	Notice of Request for Qualifications		Purchasing Office 1414 S 51st Avenue Phoenix, AZ 85043 602-477-8900
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Material and/or Service: **QUALIFIED SELECT BIDDERS LIST**

Due Date and Time: **March 31, 2020** Time: **11:00 a.m. Local Time**

Opening Location: Riverside Elementary School District #2
 Purchasing Department,
 1414 S 51st Avenue
 Phoenix, AZ 85043

Pre-Submittal Conference: **March 17, 2020 @ 10:00 a.m. Local Time**
RESD District Office – 1414 S. 51st Avenue, Phoenix, AZ 85043

This Request for Qualifications (RFQ) is being issued pursuant to Arizona Administrative Code R7-2-1101. Timely responses will be opened publicly after the time of closing. The name of each company submitting a timely Statement of Qualifications (SOQ) and any other relevant information, as determined by the Riverside Elementary School District #2 (District), shall be recorded. The record shall be open for public inspection at the time of the SOQ opening. All other information shall remain confidential until after the award is made. All information and SOQs submitted will be made available for public inspection after the award has been made except to the extent that the Submitting Company has requested, and the District concurs, that certain information remains confidential. The District reserves the right to accept or reject any or all SOQs or any part thereof, and to waive any formality in any SOQ as deemed by the District to be in the best interest of the District, or to decline to enter into a contract with any of the applicants. The District reserves the right to extend the time for submission of responses by notification to all parties known to have received a copy of this RFQ, and by such other notice as the District may deem appropriate. This Request for Qualifications shall not commit the District to enter into any agreement to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services.

This is a qualifications based selection process for prequalifying between three and five companies to competitively bid on a set of construction documents. Submitting Companies shall **not** include any proposed fees or prices in any SOQ or discussion. Inclusion of fees or prices in a response may result in its rejection. As is provided in this Request for Qualification, interviews may, but are not required to be conducted with responsive Submitting Companies. If interviews are conducted, there shall be no disclosure of any information derived from SOQs submitted by competing Submitting Companies. Following the evaluation/rating of the submitted Statement of Qualifications, and the interviews if desired by the District, a list of between three and five companies will be prequalified for the purposes of providing competitive bids to construct and complete the scope of work detailed in the construction documents. Any contract that may arise from this solicitation will be a lump sum, fixed price contract.

The District's Architect, Orcutt/Winslow, 2929 North Central Avenue, Eleventh Floor, Phoenix, AZ 85012, Ph. 257-1764, Fax 602-257.9029, www.owp.com. Mr. Michael Sundberg, Architect, will serve as the District's representative and primary contact for the management of the procurement of this project. Responders that have technical/procurement questions about this RFQ are required to submit their questions in writing to Michael Sundberg @ Sundberg.m@owp.com and Cc: Roxana Morales at morales.r@owp.com and Rosa Saenz at rsaenz@riverside.k12.az.us. Dr. Jaime Rivera, Superintendent of RESD, jrivera@riverside.k12.az.us, 1414 S. 51st. Ave, Phoenix, AZ 85043, Ph. 602-477-8900, Fax 602-272-8378 as the School District's representative and as secondary contact for the management of this project.

Authorized By:	
Contact: Jose Moreno, Exec. Director of Business Services	Date Issued: March 6, 2020
Phone: (602) 477-8900 Fax: (602) 272-8378	E-mail: jmoreno@riverside.k12.az.us



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DOCUMENTS REFERENCED: You may access a copy of the documents referenced within this proposal at the following web addresses:

Arizona Revised Statutes (A.R.S.) is available at:
<http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp>

School District Procurement Rules in the Arizona Administrative Code (A.A.C.) is available at:
http://www.azsos.gov/public_services/Title_07/7-02.pdf




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I.R.S. W-9 form (Request for Taxpayer I.D. Number) is available at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

	RIVERSIDE ELEMENTARY SCHOOL DISTRICT #2 General Instructions, Conditions, Requirements		Purchasing Office 1414 S 51st Avenue Phoenix, AZ 85043 602-477-8900
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1. **GENERAL INSTRUCTIONS**

a. **Definitions**

Submitting Company (Contractor) – a prime contractor or construction materials supplier who submits a Statement of Qualifications in response to a Request for Qualifications under a Qualified Select Bidders List process.

Qualified Select Bidders List – a selection process for establishing a list of best-qualified prime contractors and/or construction material suppliers for a specific, single project. The selection process is based upon listed evaluation criteria and conducted through a Request for Qualifications. Once the selection process is complete, the qualified contractors are invited to submit a sealed competitive bid based upon architectural/engineering plans and specifications or material specifications.

- b. Submit Statement of Qualifications (SOQ) in a sealed envelope in accordance with instructions contained in the Request for Qualifications (RFQ). Submittals are to be clearly marked with the RFQ number and the company's name and address on the outside of the sealed envelope.
- c. Furnish the number of copies as instructed in the RFQ.
- d. SOQ's must be signed in ink by the Contractor, construction manager or authorized principals of the company in order to be accepted.
- e. Responses received after the receipt time noted in the RFQ shall be recorded of the time and date of receipt and promptly send notice of late receipt to the Contractor. The District may discard the document 30 days after the date on the notice unless the Contractor requests the document be returned.
- f. The District or their representative is not liable for any costs incurred by the Contractor nor commit the District to enter into any agreement or to procure or contract for any supplies, goods or services prior to the issuance of an executed contract.
- g. The contents of the Statement of Qualifications of the successful Contractor may become part of the contractual obligations.
- h. Statement of Qualifications shall be typed. All corrections made by the proposer prior to the opening shall be initialed and dated by the Contractor. No changes or corrections will be allowed after Statements of Qualifications have been opened.
- i. Any questions concerning the RFQ should be directed in writing to Michael Sundberg at Sundberg.m@owp.com and Cc: Roxana Morales at morales.r@owp.com and Rosa Saenz at rsaenz@riverside.k12.az.us. All requests for information shall be submitted no later than seven (7) days prior to the RFQ opening date. Only the interpretation or correction so given by the District or Architect in writing, shall be binding and Contractors are advised that no other source is authorized to give information concerning, or to explain or interpret the RFQ and the selection process. All such interpretations and supplemental instructions will be in the form of written Addendum to the RFQ. Please note that the District will be closed March 9-13, 2020 for the Spring Break.
- j. Selection Committee members or any other members of the District's organization shall not be contacted at


