testing Check in, PCR Room and Rapid Testing Center
- Administrative Offices and Restroom Facilities
- Ticketing Office
- Hospitality Areas for Food and Drinks
- Men's and Women's Showring Facilities
- COVID Vaccination Center Area with staging, Audio Sound and Lighting
- Storage Space accessible from Exterior and Interior Entries

- Mechanical units
- Plumbing.
- Electrical
- Daily cleanup
- Full time Superintendent and Project Management
- Includes 5% Contingency

## 5.0 SOQ FORMAT AND SCORING

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

<u>SECTION</u>	<u>MAXIMUM SCORE</u>
Project Understanding & Project Management Approach (project specific)	30
A/E Firm Experience & Capability to Perform Work	25
Proposed Project Manager	20
Proposed Project Staff	15
Schedule, Cost & Quality Control Ability	10
<b>Total Maximum Points</b>	<b>100</b>

## 6.0 SELECTION PROCESS

- 6.1 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.
- 6.2 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.
- 6.3 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 on the Project. Likewise, if a Firm is selected to provide 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.

**6.4 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.

## 7.0 CONTENTS OF SOQ

Statements of qualifications shall be scored in accordance with Section 5.0 and contain the following information:

**7.1 Project Understanding and Management Approach:** Response must demonstrate your understanding of the objectives and services for the proposed contract. Do not merely duplicate the Scope of Work described in this RFQ.

- 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 issues your team has identified on this Project and how you intend to address those issues.
- e) Define any assumptions made in formulating your response.

**7.2 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 7.3 and 7.4 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.

**7.3 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 employer.
- b) Indicate length of time with firm.

- c) Indicate state of residency.
- d) Include professional registrations and certifications if applicable.
- e) Describe the individuals' 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 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.

**7.4 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 employer.
- b) Indicate length of time with firm.
- c) Indicate state of residency.
- d) Identify the staff members' responsibility on the proposed Project.
- e) Include professional registrations and certifications if applicable.
- f) Describe the individuals' qualifications in terms of education and experience, including design experience and specific skills that will benefit this Project.
- g) List a minimum of two similar projects for which the individual has had similar responsibility.
- h) List professional references (contact persons with valid telephone numbers and emails) for the projects identified above.
- i) Discuss both current and potential time commitments of the key staff members to all clients.

**7.5 Schedule, Cost and Quality Control Ability:** Response must demonstrate firm's ability to manage the A/E Construction schedule and budget throughout all phases of the Project. Describe the method(s) your proposed team will employ for this Project.

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

## **8.0 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 in this solicitation.

Questions must be received by 11:00 am AZ Time on, **08/24/2023** so that a response may be issued as an addendum to the RFQ.

## **9.0 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.

- 9.1 Cocopah reserves the right to extend the date by which the submittals are due.
- 9.2 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.
- 9.3 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.
- 9.4 Cocopah reserves the right to request additional information and/or clarifications from any or all respondents to this RFQ.

## **10.0 EQUAL OPPORTUNITY**

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

## **11.0 PROTEST POLICY**

- 11.1 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.
- 11.2 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 solicitation or award of a contract.
- 11.3 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
- 11.4 A copy of the decision under this section shall be mailed or otherwise furnished immediately to the protestor and any other party intervening.
- 11.5 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.

Attachments:

Certification of Insurability

Bondability Letter

Indian Owned Economic Enterprise Qualification Statement

Capability Statement

Past Performance (Recent relevant projects)

Letter from bank stating financial security