



**REQUEST FOR PROPOSAL
Design and Remodel
Construction Services
RFP 317000108**

Relating to

ELM STREET PROJECT
Residential Construction

Released: December 15, 2016

MANDATORY Pre- Submission Meeting: January 4, 2017 @ 10:30 AM

Site Visit to Immediately Follow

Submission Due: January 19, 2017, 4:00 PM

MAYOR

SHARON WOLCOTT

CITY COUNCIL

ROLAND F. WINTERS, JR., District 1

JIM HAYDEN, District 2

JOHN WILLIAMS, District 3,

RACHEL VILLANUEVA, District 4

SKIP HALL, District 5

TODD TANDE, District 6

CITY MANAGER

BOB WINGENROTH

HUMAN SERVICES & COMMUNITY VITALITY

DIRECTOR, SETH DYSON

PUBLIC NOTICE

**City of Surprise – Human Services & Community Vitality Department
NOTICE of REQUEST for a PROPOSAL (RFP 317000108)**

City of Surprise is seeking a contractor to prepare a design concept, add an addition to and interior remodel of a single family residence located at 12399 W Elm Street, Surprise, AZ 85374.

SCHEDULE OF PROPOSAL DEADLINES

Advertisement: 12/15/2016, 12/22/2016

Pre-submittal meeting:
(Mandatory) January 4, 2017 at 11:30 AM
City Hall Community Room
16000 N. Civic Center Plaza
Surprise, AZ 85374

Site Visit to Property immediately to follow
Presubmittal meeting.

Deadline to submit questions: January 13, 2017

Proposals due: January 19, 2017, 4:00 PM (M.S.T.)

Anticipated contract award: January 31, 2017

Proposals must be delivered to: Surprise Procurement Division
Attention: Cyndi Hawk, CPPB
City of Surprise City Hall
16000 North Civic Center Plaza
Surprise, AZ 85374

Proposals received after the time and date listed above will be considered nonresponsive and will be returned unopened.

Complete information packets are available for download from the City of Surprise website: <https://www.surpriseaz.gov/bids.aspx> or by calling 623-222-3700

Anyone needing the complete information packet in alternative format or an auxiliary aid, service, or modification of policies or procedures to participate in this Proposal should contact: ADA Coordinator, 16000 N. Civic Center Plaza, Surprise, AZ 85374, (623) 222-3542, DAC@surpriseaz.gov

CITY OF SURPRISE



Cyndi Hawk, CPPB, Senior Buyer

TABLE OF CONTENTS

I. PROJECT OVERVIEW	1
A. Solicitation Schedule	1
B. Project Schedule/Contract Time	1
C. Project Manager/Contract Administrator.	1
D. Contractor's Duties	2
E. Project Specifications & Incorporated Documents	2
II. PRE-SUBMITTAL MEETING	3
III. SUBMITTAL REQUIREMENTS	3
A. Generally	3
B. Compliance with Arizona Revised Statutes (A.R.S.)	5
C. Waivers, Disclaimers, Limitations	5
D. Submittal Delivery	6
E. Organization and Format	6
F. Protests	6
IV. PROPOSAL EVALUATION AND AWARD	6
V. OFFER AND ACCEPTANCE	8

I. PROJECT OVERVIEW

The City of Surprise (“**City**”) seeks a qualified Contractor to perform design and construction services for Elm Street Project.

A. Solicitation Schedule

The following timeline will be observed for this RFP:

SCHEDULE OF PROPOSAL DEADLINES

Advertisement:	12/15/2016 and 12/22/2016
Mandatory Pre-Submittal Meeting	1/4/2017
Questions Due:	1/13/2017
Proposals Due:	1/19/2017, 4:00 PM (M.S.T.)
Proposal Opening:	1/19/2017, 4:15 PM City Hall Lobby Conference Room, 1 st Floor 16000 N. Civic Center Plaza Surprise, AZ 85374
Notice of Intent to Ward:	1/31/2017
Anticipated Contract Award:	1/31/2017

B. Project Schedule/Contract Time

Contractor will have 60 days from the date of the Award of the contract under this RFP to complete the Project.

