



# City of Cottonwood, Arizona

## NOTICE OF FORMAL SOLICITATION

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

**REQUEST FOR QUALIFICATIONS**  
**On Call Airport Consultant Design Services**  
**2013-PW-12**  
**Friday, March 1, 2013 at 1:00 pm local Arizona time**  
**City of Cottonwood**  
**Administrative Services Department**  
**Purchasing Manager**  
**816 N. Main Street**  
**Cottonwood, Arizona 86236**

**Note: There will be a Pre-Submittal Conference at the Development Services Conference Room, 111 N. Main Street, Cottonwood, AZ on Thursday, February 21, 2013 at 10:00 a.m. local Arizona time.**

Notice is hereby given that the City of Cottonwood, (hereinafter referred to as "City") is soliciting Statements of Qualifications from Consultant Firms, in accordance with Arizona Revised Statutes (A.R.S.) Title 34 and with Chapter 2 of the Federal Aviation Administration (FAA) Advisory Circular 150/5100-14D for on call airport design services for projects that involve, but are not limited to: the design, application and construction monitoring of airport improvements such as; Automated Weather Observation Systems (AWOS), terminal parking lot, airport layout plan, airport miscellaneous studies, land acquisition(s), aircraft hangars, runways, taxiways, ramps, access roads, airfield security, lighting and signing, and nav aids. Services also include, but are not limited to: Consultant, civil Consultant, electrical Consultant, surveying, geotechnical Consultant, environmental planning and security planning. In this Request for Statements of Qualification (RFQ) the City is seeking professional services associated with airport design Consultant services (hereinafter "Services"). 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 Consultants' 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 Consultant 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.

A qualification based selection process conforming to FAA Advisory Circular 150/5100-14d will be utilized to select the most qualified firm. Fee information will not be considered in the selection process and must not be submitted with the Statement of Qualifications. Fees will be negotiated for projects as federal funds become available and projects determined eligible.

Prospective Consultants are advised that applied overhead rates must be in accordance with the cost principals established within Federal Regulation 48 CFR Part 31, *Contract Cost Principles and Procedures*. The successful firm will be required to submit a copy of their current overhead rate audit certification.

The term of this contract will be one (1) year with three (3) 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 Consultant's services will be required.

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 located at 816 N Main Street, Cottonwood, AZ 86326. Documents can also be obtained through the Public Purchase website at [www.publicpurchase.com](http://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 Purchasing Department no later than seventy-two (72) business hours prior to the due date and time specified below and may be emailed to Lisa Elliott at [lelliott@cottonwoodaz.gov](mailto:lelliott@cottonwoodaz.gov) with a copy to Morgan Scott at [mscott@cottonwoodaz.gov](mailto:mscott@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.**

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, January 27, 2013 and Sunday, February 3, 2013

**PUBLISHERS AFFIDAVIT REQUIRED**