



SOLICITATION AMENDMENT

**Materials Management
Procurement**
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Telephone: (623) 773-7115
Fax: (623) 773-7118

Solicitation No: P11-0004
Description: JOC for Commercial Rehabilitation Program
Amendment No: One (1)
Solicitation Due Date: September 22, 2010
Solicitation Due Time: 5:00 p.m.

Buyer: Lisa Houg, CPPB

A signed copy of this Amendment shall be received by the City of Peoria, Materials Management no later than the Solicitation Due Date and Time.

The Templates for Attachments A, B, C, and D can be accessed on the City's FTP website.

FTP Site Access Directions:

Using your Web Browser, enter the following address:

<ftp://cityftp.peoriaaz.gov/solicitation>

You will be prompted for a User ID and Password.

User ID: ftpsolicitation

Password: 0EC91&lv

(password is case sensitive)

You should then see the available file. The file name for this project is P11-0004 – Commercial Rehabilitation Program. You can copy or download to your computer or server. Download speed will depend on the internet connection speeds on both sides.

If you have trouble moving beyond the prompt for user id and password, it is likely your network or pc's firewall and/or anti-virus software is blocking access. Temporarily turning off your firewall and/or anti-virus software should allow you to continue with access.

All other provisions of this Solicitation shall remain in their entirety.

Vendor hereby acknowledges receipt and agreement with the amendment.

Signature Date

Typed Name and Title

Company Name

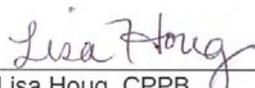
Address

City State Zip

The above referenced Solicitation Amendment is hereby Executed

September 7, 2010

at Peoria, Arizona



Lisa Houg, CPPB
Contract Officer



**STATEMENT OF INTEREST
AND QUALIFICATIONS**

Solicitation Number: **P11-0004**

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**REQUEST FOR
STATEMENT OF INTEREST & QUALIFICATIONS**

JOB ORDER CONTRACTING

for

COMMERCIAL REHABILITATION PROGRAM

P11-0004

Due Date: September 22, 2010, 5:00 PM Arizona Time

City of Peoria
Materials Management Division
Contact: Lisa Houg, Contract Officer
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345
(623) 773-7115



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Request for Statement of Interest and Qualifications Job Order Contracting for Commercial Rehabilitation Program

SECTION 1 – INTRODUCTION AND PROJECT OVERVIEW

1.1 Background

The City of Peoria Arizona is seeking experienced Contractors to provide services as described below for various projects utilizing Job Order Contracting (JOC) project delivery. The contract period will be for a minimum of one (1) year with a maximum of four (4) one-year extensions. It is the City's intent to enter into a cost plus fee structure. Do not include pricing information with the Statement of Qualifications.

It is the intent of the City of Peoria to select one (1) contractor for the award of a Job Order Contract.

1.2 Best Value Selection Process

The City expects to award the project to the best valued contractor based on the requirements in this solicitation. The contractor selected for qualification will be the contractor whose qualifications are responsive, responsible, and are the most advantageous to City, as determined by City in its sole discretion. The performance of all work performed under this contract will be evaluated at project completion and will determine eligibility for future work at the City.

1.3 Project Overview

The intent of this Job Order Contract is to aid the City of Peoria in accomplishing the goal of revitalizing the Old Town's Commercial (OTC) Core through a comprehensive rehabilitation program. The OTC Core includes properties on 83rd Avenue, Washington Street, Jefferson Street, and Peoria Avenue (see Exhibit 1). The Program is designed to promote and assist the improvement of Old Town commercial properties through exterior rehabilitation of facades on primary building/structures. The improvements may also extend to related structural and site elements including but not limited to signage, parking areas and walkways. The successful team will have experience working in and around downtown areas and managing/communicating with multiple stakeholders.

1.4 Project Budget

Peoria's Capital Improvement Program identifies funding for this project in Fiscal Year 2011 in the amount of **\$1,175,000**.

