



TOWN OF DEWEY-HUMBOLDT

General Plan Update Request for Qualifications

CONTACT PERSON

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Date Issued: 9/18/2019

Pre-Proposal Conference: 10/9/2019

Last Day for Inquiries: 10/30/2019

RFQ Due Date: 11/1/2019 by 12:00 p.m. (Noon)

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SECTION 1 - INTRODUCTION

The Town of Dewey-Humboldt is currently seeking Statements of Qualifications from qualified, licensed firms interested in providing professional services to update the Town of Dewey-Humboldt General Plan.

The estimated budget for the project is \$25,000.

SECTION 2 – PROJECT SUMMARY/SCOPE OF WORK

Introduction:

State Statute mandates that municipalities prepare General Plans in accordance with “Growing Smarter” legislation. These plans are comprehensive and describe the vision, goals, and policies the Town. The document identifies a staff responsibility to identify how each proposed Council action relates to the following Values:

- Active Citizenship
- Sustainable Development
- Creating Community
- Self-Reliance
- Efficient Public Services
- Limited Public Services
- Durable Public Improvements

Every 10 years, the General Plan is required to be ratified by the voters. The current General Plan was adopted by Council on May 19, 2009.

<https://www.dhaz.gov/DocumentCenter/View/120/2009-General-Plan-PDF>

Because the General Plan is a critical, all-encompassing vision for the Town and there are numerous statutory deadlines, it is important to start this process early to maximize citizen

involvement, ensure community support is strong and secure resounding approval by the voters in 2020

Scope of Work:

Much of the information in the current adopted General Plan mentioned above including, but not limited to, various elements, tables/charts, maps, and goals and policies are anticipated to be retained and/or updated where necessary. The Town of Dewey-Humboldt included all of the following elements in our current General Plan, and will be included in our update:

1. **Land Use**
2. **Circulation**
3. **Open Space/Trails**
4. **Growth Area**
5. **Environmental Planning**
6. **Cost of Development**
7. **Water Resources**

Optional for Consideration

1. **Conservation**
2. **Aggregate**
3. **Recreation**
4. **Public Buildings**
5. **Housing**
6. **Safety**
7. **Energy**

The consultant will initially as Phase 1, be assisting the community in evaluating and appraising the effectiveness and continuing relevance of each element of the existing plan and exploring with the community any new elements needed to be added. Phase 1 is to be the focus of this first phase.

The results of the evaluation and appraisal from Phase 1 will be used by the firm contracted, to develop the scope of work for the update of each element, and the development of the new elements, including background data, analysis, and goals and objectives, as Phase 2 under separate contract.

Additionally the consultant will provide support in recommending plan framework, coordinating facilitating citizen participation and community outreach, plan editing and drafting, data collection and analysis to support update of each element as, including graphics and diagrams, maps, public surveying, public meetings, staff meetings, and any related items that are necessary in moving the update of the general plan forward in a manner consistent with Arizona Revised Statutes, Town of Dewey-Humboldt Laws and Regulations, and in concert with the goals and policies of the Mayor and Council.

It is anticipated that additional elements may be included to support various Town goals and policies identified through this process.

Public involvement will be a major component of the update effort, and it is anticipated that a stakeholder's group would be formed to direct the consultant's work throughout the process.

SECTION 3 - PRE-SUBMITTAL CONFERENCE

The pre-proposal conference has been scheduled for **October 9, 2019 at 1:00 p.m.**, at Dewey-Humboldt Town Hall. The address is 2735 South Highway 69, Dewey-Humboldt, AZ 86329, Council Chambers. Attendance is encouraged but not required.

SECTION 4 – SUBMITTAL REQUIREMENTS

Firms interested in this RFQ should submit a Statement of Qualifications, in an **original and eight (8) copies by November 1, 2019 by 12:00 p.m. (Noon)**. Three-ring binders are preferred. In addition, submit a complete copy of the Qualifications on Compact Disk (CD) using a searchable “.pdf” file format. Your submission must conform to the following: The original and all copies of the submittal will be appropriately labeled as such. Each set shall be organized using the tabs specified below. A Firm will be selected through a qualifications-based selection process based on the criteria below.

Submittals must be received by the specified time. On the submittal package, please display: firm name, solicitation title, and solicitation number. All submittals should be addressed to:

Town of Dewey-Humboldt
P.O. Box 69
Humboldt, AZ 86329
Attn: Steven Brown

Submittal Cover Letter (one (1) page cover letter)

TAB A: Project Experience (one page per project, maximum of five (5) projects)

TAB B: Past Performance Questionnaire (one form per projects identify in TAB A)

TAB C: Key Personnel Resumes (one page per resume, plus organizational chart)

TAB D: Method of Approach (25 pages)

COVER LETTER

Within the one-page cover letter, include your firm's full company name, address, phone number and the email address for your firm's contact person for the RFQ. Adherence to the maximum page criterion is critical: each page side (maximum 8-1/2" x 11") with criteria information will be counted. Do not use 8 1/2" x 14" or 11" x 17" size sheets (e.g., fold-outs) unless specifically authorized. Pages that have project photos, charts and/or graphs will be counted towards the required number of pages. Front and back covers, Table of Contents pages, and divider (tab) pages will not be counted unless they include qualifications information that could be considered by the selection panel. Resumes should provide information for key staff (no company profiles) and should not include project pictures or general firm information. Any additional company information or non-key staff information included in the resume section will be counted against

the maximum page requirement. Do not submit additional information not listed herein. Font size may not be less than 10 point.

