



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: P13-0042
Description: JOC for Water & Wastewater Treatment Facilities Projects
Amendment No: One (1)
Solicitation Due Date: February 6, 2013
Solicitation Due Time: 5:00 P.M. Arizona Time

Buyer: Christine Finney

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.

I. CLARIFICATIONS:

A. The Pre-Proposal Presentation, Slide Number 25, Entitled Scope of Work, is hereby REVISED for the purposes of clarification. Additional items have been added which more accurately coincide with the Scope of Work identified on Pages 3 & 4 of the SIQ. Revised Slide #25 attached.

II. REVISIONS:

A. ATTACHMENT B, Reference List (Page 14) is hereby REVISED as follows:

The Section marked "Annual Value" is revised to read "Project Value". Revised Page 14 attached.

Nothing Further

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

January 24, 2013

at Peoria, Arizona by:

Scope of Work (Revised 1/24/13 via SolAmd#1)

Interested contractors must have experience performing Site Work for the following areas:

- Water Treatment & Water Production Facilities
- Water Reclamation & other Wastewater Facilities
- Well Sites
- Additional Activities Ancillary to Site Work
 - Design Services
 - Permitting
 - Traffic Control
 - Asphalt Placement
 - Concrete Replacement
 - Curb & Gutter
 - Landscape Restoration
 - Utility Location
 - Pipeline & Equipment Testing
 - Other related work / ancillary trades





STATEMENT OF INTEREST AND QUALIFICATIONS

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REVISED 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 Project Value: _____
 Date Completed: _____

2. Company: _____
 Contact: _____ Phone: _____
 Address: _____
 Description of Work: _____

 Annual Project Value: _____
 Date Completed: _____

3. Company: _____
 Contact: _____ Phone: _____
 Address: _____
 Description of Work: _____

 Annual Project Value: _____
 Date Completed: _____



**STATEMENT OF INTEREST AND
QUALIFICATIONS**

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**REQUEST FOR
STATEMENT OF INTEREST & QUALIFICATIONS**

JOB ORDER CONTRACTING
for

WATER and WASTEWATER FACILITIES PROJECTS

P13-0042

Due Date: February 6, 2013, 5:00 PM Arizona Time

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



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JOB ORDER CONTRACTING For Water & Wastewater Facilities Projects

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. Job Order Contracting may include design services, pre-construction services, construction work, maintenance and as-built documents. The contract period will be for an initial term of one (1) year with no more than four (4) additional one-year extensions.

During the term of the contract, work shall be conducted as a series of individual job orders. Projects 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 Agreement and direct the Contractor to proceed with the work. Although the City anticipates that awarded 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.

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 2013 and shows planned projects for the next ten years. A copy of the City's ten year CIP can be viewed at <http://www.peoriaaz.gov/NewSecondary.aspx?id=54959>. The approved 2013 budget is available to fund various projects utilizing the awarded JOC contract. Estimated value (combination of all projects) is between \$5,000,000 and \$6,000,000 in the first whole fiscal year (2014). 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.



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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 City's tolerance of financial risk will be the guiding principles behind the various water and wastewater facilities 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, as they pertain to utility water and wastewater facilities 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 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.

2.2 Scope of Work

The City of Peoria owns and maintains a network of water, reclaimed water, and wastewater facilities. Currently the City of Peoria owns two (2) water treatment plants, three (3) water reclamation facilities, and approximately fifty (50) off-site facilities that include wells, recharge wells, reservoirs, booster stations, pressure reducing stations, and lift stations.

The successful Job Order Contractor, under the direction of the City of Peoria will be responsible for all aspects of construction and all phases of the project. The Job Order Contractor shall be responsible for professional quality, technical accuracy and coordination of all design, drawings, specifications, and all other construction services provided under the Job Order Contract.

Interested contractors must have experience in the following areas:

Water Treatment & Water Production Facilities - Design and construction of new facilities or rehabilitation of existing water treatment plants, booster stations, reservoirs, and any other water related facilities. Scope for these jobs will include any or all of the following: earthwork and landscaping, structural, electrical, mechanical, instrumentation and control and SCADA, and any other functions required.