1.5 Client Team

The Peoria Mayor and City Council collectively are the project client and as such authorize all project budgets and capital expenditures. To represent the interests of the Mayor, Council, and City Management the City of Peoria has identified **Rebecca Zook** to fill the Role of Project Manager and day to day contact for the entire project.



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SECTION 2 – PROJECT DESCRIPTION & SCOPE OF WORK

2.1 Description:

The City completed the 2009 Old Town Peoria Revitalization Plan (OTPRP) which was adopted by City Council on December 15, 2009. This document establishes the necessary framework and provides a multi-faceted approach to spur revitalization within Old Town Peoria. As a result, the city began working on Design Concepts for the Downtown Commercial Rehabilitation Program in early 2010. Preliminary Design Concepts have been completed for just over 15 commercial buildings within the targeted area (Exhibit 2-4). The buildings/sites included in the initial study were chosen based on specific areas of interest and are not intended to be the only beneficiaries of this program. The initial study concepts have been presented to City management and to property/business owners in order to obtain general acceptance of designs/materials. City staff will be meeting individually with each affected property owner to help finalize the rehabilitation concepts for their specific building/business.

The overall scope of work will be phased over several years pending release of funds through the Capital Improvement Budget. As a result, the City will need to identify specific buildings/areas (through the Commercial Rehabilitation Program Criteria) that will participate in the initial fiscal year (FY2011). Once the initial sites have been identified, the successful JOC team members will also complete a field evaluation/inspection of the affected properties in an effort to assess the viability of proposed changes to the structure and site.

Once the design phase is completed, we would anticipate moving directly into the rehabilitation/restoration construction phase of the project. It is essential that the businesses remain in operation during the construction phases and we would expect the JOC team to effectively manage the communication and coordination of this effort.

Since the improvements would be phased over a period of several years pending funding availability and release, it will be the intent of the City to effectively coordinate the improvements within the targeted area to provide the most positive benefit to the stakeholders and the downtown area as a whole.

2.2 Project Information

The name and location listed below is a project that may be done under this JOC contract. This project information is provided for contractors to use in completing the Project Assessment Plan so the City can see how your firm would approach a project if awarded the contract.

Wagoner Plaza II, located at 8466 W. Peoria Ave (see Exhibit 4). The project includes facade improvements, signage, and parking lot improvements.

2.3 Additional Project Information

For any project determined by the City to be appropriate for this Job Order Contract, the City will request that the contractor prepare a scope of work, cost proposal and project schedule. If acceptable, the City will issue a Job Order, at which time the parties will execute a Project Agreement specifying the cost and completion schedule for that project. Although the City anticipates that JOC Contractor will be issued work, the Contractor is neither guaranteed a



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minimum amount of work nor any jobs at all. The City reserves the right and will issue job orders based on ability of the contractor to meet the City's work schedule and the availability of trades and expertise in relation to each project.

Interested contractors will have the ability to show related experience and a proven track record in projects of the same nature and magnitude. The selected contractor will be expected to deliver turn key projects, including all permitting and regulatory requirements.

Contractors must have experience in the areas described in the Scope of Work (above).

SECTION 3 – STATEMENT OF QUALIFICATIONS AND EVALUATION CRITERIA

3.1 General Information

The JOC will be selected through a qualifications based selection process. The City expects to award the project to the best valued contractor based on the requirements in this solicitation. The contractor selected for qualification will be the contractor whose qualification is responsive, responsible, and are the most advantageous to City, as determined by the City in its sole discretion. The City reserves the right to add, delete, or modify any part of this solicitation at City's sole discretion. The City will evaluate contractors based on the overall value of each qualification.

