



**NOTICE AND REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES FOR
PATAGONIA REGIONAL FLOOD CONTROL PROJECT
(SANTA CRUZ COUNTY, ARIZONA)
SOQ No. S-21-09-C008**

Santa Cruz County invites qualified consultants to submit Statements of Qualifications for Professional Services for **PATAGONIA REGIONAL FLOOD CONTROL PROJECT FEASIBILITY STUDY AND ALTERNATIVE ANALYSIS**.

Solicitation documents and Addenda may be downloaded online by visiting:
<https://www.santacruzcountyz.gov/286/Bids-Solicitations>

SOLICITATION CRITICAL DATES

SOLICITATION QUESTIONS DUE DATE:

All solicitation questions must be emailed to jhays@santacruzcountyz.gov no later than **5:00 p.m./local Arizona time on September 23, 2021**. All emails must contain **“Professional Services for SANTA CRUZ COUNTY–PATAGONIA REGIONAL FLOOD CONTROL PROJECT RFQ”** in the subject line.

DIRECT CONTACT WITH SELECTION COMMITTEE MEMBERS OR ANY COUNTY EMPLOYEE OTHER THAN THE CONTRACT SERVICES REPRESENTATIVE CONCERNING THIS RFQ IS STRICTLY PROHIBITED.

MANDATORY PRE-SUBMITTAL MEETING:

A Mandatory Pre-Submittal Meeting will be held at 10:00 AM on September 15, 2021, at the Santa Cruz County Board of Supervisors Meeting Room at 2150 North Congress Drive, Nogales, Arizona 85621.

STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL:

Submit Statement of Qualifications pdf via email to: jhays@santacruzcountyz.gov. Emails must be dated prior to **3:00 p.m./local Arizona time on October 1, 2021**.

LATE STATEMENTS OF QUALIFICATIONS WILL NOT BE ACCEPTED

PROJECT REFERENCE FORMS:

The Project Reference Forms (PRF) must be emailed on or before the SOQ submittal date and time. PRFs received after the date and time specified will not be accepted. Please see form instructions (Attachment 2).

PUBLISHED: NOGALES INTERNATIONAL (AFFIDAVIT OF PUBLICATION)

DATE(S): August 13, 2021; August 17, 2021; August 20, 2021, August 24, 2021



REQUEST FOR QUALIFICATIONS

PROFESSIONAL SERVICES FOR PATAGONIA REGIONAL FLOOD CONTROL PROJECT FEASIBILITY STUDY & ALTERNATIVES ANALYSIS SOQ NO.: S-21-09-C008

BOARD OF SUPERVISORS

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**COUNTY MANAGER
PUBLIC WORKS DIRECTOR &
COUNTY ENGINEER
COUNTY PROJECT MANAGER**

**JENNIFER ST. JOHN
JESUS VALDEZ, P.E.
JOHN HAYS, EIT, CFM, MOLO, PMP**

INFORMATION AND INSTRUCTIONS TO APPLICANTS

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SECTION 1 – PROJECT DESCRIPTION

The Town of Patagonia sits below the confluence of the Sonoita Creek, Harshaw Creek, and Red Rock Canyon watersheds. There is a history of flooding within the Town arising from all three sources individually and in combination. The majority of the Town is shown to be prone to flooding under the current Flood Insurance Study and Flood Insurance Rate Maps (Community-Panel numbers 040092-04023C-0292C and -0311C).

Santa Cruz County Flood Control District (herein after referred to as “District”) is seeking Statement of Qualifications from Civil Engineering consulting firms to provide a Preliminary Feasibility and Alternative Analysis for Structural Projects to address flooding within the Town of Patagonia. At least two alternatives are to be considered: 1) A large scale retention/detention basin upstream of the State Route 82 Bridge; and/or 2) a series of detention/retention basins in the three upland watersheds – Sonoita Creek, Harshaw Creek, and Red Rock Canyon. Other alternatives, as deemed reasonable via engineering may also be considered.

SECTION 2 – SCOPE OF WORK

The selected consultant should be able to provide comprehensive design services for advancing the Design Concept Report to construction ready documents (plans, specs and estimates) while following Arizona Department of Transportation's (ADOT) Local Government Section Project Manual and Project Development Process (PDP). Specifically, the selected consultant will be expected to provide the following:

Project Management

Consultant will provide project management throughout project duration, including monthly update meetings with District, schedule tracking, QA/QC, progress reports with monthly invoices. Consultant shall plan for one kickoff meeting with entire design team, thereafter meetings shall only be with prime consultant and District project manager

Roadway Design

Consultant shall finalize horizontal and vertical alignment, and hydraulic requirements.

Drainage Design

Design for all drainage improvements and structures should be evaluated to maximize the efficiency of said improvements. Consultant shall prepare plan and profile drawings, up to 30% levels; profiles showing toe and top of bank protection (as needed), structural improvements and relative water surface elevation.