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any time after issuance of this RFQ. **At the District's discretion failure to comply with the requirements will be grounds for disqualification.**

- k. If required, Contractors responding to the RFQ shall be available for presentations and interviews to the District's Selection Committee.
- l. Specifically, this **NO-CONTACT PERIOD** will commence on the initial date of the advertisement for the Request for Qualifications and continue through and include the date the District makes its determination to approve or reject the Selection Committee's recommendations.
- m. Failure to meet any of these requirements may disqualify your company from consideration.
- n. The Contractor may designate portion of their response as proprietary. The District shall review the statement and information and shall determine prior to the contract award whether the information shall be withheld. All information submitted will be available for public inspection unless determined by the District as proprietary.
- o. Submit signed, where applicable, Attachments A thru J with the SOQ packet.

2. TERMS AND CONDITIONS

- a. The District reserves the right to accept or reject any or all Statements of Qualifications in the best interest of the District. The District reserves the right to waive any informality in the selection process.
- b. The District reserves the right to place the most qualified companies on the Bidders List for this project.
- c. Statements of Qualifications that do not comply with these instructions or that do not include the requested data will not be considered.
- d. The successful Contractors shall not discriminate against any person in accordance with Federal, State or local law.
- e. It is the sole responsibility of the Contractor to ensure Statements of Qualifications are received at the proper place on or before the time and date required, and in the format stated.
- f. Equal Employment Opportunity: The District does not discriminate in admission or access to, treatment of, or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, handicap or any other reason prohibited by law.
- g. Interested Contractors are advised that any and all protests must be made in accordance with the requirements of the TERMS AND CONDITIONS of this Request for Statements of Qualifications, the Administrative Rules of the Arizona Board of Education, and Arizona Statutes.
- h. The type of construction contract to be used will be a lump sum, fixed price contract as provided by Orcutt/Winslow Architecture.
- i. District Representative will be: Mr. Jose Moreno, Executive Director for Business Services, Riverside Elementary School District #2 in matters of protests.

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- j. The expiration date for this qualified select bidders list will be one year from the proposal submission date.

3. INSTRUCTIONS FOR SUBMITTAL OF STATEMENT OF QUALIFICATIONS

The District is requesting Statements of Qualifications from qualified Contractors registered in the State of Arizona for construction project known as **MIT Expansion, Phase 2.**

The Construction budget for the MIT Expansion, Phase 2 Project is approximately \$13,700,000.00. Work is expected to begin May 25, 2020 and be completed by January 2021.

The District will require the Contractors selected to be able to provide a bid bond during the bidding phase of the project and all applicable insurance, performance and payment bonds upon award of the project.

a. **SUBMITTALS:**

An original and (6) six copies must be submitted. One (1) marked “**Original**”, **six (6)** copies, and one (1) electronic copy in the form of a USB Flash Drive. Sealed Statements of Qualifications must identify the RFQ Title and number in the lower left corner of each envelope with company name submitting the RFQ. **Submissions must be received on or prior to the deadline date and time – March 31, 2020 @ 11:00 A.M. (Local Time).** Statements of Qualifications received after the specified date and time will be recorded of the time and date of receipt and promptly send notice of late receipt to the contractor. The District may discard the document 30 days after the date on the notice unless the contractor requests the document be returned.


The District reserves the right to reject any or all Statements of Qualifications and to waive any informality. Selection will be determined by the District and based on what is in the best interest for the District.

b. **PROJECT DESCRIPTION:**

1. Riverside Elementary School District No. 2 intends to enter into a contract with a qualified Construction Company to perform Lump Sum Fixed Price General Contracting Services as outlined in this document for construction services. The General Contractor is responsible for the successful, timely and economical completion of the construction project.

The Riverside Elementary School District #2 is funding this project with a combination of Bond and Adjacent Ways monies.

2. Availability of Funds. The District has sufficient funds to fund this project thru September 2020. It is the District’s intent to sell bonds in September 2020 for the completion of this project. Completion of this project is contingent on the sale of the bonds.
3. Applicable Taxes. This will be a Prime Tax project.
4. The contract(s) shall be subject to the limitations and restrictions of Arizona Statutes.

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4. PROJECT SCOPE OF WORK

- a. The MIT Expansion project will consist of Site improvements to include:
- Athletic Fields – Football (artificial turf with water cannons), Baseball & Softball (natural turf)
 - Dugouts (2 home-935 s.f. ea. - 2 Visitors-678 s.f. ea.)
 - Eight-Lane Running Track
 - Bleachers, Shade Structures at Bleachers and Press Boxes
 - Shot Put and Discus Stations
 - Tennis Courts
 - Concession Stand and Restrooms Bldg. (2,124 s.f.)
 - Ticket booths (2 at 70 s.f. ea.)
 - Parking Lots and Lightning
 - Fencing (perimeter fencing, athletic field fencing, tennis court fencing, rolling and swinging gates, traffic gates)
 - Utility infrastructure for future additions (Gymnasium, Cafeteria, Classroom and Medical Clinic Bldgs.)
 - Maintenance and Transportation Building (4581 s.f.)
- b. Project Title: MIT Expansion, Phase 2
- c. Project Location: 3900 S. 55th Avenue, Phoenix, AZ 85043
- d. Project Schedule: Construction to begin approx. May 25 2020 with a substantial completion of December 2020 and Final Completion January 2021.