TAB A - PROJECT EXPERIENCE (30 points)

Identify at least three (3) but no more than five (5) projects where you were the primary consultant. Demonstrate the experience of your firm and/or proposed team, including all sub-consultants, on projects same/similar to that described in this solicitation for same/similar services. The projects submitted should also demonstrate that the consultant and/or the team have performed a same/similar type of services to be considered relevant.

TAB B - PAST PERFORMANCE QUESTIONNAIRE (20 points)

For each project submitted in TAB A, complete a Past Performance Questionnaire, ATTACHMENT (1). The firm is directed to provide this form to the project owner or Point of Contact. Instruct the owner to complete the form and return the form with your submission.

TAB C - EXPERIENCE OF KEY PERSONNEL (20 points)

For each key person identified, list which will be directly assigned to work on this project and list their length of time with the firm and at least two comparable projects in which they have played a primary role. There are no limitations on the number of key positions the firms may provide. However, at a minimum the firm must provide the primary consultant, and at least one (1) person from each sub-consultant identified. Each resume is limited to one (1) page;

Include an organizational chart (maximum 2 pages) at the end of this tab, chart may be submitted in 11”X17”. Provide an organization chart that depicts the project team organization and lines of authority. Clearly indicate superior/subordinate reporting relationships; Provide names of each position and identification of firm or sub-consultant.

TAB D - METHOD OF APPROACH (30 POINTS)

Describe the firm’s approach to performing the required Services in the Scope of Work described above.

Describe the opportunities and constraints involved with the performance of the associated tasks which include: existing plan evaluation and appraisal, plan framework, citizen participation, community outreach, facilitation, plan editing and drafting, data collection and analysis to support each element, graphics and diagrams, maps, public surveying, public meetings and any related items that are necessary in moving the general plan update forward.

Provide a Project Work Plan/schedule showing key project milestones and deliverables. The schedule shall demonstrate firm’s ability to meet the designated milestones. This schedule will be evaluated as it relates to the infrastructure that is provided in Tab D. It will not be incorporated into the final contract. The final schedule will be delivered with the final Scope of Work.

SECTION 5 - SELECTION PROCESS

This Request for Qualifications (RFQ) is being conducted pursuant to A.R.S. § 34-604. The process is to evaluate and score the qualifications submitted in response to this RFQ, then rank the firms in descending order of score in a short list. The successful firm/s will be selected through a qualifications-based selection process. Interested firms will submit a Statement of Qualifications (SOQ). A Selection Panel will evaluate each SOQ according to the criteria set forth in Section 4 above. The Town will select a firm(s) based on the SOQ's received; formal interviews may not be conducted. The Town may conduct a due diligence review on the firm(s) receiving the highest evaluation.

A "Selection Committee" will be comprised of Town Officials, Town Employees and one person who is an architect or engineer registered pursuant to ARS 32-121. The selection committee will review, evaluate, and score the RFQ responses in accordance with the evaluation criteria established above.

The Town may then decide if, necessary to, conduct interviews of firms to make final selections. The Town will then award a Consulting Contract to the highest-ranked firm.

SECTION 6 - GENERAL INFORMATION

Town Rights. The Town of Dewey-Humboldt reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

Acceptance of Evaluation Methodology. By submitting its Qualifications in response to this SOQ, respondent acknowledges and accepts the evaluation process, the established criteria and associated point values, and that determination of the "most qualified" firm(s) will require subjective judgments by the Town.

Release of Project Information. The Town shall provide the release of all public information concerning this project, including selection announcements and contract award. Those desiring 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 subcontractors) 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, Department Heads and other Town 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 in Section 4 above.

Data Confidentiality. Except as specifically provided in the Contract, the Contractor or its subcontractors shall not divulge data to any third party without prior written consent of the Town.

Legal Worker Requirements. The Town of Dewey-Humboldt is prohibited by A.R.S. § 41-4401 from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with A.R.S. § 23-214(A). The contractor and each subcontractor shall comply with all federal immigration laws and regulations related to their employees and compliance with the stated law. The Town of Dewey-Humboldt retains the legal right to inspect the papers of any contractor or subcontractor employee who is awarded a contract to ensure that the firm or subcontractor is complying with the law.

