**REQUEST FOR QUALIFICATIONS (RFQ)**

Notice is hereby given that the Marana Domestic Water Improvement District (District) is requesting Statement of Qualifications (SOQ) from licensed civil engineers or engineering firms for the purpose of selecting an individual or firm to serve as the District’s engineering consultant. Submittals to this RFQ will be received by Rob Hamblen, District Manager, 16560 W. El Tiro Road, Marana, AZ 85653 until November 22, 2017 at 3:00 PM MST**.** Qualifications submitted after the due date will not be considered. Copies of the RFQ can be downloaded from the District’s website: <http://maranadomesticwater.com/>, or by calling the District office at 520-682-5027.

Questions regarding this RFQ should be addressed to Rob Hamblen, District Manager, at 520-682-5027 or [rob@maranadomesticwater.com](mailto:rob@maranadomesticwater.com).

**REQUEST FOR QUALIFICATIONS (RFQ)**

**FOR ENGINEERING SERVICES FOR WATER SYSTEM IMPROVEMENTS**

**NOVEMBER 2017**

**INTRODUCTION**

The Marana Domestic Water Improvement District (District) is requesting Statement of Qualifications (SOQ) from licensed civil engineers or engineering firms for the purpose of selecting an individual or firm to serve as the District’s general engineering consultant.

**INTENT**

The purpose of this request for qualifications is to obtain an agreement with the most qualified firm(s) or individual(s) to assist the District on an as-needed basis with the engineering tasks listed below. The District desires to enter into an agreement with the most qualified firm(s) or individual(s) to provide services for a specified length of time, with options for a continuation of these services beyond the duration of the initial period. The District may determine during the evaluation process that it is in its best interests to select more than one firm or individual to serve as general engineering consultant, and reserves the right to award continuing services contracts to multiple firms or individuals.

**PROJECT DESCRIPTION AND SCOPE**

This project is dependent on the District securing funding from United States Department of Agriculture – Rural Development (USDA-RD), and/or other Federal or State funding programs. Based on the time schedule for the USDA-RD (or other) grant/loan funding, the District may elect to secure short-term funding to complete the initial planning, design, and construction portions of the project. The initial portion of the project will include updating the 2010 Environmental Report and Preliminary Engineering Report, based on the District’s current system needs, and in accordance with USDA-RD requirements.

The scope of work for the engineering consultant agreement is presently planned to consist of the following tasks:

* Update the 2010 Preliminary Engineering Report (PER) and Environmental Report (ER).
* Prepare engineering/environmental studies, reports, design drawings, bid documents, construction cost estimates, and construction administration for various water system improvements, including but not limited to those listed below.
* Remove/replace all failing, obsolete, and substandard distribution system piping.
* Remove/replace all failing, obsolete, and substandard distribution system valves, hydrants and appurtenances.
* Remove/replace water meters and boxes that are improperly located.
* Evaluate what is needed to bring several District-owned wells that are currently out of service (e.g. IM Well, Sandy Well, Cottonwood Ranch Well) back online, then do so.
* Inspect all existing production wells, including casings, downhole and above ground equipment for condition, then replace or upgrade if needed.
* Design and construct structurally sound shelters for the chlorination equipment at all well sites.
* Design and construct structurally sound roof structures to provide cover and provide shading for all electrical panels and equipment.
* Interconnect the IM/Derringer (north) and Culver (south) systems to improve system redundancy and reliability.
* Evaluate the possibility of purchasing the adjoining Tucson Water system (approx. 1500 connections), then do so if feasible.
* Design and build an adequately sized and functional utility operations building, with large conference room for system board meetings, emergency operations, and community use capabilities.
* Evaluate the cause and condition of the leaning storage tank in the Culver system, and if feasible return into service, or demolish if not.
* Project management for the District’s improvement projects, either as an owner’s representative (contract administration), or as a resident project representative, or both.
* Bidding and construction phase services for the District’s improvement projects.
* Part-time and/or full-time construction observation for the District’s improvement projects.
* Surveying services as may be required.
* Additional engineering services as may be specifically requested by the District.