Water Reclamation & other Wastewater Facilities - Design and construction of new facilities or rehabilitation of existing water reclamation facilities, lift stations, and any other wastewater and reclaimed water related facilities. Scope for these jobs will include any or all of the following:



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earthwork and landscaping, structural, electrical, mechanical, instrumentation and control and SCADA, and any other functions required.

Well Sites - Design and construction of wells, and rehabilitation or repair of well sites. Scope for these jobs will include any or all of the following: earthwork and landscaping, well drilling and equipping including structural, electrical, mechanical, instrumentation and control and SCADA, and any other functions required.

Additional Activities – The following work activities may be included in individual projects. The successful Contractors shall have experience, knowledge, and ability to accomplish these tasks. Not all activities will be included in all projects.

- Design services or post design services – 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. The Job Order Contractor shall use Arizona registered professional engineering firms to prepare and seal construction documents. 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.
- Permitting - Obtain all necessary permits required to complete the project, including but not limited to; Engineering Off-site, Building Safety, haul route, stockpile, SWPPP, dust control, traffic control plans, MCESD approval to construct, approval of construction, etc.
- Maintaining traffic control when required according to the approved traffic control plans.
- Placing asphalt pavements including full depth sections, overlays, patches and repairs to restore areas damaged by construction.
- Placing concrete pavements including curb and gutter, driveways, sidewalks, to restore areas damaged by construction.
- Restoration of landscaping to restore areas damaged by construction.
- Utility Locating (potholing) underground utilities and obstructions.
- Provide pipeline and equipment testing as required.
- Other related work or ancillary trades including but not limited to public involvement, utility relocation, , road repair, electrical, paving and concrete/block walls.

The existing operations and functions shall be maintained during construction. It is anticipated that the construction activities will be coordinated and phased in such a manner that will not compromise the ongoing operations. In addition, security of the site and property is of paramount concern and a security and access plan will be required prior to the start of any construction.



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2.3 Sample Project

The following is a sample of a typical project that may be done under this Job Order Contract. This sample project is provided for contractors to use in completing their Project Assessment Plan so the City can see how your firm would approach a project if awarded the contract. The City is currently in the design phase and anticipates retaining the services of one of the awarded Job Order Contractors resulting from this SIQ.

The example project identified by the City is the construction of a 100,000 gallon underground concrete reservoir and booster pump station at the Butler Water Reclamation Facility (see Appendix 2). This new infrastructure will provide increased quantities of reclaimed water for all potential future customers identified within the service area boundaries of the Butler Reclaimed Water System.

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

SECTION 3 – EVALUATION CRITERIA

3.1 Evaluation and Job Order Contractor Selection

The Job Order Contractor will be selected through a qualifications based selection process - do not include pricing information with the Statement of Qualifications. A short list of qualified and available firms will be developed and contracts will be awarded based on the City's needs. The City of Peoria intends to select multiple Job Order Contractors for the award of this Job Order Contract.

The City of Peoria is currently looking to establish a Job Order Contract (JOC) for indefinite quantity and indefinite delivery for various utility related 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 regulatory requirements.

For any project determined by the City to be appropriate for this Job Order Contract, the City will issue an Individual 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 Job Order 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 Job Order Contractor to meet the City's work schedule and the availability of trades and expertise in relation to each project.

3.2 Evaluation Process

The 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



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in providing services must submit a Statement of Qualifications (SOQ) that addresses the points as outlined herein.

3.3 Key Personnel

The City expects the interested firms to identify within their organizations, individual(s) assigned to provide the following functions throughout the life of the contract:

- JOC Account Management
- Preconstruction Services
- Estimating
- Construction Management
- Field Supervision

3.4 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%

3.4.1 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)**

3.4.2 References (Pass/Fail)

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

3.4.3 Project Assessment Plan (Weighted at 50%)

- The Contractor will submit a Project Assessment Plan as outlined in **Attachment C**.



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

3.4.4 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.

3.4.5 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



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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).

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, January 22nd at 10:00 a.m.** Arizona Time. The meeting location is the City of Peoria, Development and Community Services Building, Point of View Conference Room, 9875 N. 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.



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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 necessary by the City.