3.2 Criteria and Weights

The City will evaluate contractors based on the overall value of each qualification. Evaluation criteria will be weighted according to the following categories:

Category	Weight
Responsiveness	Pass/Fail
References	Pass/Fail
Project Assessment Plan	
Scope Plan and Design Concept	25%
Risk Assessment / Value Added Plan	25%
Subcontractor Selection Plan / Project Schedule / Design Rendering	5%
Interview	45%

3.2.1 Responsiveness (Pass/Fail)

Contractors must prepare qualifications that follow the format and sequence specified in this solicitation. This includes adherence to the format of any attachments. The following conditions/criteria must be met in order to be considered responsive:

- (1) The Contractor will complete and provide all information in **Attachment A (Proposal Form)**
- (2) The Contractor will complete and provide all information in **Attachment B (Reference List)**
- (3) The Contractor will complete and provide all information in **Attachment C (PA Plan)**
- (4) The Contractor will complete and provide all information in **Attachment D (Subcontractor Plan)**



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3.2.2 References (Pass/Fail)

The Contractor will submit 3 references as outlined in **Attachment B**.

3.2.3 Project Assessment Plan (Weighted at 55%)

- The Contractor will submit a Project Assessment Plan as outlined in **Attachment C**.
- The PA Plan must be 4 pages or less (2 pages for Scope Plan (25%) and 2 pages maximum for risk assessment and value added (25%) items).
- The PA Plan shall NOT contain any names or information that can be used to identify the Contractor.
- The Contractor must use the template as provided in **Attachment C**. Contractors may not re-create or modify this attachment (no color, black ink only, no font changes, no pictures, no diagrams, etc).
- Any plan that does not follow these requirements, or contains names or information that can be used to identify who the contractor is shall be marked as unresponsive and eliminated from the evaluation process.
- Provide a detailed 1-page subcontractor selection plan that uses qualification and price in the selection criteria (**Attachment D**). The contractor should describe how they will pre-qualify and select their subcontractor(s) as required per ARS 34-603. The subcontractor selection plan, project duration schedule and design rendering are weighted at 5% combined (5%).
- Provide a 1 page project duration schedule for the project only that conveys major milestones, including City approval processes, and final submittal to the City. Assume an Award date of **November 1, 2010**.
- Provide a 1 page Design Rendering using the sample project provided.

3.2.4 Interviews (Weighted at 45%)

- The City will shortlist contractors based on the criteria in this section.
- The City may interview all of the critical team components proposed.
- The City may request to interview additional personnel.
- The City may interview individuals separately and/or as a group.
- The City may request a list of similar past projects from each team member.
- For this project, Contractors may bring up to two additional team members at their discretion to the interview. These additional team members will only be allowed in the interview during the 15-minute presentation and will not be interviewed or scored. The purpose of this is to allow Contractors to bring in up to two additional team members whom they feel are important to this projects success.
- *Important Note:* All proposed team members must be available for interview on the date specified in this solicitation. No substitutes or proxies will be allowed. Individuals who fail to attend the interview will not be given a score which may jeopardize the contractor's competitiveness.



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SECTION 4 – SELECTION PROCESS

4.1 Interview and Final Listing Process

Contractors will be prioritized and selected through qualifications based selection process based on the criteria in Section 3. A selection committee will evaluate and score each Project Assessment Plan.

The City will use a Linear Relationship Model (LRM) as outlined in Appendix 3 to assist the City in ranking the contractors.

A selection committee will evaluate and score each SOQ and will shortlist and interview the top 3 to 5 contractors based on the scores from the Project Assessment Plan. After conducting the interviews, investigations of the contractors will be performed by the City.

For this project the final list will consist of the top 3 scoring contractors (based on PA Plan scores, Interview scores, Pass/Fail Reference, and Pass/Fail Responsiveness).

4.2 Identification of Potential Best-Value

Scores from the interview will be used to determine the final ranking order of the shortlisted contractors. The top selected contractor(s) on the final list will then enter into negotiations with the City to reach agreement on final contract form, content and fee structure.

If the City is satisfied with the potential best-value contractor(s), they will proceed to issue an award. If the City is not satisfied with the negotiations, the City may consider breaking off negotiations and selecting the next contractor on the final list for potential award.