5. SCOPE OF SERVICES - CONSTRUCTION MANAGEMENT

The successful Contractor will be responsible for the management and implementation of the construction phase of this project as described in this RFQ. The services required for the construction program may be included but are not limited to the following:

- a. Enter into a lump sum, fixed price contract with the District of the Project as necessary for the construction of said project scope.
- b. Provide continuous on-site general construction management services throughout the construction phase. The management shall include, but is not limited to:
1. Regular job site meetings and minutes, except at weekly District meetings where the District Architect will provide minutes.
 2. Maintain daily on-site project logs and schedule reports.
 3. Oversee quality assurance testing and inspection programs.
 4. Monitor construction management staff and subcontractor work performance for deficiencies.
 5. Oversee construction management staff and subcontractor safety programs.
 6. Maintain master sets of construction documents on-site to include all ASI's and supplemental sketches and provide copies to all subcontractors concerned and materials suppliers as necessary for the execution of the work.
 7. Maintain as-builts.
- c. Develop, update and maintain master project schedules, detailed construction schedules, submittal schedules and inspection schedules.
- d. Prepare payment requests for approval.

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- e. Report potential budget and schedule variances and prepare recovery plans.
- f. Coordinate surveyors, special consultants, and testing lab services contracted by District as required.
- g. Administer post-construction closeout and warranty collection, start-up and transition to operation.
- h. Provide construction program accounting and reporting to the District as required.
- i. The General Contractor (GC) will be required to work with the Architect of record, the District and District's Representative on the project and submit pay requests for approval, issue Requests for Information (RFI) when necessary, and assist the District and Architect as required for the timely completion of the project.
- j. The GC will be required to work with and coordinate their activities with any third party contracts or contractors that the District provides for this project.
- k. Work effectively with the Project Architect to develop plans, schedules, costs and other relevant items.
- l. The GC will be a part of the project team and will be expected to contribute to the orderly Construction and Closeout of the project.

5. REQUIREMENTS OF GENERAL CONTRACTOR (GC)

Companies must meet the following requirements:

- a. GC must be experienced in providing general contracting services for K-12 Educational Facilities. GC must be authorized to do business in the State of Arizona and must possess current construction licenses in accordance with applicable statutes, regulations and rules.
- b. GC must be able to demonstrate financial strength appropriate to the scale of the project being managed. This includes adequate bonding capacity and insurance limits.
- c. GC must be knowledgeable of the requirements of Arizona Statutes and be in full compliance with all applicable Arizona Statutes.
- d. Statement of Qualifications to be bound and be limited to not more than 30 (8.5 inch X 11 inch) pages printed on one side. Covers, dividers, financial information and resumes are not counted as part of the 30-page SOQ limit. Resumes should be limited to one (1) page. Oversize pages will be counted as two pages. SOQ's submissions in excess of 30 pages will be disqualified.
- e. The awarded General Contractor will be required to meet the insurance requirements of the District.
- f. Costs associated SOQ submittal and/or with presentations to the Selection Committee (if required) are solely the responsibilities of the GC. The District will not assume responsibility for any costs.
- g. The District reserves the right to waive informalities and to terminate the selection process at any time.

6. STATEMENT OF QUALIFICATIONS

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Statement of Qualifications must provide the required information in the following order and format.

- A. Letter of Interest – to include a statement for each of the following:
1. Documenting your company’s basic information,
 2. How long in business in Arizona,
 3. List the principals of the company,
 4. Describe the current licenses your company holds,
 5. Any judgement or liens against the company within the last three years,
 6. Any current unresolved bond claims against the company,
 7. Any deficiency orders issued against the company by the Arizona Registrar of Contractors within the last three years,
 8. Any filing under the United States Bankruptcy Code, assignments for the benefit of creditors, or other measures taken for the protection against creditors during the last three years.

B. Table of Contents

C. Compliance Information

This is a compliance section and carries no evaluation points. Companies must meet minimum criteria as specified to receive further consideration. Submittals shall include the following:

1. The GC must be properly registered, licensed and certified at the time of submission. Provide a copy of the current Arizona General Contractor’s license and current report from the Arizona Registrar of Contractors.
2. The GC must have been in continuous business for a minimum of five year (5) and/or the principal of the company must have a minimum of five (5) year experience in the field.
3. Financial Stability: GC must demonstrate the availability of resources and working capital required to complete the project. It is desired that the GC have a Working Capital Ratio greater than 1:0 positive profitability for the current or immediate fiscal year.

Copies of audited financial statements are not required with submittal. Prior to the final selection, the Governing Board reserves the right to require GC to provide a copy of audited financial statements for the previous two fiscal years.


The financial capability shall also include the bonding capacity of the company. (The company will be required to provide customary bid and performance and payment bonds in an amount equal to the bid amount and the final fixed price lump sum contract amount for the project.)

4. Litigation: The GC must have an acceptable history of working proactively to avoid litigation with Districts in providing construction management services.

Describe any and all litigation related to business activities of any kind involving the GC, within the last five years.

5. References: The GC must demonstrate a positive relationship with prior clients. Submit five (5) District references of prior clients for general contracting services within the past five (5) years. List the contact name, position, entity name, telephone, e-mail address and fax number.