January 22, 2013	Pre-Submittal Conference
February 6, 2013	Submittals Due
February 14, 2013	Notification of Interviews
February 26, 2013	Interviews (shortlisted contractors only)
February 28, 2013	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 Due Date and Contact Information

- Proposal Responses must be received **by 5:00 p.m.** (AZ time) on **February 6, 2013.**
- Contact Information

Attention: Christine Finney, Buyer II
SOQ #: P13-0042 – JOC for Water and Wastewater Facilities Projects
City of Peoria Materials Management
9875 N. 85th Avenue, 2nd Floor
Peoria, Arizona 85345



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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

- All questions regarding this SOQ must be submitted in writing by emailing:
Christine.Finney@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.



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8.3 Protest Policy and Procedures

- The City of Peoria Protest Policy and Procedures are available online at
- <http://www.peoriaaz.gov/NewSecondary.aspx?id=53287>. 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/NewSecondary.aspx?id=54937> under the "DOWNLOADS" 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
Appendix 2: Example Project

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://cityftps.peoriaaz.gov>

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 P13-0042 – JOC for Water and Wastewater Facilities 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 (1) original of this Proposal Form (Attachment A) must be completed and sent to the City of Peoria. Please staple Proposal Form (Attachment A) 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 JOC Account Manager (Individual): _____

Name of Preconstruction Manager (Individual): _____

Name of Estimator (Individual): _____

Name of Construction Manager (Individual): _____

Name of Field Supervisor (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 Project Value: _____
 Date Completed: _____

2. Company: _____
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 Address: _____
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ATTACHMENT C PROJECT ASSESSMENT PLAN GUIDE AND TEMPLATE

Introduction

The purpose of the Project Assessment (PA) 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.



STATEMENT OF INTEREST AND QUALIFICATIONS

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**Materials Management
Procurement**
9875 N. 85th Ave., 2nd 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 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.)



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SECTION 1 – SCOPE PLAN (Page 2 of 2)

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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.

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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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.

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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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.

	Criteria	Weight	Vendor A		Vendor B		Vendor C	
			Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
1	Responsiveness	Pass/Fail	Pass	Pass	Pass	Pass	Pass	Pass
2	Interview Score	45%	8.1	36.5	7.8	35.1	8.3	37.4
3	Scope Plan	25%	5.6	14	6.1	15.3	7.8	19.5
4	PA/VA Plan Score	25%	9.1	22.8	9.7	24.3	9.5	23.8
5	Project Duration Schedule & Subcontractor Plan Score	5%	8.5	4.3	9.3	4.7	9.5	4.8
6	References	Pass/Fail	Pass	Pass	Pass	Pass	Pass	Pass
		100%		77.6		79.4		85.5
	Final Ranking			3		2		1
				Vendor A		Vendor B		Vendor C



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APPENDIX 2

Sample Project

Expansion of Reclaim Water System for the Butler Water Reclamation Facility

Project Description:

The City of Peoria is developing a reclaimed water distribution system in its Southern area. The first phase entailed the construction of a small reservoir/surge tank located at the Butler Water Reclamation Facility (WRF). As part of this first phase, the City extended a distribution line to the Municipal Operations Center (MOC) and to the City Hall Campus located at the intersection of 85th Avenue and Monroe Streets. Currently the City of Peoria is using reclaimed water from this system to provide irrigation at City Hall and also for a truck wash facility at the MOC. In addition, two (2) existing Home Owners Associations are taking advantage of the reclaim water to irrigate their common area (see exhibit A for distribution system details).

The proposed project will design and construct a 100,000 gallon underground concrete reservoir and booster pump station at the Butler WRF (see exhibit B). This new infrastructure will provide increased quantities of reclaimed water for all potential future customers identified within the service area boundaries of the Butler Reclaimed Water System.

