



**STATEMENT OF INTEREST  
AND QUALIFICATIONS**

Solicitation Number: **P12-0008**

**Materials Management  
Procurement**

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

**REQUEST FOR  
STATEMENT OF INTEREST & QUALIFICATIONS**

**JOB ORDER CONTRACTING**

for

**WATER RELATED PIPELINE PROJECTS**

**P12-0008**

**Due Date: October 3, 2011, 5:00 PM Arizona Time**

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



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### **SECTION 1 – INTRODUCTION**

#### **1.1 Introduction**

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 two (2) contractors for the award of a Job Order Contract.

During the term of the JOC, work is performed as a series of individual job orders. Individual projects may require the expenditure approval of Peoria City Council. Each job order, initiated by the owner, is defined cooperatively by the owner and contractor. A scope, schedule and price are negotiated and agreed upon. Then the contractor is directed to proceed with the work. Job Order Contracting may include design services, pre-construction services, construction work, maintenance and as-built documents.

#### **1.2 Cooperative Purchasing**

Any contract resulting from this solicitation shall be for the use of the City of Peoria. In addition, specific eligible political subdivisions and nonprofit educational or public health institutions may also participate at their discretion. In order to participate in any resultant contract, a political subdivision or nonprofit educational or public health institution must have been invited to participate in this specific solicitation and the contractor must be in agreement with the cooperative transaction. In addition to cooperative purchasing, any eligible agency may elect to participate (piggyback) on any resultant contract; the specific eligible political subdivision, nonprofit educational or public health institution and the contractor must be in agreement.

Any orders placed to the successful contractor will be placed by the specific agencies participating in this purchase. Payment for purchases made under this agreement will be the sole responsibility of each participating agency. The City shall not be responsible for any disputes arising out of transactions made by others.

#### **1.3 Project Budget**

The City of Peoria Capital Improvement Program identifies funding for projects in fiscal year of 2012 and shows planned projects for the next ten years. A copy of the City's ten year CIP can be viewed at (<http://citynet/budget/budget.asp>). The approved 2012 budget is available to fund various projects utilizing the awarded JOC contract. Estimated value for all projects in the first year totals between \$2,000,000 to \$3,000,000. Projects may extend into the next fiscal year and beyond but in no instance will any one project under this JOC exceed \$3,000,000.

#### **1.4 Project Schedule**

The City of Peoria has elected to use the JOC delivery method for these projects as outlined under A.R.S. Title 34. Cost effective construction in the shortest possible time frame and within the



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City's tolerance of financial risk will be the guiding principles behind the various water related pipeline projects.

### **SECTION 2 – PROJECT DESCRIPTION & SCOPE OF WORK**

#### **2.1 Description:**

This Job Order Contract is issued to assist the City of Peoria with general construction services, together with architectural and engineering services as necessary, related to major and minor water, wastewater, reclaimed water and storm drainage pipeline construction projects. 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 contractors will be expected to deliver turn key projects, including all permitting and compliance with regulatory requirements.

For any project determined by the City to be appropriate for this Job Order Contract, the City will issue a Job order, at which time the parties will execute an individual Job Order specifying the cost and completion schedule for that project. Although the City anticipates that JOC Contractors will be issued work, the Contractor is neither guaranteed a minimum amount of work nor any jobs at all. The City reserves the right and will issue delivery 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.

#### **2.2 Scope of Work**

- A. The City of Peoria maintains a network of water, reclaimed water, wastewater and storm drainage pipelines. These pipelines include pipe, valves, manholes, catch basins and other related equipment and structures owned by the City. This Job Order Contract (JOC) will be focused on the rehabilitation, repair and new construction of such work within the public right of way.
- B. Other related work such as public involvement, utility relocation, traffic control, road repair, etc. as more fully described below will be required.
- C. Design services or post design services may be required for some of the projects. The scope of work for design or post design services, when applicable, will be defined by the City and included in the job order. Any as-builts required to be completed as part of the post design services shall be in accordance with Chapter 7 of the City of Peoria Infrastructure Design Guidelines.
- D. The following work activities may be included in individual projects. Not all activities will be included in all projects. The successful contractors shall have experience, knowledge, and ability to accomplish the following tasks.
  - 1) Design Services – Design services may be required for some work assignments. The contractor shall use Arizona registered professional engineers to prepare and seal construction documents.
  - 2) Permitting - Obtain all necessary permits required to complete the project, including but not limited to; Engineering Off-site, haul route, stockpile, SWPPP, dust control, traffic control