After award to the top contractor(s), each JOC project will require a pre-award phase to be completed as outlined in the Pre-Award Document (Appendix 1).

SECTION 5 – POST AWARD ACTIVITIES

5.1 Weekly Reporting System

Once a Notice to Proceed has been issued, the awarded Contractor will be required to submit weekly reports documenting risks on the project, as outlined in Appendix 2. The weekly reports are due every Friday, until the project is closed out or project has been accepted and final payment is received. For projects with duration of less than 6 months, the weekly report will be at the discretion of the City's project manager.

5.2 Post Project Evaluation

Upon completion of the project, the City will evaluate the overall performance of the project team (including, but not limited to: overall quality, on-time completion, no cost change orders, compliance to budget, no complaints, final results after the project has been completed, ability to



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work with the City staff, and submission of accurate weekly reports). The final rating will be used towards future City of Peoria projects and could modify the team's evaluation up or down.

Special Condition: For contracts that will span over multiple years, the City will perform annual project evaluations. These evaluations will be used to temporarily modify any team scores (until the project is complete and the final rating is submitted). The final rating will be updated once the project has been completed.

SECTION 6 – CRITICAL DATES

6.1 Pre-Submittal Conference

A pre-submittal conference will be held on **September 9, 2010 at 1:30 p.m.** Arizona Time. The meeting location is the **City of Peoria Development and Community Services Building, Point of View Conference Room, 9875 N. 85th Avenue, Peoria AZ, 85345.**

Staff may not be available to respond to individual inquiries regarding the project scope outside of this pre-submittal conference. All interested parties are urged to attend this meeting.

6.2 Critical Dates:

The following are the critical dates for this project. Please be advised that these dates are subject to change as deemed by the City.

September 9, 2010	Pre-Submittal Conference
September 22, 2010	Submittals Due
October 5, 2010	Notification of Interviews
October 18, 2010	Interviews (shortlisted contractors only)
October 20, 2010	Best-Value Contractor Notification
October 25, 2010	Pre-Award Phase
November 1, 2010	Anticipated Award

SECTION 7 – SOQ SUBMITTAL FORMAT

7.1 Submittal Format

- The SOQ must be submitted to the contact listed in Section 7.2. All documents should be on 8½" x 11", in black and white ink only. The copies should be stapled (and not bound) to facilitate easy handling, photocopying, and reading by the evaluation committee.
 - No faxed or emailed SOQs will be considered.
 - The SOQ must be received by the date listed in Section 7.2
1. Attachment A: Proposal Form –One (1) original must be submitted.
 2. Attachment B: Reference List – One (1) original must be submitted.
 3. Attachment C: Project Assessment Plan – Seven (7) copies of the completed 2-page Scope Plan, 2-page Risk Assessment/Value Added plan must be submitted.
 4. Attachment D: Subcontractor Selection Plan – Seven (7) copies of the detailed 1 page subcontractor Selection Plan.



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5. Detailed Project Duration Schedule – Seven (7) copies of the 1 page project schedule must be submitted.
6. Design Rendering – Seven (7) copies of the 1 page Design Rendering must be submitted.

7.2 Submittal Contact and Date

- Contact Information
Attention: Lisa Houg, Contract Officer
SOQ #: **P11-0004, Commercial Rehabilitation Program**
City of Peoria Materials Management
9875 N. 85th Ave., 2nd Floor
Peoria, AZ 85345
- SOQs must be received **by 5:00 p.m.** (AZ time) on **September 22, 2010.**

7.3 Disqualification

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of SOQ at the proper location by the specified date and time
- The number of copies of the submittal requested
- Adherence to maximum page requirements
- Not submitting all required documentation
- Adherence to having no identifying information (except for Attachment A and Attachment B)

SECTION 8 – GENERAL INFORMATION

8.1 Questions

- All questions regarding this SOQ must be submitted in writing by emailing:
Lisa Houg, Contract Officer
City of Peoria Materials Management
Lisa.Houg@peoriaaz.gov
- Inquiries within 48 hours preceding the due date & time will not be addressed.

