



CITY of Cottonwood, Arizona

NOTICE OF FORMAL SOLICITATION

**SOLICITATION TYPE:
SERVICES SOUGHT:**

**SOLICITATION INVITATION NO.:
RESPONSE DUE DATE AND TIME:
LOCATION:**

REQUEST FOR QUALIFICATIONS

**Construction Manager at Risk for the Emergency
Communications Center**

2013-PW-08

Thursday, April 25, 2013 at 3:00 pm local Arizona time

CITY of Cottonwood

Administrative Services Department

Public Safety Building Conference Room (temporary location)

199 S 6th Street

Cottonwood, Arizona 86236

Notice is hereby given that the CITY of Cottonwood, (hereinafter referred to as "CITY") is soliciting Statements of Qualifications from Construction Manager at Risk (CMAR) Firms, in accordance with Arizona Revised Statutes (A.R.S.) Title 34, for the design constructability review and construction of the **Emergency Communications Center (ECC)**. The ECC Project, hereinafter referred to as "the Project" or "the Work" includes: preconstruction/design phase services (hereinafter "Preconstruction Services"), obtaining all required permits; providing all material, equipment and labor necessary to construct the entire Facility; acceptance testing; and, commissioning of the Facility. Preconstruction Services include constructability reviews, value engineering, budgeting/estimating, scheduling, identification of long lead items and other preconstruction services necessary for the Project.

The CITY invites interested persons or firms to submit written Statements of Qualifications (SOQs) relating to this project. This procurement will be a one-step competition pursuant to A.R.S. § 34-603(C), with the intent to award a single, two-phase contract pursuant to A.R.S. § 34-603(E) for design phase/pre-construction services, and for construction services, subject to the negotiation of an acceptable guaranteed maximum price for construction of the Project. A Selection Committee organized pursuant to A.R.S. § 34-603(C)(3), and including at least one (1) employee of the CITY or a representative appointed by the CITY, will evaluate the Respondents' qualifications and experience with similar projects. The selection criteria and relative weight of the selection criteria to be used in evaluating the SOQs are set forth below in this RFQ. Based on these criteria and relative weights, the Selection Committee will select at least three (3) but no more than five (5) persons or firms to be interviewed. The selection criteria and relative weight of the selection criteria to be used during the interviews will be provided to the participants prior to the interviews. Following the interviews, the Selection Committee will develop a final list through the combined results of the interview process and SOQ scores. The CITY intends to then enter into negotiations pursuant to A.R.S. § 34-603(E) with the top-ranked Respondent on the final list. If the CITY is unable to successfully negotiate a contract with the top-ranked Respondent, it may then enter into negotiations with subsequently ranked Respondents, in its sole and sound discretion.

Solicitation documents are available by email by contacting the Purchasing Division at (928) 340-2714 or hard copies can be picked up at the CITY of Cottonwood, Administrative Services Department temporary location at the Public Safety Building Conference Room located at 199 S 6th Street, Cottonwood, AZ 86326. Documents can also be obtained through the Public Purchase website at www.publicpurchase.com.

Responses to this solicitation will be received by the City of Cottonwood Administrative Services Department, Purchasing Division, temporary located at the Public Safety Building Conference Room located at 199 S 6th 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 on the date and at the time the Responses are due.

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

Responses must be submitted in a sealed envelope with the solicitation invitation number and the Respondent's name and address clearly indicated on the envelope. All responses must be completed in ink or typewritten. 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 submittals are rejected.

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

PRE-SUBMITTAL CONFERENCE DATE: Thursday, April 18, 2013
TIME: 10:00 am Arizona time
LOCATION: Cottonwood Recreation Center, Cottonwood Room,
150 S 6th Street, Cottonwood, AZ 86326
Attendance of the Pre-Submittal Conference is NOT mandatory.

QUESTIONS SHALL BE DIRECTED TO: Scott Mangarpan, Project Manager
CITY of Cottonwood Development Services Department
1490 W. Mingus Ave.
Cottonwood, AZ 86326
smangarpan@cottonwoodaz.gov

Publish Date: Verde Independent – Sunday, April 7, 2013 and Sunday, April 14, 2013

PUBLISHERS AFFIDAVIT REQUIRED