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- plans, MCESD approval to construct, approval of construction, etc.
- 3) Maintaining traffic control according to the approved traffic control plans.
  - 4) Installation of new water, reclaimed water, wastewater and storm drainage pipelines including all related work.
  - 5) Rehabilitation of water, reclaimed water, wastewater and storm drainage pipelines including all related work.
  - 6) Placing asphalt pavements including full depth sections, overlays, patches and repairs to restore areas damaged by construction.
  - 7) Placing concrete pavements including curb and gutter, driveways, sidewalks, to restore areas damaged by construction.
  - 8) Restoration of landscaping to restore areas damaged by construction.
  - 9) Utility Locating (potholing) underground utilities and obstructions.
  - 10) Provide all pipeline testing required.

### 2.3 Example Project

The following is an example scope of work for a typical project that may be done under this JOC contract. This example is provided for contractors to use in filling out the Project Assessment Plan so the City can see how your firm would approach a project if awarded the contract. This project is only an example project, so please do not contact the local business owners in the area.

The example project identified by the City is the construction of a new 12" reclaimed water line on 85<sup>th</sup> Avenue from Mountain View Road to Peoria Avenue.

The example project scope includes preparing plans and specifications (design phase), acquiring the necessary right-of-way and permits, traffic control, public involvement, relocation of existing utilities, excavation, installation and testing of the reclaimed water line, fittings, valves and services, meter boxes, pavement and landscaping restoration.

The Contractor will be required to provide a project scope plan showing the process to be followed through the right-of-way acquisition, design, permitting, and construction and close-out phases.

### 2.4 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 an individual Job Order. Although the City anticipates that JOC Contractors will be issued work, the Contractor is neither guaranteed a 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 contractors will be expected to deliver turn key projects, including all permitting and regulatory requirements.

## **SECTION 3 – EVALUATION CRITERIA**

### 3.1 General Information



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The JOC contractor(s) will be selected through a qualifications based selection process. The City expects to award the project to the best valued contractor(s) based on the requirements in this solicitation. The contractor selected for qualification will be the contractor whose qualification is responsive, responsible, and the most advantageous to City, as determined by 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. Contractors interested in providing services must submit a Statement of Qualifications (SOQ) that addresses the points as outlined.

### 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	25%
Risk Assessment / Value Added	25%
Project Schedule / Subcontractor Selection Plan	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:

- The Contractor will complete and provide all information in **Attachment A (Proposal Form)**
- The Contractor will complete and provide all information in **Attachment B (Reference List)**
- The Contractor will complete and provide all information in **Attachment C (Project Assessment Plan)**
- The Contractor will complete and provide all information in **Attachment D (Project Schedule and Subcontractor Plan)**

#### 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 50%)

- 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.



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- 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, may be marked as unresponsive and eliminated from the evaluation process.

### **3.2.4 Project Schedule & Subcontractor Selection Plan (Weighted at 5%)**

- Provide a 1 page Gantt style project duration schedule for the project that only conveys major milestones, including City approval processes, and final submittal to the City (Attachment D).
- 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 as required per ARS 34-603.
- The Project Schedule and Subcontractor Selection Plan shall NOT contain any names or information that can be used to identify the Contractor.

### **3.2.5 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.

## **SECTION 4 – SELECTION PROCESS**

### **4.1 Interview and Selection Process**

Contractors will be prioritized and selected through a 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 1 to assist the City in ranking the contractors.

A selection committee will evaluate and score each SOQ and interview the top 3 to 5 contractors based on the scores from the Project Assessment Plan, Schedule and Subcontractor Selection 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).



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#### 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.

### 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. 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 a 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

For contracts that span over multiple years, the City will perform annual project evaluations prior to contract renewal. 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, ability to work with the City staff, and submission of accurate weekly reports). The final rating will be used towards future City of Peoria projects.