8.2 General Information

- *Instructions:* The City of Peoria shall not be held responsible for any oral instructions. Any changes to this SOQ shall be in the form of a published addendum.
- *Contact:* Contact with City of Peoria staff, elected or appointed officials, or selection committee members concerning this SOQ, at any time, in any venue, is strictly prohibited, except as described in section 8.1 above, and will be grounds for disqualification.
- *Costs:* The City of Peoria will not be responsible for any costs incurred by any contractor submitting an SOQ or responding to this notice. The City reserves the right to waive any irregularities in any submittal and to reject all submittals and re-advertise or cancel the project



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in its entirety, at its sole discretion. The City reserves the right to request clarification or additional information.

- *Material:* All materials submitted in response to this solicitation become the property of the City, and may become a part of any resulting contract. Award or rejection of a proposal does not affect this right.
- *Compliance:* The selected contractor will be required to comply with the "Legal Arizona Workers Act."

8.3 Protest Policy and Procedures

- The City of Peoria Protest Policy and Procedures are available online at <http://www.peoriaaz.gov/content2.aspx?ID=2071>
The policy is contained within the City of Peoria Procurement Code, Chapter 2- Administration, and section 2-321. Procurement Code Protests; Informal and Formal.
- The specific protest procedures are contained in the Materials Management "Administrative Guidelines" and can be accessed at <http://www.peoriaaz.gov/content2.aspx?ID=2141> under the "Learn more About" box on the right side of the web page.

8.4 Attachments (All Must Be Completed and Returned to Be Considered Responsive)

Attachment A:	Proposal Form
Attachment B:	Reference List
Attachment C:	Project Assessment Plan, Project Duration Schedule and Design Rendering
Attachment D:	Subcontractor Selection Plan

8.5 Appendices

Appendix 1:	Pre-Award Phase Guide
Appendix 2:	Weekly Reporting Guide
Appendix 3:	Scoring and Ranking Submittals



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ATTACHMENT A PROPOSAL FORM

Name of Job Order Contractor (Firm): _____

Project Manager (Individual) _____

Project Superintendent (Individual) _____

Estimator (Individual) _____

Architect (Individual and Name of Firm) _____

Individual project bonding capacity: \$ _____

Total bonding capacity: \$ _____

Amount of bonded contracts currently in process: \$ _____

The Project Assessment Plan must NOT contain any information that may identify the Contractor or critical team members.

Name of Company

Printed Name of Contractor Representative

Signature of Contractor Representative

Street Address

City / State / Zip

Phone

Fax

Date

E-mail Address



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ATTACHMENT B REFERENCE LIST

HOW TO CREATE AND SUBMIT A REFERENCE LIST

1. The reference list must contain different projects. You cannot have multiple people evaluating the same job. However, one person may evaluate several different jobs.
2. The references for past projects must be of similar size and scope for the type of project being solicited.
3. The past projects must be completed past projects (no on-going or substantially complete projects).
4. The City will contact the references for additional information and clarification. If the reference cannot be contacted, there will be no credit given for that reference and your contractor may be eliminated from the selection process.



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ATTACHMENT B REFERENCE LIST (continued)

Please list a minimum of three (3) owner references from similar completed projects within the past three (3) years whom the Materials Management Division may contact:

1.	Company:	_____
	Contact:	_____ Phone: _____
	Address:	_____
	Description of Work:	_____
	Annual Value:	_____
	Date Completed:	_____
2.	Company:	_____
	Contact:	_____ Phone: _____
	Address:	_____
	Description of Work:	_____
	Annual Value:	_____
	Date Completed	_____
3.	Company:	_____
	Contact:	_____ Phone: _____
	Address:	_____
	Description of Work:	_____
	Annual Value:	_____
	Date Completed	_____



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ATTACHMENT C PROJECT ASSESSMENT PLAN GUIDE AND TEMPLATE

Introduction

The purpose of the Project Assessment Plan is to identify if a contractor can quickly identify the risks on a future project in terms of cost, time, and client expectations (of quality and performance). The PA Plan is used to:

1. Assist the client in prioritizing contractors based on their ability to understand the risks of a project.
2. Provide high performing contractors with an opportunity to differentiate themselves from their competitors.
3. Minimize the effort of experienced companies who are competing for the project.

