

Town of Tusayan
REQUEST FOR QUALIFICATIONS FOR DESIGN SERVICES
Tusayan Community Garden – CDBG #115-24

The Town of Tusayan (TOWN) is hereby requesting submittals from qualified Engineers, Architects with an AIA designation, and Landscape Architects duly registered in the State of Arizona by the Arizona Board of Technical Registration. The Town has been awarded a Community Development Block Grant (CDBG) through the State of Arizona Department of Housing (ADOH) funded by the U.S. Department of Housing and Urban Development (HUD) for the purpose of building an approximately 2,000-square-foot community garden space.

The Town is seeking to contract with a competent design firm or individual that has experience with municipal and federally-funded construction projects to produce plans and specifications for the design of the new community garden.

Respondents should visit the site and take such other steps as may be reasonably necessary to ascertain the nature and location of the work and the general and local conditions, which can affect the work or the cost thereof. Failure to do so will not relieve the Respondent from responsibility for estimating properly the difficulty or cost of successfully performing the work. The Town of Tusayan will not assume responsibility for any understanding or representations concerning conditions made by any of its officers or agents prior to the execution of the Contract unless included in the Request for Qualifications, the specifications or related documents.

I. Project Description

The following is a description of the construction to be conducted:

Community Garden:

- Install approximately 188 linear feet of 8' tall metal perimeter fencing and two gates with locks;
- Construct/install plastic, metal, or wood frames for raised planting beds;
- Install plastic and/or metal plumbing and irrigation systems;
- Construct/install a glass or plexi-glass greenhouse;
- Install lighting and/or grow lights solar venting;
- Construct/install metal, plastic, and/or wood signage, storage units, benches, and compost bins;
- Install security devices and cameras.

II. Scope of Work

The Designer agrees to provide all of the materials and services required by this Contract, in a complete and acceptable form as customarily provided according to professional standards, which shall include:

- Provide all professional and basic services necessary to produce preliminary and final design plans and specifications in accordance with town, county, state and federal codes and requirements.
- Coordinate with Grant Administrator on the bid package, and make any necessary revisions to plans and specifications prior to publication of the Request for Bids. Grant Administrator will assemble, advertise and distribute bid package.
- Respond to contractors' questions during the bid period.
- Attend pre-bid and pre-construction conference in Tusayan.
- Interpret plans and specifications for contractor and TOWN staff.
- Review and make recommendations to the TOWN concerning contractor progress payments.
- Review and process contractor change orders and submit to NACOG and the TOWN for approval.
- Provide all necessary interim and final inspections of contractor's and TOWN staff's work on the project.
- Be available for advice and consultation to the TOWN during the life of the contract and during construction.
- Attend final walk through with the TOWN and Project Sign Off.
- Prepare record drawings of construction and submit electronic copy to the TOWN.
- If required, attend meetings of the Town Council.

III. Request for Qualification Requirements

Submit one (1) original and (1) copy of the following:

1. Cover Letter: One (1) page introduction including the assurance that minimum insurance requirements will be met.
2. Executive Summary: A one (1) or two (2) page summary including:
 - a. Qualifications of the individual or firm;
 - b. Project manager and his/her experience;
 - c. Project timeline, specifically including when the team can start the project, project progress and a completion date. The timeline of the successful proposer will be incorporated into the negotiated contract.
3. Statement of Qualifications: Describe the competence and experience of the firm or individual including:

- a. Experience in working with municipalities and/or federally-funded projects.
 - b. Contract/construction management experience to include federal contracts.
4. Previous Experience: One (1) or two (2) pages containing:
- a. A list of 5-10 past clients including local governments and similar projects. Information should include, at a minimum, the following in order to expedite reference checks during the scoring process:
 - Name of project and location;
 - Owner/client's name;
 - Owner/client's address;
 - Contact name and phone number;
 - Contract award and completion date;
5. Response to the Scope of Work: One (1) or two (2) pages describing your firm's approach to the design process and suitability of the proposed budget. The total budget, including engineering services and contingency, is approximately \$296,000.
6. Certifications (submit original only, copy not required)
- a. The certifications are required and must be submitted with your submittal.
 - b. Certifications must have an original signature by the appropriate officer of the firm or in the event of a sole proprietor or partnership, by the proprietor or general partner.

