

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

**DESIGN BUILD SERVICES FOR  
COTTONWOOD CIVIC CENTER AIR CONDITIONING 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 **Civic Center Air Conditioning Project, installation of an air conditioning system for the Cottonwood Civic Center**. This procurement shall be a one-step competition pursuant to A.R.S. § 34-603(C), with the intent to award a single contract pursuant to 34-603(E). The City will hold interviews with three, but not more than five 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 for the air conditioning system is estimated at \$100,000.00 to \$150,000. The final budget amount will be dependent on the design and size of the system. Construction is scheduled for mid-2015.

Any interested Offerors may obtain a copy of this solicitation by email requests sent to [jcook@cottonwoodaz.gov](mailto:jcook@cottonwoodaz.gov) or calling **928-340-2714**, or a copy may be picked up during regular business hours at the Purchasing Department, 816 North Main Street, Cottonwood, AZ. Respondents are invited to review the information and to submit their Statements of Qualifications in accordance with the criteria established within the RFQ. Written questions regarding the RFQ must be received by the Purchasing 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.

**SUBMITTAL DUE DATE:  
SUBMITTAL LOCATION:**

**January 29<sup>th</sup>, 2015 AT 4:00 P.M. LOCAL AZ TIME**  
Cottonwood Administrative Services Department  
**Attn:** Purchasing Agent  
816 North Main Street, Cottonwood, AZ 86326

**PRE-SUBMITTAL CONFERENCE DATE:  
(Attendance NOT mandatory)**

**January 15<sup>th</sup>, 2015**

**TIME:  
LOCATION:**

**10:00 A.M. LOCAL AZ TIME**  
**Cottonwood Civic Center**  
**805 N. Main Street, Cottonwood, AZ 86326**

**QUESTIONS SHALL BE DIRECTED TO:**

Purchasing Agent  
816 North Main Street, Cottonwood, AZ 86326  
928-340-2714  
[jcook@cottonwoodaz.gov](mailto:jcook@cottonwoodaz.gov)