C. Project Manager/Contract Administrator.

Jason Huges, Neighborhood Services Program Coordinator
Charlette Confer, Resources Center Assistant

Offerors may not contact the project manager/contract administrator for any reason. All questions regarding this RFP must be directed to the City of Surprise procurement division as provided below.

D. Contractor's Duties

1. Contractor assumes the risk for all construction at the Contract Price. Any work not covered by a budget line item must be included in the contingency amount. This is a turnkey project.
2. Roles and responsibilities required of the Contractor include the following:
 - a. Prepare design documents for residence addition and remodel.
 - b. Serve as the General Contractor during construction.
 - c. Construct improvements per the approved construction plans and specifications at the Contract Price.
 - d. Solicit proposals from qualified subcontractors to perform applicable portions of the work.
 - e. Coordinate inspections and testing of all work.
 - f. Establish, maintain, and update construction schedule, identifying activity sequencing, durations, and milestone dates.
 - g. Ensure as-built drawings are current and accurate, coordinating with the design consultant as needed.
 - h. Procure all material, equipment, and labor services necessary for the project, including long-lead procurement.
 - i. Manage contingency and change requests.
 - j. Coordinate with various City of Surprise departments, outside agencies, and City consultants, vendors, and utilities.
 - k. Schedule and manage site operations, including traffic control and routing.
 - l. Provide all construction surveying and staking for the Project.
 - m. Bond and insure construction in accordance with State Law and city requirements.
 - n. Acquire all necessary permits (federal, state, and local).
 - o. Maintain a safe work site.

E. Project Specifications & Incorporated Documents

The following documents are hereby incorporated into this RFP. Once awarded, this RFP, along with the following documents, will be, collectively, the "**Contract Documents.**" These Contract Documents collectively form the binding agreement between the City and Contractor, and will have the precedential order as listed.

1. This RFP
2. Definitions Sheet (Exhibit A)
3. General Terms (Exhibit B)
4. Special Terms (Exhibit C)
5. Insurance Requirements (Exhibit D)
6. Construction Standards:
 - a. Minimum Property Standards for Housing, 1994 Edition (4910.1)
 - b. City of Surprise Heritage District Comprehensive Design Standard

7. Project Specific Standards:
 - a. Specification (Attachement A)
 - b. Property Lot Map (Attachment B)
8. Contractor's Submission in Response to this RFP

These documents, and any additional supporting documents or detail will be posted on the City of Surprise's webpage <https://www.surpriseaz.gov/bids.aspx>.

II. PRE-SUBMITTAL MEETING

A **mandatory** pre-submittal meeting will be held as indicated in the Solicitation Schedule above with property site visit immediately to follow.

At this meeting, staff from the City of Surprise will discuss the scope of work and general contract issues, and respond to questions from the attendees. The purpose of this meeting will be to clarify the contents of this RFP in order to prevent any misunderstanding of the City's solicitation. Any doubt as to the requirements of this RFP or any apparent omission or discrepancy should be presented to the City. The City will then determine if any action is necessary and may issue a written amendment to the RFP. Oral statements or instructions will not constitute an amendment to this RFP.

The City will not publish any meeting minutes or other information from the Pre-submittal Meeting, except the sign-in sheet.

III. SUBMITTAL REQUIREMENTS

A. Generally

1. Submittals must be clear and concise and organized as indicated below, with all identified sections included. If, in the judgment of the City, a submittal does not conform to the format specified in this RFP, or if any required information is absent or incomplete, the City reserves the right to reject the submittal.
2. All forms contained in this RFP Packet must be completed, included with the submittal, and delivered in a sealed envelope. It is permissible to copy these forms if required. Faxed or e-mailed proposals will not be considered.
3. The Offer and Acceptance form must be submitted with an original ink signature by a person authorized to sign the offer.
4. Erasures, interlineations, or other modifications in the proposal must be initialed in original ink by the authorized person signing the Offer.
5. No proposal may be altered, amended, or withdrawn after the specified proposal due date and time.
6. Periods of time, stated as a number of days, will be calendar days.

