



City of Cottonwood, Arizona

NOTICE OF FORMAL SOLICITATION

SOLICITATION TYPE:

SERVICES SOUGHT:

SOLICITATION INVITATION NO.:

RESPONSE DUE DATE AND TIME:

LOCATION:

REQUEST FOR QUALIFICATIONS

Roadway and Utility Design Engineering Services

2012-PW-14

Tuesday, February 14, 2012 at 2:00 p.m. local Arizona time

City of Cottonwood

Administrative Services Department

Purchasing Division

816 N. Main Street

Cottonwood, Arizona 86236

The City of Cottonwood is soliciting qualifications and experience (responses) from Engineering firms, in accordance with Arizona Revised Statutes (A.R.S.) Title 34, for roadway and utility design engineering services for 10th Street, between Mingus Avenue and Main Street in Cottonwood, Arizona. In this Request for Qualification (RFQ) the City is seeking professional services associated with roadway design and utility design engineering services (hereinafter "Services"). The Services may include, but are not limited to, consultation, research analysis, siting considerations, design, inspection and long-term planning. It is intended that the successful Proposer would enter into an indefinite, non-exclusive contract with the City to provide these Services.

Proposers are invited to review the information and to submit their Statements of Qualifications in accordance with the criteria established within this RFQ. All questions regarding this RFQ must be received in **writing** by the City of Cottonwood Engineering Department no later than seventy-two (72) business hours prior to the due date and time cited above and may be emailed to Troy Odell PE at todell@cottonwoodaz.gov with a copy to David Hausaman at dhausaman@cottonwoodaz.gov. Questions will then be responded to by written addenda to this document. **Any oral questions, answers, statements or instructions shall not in any way constitute an amendment to this RFQ.**

Solicitation documents are available by email by contacting the Purchasing Division at (928) 340-2714, on the Public Purchase website (www.publicpurchase.com), or hard copies can be picked up at the City of Cottonwood, Administrative Services Department located at 816 N Main Street, Cottonwood, AZ 86326.

Responses to this solicitation will be received by the Purchasing Division, City of Cottonwood, 816 N. Main Street, Cottonwood, Arizona 86236, until the time and date cited above. Responses received by the correct time and date will be opened publicly at the Purchasing Division Office.

Responses must be in the actual possession of the Purchasing Division Office and stamped by a member of the Purchasing Division staff on or prior to the exact time and date indicated above. Late responses or unsigned responses **will not** be considered under any circumstances and will be returned unopened.

Responses must be submitted in a sealed envelope with the solicitation invitation number and the Proposer's name and address clearly indicated on the envelope. All responses must be completed in ink or typewritten. Offers may not be submitted in facsimile or electronically. A facsimile or electronic mail offer shall be rejected. Additional instructions for preparing your responses are provided on the following pages.

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.

The City is an equal opportunity employer and minority business enterprises and women's business enterprises are encouraged to submit SOQ's.

Publication Dates: January 29, 2012 and February 5, 2012

PUBLISHERS AFFIDAVIT REQUIRED