

**CITY OF COTTONWOOD
NOTICE OF REQUEST FOR QUALIFICATIONS**

**DESIGN BUILD SERVICES FOR
COTTONWOOD PHOTOVOLTAIC SOLAR PROJECT**

Notice is hereby given that the City of Cottonwood, (hereinafter referred to as "City") is soliciting Statements of Qualifications from Design-Build Firms, in accordance with Arizona Revised Statutes Title 34, for the design and construction of the **Cottonwood Photovoltaic Solar Project, installation of a Photovoltaic power generation system for Cottonwood Airport**. This procurement shall be a one-step competition pursuant to A.R.S. § 34-603(C), with the intent to award a contract pursuant to 34-603(E). The City will hold interviews with three, but not more than five persons or firms or as the law may otherwise allow. The City will select the persons or firms on the final list and their order on the final list solely through the results of the interview process. See A.R.S. § 34-603(C)(2)(c)(i).

The City invites interested firms to submit written Statements of Qualifications relating to this project. A Selection Committee will then evaluate the firms' qualifications and experience with similar projects. The City will select **THREE (3) to FIVE (5)**, or as many as the law may allow, from those submitting Statements of Qualifications for Interviews. The City will hold interviews with the above-noted qualifying persons or firms and will select the persons or firms on the final list and their order on the final list solely through the results of the interview process. The selection criteria and relative weight of the selection criteria to be used in the interviews will be provided to the participants prior to the interviews. The City intends to enter into negotiations, pursuant to A.R.S. § 34-603(E) with the top ranked Offeror as determined by the interview evaluation. If necessary and pursuant to A.R.S. § 34-603(E), the City may enter into negotiations with subsequently ranked Offerors. The City's budget for design and construction is estimated at \$90,000.00. The final budget amount will be dependent on the size of the system. Construction is scheduled for early 2011.

Any interested offerors without internet access may obtain a copy of this solicitation by calling **928-634-8033**, or a copy may be picked up during regular business hours at the Public Works Department, 1490 West Mingus Ave, Cottonwood, AZ. Respondents are invited to review the information and to submit their Statements of Qualifications in accordance with the criteria established within this RFQ. Written questions regarding this RFQ must be received by the Public Works Department no later than 96 hours prior to the due date. Questions may then be responded to by written amendment to this document. **Oral statements or instructions shall not constitute an amendment to the RFQ.**

All submittals must be received by the due date and time assigned at the submittal location specified herein. **Any response not received at the specified submittal location or received at the specified submittal location after the due date and time assigned will be returned unopened.** The City of Cottonwood reserves the right to reject any or all submittals, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities in any submittal. All information regarding the content of the specific submittals will remain confidential until a contract is finalized or all proposals are rejected.

This project is funded by a Energy Efficiency and Conservation Block Grant (EECBG) administered by the Arizona Department of Commerce. **Any Offeror awarded a contract for this scope of work will be required to follow ALL EECBG guidelines and Special Terms and Conditions (copies of the guidelines and Special Terms and Conditions are included in the RFQ)**

SUBMITTAL DUE DATE: ~~Thursday, January 13, 2011 AT 4:00 P.M. LOCAL AZ TIME~~
REVISED Thursday, January 20, 2011 AT 4:00 P.M. LOCAL AZ TIME
Submittals previously submitted for the original deadline do NOT need to be resubmitted.

SUBMITTAL LOCATION: Cottonwood City Hall
Attn: City Clerk
827 North Main Street, Cottonwood, AZ 86326

PRE-SUBMITTAL CONFERENCE DATE: Wednesday, January 5, 2011
(Attendance NOT mandatory)
TIME: 9:30 A.M. LOCAL AZ TIME
LOCATION: Public Works Conference Room
1490 West Mingus Ave, Cottonwood, AZ 86326

QUESTIONS SHALL BE DIRECTED TO: Scott Mangarpan, Project Manager
City of Cottonwood Department of Public Works
1490 West Mingus Ave, Cottonwood, AZ 86326
928-634-8033 extension 11
smangarpan@ci.cottonwood.az.us