The City is currently in the design phase and anticipates retaining the services of the selected Job Order Contractor under the following scope:

1. Preconstruction Services:
 - Provide one constructability review during design (60% stage).
 - Provide up to two cost estimates during design (60% and 90%).
 - Prepare a construction GMP proposal.
2. Construction:
 - 100,000 underground concrete reservoir
 - 1 MGD Booster Pump Station (on top of the reservoir)
 - Disinfection System (assume chlorine gas)
 - EI&C

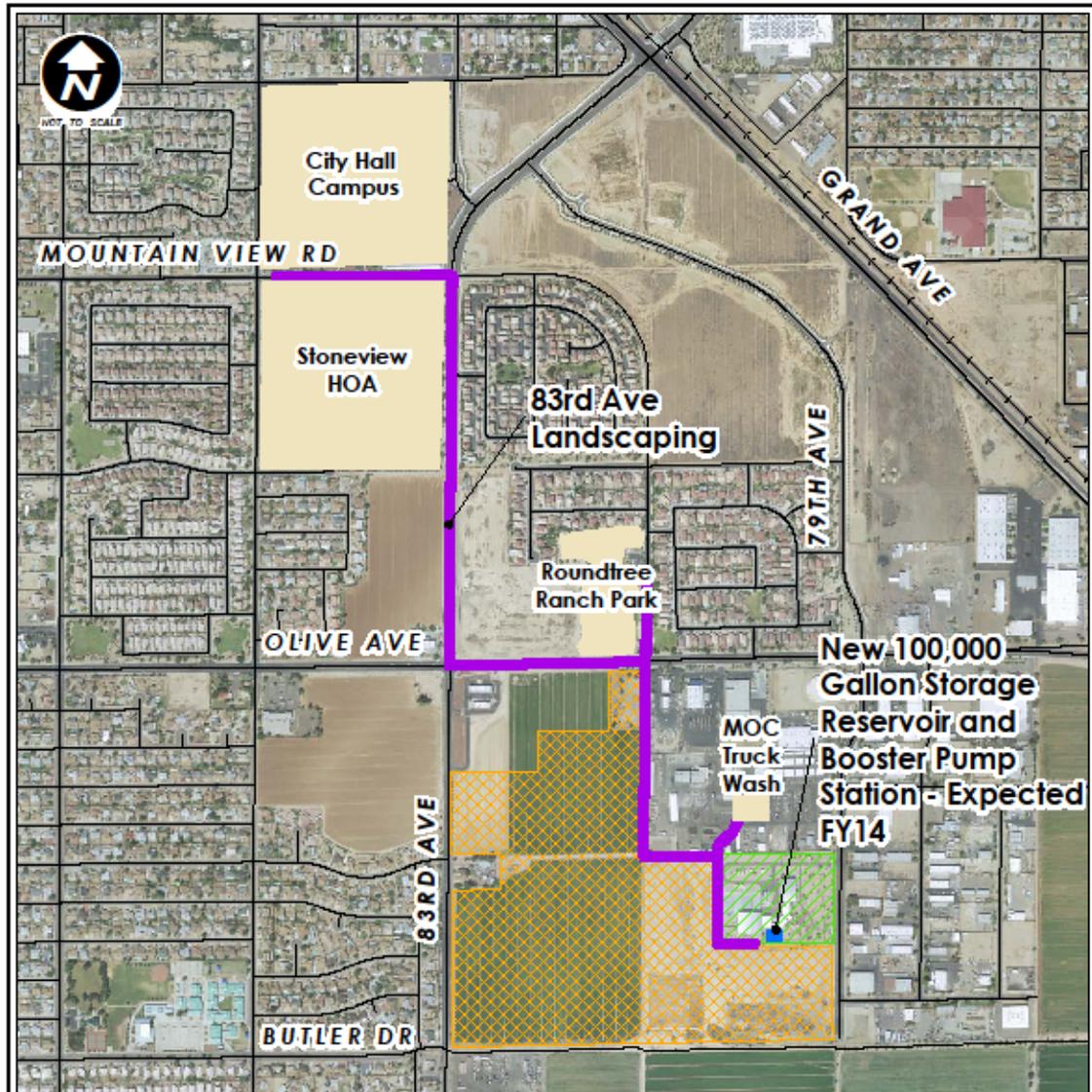


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Exhibit A



LEGEND

-  Existing Reclaimed Waterline
-  New Storage Reservoir & Booster Pump Station
-  Pioneer Park
-  Butler Drive Water Reclamation Facility

City of Peoria
Butler Reclaimed Water System - Existing Customers
8/16/12



NOTE:
This Map is based on respective source data, subject to change and FOR GENERAL INFORMATION ONLY.