### SECTION 6 – CRITICAL DATES

#### 6.1 Pre-Submittal Conference

A pre-submittal conference will be held on **Tuesday, September 20<sup>th</sup> at 9:00 a.m.** Arizona Time. The meeting location is the City of Peoria, Development and Community Services Building, Point of View Conference Room, 9875 N. 85<sup>th</sup> 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.



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September 20, 2011	Pre-Submittal Conference
October 3, 2011	Submittals Due
October 17, 2011	Notification of Interviews
November 3, 2011	Interviews (shortlisted contractors only)
November 9, 2011	Best-Value Contractor Notification

## SECTION 7 – SOQ SUBMITTAL FORMAT

### 7.1 Submittal Format

- The SOQ must be submitted to the contact listed in Section 7.2. 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 Form – One (1) original must be submitted.
  3. Attachment C: Project Assessment Plan – Six (6) copies of the completed 2-page scope plan, 2-page project assessment and value added plan must be submitted.
  4. Attachment D: Project Schedule and Subcontractor Selection Plan – Six (6) copies of the 1 page project schedule and six (6) copies of the 1 page subcontractor selection plan must be submitted.

### 7.2 Submittal Contact and Date

- Contact Information  
Attention: **Lisa Houg, Contract Officer**  
SOQ #: **P12-0008, Water Related Pipeline Projects**  
City of Peoria Materials Management  
9875 N. 85<sup>th</sup> Avenue, 2<sup>nd</sup> Floor  
Peoria, AZ 85345
- SOQs must be received **by 5:00 p.m.** (AZ time) on **October 3, 2011.**

### 7.3 Disqualification

Please be advised that failure to comply with the following criteria may 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 Attachments A & B)

## SECTION 8 – GENERAL INFORMATION

### 8.1 Questions



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- All questions regarding this SOQ must be submitted in writing by emailing:  
Lisa Houg, Contract Officer at 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 may 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 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.
- **Federal Funds:** The selected contractor will be required to comply with all associated Federal Compliance Regulations for any federally funded projects that may be done under this JOC contract.

### 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, 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 (Scope Plan & Risk/Value Added Plan)  
Attachment D: Project Schedule and Subcontractor Selection Plan

### 8.5 Appendices

Appendix 1: Scoring and Ranking Submittals



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*The JOC Contract template (for review only) and all 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: AEC91&!v*

*(password is case sensitive)*

*You should then see the available file. The file name for this project is P12-0008 – Water Related Pipeline Projects. 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.*



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## ATTACHMENT A PROPOSAL FORM

One original Proposal Form must be completed and sent to the City of Peoria. Please staple this to the original Reference form (Attachment B), Project Assessment Plan (Attachment C) and Project Schedule and Subcontractor Selection Plan (Attachment D).

### Project Team

Name of Job Order Contractor (Contractor): \_\_\_\_\_  
Name of Project Manager (Individual): \_\_\_\_\_  
Name of Project Superintendent (Individual): \_\_\_\_\_  
Name of Estimator (Individual): \_\_\_\_\_

### Bonding

Individual project bonding capacity: \$ \_\_\_\_\_  
Total bonding capacity: \$ \_\_\_\_\_  
Amount of bonded contracts currently in process: \$ \_\_\_\_\_

The Project Assessment Plan, Project Schedule and Subcontractor Selection Plan must NOT contain any information that may identify the Contractor or critical team members.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Printed Name and Title of Contractor Representative      Signature of Contractor Representative

\_\_\_\_\_  
Address      City, State      Zip Code

\_\_\_\_\_  
Phone      Fax      Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Contractor License Number



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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 firm 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 FTP site. 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 may 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, no graphics or pictures.

### ***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.



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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. Do not list any names/information that can be used to identify your firm. Do not exceed the 2-page limit for the Scope Plan. (You may delete these instructions.)



## STATEMENT OF INTEREST AND QUALIFICATIONS

Solicitation Number: **P12-0008**

### Materials Management Procurement

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

### ATTACHMENT C PROJECT ASSESSMENT PLAN TEMPLATE

This template must be used.