7. QUALIFICATIONS CRITERIA

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The Selection Committee will objectively evaluate the company's' abilities in accordance with the criteria listed below. Evaluation Criteria Format: Total Points Available: 1,000 + 200 (interview if applicable)

Evaluation of the Request for Qualifications shall be based upon the following criteria listed with their point value so that responding Contractors understand order of greatest importance:

Tab 1 General Experience of the GC

Major consideration will be given to the successful completion of previous projects comparable in design, scope and complexity. List five (5) similar projects in square footage and dollars that were completed during the past five (5) years that best illustrate the experience of the company, built for a public entity. For each one detail:


1. Name a short description of the project.
2. Project District's name, address, and telephone and fax numbers
3. Location of project
4. Budget
5. Timeline for construction in days
6. Required to be completed
7. Size of the project (construction gross s.f.)
8. Nature of the Contractor's responsibility on this project
9. List the five (5) major subs for this project
10. How many change orders, cost of each, and the reason for each
11. Design Firm
12. Fund Source (Bond, Adjacent Ways, SFB, Impact Aid, or combo)
13. Indicate the procurement method (CM@R, Design Build, Design-Bid-Build, Select Bidders, Hard Bid)
14. List the biggest challenges in the project

Tab 2 Specific Project Qualifications

The ability and experience of both the office and field staff will be evaluated with specific attention to project related experience.

1. Key members of the company that would be the "Team" if selected and provide education/training (including any degrees earned) for each key member listed.
2. Provide a project team organization chart and brief resume of both office and on-site staff (Project Manager and Superintendent at a minimum) to be assigned to the Project
3. Job assignment for each team member and why they were selected for this project.
4. Percentage of time assigned to the project for each team member.
5. List the years with this company (Note: All personnel listed will be required to be assigned to this project. Substituting personnel at a later date without the District's approval will be grounds for disqualification of the Contractor).
6. List professional organizations that each team member is an active member.
7. There are several unique items involved in this project. Contractor to address the experience with or with the primary subcontractors experience on:
 - a. Football Field w/artificial turf, Baseball & Softball fields w/natural turf, 8-Lane Running Track, Discus & Shot Put Stations, Tennis Courts, Bleachers w/press boxes, dugouts, field lightning and perimeter fencing.
 - b. Underground Utility Infrastructure
 - c. Paved Parking Lots
 - d. Construction of Maintenance & Transportation Building, Concession Stand, Restrooms.

Tab 3 Method of Approach

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Describe your project management plan, including how your plan will ensure the following:

1. Describe Subcontractor selection
2. List the trades or areas of work that will be self-performed by your company
3. Describe how your company manages and confirms the quality of labor and material is at or above standards
4. Describe the change order management
5. Describe the warranty process, response time and escalation, if needed
6. How long would you want to respond to the IFB, if selected, so that you have sufficient time to comb through the details and resolve any ambiguity or conflict between the specifications and the drawings?
7. Describe the company's ability to be and experience being flexible and accessible in providing services relative to this type of project.
8. Attach a construction schedule with Award in late May, photo shovel pictures in early June and substantial completion in late December.

Tab 4 Scheduling and Cost Control

The company's scheduling system and costs control system shall be described. *The company's methods for assuring subcontractor's adherence to schedule will be assessed.* The following shall be addressed:


1. Daily/weekly schedule compliance
2. Overall schedule compliance / addressing delays
3. Attach the original construction schedule for one of the five (5) projects listed in Tab 1 – General Experience of the GC.
4. Does your company utilize computer-generated schedules on a daily basis for jobsite operations? If so, what program(s) does your company use?
5. Describe the functions and capabilities of your computer based project information management system and provide examples of progress reports.
6. To what level of detail should a construction schedule be defined? Does the schedule included in your Statement of Qualifications include the level of detail you normally use?
7. Describe how you obtain subcontractor input and buy-in for your project schedules
8. Describe how you would accelerate the project schedule?

Tab 5 Organizational Strength

1. Provide a copy of the company's Safety Plan
2. Provide a letter from your insurance company, on their letterhead, stating the Worker's Compensation Experience Modification Rate for every year of the past five years
3. A statement of how you would absorb this project into your company's current workload. Document the other projects that the proposed team is currently working on and when those projects would close out.
4. Proof of current bonding availability and capacity.

Tab 6 Forms

1. Attachment A: SOQ Client References
Each submitting Contractor should provide at least three (3) references but no more than five (5) using the form included within this RFQ. Performance Evaluation Surveys should also be provided to these references to submit on the Contractor's behalf.
2. Attachment B: Certificate of Insurance
Contractors need to provide proof of insurability. This confirms your company's ability to be insured.

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3. Attachment C: Amendment Acknowledgement Form
4. Attachment D: Confidential or Proprietary Information

If a person believes that any portion of a RFQ, protest or correspondence contains information that should be withheld, then the Procurement Officer shall be so advised in writing. Such material shall be identified as confidential wherever it appears. The District, pursuant to R7-2-1019, shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the 'Protest' provision as noted in R7-2-1142.

Any portion of your SOQ that is considered confidential in nature shall be cut from its document of origin and pasted within the confidential section. The confidential section shall be placed in a separate envelope inside your SOQ packet. On the outside of the envelope there shall be a list of the contents, the reason this is confidential or proprietary, and whom is the contact person regarding the contents of the envelope. Reference to its location within the document of origin must be submitted for reference.

Any attachment that has confidential information within it cannot be removed once your SOQ has been submitted. If the District finds it is not confidential, the Contractor may pick up their envelope containing the confidential information and none of the material will be used in the evaluation process. Should the District find in favor of the Contractor, any information contained in the Confidential Information envelope will be viewable only by appropriate procurement staff and evaluators.