Contractors should keep in mind that the PA Plan is only one step in the selection process. If all the PA Plans are the same, the PA Plan will have little impact in the selection (other factors, such as the interview will dictate the selection). The PA Plan will become part of the contract.

PA Plan Format

The PA Plan contains three major sections: Scope Plan, Potential Risks and Solutions and the Potential Value Added Options. The City's goal is to make the selection process as efficient as possible. Efficiency is to minimize the effort of all participants, especially those who will not be awarded the project. Therefore, the PA Plan should be brief and concise. The PA Plan shall NOT exceed 4 pages front side of page only (2 pages Scope Plan, 2 pages combined for Risks and Value Added Ideas).

In order to minimize any bias by the evaluation committee, the PA Plans shall NOT contain ANY names (such as contractor or manufacturer names, personnel names, project names, product names, or company letterhead). A PA Plan template is attached and must be downloaded from the website. Contractors are NOT allowed to re-create the PA Plan Template (cannot alter font size, font type, add colors, add pictures, etc). Failure to comply with these requirements will result in disqualification. The PA Plans should not contain any marketing information, brochures, product names, technical information, or general items. All documents shall be on 8½" x 11", in black and white ink only.

Overview of the Scope Plan Section

The purpose of the scope plan submittal is an opportunity for the contractor to differentiate themselves by giving a concise and well organized description of the project. The Scope Plan should be a succinct summary of the project and should be used to prove to the client that the contractor can visualize what they are going to do before they do it. The Plan should identify the major components, risks, and show contractors capability to predict, preplan, prioritize and minimize technical risks.

Overview of the Risk Assessment Section

The contractor should clearly address the following items:

1. List and prioritize major risk items that are unique to this project. This includes areas that may cause the project to not be completed on time, not finished within budget, generate any change orders, or may be a source of dissatisfaction for the owner. Risks can include things that you control and things that you do not control.
2. Explain how the contractor will avoid / minimize the risk. If the contractor has a unique method to minimize the risk, they should explain it in non-technical terms.

Overview of the Value Added Item Section

The contractor should identify and list any value added options that they feel may apply to this project. Do not include marketing material.

Project Duration Schedule

Provide a project duration schedule for the project only that conveys major milestones, including City approval processes.

Design Rendering

Provide a design rendering for the project using the project identified in Section 2.2.



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ATTACHMENT C PROJECT ASSESSMENT PLAN TEMPLATE

This template must be used.

SECTION 1 – SCOPE PLAN (Page 1 of 2)

Font size should not be any smaller than 10 point Times New Roman or Arial. Modifications to the format of this template will result in disqualification. (i.e., altering font type, adding colors, adding pictures, etc). Do not list any names/information that can be used to identify your contractor. (You may delete these instructions.)



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ATTACHMENT C PROJECT ASSESSMENT PLAN TEMPLATE

This template must be used.

SECTION 1 – SCOPE PLAN (Page 2 of 2)

Font size should not be any smaller than 10 point Times New Roman or Arial. Modifications to the format of this template will result in disqualification. (i.e., altering font type, adding colors, adding pictures, etc). Do not list any names/information that can be used to identify your contractor. (You may delete these instructions.)



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ATTACHMENT C PROJECT ASSESSMENT & VALUE ADDED PLAN

IDENTIFICATION & MINIMIZATION OF RISK: Identify major risks associated with Commercial Rehabilitation projects. You may add/delete the risk tables below as necessary.

