



City of Cottonwood, Arizona

NOTICE OF FORMAL SOLICITATION

SOLICITATION TYPE: Request for Qualifications
COMMODITY/SERVICE SOUGHT: Design Build Services for Cottonwood Recreation Center
Thermal Solar Project
SOLICITATION INVITATION NO.: 2012-PW-5
SOLICITATION DUE DATE AND TIME: August 24, 2011 at 4:00 pm (local Arizona time)
SUBMITTAL LOCATION: City of Cottonwood
Administrative Services Department
Purchasing Division
816 N. Main Street
Cottonwood, Arizona 86326

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 **Cottonwood Thermal Solar Project, installation of a thermal solar system for the Cottonwood Recreation Center and the outdoor pool (two separate systems)**. This procurement shall be a one-step competition pursuant to A.R.S. § 34-603(C), with the intent to award a single contract for both systems pursuant to 34-603(E). The City will hold interviews with three (3), but not more than five (5) 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 both systems is estimated at \$450,000.00. The final budget amount will be dependent on the size of the system. Construction is scheduled for mid 2011.

Any interested Offeror may obtain a copy of this solicitation from the Public Purchase website at www.publicpurchase.com, or a PDF version may be obtained via email by contacting the Purchasing Manager at (928) 340-2714 or via email at lelliott@cottonwoodaz.gov. Respondents are invited to review the information and to submit their Statements of Qualifications in accordance with the criteria established within the Request for Qualifications (RFQ). **Written questions regarding the RFQ must be received by Scott Mangarpan, Project Manager, City of Cottonwood, 1490 West Mingus Ave, Cottonwood, AZ 86326, or via email at smangarpan@cottonwoodaz.gov, no later than 96 hours prior to the due date.** Questions may then be responded to by written addendum to this document. **Oral statements or instructions shall not constitute an addendum 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.

Note: There will be a Pre-Submittal Conference at the Cottonwood Recreation Center, 150 S 6th Street, Cottonwood, AZ on August 11, 2011 at 10:00 a.m. local Arizona time. Attendance is NOT mandatory.

Publish Date: Verde Independent – July 31, 2011 and August 7, 2011

PUBLISHERS AFFIDAVIT REQUIRED