



City of Cottonwood, Arizona

NOTICE OF FORMAL SOLICITATION

SOLICITATION TYPE:

SERVICES SOUGHT:

SOLICITATION INVITATION NO.:

RESPONSE DUE DATE AND TIME:

LOCATION:

REQUEST FOR QUALIFICATIONS

**Job Order Contracting for Underground Contracting
2016-PW-07**

July 15th, 2016 at 10:00 a.m. local Arizona time

City of Cottonwood

Administrative Services Department

Purchasing Division

816 N. Main Street

Cottonwood, Arizona 86236

Notice is hereby given that the City of Cottonwood (City) is conducting a competitive one-step process to retain up to three (3) Contractors for a Job Order Contract (JOC) to provide annual Underground Contracting services for the City of Cottonwood at various locations, including the Cottonwood Municipal Water service area. Individual job orders should not exceed five hundred thousand dollars (\$500,000). This is a "one-step" qualifications-based selection process for "Professional Services" pursuant to A.R.S. § 34-601 *et seq.* The initial activity will involve an evaluation and ranking of Contractors' qualifications and experience with similar projects through a review and evaluation of qualifying Statements of Qualifications. The City, at its sole discretion, may make its determination of the final list and rank of the final list solely on the Statements of Qualifications review and evaluation **or** the City may select three (3) to five (5) of the highest ranked Contractors for interviews and make its determination of the final list and ranking of the final list on the combined results of the Statements of Qualifications review and evaluation and the interview.

The term of this contract will be two (2) years with three (3) additional one-year renewal options. However, services will be requested on an as-needed, if- needed basis and the resultant contract is neither exclusive nor a commitment by the City that the Contractor's services will be required.

Solicitation documents are available by email by contacting the Purchasing Division at jcook@cottonwoodaz.gov or hard copies can be picked up at the City of Cottonwood, Administrative Services Department located at 816 N Main Street, Cottonwood, AZ 86236. Documents can also be obtained through the Public Purchase website at www.publicpurchase.com.

Proposers are invited to review the information and to submit their Statements of Qualifications in accordance with the criteria established within this Request for Qualifications (RFQ). All questions regarding this RFQ must be received in **writing** by the City of Cottonwood Utilities Department no later than seventy-two (72) business hours prior to the due date and time cited above and may be emailed to Roger Biggs, at rbiggs@cottonwoodaz.gov with a copy to David Hausaman at dhausaman@cottonwoodaz.gov and Jeff Cook, Purchasing Agent at jcook@cottonwoodaz.gov. Questions will 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.**

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 submitted in a sealed envelope with the solicitation invitation number and the Applicant'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.

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.

The City of Cottonwood reserves the right to reject any or all responses, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities in any response. All information regarding the content of the specific responses will remain confidential until a contract is finalized or all responses are rejected.

Publish Date: Verde Independent – Sunday, June 19th 2016 and Sunday, June 26th, 2016

PUBLISHERS AFFIDAVIT REQUIRED