5. Attachment E: Deviations and Exceptions
Any deviation from any terms and conditions or exceptions taken shall be described fully on the Attachment Form provided. Deviations and Exceptions must be signed by authorized representative of the company. Such appendages shall be considered part of the SOQ. An absence of any statements of deviation or exception shall be accepted as the SOQ is submitted with strict compliance with all terms and conditions.
6. Attachment F: Familial Relationship Disclosure Form
7. Attachment G: SOQ and Acceptance Form
Contractor shall include a signed SOQ and Acceptance Form. The SOQ and Acceptance Form shall be signed with an original signature by the person signing the SOQ, and shall be included with the submitted SOQ no later than the due date and time. Failure to return a signed SOQ and Acceptance Form may result in rejection of the SOQ.
8. Attachment H: Non-Collusion Statement
Contractor attests that the SOQ is genuine, is neither a sham nor collusive, nor is made in the interest for or on behalf of any person or corporation not named within the SOQ. The Contractor has not in any manner sought by collusion or anti-competitive means or practices to secure for itself an advantage over any other Contractors. It also certifies that the Contractor has not directly or indirectly induced or solicited any other Contractor to put in a sham or collusive proposal, or induced or solicited any other Contractor to refrain from submitting a bid.
9. Attachment I: W9 Form
10. Attachment J: No Response Form

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8. INTERVIEWS AND PRESENTATIONS


If interviews and presentations be required, companies will be advised of the material and information to be discussed. The District reserves the right to conduct interviews as part of this process. An additional up to 200 points will be given for Contractor interviews.

9. EVALUATION AND SELECTION PROCESS

A. Selection Criteria and Content for Statements of Qualifications: The Selection Committee will evaluate the SOQs submitted in response to this RFQ. Contractor's competence and qualifications will be evaluated as demonstrated in accordance with the selection criteria below. In selecting material for inclusion in the Contractor's Statement of Qualifications, Contractors should be mindful that response to this RFQ should display clearly and accurately the capacity, knowledge, experience and capacity of the Contractor to meet the requirements of this RFQ.


- B. Evaluation Overview:
1. The District intends to establish a qualified select bidders list to contain no less than three and no more than five qualified construction firms to potentially provide subsequent construction services to the District.
 2. As part of the initial review phase, the Evaluation Committee shall evaluate all Statements of Qualifications and performance data in accordance with defined selection criteria and relative weights set forth in the RFQ. Responses will be scored and ranked.
 3. Based on the scores and rankings of the evaluation of the Statement of Qualifications and performance data submitted in response to the RFQ, the Evaluation Committee will establish a qualified select bidders list pursuant to A.A.C. R7-2-1101(I).
 4. The Evaluation Committee may conduct interviews before making a final determination to establish the qualified select bidders list. If so, the committee shall document the interviews in writing. However, nothing herein shall be construed to require the Evaluation Committee, nor the District, to conduct interviews before establishing a qualified select bidders list. The District may establish the select bidders list hereunder strictly based on the initial review and evaluation of the submitted SOQ's and committee ranking.

C. Evaluation Committee:
The Evaluation Committee for this procurement shall consist of no less than five and no more than seven members.

	RIVERSIDE ELEMENTARY SCHOOL DISTRICT #2 General Instructions, Conditions, Requirements		Purchasing Office 1414 S 51st Avenue Phoenix, AZ 85043 602-477-8900
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D. Rubric For Rating SOQs:

1	Tab 1 General Experience of the Contractor (175 Pts) A. The overall experience and expertise of the Contractor, specifically in providing school construction services for K-12 schools within the State of Arizona; and Five (5) most recent representative examples of Contractor’s similar work to this project. Major Subcontractors used for each project. B. Change Orders, how much and why were they issued C. How were challenges handled
2	Tab 2 Specific Project Qualifications and Experience of the Contractor and Key Personnel (200 Pts) A. Contractor’s project team, key members, membership in professional organization and projects B. Job assignments and is the time they will dedicate to the project reasonable C. Experience with construction of sports fields-football with artificial turf, running tracks, baseball and softball fields with natural turf, bleachers (with press boxes), batting cages, discus and shot put stations, tennis courts, dugouts and fencing. D. Experience with underground utility infrastructure, parking lots and associated lighting. E. Construction of Maintenance/Transportation bldg., Concession stand, restrooms.
3	Tab 3 Method of Approach to Pre-Construction and Construction Services (300 Pts) A. Contractor’s method of approach and subcontractor selection plan to the identified project. B. Self-performance described and reasonable C. Contractor’s manages & confirms the quality of labor and material that is at or above standards D. Described change order management E. Described warranty process, response time and escalation, if needed F. Contractor’s ability experience in being flexible and accessible in providing services related to this project G. Attached a construction schedule for this project
4.	Scheduling & Cost Control (150 points)
	A. Described Contractor’s scheduling system and costs control systems B. Described the level of detail their construction schedule C. Described overall schedule and how it addresses delays D. Provided a sample original schedule from previous project identified in Tab 1-General Experience of GC E. Described process of getting subcontractor’s input and buy-in for Contractor’s project schedule F. Described process for accelerating the project schedule
5.	Organizational Strength of the Contractor (100 Points)
	A. Safety Plan is well defined taking into account the project will be on an “active school campus” B. Contractor’s safety record and Experience Modification Rate C. Contractor’s ability to absorb this project into their workload D. Contractor’s current bonding availability and capacity
6.	Responsiveness (75 points)
	a. The SOQ was of high quality, specifically tailored to the proposed project and the District’s specific needs b. Provided all the required form attachments

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E. Proposed Project Schedule

Scheduled Activity	Anticipated Date - Dates subject to change
Issue RFQ	March 6, 2020
Pre-Submittal Conference	March 17, 2020
Last Day to Submit Questions	March 25, 2020
Deadline for References	March 30, 2020 - Noon
Due date for RFQ packet responses	March 31, 2020 – 11:00 A.M.
Initial Review of RFQ Responses	April 1-2 2020
Notifications of Short List Firms for interviews	April 3, 2020
Conduct Interviews (if necessary)	TBD
Notification/Establish Qualified Bidders List	April 9, 2020
Release IFB to Qualified Bidders	April 10, 2020
Last Day to Submit Questions	April 17, 2020
IFB Responses Due	April 24, 2020 - 10:00 A.M.
Evaluations of Responses to IFB	April 27, 2020
Meeting with Low Bidder	April 28, 2020
Board Approval of Contract Recommendation	May 14, 2020
Notice to Proceed (NTP)	May 19, 2020
Anticipated Start of Construction	May 26, 2020
Anticipated Substantial Completion	December 2020
Final Completion	February 2021

	Riverside Elementary School District #2 Legal Ad		Purchasing Office 1414 S 51st Ave Phoenix, AZ 85043 602-477-8900
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The Riverside Elementary School District #2 requests Statements of Qualifications (SOQ's) to establish a Qualified Select Bidders List for construction services for the RESD #2 MIT Expansion, Phase 2 Project.

