



**REQUEST FOR QUALIFICATIONS FOR ENGINEERING  
SERVICES FOR PANTHER DRIVE BRIDGE  
AT QUEEN CREEK**



**STATEMENTS OF QUALIFICATIONS ARE DUE:**  
**09/05/2023, by 5:00 P.M. local time**



# Town of Superior

199 N Lobb Avenue, PO Box 218, Superior AZ 85173  
520) 689 – 5752, Fax (520) 689 – 5822

## REQUEST FOR STATEMENTS OF QUALIFICATIONS ENGINEERING SERVICES FOR PANTHER DRIVE BRIDGE DESIGN AND CONSTRUCTION AT QUEEN CREEK

### SECTION I – PROJECT DESCRIPTION

The Town of Superior is requesting statements of qualifications for the engineering services. This capital project includes the design and construction of the Panther Drive Bridge at Queen Creek Crossing. Generally, the project will require a design schedule, survey, draft and final project assessment, USACE permit clearance, 30%, 100% Civil and Structural design plans, specifications, cost estimates, and bid documents. The design for this project is funded by ADOT and the Budget Source: 2024 Legislative Appropriation Transportation Projects: General Fund (Laws 2023, 1<sup>st</sup> Regular Session, Chapter 135 Senate Bill 1722) Appropriation No.: 2024 DT56490. Environment compliance documents will be required to meet ADOT standards. The estimated construction cost is approximately \$2,400,000.00.

### SECTION II - INTRODUCTION

The Town of Superior identified the need for this project in 2019. This project will complete in December 2024. The Town of Superior plans to award a two-year contract (with the option of two one-year extensions) for engineering services subject to review on an annual basis for any and all engineering projects subject to federal assistance or other sources of funding. The Initial Agreement, Authorization of Services, Scope of Work, and Professional Fees will be submitted for review and subject to approval by ADOT, USACE, and the Town Council.

### SECTION III - SCOPE OF WORK

The ENGINEERING services required for typical bridge construction projects involve services generally of civil and structural. The anticipated basic services that will be required are the following:

- A. **Preliminary Phase:** This phase involves those activities required for defining the scope of a project and establishing preliminary requirements including, but not limited to the following:
1. Conferring with the Sponsor in project requirements, programming, finances, schedules, early phases of the project, and other pertinent matters and meetings with ADOT and other concerned agencies and parties on matters affecting the project.
  2. Assist the Sponsor in the preparation of necessary applications and required documents for federal grants, including Disadvantaged Business Enterprise (DBE) plan and goals and exhibits.
  3. Planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and architectural and engineering studies required for preliminary design considerations.
  4. Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.



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- B. **Design Phase:** This phase includes all activities required to undertake and accomplish a full and complete project design including, but are not limited to, the following:
1. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
  2. Collecting engineering data and undertaking field investigations; performing geotechnical engineering studies; engineering and special environmental studies.
  3. Preparing necessary permit applications and engineering reports and recommendations.
  4. Preparing detailed plans, specifications, and cost estimates.
  5. Preparing construction safety plans.
  6. Providing necessary copies of engineering drawings, contract documents, and specifications.
  7. Prepare U.S. Army Corps of Engineers permit applications NWP39, and/ or 404 clearance.
- C. **Construction Phase:** This includes all activities necessary to oversee the construction of the Project. Examples include, but are not limited to, the following:
1. Assisting the Sponsor in advertising and securing bids, negotiating for construction services, analyzing bid results, furnishing recommendations on the award of contracts, and preparing contract documents.
  2. Onsite construction inspection and/or management involving the services of part-time or full-time resident engineer(s), inspector(s), or manager(s) during the construction or installation phase of a project.
  3. Providing consultation and advice to the Sponsor during all phases of construction.
  4. Representing the Sponsor at preconstruction conferences.
  5. Inspecting work in progress periodically and providing appropriate reports to the Sponsor.
  6. Reviewing and approving shop and erection drawings submitted by contractors for compliance with design concepts.
  7. Reviewing, analyzing, and approving laboratory and mill test reports of materials and equipment.
  8. Preparing and negotiating change orders and supplemental agreements.