#### **SECTION 1 – SCOPE PLAN (Page 2 of 2)**

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## ATTACHMENT C PROJECT ASSESSMENT PLAN

This template must be used.

**SECTION 2 - IDENTIFICATION & MINIMIZATION OF RISK (Page 1 of 2)** Font size should not be any smaller than 10 point Times New Roman or Arial. Do not list any names/information that can be used to identify your firm. Do not exceed the 2-page limit for the Risk/Value-Added Plan. (You may delete these instructions.)

Identify major risks associated with the sample project. You may add/delete the risk tables below as necessary.

<b>Risk 1:</b>	
<b>Solution:</b>	
<b>Risk 2:</b>	
<b>Solution:</b>	
<b>Risk 3:</b>	
<b>Solution:</b>	
<b>Risk 4:</b>	
<b>Solution:</b>	
<b>Risk 5:</b>	
<b>Solution:</b>	
<b>Risk 6:</b>	
<b>Solution:</b>	
<b>Risk 7:</b>	
<b>Solution:</b>	
<b>Risk 8:</b>	
<b>Solution:</b>	
<b>Risk 9:</b>	
<b>Solution:</b>	
<b>Risk 10:</b>	
<b>Solution:</b>	



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## ATTACHMENT C PROJECT ASSESSMENT PLAN

This template must be used.

**SECTION 2 - VALUE ADDED OPTIONS (Page 2 of 2):** Font size should not be any smaller than 10 point Times New Roman or Arial. Do not list any names/information that can be used to identify your firm. Do not exceed the 2-page limit for the Risk/Value-Added Plan. (You may delete these instructions.)

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

<b>Item 1:</b>				
<b>Impact:</b>	Cost (\$)		Schedule (Days)	
<b>Item 2:</b>				
<b>Impact:</b>	Cost (\$)		Schedule (Days)	
<b>Item 3:</b>				
<b>Impact:</b>	Cost (\$)		Schedule (Days)	
<b>Item 4:</b>				
<b>Impact:</b>	Cost (\$)		Schedule (Days)	
<b>Item 5:</b>				
<b>Impact:</b>	Cost (\$)		Schedule (Days)	



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### ATTACHMENT D

#### PROJECT DURATION SCHEDULE and SUBCONTRACTOR SELECTION PLAN

This template is a placeholder only. Contractor may attach separate sheet(s) for Project Schedule and Subcontractor Selection Plan.

#### ***Overview of the Project Duration Schedule (1 page)***

Provide a detailed Gantt style project schedule which clearly conveys milestones, design activities, equipment pre-purchase, permitting processes, City approval process, construction and project close-out. Delineate clearly the two project efforts showing any points of inter-dependence and their respective completion dates. Do not list any names/information that can be used to identify your firm. Do not exceed the 1-page limit for the Subcontractor Selection Plan. (You may attach a separate page for the Project Duration Schedule).

#### ***Overview of the Subcontractor Selection Plan (1 page)***

Font size should not be any smaller than 10 point Times New Roman or Arial. Do not list any names/information that can be used to identify your firm. Do not exceed the 1-page limit for the Subcontractor Selection Plan. (You may delete these instructions or attach a separate page for the Subcontractor Selection Plan).



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## APPENDIX 1 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 X 45% = 36.5.

### 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 firm (85.5 points out of 100 possible points). Any firm 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	36.5	7.8	35.1	8.3	37.4	45%
3	Scope Plan	5.6	14	6.1	15.3	7.8	19.5	25%
4	PA/VA Plan Score	9.1	22.8	9.7	24.3	9.5	23.8	25%
5	Project Duration Schedule & Subcontractor Plan Score	8.5	4.3	9.3	4.7	9.5	4.8	5%
6	References	Pass	Pass	Pass	Pass	Pass	Pass	Pass/Fail
			<b>77.6</b>		<b>79.4</b>		<b>85.5</b>	<b>100%</b>
	<b>Final Ranking</b>		<b>3</b>		<b>2</b>		<b>1</b>	
			<b>Vendor A</b>		<b>Vendor B</b>		<b>Vendor C</b>	