This is a qualification based selection process for prequalifying between three and five companies to competitively bid on a set of construction documents. Submitting Companies shall not include any proposed fees or prices in any SOQ or discussion. Inclusion of fees or prices in your response may result in its rejection.

Any contract that may arise from this solicitation will be a lump sum, fixed price contract.

A Pre-Submittal Conference is scheduled for **March 17, 2020 at 10:00 A.M.** at the District Office, 1414 S. 51st Avenue, Phoenix, AZ 85043.

SOQ's shall be sealed and time stamped at Riverside Elementary School District Office, 1414 S. 51st. Avenue, Phoenix, AZ 85043 on or before the due date **March 31, 2020– 11:00 A.M. (MST)**


Plans and specifications for RESD #2 MIT Expansion, Phase 2 Project will be available only to those Contractors making the Qualified Select Bidders List on April 10, 2020.

The District reserves the right to reject any or all SOQ's, or to waive any informality in any SOQ as deemed by the District to be in the best interest of the District or decline to enter into a contract with any of the applicants. No Contractor may withdraw his SOQ for a period of thirty (30 days) after the date set for the opening thereof.

Interested Contractors can download the RFQ at the District's website – www.resdonline.org.

Advertised in The Business Gazette – Legal Advertising: March 5 and March 12, 2020.

Riverside Elementary
Advertisement for RFQ

	Riverside Elementary School District #2 Attachment A: SOQ Client References		Purchasing Office 1414 South 51 st Ave Phoenix, AZ 85043 602-477-8900
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Reference Listing


It is the Contractor's responsibility to send out a reference form to each client making sure the client completes the form and return the form **directly** back to the RESD Purchasing Department.

The form on the next page is to be completed by your clients.

To do this, fill out the top Client Reference Form. Fax, e-mail or mail the form to clients for which you have previously provided services. All clients must be different (can't have multiple people evaluate the same location). Clients shall complete the form and fax it to the Riverside Elementary School District #2 directly by the time and date indicated. The maximum number of references that will receive credit is five and the minimum number is two. Credit will be given to Contractors with more high performing references and School District experience.

Has your Company sent the attached Client Reference Form to <i>at least</i> 5 client references?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has your Company verified receipt of your submittal with each client referenced?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Your Company has given your clients a courtesy call to verify that they have sent the completed survey to the email provided on the form (jmoreno@riverside.k12.az.us) by the due date of March 30, 2020-Noon?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please list the client references below that received the Client Reference Form: (Company Name, Contact Name, Contact Number).		

Company Name	Contract Name	Contact Phone (Office or Cell Number)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

	Riverside Elementary School District #2 SOQ Reference Survey Form		Purchasing Office 1414 South 51 st Ave Phoenix, AZ 85043 602-477-8900
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Top portion is to be completed by the Contractor. Bottom portion is to be completed by the past client.

To the attention of:	
Name of client's Company	
Subject: Reference for Project:	
References for (Contractor)	

To Whom It May Concern:

Riverside Elementary School District #2 has implemented a process that collects past information on Contractors. The information will be used to assist the District in the evaluation to determine responsive and responsible procurement of the above Contractor.

The Contractor listed above has chosen to participate in this program. They have listed you as a past client that they have provided services for. Both the Contractor and Riverside Elementary School District #2 would greatly appreciate you taking a few minutes out of your busy day to complete the accompanying form.

Please evaluate the performance of the Contractor (10 means-you are Always satisfied and have no question about hiring them again, 5 means- you are Sometimes satisfied, and 1 means- you are very Dissatisfied and would never hire them again because of very poor performance). If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO.	Criteria	Unit	Score
1	Ability to collaborate with the District to deliver a project that was within budget and on time using Hard Bid method	(1-10)	
2	Contractor did a thorough review of schematics, specifications so that change orders were very limited or nonexistent	(1-10)	
3	Ability to grasp and understand the needs of your entity and translate them successfully into the project.	(1-10)	
4	Ability to work together to finish on time or ahead of scheduled dates	(1-10)	
5	Ability to keep project site safe and handle rerouting of students/staff and traffic	(1-10)	
6	Close out process (invoicing, no unexpected fees)	(1-10)	
7	Provided all your as-built documents	(1-10)	
8	Provided training on the "systems" installed	(1-10)	
9	Overall customer satisfaction based on performance (comfort level in using this Contractor again)	(1-10)	
	What was the value of the project?	\$	How many sq. ft.?

Total Points: _____

Thank you for your time and effort in assisting the Contractor in this important endeavor. Please email this questionnaire to **Jose Moreno** at jmoreno@riverside.k12.az.us by **Noon, March 30, 2020**.

_____ Signature	_____ Date	_____ Title
_____ Printed Name	_____ *** Company being Surveyed***	

CERTIFICATE OF INSURANCE


PRIOR TO COMMENCING SERVICES UNDER THIS CONTRACT, THE CONTRACTOR MUST FURNISH THE DISTRICT, CERTIFICATION FROM INSURER(S) FOR COVERAGES IN THE MINIMUM AMOUNTS AS STATED BELOW. THE COVERAGES SHALL BE MAINTAINED IN FULL FORCE AND EFFECT DURING THE TERM OF THIS CONTRACT, AND SHALL NOT SERVE TO LIMIT ANY OTHER CONTRACTOR OBLIGATIONS.