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9. Observing or reviewing performance tests required by specifications.
10. Preparation of record drawings.
11. Determining amounts owed to contractors and assisting the Sponsor in the preparation of payment requests for amounts reimbursable from grant projects.
12. Conducting wage rate reviews of certified payrolls as required by Davis Bacon Regulations and in coordination with the Town of Superior.
13. Making final inspection and submitting a report of the completed project to the USACE and ADOT.

D. **Special Services:** The development of some projects may involve special activities or services with third-party individuals or companies for such services. Consultants performing special services may be employed directly by the Sponsor to implement one or more phases of a project or may be employed by the principal consultant via a subcontract agreement. In certain instances, these services may be performed by the principal consultant. Some examples of special services that might be employed for airport projects include, but are not limited to, the following:

1. Detailed mill, shop, and/or laboratory inspections of materials and equipment.
2. Special environmental studies and analysis.
3. Project feasibility studies.
4. Preparation of grant reimbursement forms to be submitted to ADOT.
5. Preparation of quality control plan.
6. Preparation of final report.

## SECTION IV - STATEMENTS OF QUALIFICATIONS EVALUATION CRITERIA

Qualified engineering firms will submit electronic Statements of Qualifications for review by the Town's selection panel (See Section VI, below). Evaluation of the submittals will be based on the following:

A. Firm's Capabilities	Max. 30 Points
B. Project Features	Max. 25 Points
C. Project Manager Qualifications	Max. 20 Points
D. Local Knowledge	Max. 5 Points
E. FHWA/ADOT/ USACE Knowledge	Max. 10 Points
F. Overall Evaluation	Max. 10 Points
	<b>Total Points: 100</b>

### A. Firm's Capabilities

Please provide the following information:

- a) List the name of the firm, address, contact person, phone number and email address.



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b) Briefly describe three similar projects, which your firm has completed in the past five years. List the members of each project team and the role played by each member. Please provide references for each project.

## **B. Project Features**

Identify and discuss significant project features and describe at least two in detail which you perceive will influence the design and implementation of the project outlined above. The successful proposal will have an emphasis on the long term sustainability of the proposed concept.

## **C. Project Manager Qualifications**

Discuss the proposed project manager's experience along with familiarity with ADOT/FHWA/USACE process and requirements and availability to serve as Project Manager for the project duration.

## **C. Local Knowledge**

Identify your firm's familiarity with the project elements and the project area. Identify your firm's familiarity with both the Town of Superior's procedures and issues in order to successfully design these projects.

## **E. ADOT Knowledge**

Identify your firm's familiarity with ADOT procedures, including project assessment, rights-of-way, utility and environmental clearance procedures.

## **F. Overall Evaluation**

This is to be determined by the selection panel. No submittal response is required.

*All submitters shall be licensed Civil Engineers in the State of Arizona.*

Submitters shall comply with all federal, state and local nondiscrimination statutes in the operation, implementation and delivery of, including state and federal civil rights and disabilities laws. In particular, the submitter shall ensure that the Town's obligation for program, facility and service accessibility in Title II of the Americans with Disabilities Act are complied with in all activities arising under this contract, and shall hold harmless the Town for any and all losses, including but not limited to damages, costs or expenses, incurred or arising from any alleged violation of the Americans with Disabilities Act under the auspices of this contract unless resulting from an intentional or actual negligent act of the Town and its employees.

Failure to comply with the nondiscrimination or accessibility requirements herein shall be construed as non-performance and may result in termination of funding, civil action, or both.  
The Town of Superior is an Affirmative Action/Equal Opportunity Employer.