Risk 1:	
Solution:	
Risk 2:	
Solution:	
Risk 3:	
Solution:	
Risk 4:	
Solution:	
Risk 5:	
Solution:	
Risk 6:	
Solution:	
Risk 7:	
Solution:	
Risk 8:	
Solution:	
Risk 9:	
Solution:	
Risk 10:	
Solution:	



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ATTACHMENT C

VALUE ADDED OPTIONS: Please identify any value added options or differentials that you are proposing, and include a short description of how it adds value to the project. Identify if the items will increase or decrease schedule, cost, or expectation. You may add/delete the value tables below as necessary.

Item 1:				
Impact:	Cost (\$)			Schedule (Days)
Item 2:				
Impact:	Cost (\$)			Schedule (Days)
Item 3:				
Impact:	Cost (\$)			Schedule (Days)
Item 4:				
Impact:	Cost (\$)			Schedule (Days)
Item 5:				
Impact:	Cost (\$)			Schedule (Days)



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Solicitation Number: **P11-0004**

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9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

ATTACHMENT D SUBCONTRACTOR SELECTION PLAN

This template must be used.

SUBCONTRACTOR SELECTION PLAN (Page 1 of 1)

Font size should not be any smaller than 10 point Times New Roman or Arial. Modifications to the format of this template will result in disqualification. (i.e., altering font type, adding colors, adding pictures, etc). Do not list any names/information that can be used to identify your contractor. (You may delete these instructions.)



STATEMENT OF INTEREST AND QUALIFICATIONS

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APPENDIX 1 PRE AWARD PHASE GUIDE (selected contractors only)

Pre-Award Phase

In addition to initial award, a pre-award phase will be carried out prior to the signing of each individual JOC project contract. The client's objective is to have the project completed on time, without any change orders, and with high customer satisfaction.

The pre-planning should include all coordination and identification of all risks that cannot be controlled by the contractor. It is in the contractor's best interest to identify any issues or concerns ahead of time during the pre-award period. The contractor should do this by creating documentation that puts them in control and eliminates any outside interference that could hinder them from performing.

Pre-Award Meeting

The pre-award meeting is held at the end of the pre-award phase and is used to present a summary of what was developed and agreed upon during the pre-award phase. The pre-award meeting is not a question and answer session. The contractor must not wait for the meeting to ask questions. All coordination and planning with the client and designer should be done prior to the meeting (during the pre-award phase). The JOC contractor should give a presentation, which walks the client through the entire project and summarizes all of the coordination/planning done during the pre-award phase. The JOC contractor should bring their team and all the information specified in the Quality Control Plan below. The documents specified in the checklist will become part of the contract.

Pre-Award Meeting Tasks

<input type="checkbox"/>	Prepare Scope of Work.
<input type="checkbox"/>	Prepare Fee Schedule.
<input type="checkbox"/>	Prepare updated detailed Project Schedule.
<input type="checkbox"/>	Prepare plan to coordinate the project with all the critical participants including City representatives.
<input type="checkbox"/>	Identify, list and prioritize any action items needed from the Client.
<input type="checkbox"/>	Prepare list of suggestions to the Client on how to make the project more efficient.
<input type="checkbox"/>	Review list of all risks (identified by your contractor and other contractors) and provide plan to minimize all risks.
<input type="checkbox"/>	Review the Weekly Reporting System (as required).
<input type="checkbox"/>	Review Contract Terms and Conditions.



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APPENDIX 2 WEEKLY REPORTING

Weekly Report Guide

The weekly report is an excel file that must be submitted on Friday of **every** week through project closeout. The contractor will be provided an electronic version of the spreadsheet during the pre-award phase. The report consists of an updated list of project assessments affecting the cost, schedule, or client satisfaction. When a new issue is identified, it is added to the report, along with the following: Identification date, Solution Plan, Resolution due date, Impact to critical path or schedule (in days), Impact to final cost (in dollars).

The City of Peoria's project manager will rate their satisfaction level with the consultant's plan on a scale of 1-10 (10 being completely satisfied and 1 being completely dissatisfied).