NAME AND ADDRESS OF INSURANCE AGENCY:	COMPANY LETTER	COMPANIES AFFORDING COVERAGE:
	A	
	B	
NAME AND ADDRESS OF INSURED:	C	
	D	

LIMITS OF LIABILITY MINIMUM - EACH OCCURRENCE	COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	DATE POLICY EXPIRES
BODILY INJURY: PER PERSON \$2,000,000.00 EACH OCCURRENCE \$2,000,000.00 PROPERTY DAMAGE \$2,000,000.00 OR BODILY INJURY AND \$2,000,000.00 PROPERTY DAMAGE COMBINED		COMPREHENSIVE GENERAL LIABILITY FORM PREMISES OPERATIONS CONTRACTUAL INDEPENDENT CONTRACTORS PRODUCTS/COMPLETED OPERATIONS HAZARD PERSONAL INJURY BROAD FORM PROPERTY DAMAGE EXPLOSION & COLLAPSE (IF APPLICABLE) UNDERGROUND HAZARD (IF APPLICABLE)		
SAME AS ABOVE		COMPREHENSIVE AUTO LIABILITY INCLUDING NON-OWNED (IF APPLICABLE)		
NECESSARY IF UNDERLYING IS NOT ABOVE MINIMUM		UMBRELLA LIABILITY		
STATUTORY EACH ACCIDENT \$ 100,000.00		WORKMEN'S COMPENSATION AND EMPLOYER'S LIABILITY		
		OTHER		

THE RIVERSIDE ELEMENTARY SCHOOL DISTRICT #2 IS ADDED AS OR ADDITIONAL INSURED AS REQUIRED BY STATUTE, CONTRACT, PURCHASE ORDER OR OTHERWISE REQUESTED. IT IS AGREED DISTRICT THAT ANY INSURANCE AVAILABLE TO THE NAMED INSURED SHALL BE PRIMARY OF OTHER SOURCES THAT MAY BE AVAILABLE.	IT IS FURTHER AGREED THAT NO POLICY SHALL EXPIRE, BE CANCELLED MATERIALLY CHANGED TO AFFECT THE COVERAGE AVAILABLE TO THE DISTRICT WITHOUT THIRTY (30) DAYS WRITTEN NOTICE TO THE THIS CERTIFICATE IS NOT VALID UNLESS COUNTERSIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY.
---	--

NAME AND ADDRESS OF CERTIFICATE HOLDER:	DATE ISSUED _____ <div style="text-align: right;">AUTHORIZED REPRESENTATIVE</div>
---	--

	Riverside Elementary School District #2 Attachment C: Amendment Acknowledgement		Purchasing Office 1414 South 51 st Ave Phoenix, AZ 85043 602-477-8900
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This form should be used to acknowledge any/all Amendments that may be issued. The form does not have to be submitted within the SOQ package if no Amendment(s) is issued. Signatures provided on this document serve as confirmation that the Contractor has reviewed and acknowledges any change, clarification or modification made to the original SOQ and/or related documents.

Please sign and date below, where appropriate:

Amendment #1 _____	Date _____
Amendment #2 _____	Date _____
Amendment #3 _____	Date _____
Amendment #4 _____	Date _____
Amendment #5 _____	Date _____
Amendment #6 _____	Date _____

 Company Name


 Signature of Person Authorized to Sign

 Address

 Printed Name

 City State Zip

 Title

	Riverside Elementary School District #2 Attachment D: Confidential or Proprietary Information		Purchasing Office 1414 South 51 st Ave Phoenix, AZ 85043 602-477-8900
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All materials submitted as part of a response to a solicitation are subject to Arizona public records law and will be disclosed if there is an appropriate public records request at the time of or after the award of the contract. Recognizing there may be materials included in an RFQ response that are proprietary or a trade secret, a process is outlined in A.A.C. R7-2-1006, which allows qualifying materials to be designated as confidential and excluded from disclosure.

This form must be completed and returned with the SOQ packet, along with any supporting information to assist the District in making its determination as to whether any of the materials submitted as part of the solicitation response should be designated confidential because the material is proprietary or a trade secret and therefore not subject to disclosure.

Requests to hold the entire SOQ as confidential will result in the SOQ being deemed Not Susceptible further evaluation.

Contractor must select one of the following:

- My SOQ **does not** contain proprietary or trade secret information. I understand that my entire response will become public record.
- My response **does** contain trade secret information because it contains information that:
 1. Is a formula, pattern, compilation, program, device, method, technique or process, **AND**
 2. Derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; **AND**
 3. Is the subject of efforts by myself or my company that are reasonable under the circumstances to maintain its secrecy.

Please note that failure to attach an explanation may result in a determination that the information does not meet the statutory confidential and/or trade secret definition.

If the District agrees with the Contractor's designation of trade secret or confidentiality and the determination is challenged, the undersigned hereby agrees to cooperate and support the defense of the determination with all interested parties, including legal counsel or other necessary assistance.

Company Name


Signature of Person Authorized to Sign

Address

Printed Name

City State Zip

Title

	Riverside Elementary School District #2 Attachment E: Deviations and Exceptions		Purchasing Office 1414 South 51 st Ave Phoenix, AZ 85043 602-477-8900
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List any deviation or exception for any item listed in this RFQ. The item number must be listed and the page it is found on. Any deviation/exception or inability of the provider to handle that particular item must be clearly and fully stated. Failure to show specific deviations indicates full compliance with the RFQ.