**CONDITIONS**

The agreement that will ultimately be executed between the selected firm(s) or individual(s) and the District will be a non-exclusive agreement. The District reserves the right to contract with other firms or individuals for any or all of the above listed tasks. Nothing in this request for qualifications or the resulting agreement(s) alters or cancels the terms and conditions of prior agreements for similar services.

The District may choose to select more than one firm or individual for any or all of the listed tasks. The selection of one or more firms or individuals should not be interpreted as an exclusive or contractual obligation on the part of the District to have the selected firm(s) or individual(s) perform any or all of these services. The District also reserves the right to provide any of these services with its own personnel.

**REQUIREMENTS FOR SUBMITTAL**

The following items are required to be submitted, at a minimum, for consideration of the respondent’s qualifications:

* All pertinent data or information deemed necessary by the respondent to establish its qualifications for the various tasks listed to allow the District to fully evaluate its submittal based on the criteria described herein.
* A staffing plan and organizational chart. Specifics for the listed tasks and a list of subconsultants, if any, must be included.
* Client references for a minimum of three organizations with which the respondent has, or does, perform similar tasks and services. Include the name and contact information of specific individuals who have knowledge of the respondent’s performance.
* Hourly rates and multipliers used by the firm or individual.

The format for the SOQ shall be a maximum of twenty (20) pages total, including title page, index, and front and back covers. The SOQ shall be printed on one side only, 8.5” x 11”, and bound on the left margin. The cover letter will be included in the twenty (20) page limit. No other material is to be included.

Submittals must be received no later than 3:00 PM MST on November 22, 2017 at the District Office, 16560 W. El Tiro Road, Marana, AZ 85653. Five (5) bound copies are required to be submitted, along with a cover letter containing the name and telephone number of the contact person through whom all correspondence and contact shall be made.

**EVALUATION CRITERIA**

Respondents will be evaluated based upon the following criteria:

* Respondent’s qualifications, including number of years in business, credentials, and licenses.
* Similar experience with rural water utility system engineering planning, design and construction management responsibilities.
* Past performance on similar assignments, including a demonstrated ability to complete tasks and projects on time and within budget, and a statement describing, in detail, quality control procedures on past projects of a similar nature.
* Respondent’s in-house expertise for the required services, including the proposed project manager and any staff proposed to be assigned to the respondent’s project team.
* Resumes and relevant background information for the respondent’s key personnel who will be directly or indirectly involved in the tasks specified herein.
* The ability and qualifications of any subconsultants proposed to be part of the respondent’s team.
* Respondent’s familiarity with United States Department of Agriculture – Rural Development (USDA-RD) funding program(s) application requirements and processes for project execution.

**SELECTION PROCESS**

District staff will evaluate all written submittals received and rank the firms and/or individuals based upon the evaluation criteria listed above. Staff may require additional information via fax or written correspondence, and may also require presentations by the top-ranked firms or individuals to assist in developing a rank order. The District’s Board of Directors will then be presented with a rank order for approval. Upon selection by the Board of the top-ranked firm(s) or individual(s), District staff will negotiate an agreement, or agreements, with the selected firm(s) or individual(s). If an agreement is unable to be reached with the top-ranked firm or individual, or any of the top-ranked firm(s) or individual(s), as may be the case, staff will negotiate with the next-ranked firm or individual, and so on, until an agreement, or agreements, satisfactory to all parties are reached. The agreement or agreements will then be presented to the Board of Directors for approval. The District reserves the right to reject any and all submittals in its sole discretion.

**INDIVIDUAL TASK ASSIGNMENTS**

When the need for services for a specific project occurs, District staff will enter into negotiations with one of the selected firms for a Project Agreement to cover the specific project. As an alternative for smaller projects, the District may issue a Purchase Order or a similar document authorizing the work, upon acceptance and approval of a scope of work for the project.