

REQUEST FOR QUALIFICATIONS
For
New Apparatus Building
Design and Architectural Services
for the
Central Arizona Fire and Medical Authority
Prescott Valley, Arizona

Approved for distribution on this 19th day of July, 2021

Cody Rose
Assistant Chief of Planning & Logistics

REQUEST FOR QUALIFICATIONS

I. INVITATION

The Central Arizona Fire and Medical Authority (The Authority or CAFMA), Prescott Valley, AZ is seeking Statements of Qualifications from qualified Architectural and Engineering (the "Consultant") firms or individuals interested in providing architectural, engineering, programming and design services as well as future construction administration in connection with building a new commercial structure of approximately 4,800 sq. ft. The building will be located at 6401 Viewpoint Drive, Prescott Valley, AZ 86314. This project will require complete design and build services. The purpose of this RFQ is to identify the most qualified candidates to provide the design and build services required.

At this time, the Authority anticipates using a standard design-bid process, comprised of the following two phases: 1) Phase I – conceptual design, develop construction documents and provide cost estimation forecasts; and 2) Phase II – Bidding and construction administration. The Authority reserves the right to select a different or alternative method of construction at any time in its sole discretion, including but not limited to design-build.

II. PROJECT DESCRIPTION

This project involves design of approximately 4, 800 sq. ft. of apparatus storage located near an existing structure at 6401 Viewpoint Drive, Prescott Valley, AZ 86314. The structure's intended use is apparatus storage.

The Authority has developed a rough sketch of a proposed layout of the space – available upon request.

We have scheduled a tour of the property for interested parties on Wednesday, July 28, 2021 at 1:00 p.m.

III. QUALIFICATIONS

All individual Consultants and firms submitting proposals must be currently properly licensed and registered with the Arizona Board of Technical Registration and in good standing. A Consultant submitting a proposal must have demonstrable prior experience in designing and building commercial space. The following information must be provided in the proposal in the order stated:

- A. Consultant/ Firm Information. Provide the individual Consultant or firm name, address, telephone numbers and E-mail addresses of the contact person.

- B. Basic Qualifications. Provide basic information on the individual Consultant or firm's size, history, personnel, special expertise and portfolio. Individual resumes, awards, and associations may be included.
- C. Special Qualifications. List each individual who is expected to provide services to the Authority on the project. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications, including number of years experience, registrations, education, the skills they bring to the project, and a list of the individual's project experience. Briefly describe each individual's involvement with other similar projects, if any.
- D. Provide a short discussion of why individual Consultant or the firm is the best qualified to perform the project. Discuss how the individual Consultant or firm will approach the various aspects of this project.
- E. Provide a list of similar projects individual Consultant or firm has designed and built to completion during the past three years. Specifically list all projects successfully completed in the Western United States. For each of the projects listed, provide projected and actual completion dates, and individual Consultant or firm's estimated construction cost and the final construction cost for each project. Provide details regarding individual Consultant or firm's experience with cost estimating, and include examples of same. Provide references for each project.
- F. Examples of Work. Pictures, design examples or other materials of similar projects performed by individual Consultant or the firm within the last three years should be included. Individual Consultant or the firm should identify the individuals that worked on each project, and the responsibilities of each.
- G. References. Provide three references from recent projects designed and built to completion. Include name, project name, phone and/or email contact information.
- H. The Consultant shall provide, in a separate sealed envelope, the estimated costs associated with Phase I and Phase II requirements of the proposal.

IV. SELECTION PROCESS

Central Arizona Fire and Medical Authority is the Owner. The owner's Project Manager is Assistant Chief Cody Rose, or his designee. The Owner reserves the right to reject or accept any or all proposals or waive any formalities, informalities, or information therein. Selection of the Consultant will be based upon a number of factors, included but not limited to:

- A. The proposed design team's proven experience in designing and building commercial property;
- B. Presentation of the Consultant or firm's proposal;
- C. Proposed cost of services and ability to work within the budgeted amount;
- D. Proven ability to work within a prescribed time frame and to meet deadlines;
- E. Proven capability to provide construction site supervision of design requirements and compliance;
- F. Proven availability to attend meetings with staff and to make presentations at monthly open meetings before the Fire Board of the Authority or as required;
- G. Prior proven experience of and ability to work in the public sector;

- H. Proven ability to work well with the general contractor and the Authority agency;
- I. The consultant firm’s business history and references;
- J. The proposed design team’s education, certifications, licenses, experience and qualifications;
- K. The consultant firm’s approach to the project; and,
- L. The consultant firm’s reputation and standing in the community, quality of work product, and financial and staffing capabilities.

The Authority reserves the absolute right to narrow the pool of candidates for the project, and remove firms from consideration, at any time during the selection process. A firm submitting a proposal will be notified in writing if it is removed from the candidate pool during the selection process. Finalists may be required to make a formal presentation to the Authority’s Fire Board. The Authority is under no obligation to select any of the candidates, and may choose to begin a new consultant selection process at any time. Additionally, the Authority shall retain the absolute right to delay, modify, or abandon the project at any time in its sole discretion and in accordance with law.

V. OWNER-CONSULTANT AGREEMENT

Final award of the project is contingent upon the Authority and the selected individual Consultant or firm entering into an Owner-Consultant Agreement and General Conditions, as modified by the Authority. CAFMA intends to use AIA Document A105-2007; Standard Form of Agreement between Owner and Contractor with supplements and amendments to this form, as modified by the Authority. Examples of these contract documents are available from CAFMA upon request.

VI. PROJECT PROCESS AND SCHEDULE

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| A. RFQ issued | July 19, 2021 |
| B. RFQ proposals due at CAFMA HQ by 4:00pm | August 16, 2021 |
| C. Staff Review | August 17, 2021 |
| D. Contingent Award by Fire Board (tentative) | August 23, 2021 |
| E. Execution of Contract Documents | August 23, 2021 |

VII. SUBMITTAL REQUIREMENTS

All proposals shall be submitted in bound form, five (5) identical copies each. The proposals and all copies shall be submitted in a sealed envelope marked “Confidential-Do Not Open” on the front to:

Assistant Chief Cody Rose
 Central Arizona Fire and Medical Authority
 8603 E. Eastridge Drive
 Prescott Valley, AZ 86314
 RE: New Apparatus Building Design Qualifications

Submittals must be received before **4:00 pm Arizona time on August 16, 2021**. Proposals received after that time and date will not be considered unless the Authority determines that ALL other timely-received proposals are insufficient. In that case, all late proposals shall be opened and considered. It is the responsibility of the Consultant to ensure the proposal arrives before the time and date stated above. The Authority reserves the absolute right to reject any and all submissions deemed to be incomplete, non-responsive or not meeting CAFMA's standards for the project, to waive any deficiencies, and to accept the proposal deemed most advantageous and in the best interest of the Authority and the taxpayers.

All costs incurred in any way whatsoever in the preparation and presentation of a proposal shall be wholly the responsibility of the Consultant submitting the proposal. The proposal and all supporting documentation shall become the property of CAFMA and will constitute a public record. Questions regarding the above request for qualifications may be directed to: **Assistant Chief Cody Rose** at crose@cazfire.org or **928-772-7711**. The Authority shall determine in its own sole discretion whether or how to respond to any query received.