7. The prevailing clock for purposes of determining when a proposal is submitted will be the City Procurement Manager's clock.
8. It is the responsibility of all Offerors to examine the entire RFP Packet and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing a proposal confers no right of withdrawal after proposal due date and time.
9. Questions regarding this RFP must be submitted in writing by fax or email to:

If by Email:

To: Purchasing@surpriseaz.gov
Re: RFP 317000108

If by Fax:

To: 623-222-1301
ATTN: Procurement
Re: RFP 317000108

Verbal inquiries, in person or by telephone, will not be answered. Any questions or requests for clarification must be received by FAX or e-mail no later than the **date listed in the Submittal Schedule**. Inquiries may not be directed to the City department for which this project is being procured. Any correspondence related to an RFP should refer to the appropriate RFP number, page, and paragraph number. Offerors may not submit inquiries in a mailed envelope because such an envelope may be identified as a sealed proposal and will not be opened until after the official Request for Proposal due date and time.

10. Late proposals will not be considered. A Offeror submitting a late proposal will be so notified.
11. The City may elect to amend the RFP after initial publication. Receipt of a Solicitation Amendment must be acknowledged by signing and returning the document before the specified due date and time.
12. All Offerors must have a completed vendor registration with the City of Surprise Procurement Department.
13. Firms who pick up a hard copy packet copy of the RFP from the procurement division and those who attend the pre-submittal meeting will be included on the RFP holders list. Firms receiving a copy of this packet through any other means (including via download from the City's webpage) must register as an RFP holder at the City of Surprise Procurement Office, 16000 N. Civic Center Plaza Surprise, Arizona, 85374 or call **(623) 222-3700** or email purchasing@surpriseaz.gov to register.
14. Bonds submitted as part of a response to this RFP must be duly executed by the Contractor, having as surety thereon a surety company approved by the City and holding a Certificate of Authority to transact surety business in the State of Arizona, by the Arizona Department of Insurance. A copy of the Certificate of Authority must accompany the bonds. The Certificate must have been issued or updated within two (2) years prior to the award of the contract. No individual sureties are acceptable. All bonds must be provided by a surety with an A.M. Best's Key Rating Guide rating of "A-"

or better as currently listed in the most recent Best Key Guide, published by the A.M. Best Company, payable without condition to the City.

15. Offerors may not take advantage of any apparent error or omission in the plans, proposal schedule items, estimated quantities, specifications, or other contract documents. In the event the Offeror discovers such an error or omission, the Offeror must immediately notify the City. The City will then make such corrections and interpretations as may be deemed necessary.
16. In the event of a conflict between the language of this RFP (including all incorporated documents) and a Offeror's submittal, the RFP language will prevail. In addition, proposals that contain terms that are contradictory to the language in this RFP may be deemed nonresponsive and ineligible for contract award at the City's discretion.

B. Compliance with Arizona Revised Statutes (A.R.S.)

1. Procurement of the services under this RFP is governed by 24 CFR Part 85.36. By responding to this solicitation, the Offeror certifies that the submittal and Offeror's conduct in relation to this solicitation is in compliance with the requirements of 24 CFR 85.36.
2. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultant firms) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process must be addressed to the authorized representative identified in Section III A(9).

C. Waivers, Disclaimers, Limitations

1. The City reserves the right to reject any or all submissions, to waive any informality or irregularity in any solicitation received, and to be the sole judge of the merits of the respective solicitation received. The City also reserves the right to re-advertise, modify, or cancel the Project in its entirety, at its sole discretion. No binding contract will exist between the Offeror and the City until the City accepts the Offeror's offer by signing the Offer and Acceptance form.
2. The City reserves the right to engage the services of others as may be required for successful completion of the project.
3. The City reserves the right to request substitution of subcontractors or to request the addition of specialty subcontractors that may enhance the Project.
4. The City will not reimburse the cost of developing, presenting, or submitting any response to this solicitation.