The completed report must be saved using the date and name of the project given by the client (Format: YYMMDD Project Name; For example, 'Polk Project' for the week ending August 20, 2010 should be labeled '100820 Polk Project').

Note: The weekly report will be analyzed for accuracy and timely submittal. At the end of the project, the client may modify the post project rating based on the accuracy and timeliness of the report.

WEEKLY REPORT CHECKLIST

<input type="checkbox"/>	Open latest 'Weekly Report' Excel spreadsheet. Go to the 'last tab' worksheet, and update the 'Week Ending' date for that week If there are no changes or additions to the project, the report will be identical to the previous week, except for the date. The report must be submitted every week.
<input type="checkbox"/>	Add any items that have been identified this week to the bottom of the list.
<input type="checkbox"/>	Update any items that have been resolved this week.
<input type="checkbox"/>	Update any 'old' items that have remained unresolved.
<input type="checkbox"/>	Contact the Owner and have them rate each of the items in the 'Owner's Ratings' column. The ratings are done on a scale of (1-10): 1 = Owner is not satisfied, 10 = Owner is highly satisfied. <i>**Note: The Owner has the opportunity to change the 'Owner Rating' from month to month, whether it has been resolved or not.</i>
<input type="checkbox"/>	Save the Excel Spreadsheet as ' YYMMDD Project Name '
<input type="checkbox"/>	Email a copy of the 'Weekly Report' Excel Spreadsheet to the following people: Lisa.Houg@peoriaaz.gov, Rebecca.Zook@peoriaaz.gov, Peggy.Ferrin@asu.edu



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APPENDIX 3 SCORING AND RANKING SUBMITTALS

Overview

The City of Peoria uses a simple linear data model to score and rank the contractors. The model uses raw data scores with a 1-10 rating, then normalizes those scores to a 100 point basis, then multiplies by the weighted percentage for the final score and ranking. Example: $8.1 = 81 \times 45\% = 36.45$.

Example

The following data and tables are for informational purposes only. Based on the raw data and weights, Contractor C is identified as the highest ranked contractor (85.35 points out of 100 possible points). Any contractor that receives a fail in the responsiveness or reference categories will be eliminated from the selection process.

No.	Criteria	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Weight
		Vendor A	Vendor A	Vendor B	Vendor B	Vendor C	Vendor C	
1	Responsiveness	Pass	Pass	Pass	Pass	Pass	Pass	Pass/Fail
2	Interview Score	8.1	36.45	7.8	35.1	8.3	37.35	45%
3	Scope Plan	5.6	14	6.1	15.25	7.8	19.5	25%
4	PA/VA Plan Score	9.1	22.75	9.7	24.25	9.5	23.75	25%
5	Subcontractor Plan, Project Schedule, Design Rendering Score	8.5	4.25	9.3	4.65	9.5	4.75	5%
6	References	Pass	Pass	Pass	Pass	Pass	Pass	Pass/Fail
			77.45		79.25		85.35	100%
	Final Ranking		3		2		1	
			Vendor A		Vendor B		Vendor C	



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EXHIBITS 1, 2a, 2b, 3a, 3b, 4 are attached.

Wagoner Plaza I –Exhibit 2a



Theatre Across from Wagoner Plaza



Wagoner Plaza I – Exhibit 2b



- Contemporary Design Influence Derived from Theatre
- Increase Window Frontage to Provide Openness
- Adjusted Roofline Articulation
- Expanded Building Sidewalk Area
- Monumentation and Landscaping at Corner



Multi-Owner Building – Exhibit 3a

Southeast Corner 83rd & Washington Avenue



Provided by the Peoria Arizona Historical Society



Multi-Owner Building – Exhibit 3b



- Old Town Character
- Eclectic Design



- Creating Character and Identity for each Tenant

- Storefront Appeal
- Roofline Articulation Echoes Old Town Peoria in early 1900's



Wagoner Plaza II – Exhibit 4