## **SECTION V - SELECTION PROCESS**

A Selection Panel will evaluate and score each SOQ according to the criteria set forth above, in order to determine a "shortlist" of three (3) to five (5) submitters for the interview phase of the selection process.



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Finalists may be invited to participate in detailed interviews. An interview invitation letter will provide the evaluation criteria to be used. However, the Town reserves the right to select a firm based on the evaluation of the SOQ submittals alone and not proceed to interviews.

At the conclusion of the selection process, each of the rated elements for each submitter will be evaluated to determine the best qualified firm for this request. If the Town is unsuccessful in negotiating a contract with the best qualified firm, the Town may then negotiate with the next most qualified firm until a contract is executed, or may decide to terminate the selection process.

Until the award and execution of the contract, the Town will only release the name of the selected firm. All other information received by the Town in response to the SOQ or contained in the proposals will be confidential to avoid disclosure of the contents that may be prejudicial to the competing offeror(s) during the selection process. The submittal of the winning firm will be open to public inspection upon request after the contract is awarded and the Town has executed the contract with the selected firm.

## SECTION VI - CONTRACT AND FEES

The Town will not request or consider fees, price, labor hours or any other cost information at any time during the selection process, including the selection of firms to be interviewed, the final list, the order of preference, or any other purpose.

## SECTION VII - INDEMNIFICATION & INSURANCE REQUIREMENTS

The Town of Superior requires the selected firm to execute a Town of Superior Engineering Services Contract. The basic format of this Town contract is attached to this RFQ as Exhibit A. This contract is subject to change depending on the outcome of negotiations with the consultant.

The Town's Indemnification and Insurance language is included in this contract.

**For firms submitting proposals, the Town requires a statement in the proposal that the firm has read and understood all the elements laid out in the Engineering Services Contract.**

Questions regarding insurance and indemnification shall be addressed prior to submittal in writing, by email, to the email address listed at the end of this document.

**Exclusive Agreements:** The Town of Superior requests that no exclusive agreements be made with potential sub-consultants.

## SECTION VIII - SUBMITTAL REQUIREMENTS

Reply to this request with an electronic Statement of Qualifications submittal which is **not more than six (6) pages** plus a one-page cover letter. **Maximum document size is 10 MB.** Pages that have project photos, charts, and graphs will count toward the maximum number of pages. However, a cover letter and/or cover will not be considered part of the six-page limitation, nor will resumes. Resumes for each key team



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member shall be limited to a maximum length of one page, **must not include pictures or submittal information**, and should be incorporated as an appendix at the end of the SOQ.

The minimum font size shall be 10-point and font used shall be Arial, Bookman, Cambria, Century or Times New Roman only. The submittal must be printable. Table of Contents or tabbed divider pages will not be counted towards the maximum number of pages. **Submittals which do not conform to the requirements will not be considered.**

The SOQ submittal must include:

- A one-page cover letter prepared on the company's letterhead and signed by a principal of the company. Provide primary contact person and contact person's telephone number and email address. This sheet is not included in your page count.
- The firm's responses to the RFQ criteria in order and titled as listed using a MAXIMUM of 6 pages, each 8½" x 11" in size.
- A statement in the proposal that the firm has read and understood all the elements laid out in the Engineering Services Contract.
- Addenda Acknowledgement (if applicable).

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal past specified cut-off date and time.
- Adherence to number of pages, page size, and font requirements.
- Adherence to electronic file size requirements.
- Inclusion of the required contract statement.
- Addenda Acknowledgement (if applicable)

## **SECTION IX - GENERAL INFORMATION**

**Town Website:** This Request for Qualifications will be posted on the Town's website. The address is: <https://www.superioraz.gov/index.php/town-news>

**Instructions:** **The Town of Superior will not be held responsible for any oral instructions.** Any changes to this Request for Statements of Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Statements of Qualifications holders. A statement of receipt of all addenda must be included in the submittal or transmittal.