Sealed Requests for Qualifications will be received in the office of the Town Manager, Tusayan Town Hall, 845 Mustang Drive, P.O. Box 709, Tusayan, AZ 86023 until 3:00 p.m. on April 3, 2024, at which time all submittals received will be opened and the names read aloud. Failure of the respondent to complete all required documents may result in rejection of the submittal. All submittals should be identified as "Request for Qualifications – Tusayan Community Garden".

IV. Federal Fund Usage

Respondents are hereby notified that federal funds are being used to assist in the construction of this project and, accordingly, all construction contractors will be required to comply with all applicable federal laws, including but not limited to, the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented by Department of Labor regulations (29 CFR, Part 3). In addition, all wages paid for the construction phase of this activity must be in compliance with the Davis-Bacon wage rate determination for this project. The Town Grant Administrator will monitor for compliance with these regulations and Acts. The **Engineer** and all sub-contractors shall comply with any state or local EEO requirements where and if applicable, to this project.

Correspondence, questions, and/or clarifications of the submittal procedure should be directed to: Kevin Goss at 221 N. Marina St., Suite 101, Prescott, AZ 86301; 928-445-0211; kgoss@nacog.org.
Correspondence, questions, and/or clarifications of the project should be directed to: Charlie Hendrix, Town of Tusayan, 845 Mustang Drive, P.O. Box 709, Tusayan, AZ 86023; (928) 638-9909;

V. Selection Process

1. Following RFQ opening at the time and location specified, the original copy of the submittal shall be retained by the Town Manager.
2. Submittals will be ranked by representatives of the Town of Tusayan. Submittals will be evaluated using the criteria in the table below and scored based on a maximum of 100 points.
3. The Selection Committee may invite two (2) or more respondents to attend an interview. Respondents will be contacted to schedule a time and location for the interview.
4. The Selection Committee will evaluate and rank firms accordingly.
5. The firm selected will be asked to negotiate a final scope of work and price and to develop a contract. Should negotiations fail to result in the development of a contract; the next highest-ranking firm will be offered the opportunity to continue the process. This method may continue until an agreement is reached and a contract negotiated.
6. The Engineering firm’s fixed fee and proposed contract will be forwarded to the Town Council for consideration.
7. The cost incurred by respondents in preparing the RFQ or incurred in any manner in responding to the document, may not be charged to the Town of Tusayan.
8. All respondents will be notified of the results within thirty (30) days after the close of the RFQ period.

The scoring breakdown is as follows:

Qualifications	Total Points
1. General qualifications of the individual or firm.	30
2. Applicant's previous experience with similar/relevant projects (Maximum points will be awarded for experience in the Tusayan community).	15
3. Demonstrated ability of key personnel.	15
4. Proposed work schedule. Timeframe for delivery of service.	10
5. Suitability of the Response to the Scope of Work.	30

The Town reserves the right to solicit additional information from any and all Proposers. The Town reserves the right to waive any informalities in the submittals and to negotiate with any and all

Proposers. The Town reserves the right to reject any and all submittals if it is deemed in the best interest of the Town.

VI. Protest Procedure

Protests shall be submitted in writing to: Town Manager, Tusayan Town Hall, 845 Mustang Drive, P.O. Box 709, Tusayan, AZ 86023; phone number: (928) 638-9909; within seventy-two (72) hours of notification award. Protests must contain at a minimum, the name, address and telephone number of the protester; the signature of the protester or its representative and evidence of authority to sign; a detailed statement of the legal and factual grounds of the protest including copies of relevant data; and the form of relief requested. Within three (3) business days of receipt, and after consultation with legal counsel, ADOH or others, the Town will respond to the protest. The Town of Tusayan reserves the right to reject any or all RFQs; to waive irregularities of information in any RFQ; to re-advertise the RFQ; and/or to take any steps determined prudent in order to resolve the protest.