D. Submittal Delivery

Submittals must be received by the Proposal Due date indicated in the Submittal Schedule and must be in a sealed package marked with the solicitation title and reference number, along with the identity of the firm making the submission. The submittal must be delivered to the following address:

City of Surprise City Hall
Attention: Procurement
16000 North Civic Center Plaza
Surprise, AZ 85374

Submittals received after the due date and time, or labeled inconsistent with the above will not be accepted and will be returned to the submitting party unopened. No faxed or electronic submittals will be considered.

E. Organization and Format

1. All submissions are required to follow the same format. Each submission must include the following in the order indicated below. Referenced forms are contained in the RFP Construction Packet and are available online at <https://www.surpriseaz.gov/bids.aspx> or available from the Procurement manager.
 - a. Offer Form
 - b. Experience Summary & Key Personnel Form
 - c. Organizational Chart
 - d. Schedule of Values Form
 - e. Executed Affidavit of Non-Collusion
 - f. Executed Immigration Warranty
 - g. Executed Certificate of Insurability
 - h. Executed Bonds
 - i. Executed Lobbying Certification
 - j. Copy of any Certification of minority or woman owned business enterprise
2. Submissions must be made using 8 ½" x 11" paper, using Arial font no smaller than 12 point and printed using single side.
3. The submission must include **one** signed original and **three** copies.

F. Protests

Firms wishing to protest a disqualification or a procurement outcome may file a protest pursuant to the Arizona Administrative Code, Sections R2-7-A901 through A911. Protests must be filed either within 14 days of the Notice of Intent to Award or 10 days after the procurement file is made available for public inspection, whichever is later.

IV. PROPOSAL EVALUATION AND AWARD

Award(s) will be made to the responsible offeror whose proposal is determined in writing to be the most advantage to the city, based upon the evaluation criteria listed in this solicitation. The City will be the sole judge as to the acceptability of the products and/or services offered.

The following evaluation factors are listed in descending order of importance. Topics should be addressed in the following order for ease of evaluator interpretation and evaluation.

The committee will evaluate and rank the offers, based on the criteria:

A. Experience and qualifications of the firm and project team. (40 points)

- Provide documentation which substantiates your firm's ability and experience in designing and administering the construction of similar scope.
- Identify at least two projects similar in nature. Scoring of this requirement will be weighted in favor of referenced projects which closely resemble the City's project objectives.

For each project identified, provide the following:

- Client name;
- Description of the project;
- Role of the firm in delivering the project;
- Cost magnitude of services provided;
- Year services performed;
- Project references (two current names and telephone numbers).

B. Understanding of the project and approach to performing the required services. (30 points)

- Provide a detailed work plan and schedule with milestones in both narrative and graph format.
- Demonstrate your firm understands of the project.
- Discuss any major issues your firm has identified on this project and how you intend to address those issues.

C. Cost: (30 points)

- Provide cost of project on Attachment B – Schedule of Values

Total 100 points.

A responsive Offeror is a Offeror who has submitted a proposal that conforms in all material respects to the requirements of this RFP.

A responsible Offeror is a Offeror who:

- (a) Has the ability, capacity, experience, and skill to complete the Work in accordance with proposal specifications;
- (b) Has the ability to complete the Work promptly, or within the time specified, without delay or interference;
- (c) Has the equipment, facilities and resources of such capacity and location to enable the Offeror to complete the work;
- (d) Is able to provide future maintenance, repair, parts, and service for the use of the goods purchased, when applicable;
- (e) Has the quality and adaptability of the materials, supplies, or services required or necessary to the particular use; and
- (f) Possesses the financial resources to perform the Work.

Proposals that are timely received will be publicly opened at the time and place indicated in the Submission Schedule.

Unless otherwise stated in the submission or in this RFP, the City reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the City.

Notwithstanding any other provision of this RFP, the City expressly reserves the right to:

1. Waive any immaterial defect or informality: or
2. Reject any or all proposals, or portions thereof, or
3. Reissue an Request for Proposal.

V. OFFER AND ACCEPTANCE

By submitting a signed offer, Offerors are agreeing to comply with all the terms and conditions set forth in this RFP, along with all attachments, incorporated documents, and the Offer. Upon acceptance of the Offer by the City, these documents form the contract between the Offeror/Contractor and the City, and will be known collectively as the “**Contract Documents.**”