**Town Rights:** The Town of Superior reserves the right to reject any oral Statements of Qualifications, to waive any informality or irregularity in any Request for Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

**Release of Project Information:** The Town of Superior shall coordinate the release of all public information concerning the project, including selection announcements and contract awards. Firms desiring



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to release information to the public must receive prior written approval from the Town.

**Contact with Town Employees:** All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) 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 with any person who may play a part in the selection process, including the evaluation panel, the Town Manager, Executive Directors, Department Heads, and other staff. 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 should be addressed to the authorized representative identified below.

**No Preferential Treatment or Discrimination:** In accordance with the provisions of Article II, Section 36 of the Arizona Constitution, the Town will not grant preferential treatment to or discriminate against any individual or group on the basis of race, sex, color, ethnicity or national origin.

## SECTION X – STATEMENTS OF QUALIFICATIONS SUBMITTAL TIME AND PLACE

Submittals must be received no later than 3:00 p.m., local time, Friday, **09/05/2023**. The Town reserves the right to cancel or modify this Request for Statements of Qualifications at any time.

The electronic submittal shall be submitted in Adobe PDF format and emailed to [sclark@superioraz.gov](mailto:sclark@superioraz.gov) or [manager@superioraz.gov](mailto:manager@superioraz.gov).

Or by mail:

Town of Superior  
Attn: Lana Clark  
199 N Lobb Ave.  
Town of Superior, AZ 85173  
(520) 689-5752

The subject line of the email **MUST READ: Panther Bridge RFQ Bid**. Please email your submission as a single adobe file. An email confirming your submission will serve as a receipt. **Please note that emails are not automatic, but an acknowledgement will be sent as promptly as possible.**

## SECTION XI – PROTEST PROCEDURE

Proposal protests shall be submitted in writing to:

Town of Superior  
Attn: Todd Pryor  
199 N Lobb Ave.  
Town of Superior, AZ 85173  
(520) 689-5752

Via Phone within 72 hours of notification of award.





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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 5 business days of receipt, and after consultation with legal counsel, or others, the Town will respond to the protest. The Town of Superior reserves the right to reject any or all proposals; to waive irregularities of information in any proposals; to readvertise the RFQ- request for proposal; and/or take any steps determined prudent in order to resolve the protest.

## SECTION XII – QUESTIONS

Questions pertaining to the consultant selection process or contract issues should be directed in writing by fax or email to:

**Email:** [sclark@superioraz.gov](mailto:sclark@superioraz.gov)

Questions must be received in writing by **2:00 p.m.**, Thursday, August 31, 2023.

Verbal inquiries, in person or by telephone, will not be answered.

**Attachments:** Exhibit A – Engineering Services Contract  
Exhibit B – Geotechnical Report  
Exhibit C – Hydrology 2018 Master Report  
Exhibit D – USACE permit application  
Exhibit E - RTAC Superior Application  
Exhibit F – Final Queen Creek Enhancement Plan  
Exhibit G – TSDN Queen Creek LOMR  
Exhibit H – Environmental Impact Study by Resolution Copper

Full study can be downloaded here: <https://www.resolutionmineeis.us/>

One copy of the RFQ in PDF or Print format must be received by 5:00 p.m. local time on **September 05, 2023**. RFQs may not exceed 30 pages. Either electronic or US Postal Service delivery is acceptable. You may call (520) 689-5752, and speak with Lana to confirm receipt. Submittals received after the stated time will not be considered. The cover letter must be signed by a party authorized to bind the entity submitting the RFQ. Firms submitting RFQs not in compliance with Section 4 will be considered non-responsive. RFQs must be addressed to the following:

Town of Superior  
Attn: Lana Clark  
199 N Lobb Ave.  
Town of Superior, AZ 85173  
(520) 689-5752  
[sclark@superioraz.gov](mailto:sclark@superioraz.gov)

Thank you for taking the time to respond to this RFQ,

Todd Pryor, Town Manager