The following deviations/exceptions are being submitted for consideration:

Section	Page	Item	Reason for Deviation or Exception

Company Name


Signature of Person Authorized to Sign

Address

Printed Name

City State Zip

Title

	Riverside Elementary School District #2 Attachment F: Familial Relationship Disclosure		Purchasing Office 1414 South 51 st Ave Phoenix, AZ 85043 602-477-8900
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All responses to this solicitation shall be accompanied by a sworn and notarized statement disclosing any familial relationship aka, conflict of interest, that exists between the District or any employee of the Contractor and any member of the Governing Board or any employee of the Riverside Elementary School District #2.

The undersigned, the District or authorized officer of _____ (the "Company"), pursuant to the familial disclosure requirement provided in the attached solicitation, hereby represent and warrant, except as provided below, to their best knowledge that no familial relationships exist between the District(s) or any employee of the company and any member of the Governing Board of the District, Superintendent of RESD or any employee of RESD. If such a relationship exists, please explain:

Contractor/Employee	Name Related to:	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Signature of Person Authorized to Sign)


(Title)

Subscribed and sworn to before me
 this _____ day of _____, 2020

 Signature of Notary Public in and for the

State of _____

County of _____

	Riverside Elementary School District #2 Attachment G: SOQ and Acceptance		Purchasing Office 1414 South 51 st Ave Phoenix, AZ 85043 602-477-8900
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The Undersigned hereby submits and agrees compliance with all terms, conditions, specifications, and amendments in the RFQ and any written exceptions in the SOQ.

Company Name		For Clarification of this SOQ, contact the following person:	
D-U-N-S Number		Name	
Federal Employer Identification No.		Phone	
Street Address:		E-mail	
City		Signature of Person Authorized to Sign SOQ	
State	Zip		
		Printed Name of Person Authorized to Sign SOQ	
		Title	

CERTIFICATION

By signature in the SOQ section above, the Contractor certifies:

1. The submission of the SOQ did not involve collusion or other anti-competitive practices.
2. The Contractor shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-09 or A.R.S. § 41-1461 through 1465.
3. The Contractor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted bid. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the SOQ. Signing the SOQ with a false statement shall void the SOQ, any resulting contract and may be subject to legal remedies provided by law.
4. The Contractor warrants that it and all proposed subcontractors will maintain compliance with the Federal Immigration and Nationality Act (FINA), A.R.S. § 41-4401 and A.R.S. § 23-214 and all other Federal immigration laws and regulations related to the immigration status of its employees which requires compliance with federal immigration laws by employers, contractors and subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.
5. In accordance with A.R.S. § 35-392, the District is prohibited from purchasing from a company that is in violation of the Export Administration Act.
6. In accordance with A.R.S. § 35-393, the District is prohibited from purchasing from a company that is in violation of the Israel Boycott Divestments.
7. By submission of this SOQ, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
8. By submission of this SOQ, the Contractor has the expertise and financial capacity to perform and complete all obligations under the RFQ documents.

ACCEPTANCE OF SOQ

The SOQ is hereby accepted.


The Contractor is now bound for evaluation based upon the RFQ, including all terms, conditions, specifications, amendments, etc., and the Contractor's SOQ as accepted by the School District.

The Contractor is cautioned not to commence any billable work or to provide any material or service under this SOQ.

Accepted this _____ day of _____, 2020

Authorized Signature of the District

Title

	Riverside Elementary School District #2 Attachment H: Non-Collusion Statement		Purchasing Office 1414 South 51 st Ave Phoenix, AZ 85043 602-477-8900
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State of _____)
 County of _____) ss.

_____, affiant,
 (Print Name of Person Authorized to Sign SOQ)
 the _____
 (Title)

 (Company Name)

the persons, corporation, or company who makes the accompanying SOQ, having first been duly sworn, deposes and says:

That such SOQ submittal is genuine and not sham or collusive, nor made in the interest of, or behalf of, any persons not herein named, and that the Contractor has not directly or indirectly induced or solicited any other Contractor to put in a sham submittal, or any other person, firm or corporation to refrain from submitting a response, and that the Contractor has not in any manner sought by collusion to secure for itself an advantage over any other Contractor.


 (Signature of Person Authorized to Sign SOQ)

 (Title)

Subscribed and sworn to before me
 this _____ day
 of _____, 2020

 Signature of Notary Public in and for the

State of _____
 County of _____

	Riverside Elementary School District #2 Attachment J: No Response Form		Purchasing Office 1414 South 51 st Ave Phoenix, AZ 85043 602-477-8900
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If you are not responding on this RFQ, please complete and return this form **ONLY** to: Riverside Elementary School District, 1414 S. 51st Ave, Phoenix, AZ 85043 (Please print or type, except signature) fax – 602-272-878 or e-mail to jmoreno@riverside.k12.az.us.

Failure to respond may result in deletion of Contractor's name from the qualified bidder's list for the Riverside Elementary School District.

COMPANY NAME: _____ CONTACT PERSON _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL ADDRESS: _____ TELEPHONE: _____


We, the undersigned, have declined to respond on your RFQ 10-002-21 Qualified Select Bidders List because of the following reasons:

- Service/Commodity
 Unable to meet the requirements of this project
- Insufficient time to respond to the SOQ
- Remove our name from this Vendor list only
- Our product schedule would not permit us to perform
- Unable to meet insurance and bond requirements
- Other. (Specify below)

REMARKS:

SIGNATURE: _____ DATE: _____

COMPANY _____

	Riverside Elementary School District #2 Return Address Label		Purchasing Office 1414 South 51 st Ave Phoenix, AZ 85043 602-477-8900
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SEALED QUALIFICATION PACKAGE

Submitted by:	
Address:	
City, State, Zip:	

**RFQ# #20-002-21 QUALIFIED SELECT BIDDERS LIST – MIT EXPANSION
 PHASE 2**

Due Date: March 31, 2020 at 11:00 AM (Mountain Standard Time)

Riverside Elementary School District #2
 District Office – Purchasing Department
 1414 S 51st Avenue
 Phoenix, AZ 85043