Lawful Presence Requirement. Pursuant to A.R.S. §§ 1-501 and 1-502, the Town of Dewey-Humboldt is prohibited from awarding a contract to any natural person who cannot establish that such person is lawfully present in the United States. To establish lawful presence, a person must produce qualifying identification and sign a Town-provided affidavit affirming that the identification provided is genuine. This requirement will be imposed at the time of contract award. This requirement does not apply to business organizations such as corporations, partnerships or limited liability companies.

Protest Procedures. Firms wishing to respond to disqualification, or a procurement outcome may refer to The Purchasing Procedures of the Town of Dewey-Humboldt, AR No. 09-01 which governs protest procedures utilized throughout the selection process.

Suspension/Debarment. By submitting a proposal in response to this solicitation, the respondent is certifying that it is neither debarred nor suspended nor under consideration for suspension or debarment by any federal, state or local government or agency. If a respondent is not able to so certify, the respondent must submit a letter that identifies the agency involved and a contact and explains why respondent is suspended or debarred or being considered for suspension or debarment.

Questions. Questions pertaining to this selection process or contract issues should be directed to Steven Brown, Community Planner at (928) 632-7362. All questions must be received no later than seven (7) days in advance of the SOQ due date. Responses to questions that materially change the scope or intent of this SOQ will be issued via addendum on the Town of Dewey-Humboldt website. The Town will not notify Respondents of posting of addenda. Therefore, it is the Respondents' sole responsibility to check the website periodically for all issued addenda. Failure to include acknowledgement of all addenda may be cause for rejection of the proposal.

**ATTACHMENT 1
TO
RFQ NO. 2019-01
GENERAL PLAN UPDATE
PAST PERFORMANCE QUESTIONNAIRE**

(See following pages)

PAST PERFORMANCE EVALUATION

(TO BE COMPLETED BY CLIENT)

Ratings:

E – Exceptional - Performance meets contractual requirements and exceeds Owner’s expectations.

VG – Very Good - Performance meets contractual requirements and exceeds some of Owner’s expectations.

S – Satisfactory - Performance meets contractual requirements.

M – Marginal - Performance does not meet some contractual requirements.

U – Unsatisfactory - Performance does not meet most contractual requirements and recovery is not likely in a timely manner.

N – N/A - No information or did not apply to your contract

1. QUALITY						
a) Quality of technical data/report preparation efforts	E	VG	S	M	U	N
b) Ability to meet quality standards specified for technical performance	E	VG	S	M	U	N
c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance	E	VG	S	M	U	N
d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance)	E	VG	S	M	U	N
2. SCHEDULE/TIMELINESS OF PERFORMANCE:						
a) Compliance with contract delivery/completion schedules including any significant intermediate milestones. <i>(If liquidated damages were assessed or the schedule was not met, please address below)</i>	E	VG	S	M	U	N
b) Rate the consultant's use of available resources to accomplish tasks identified in the contract	E	VG	S	M	U	N
3. CUSTOMER SATISFACTION						
a) To what extent were the end users satisfied with the project?	E	VG	S	M	U	N
b) consultant was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication)	E	VG	S	M	U	N
c) To what extent was the consultant cooperative, businesslike, and concerned with the interests of the customer?	E	VG	S	M	U	N
d) Overall customer satisfaction	E	VG	S	M	U	N
4. MANAGEMENT/PERSONNEL/LABOR						
a) Effectiveness of on-site management of subconsultants, suppliers, materials, and/or labor force?	E	VG	S	M	U	N
b) Knowledge/expertise demonstrated by consultant personnel	E	VG	S	M	U	N

c) Ability to simultaneously manage multiple projects with multiple disciplines	E	VG	S	M	U	N
d) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changed	E	VG	S	M	U	N
e) Effectiveness of overall management (including ability to effectively lead, manage and control the program)	E	VG	S	M	U	N

5. FINANCIAL MANAGEMENT

a) Ability to meet the terms and conditions within the contractually agreed price(s)?	E	VG	S	M	U	N
b) consultant proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client	E	VG	S	M	U	N
c) Is the consultant's accounting system adequate for management and tracking of costs? If no, please explain in Remarks section.	Yes				No	
d) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? <i>Indicate if show cause or cure notices were issued, or any default action in comment section below.</i>	Yes				No	
e) Have there been any indications that the consultant has had any financial problems? If yes, please explain below.	Yes				No	

6. GENERAL

a) Ability to successfully respond to emergency and/or surge situations (including notifying COUNCIL, TM or Contracting Officer in a timely manner regarding urgent contractual issues)			S	M	U	N
b) Compliance with contractual terms/ provisions (<i>explain if specific issues</i>)	E	VG	S	M	U	N
c) Would you hire or work with this firm again? (<i>if no, please explain below</i>)					No	

Please provide responses to the questions above (if applicable) and/or additional remarks. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk. (please attach additional pages if necessary)