Geotechnical Services

Geotechnical consultant shall prepare design recommendations for foundations, grade control, evaluate the in-situ material for use as aggregate in soil cement/cement stabilized alluvium mixtures, conduct sieve analyses as necessary for hydraulic analyses, provide cut and fill recommendations, and prepare a pavement design.

Hydrology/Hydraulics

Consultant will conduct, as necessary, hydrologic and hydraulic modeling, sediment transport/scour analysis to provide/support the recommendations of the Preliminary Feasibility and Alternative Analysis. The District shall make available all the most current information in its possession regarding the modeling that has been done for some of the drainages as part of the recent DFIRM Mapping Project. Additional analysis includes cross drainage and inlet/outlet protection.

Survey Services

Consultant will provide any and all necessary survey services in support of the Preliminary Feasibility and Alternative Analysis.

Product/Deliverables:

For all deliverables at staged submittals, the DISTRICT will need (5) sets of documents, plus digital copies. All information, data, studies, reports, patents, copyrights, and plans prepared or obtained by the Consultant for the purpose of performing this Contract, shall become the property of the DISTRICT. Further, it is expressly understood that the DISTRICT has exclusive control of all information developed from report(s). No information, maps, data, studies, reports, patents, copyrights, calculations or plans shall be released to any party without the specific written authorization of the DISTRICT.

SECTION 3–Santa Cruz County PROJECT MANAGER

John Hays of the Santa Cruz County Public Works Department will serve as Santa Cruz County's Project Manager. The Consultant team will be expected to work collaboratively with the County's Project Manager throughout the Project.

SECTION 4– STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

The Consultant will be selected through a qualifications-based selection process using the following criteria:

A. General Information (10points)

1. Provide a general description of the Consultant that is proposing to provide professional services. Explain the legal organization of the proposed Consultant team. Provide an organization chart showing key personnel.

Consultant: Each responding Consultant must submit qualifications for the Consultant which includes, an Engineer properly licensed in Arizona.

Each Consultant submitting qualifications must provide evidence that establishes the Consultant and its primary team members have completed or demonstrate the capability to complete projects of similar size, scope, schedule and complexity and that proposed key personnel have sufficient experience and training to competently manage and complete the professional services for the Project.

The Consultant must describe why this particular team has been assembled for this particular Project. List proposed key Consultant personnel that will be assigned to and responsible for completion of the work on this Project and indicate their respective roles and responsibilities, as well as their availability for the full duration of the project.

2. Provide the following information:
 - a. List the Arizona licenses held by the Consultant and the key personnel who will be assigned to this Project. Provide the license number(s) held by the Consultant. In order to be considered for this project, the Consultant must hold the appropriate license(s) for this Project.
 - b. For each proposed key Consultant personnel assigned to this Project, provide a list of other projects they are currently assigned including the percentage of time committed to each project.
 - c. Identify the location of the Consultant's principal office and the home office location of key staff on this project.
 - d. Identify any contract or subcontract held by the members of the Consultant or officers of the members of the Consultant, which has been terminated within the last five years. Identify any claims arising from a contract which resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.

B. Experience and Qualifications of the Team (20 points)

1. Identify at least three comparable projects in which the Consultant served as the prime Consultant. Special consideration will be given to teams that have led Consultants on similar successful projects. For each project identified, provide the following:
 - a. Description of the project
 - b. Role of the firm
 - c. Project's original contracted cost and final cost
 - d. Project dates, including any extensions
 - e. Project owner
 - f. Reference information (two current names with telephone numbers per project)
2. List of all Santa Cruz County projects where the team provided design or professional services in the last five years, either completed or ongoing.

C. Experience of Key Personnel Assigned to this Project (25 points)

1. For each key person identified, list their length of time with the Consultant firm and at least two comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the Consultant member, provide just the project name and the role of the key person. Projects completed by key personnel while employed for other firms may be listed but must be so identified. Identify significant experience or attributes which will be applicable to and useful on this Project.

For other projects provide the following:

- a. Description of project
 - b. Role of the person
 - c. Project's original cost and final cost
 - d. Project dates
 - e. Project owner
 - f. Reference information (two current names with telephone numbers per project)
2. List any proposed sub-consultants, including key staff names and the experience and qualifications of these individuals or firms.

At a minimum, resumes will be required for the following key personnel team members:

Project Team:

1. Project or Construction Manager
2. Key Team Members

D. Understanding of the Project and Approach to Performing the Required Services (30 points)

1. Discuss the major issues your team has identified on this project and how you intend to address those issues, including utility coordination and adhering to this strict schedule.

2. Describe your team’s project management approach and team organization during each phase of the project. Describe systems used for planning, scheduling, estimating, and managing each phase of the project. Briefly describe the team’s experience on quality control, dispute issue resolution, and management.
3. The team must demonstrate its understanding of how to actively manage the project and assist the County by describing successful delivery strategies and lessons learned on previous similar projects will be utilized on this project to achieve best value and timely project delivery. The team must also discuss their process and procedures for integrating Santa Cruz County’s stakeholders in the various phases of the process and to ensure the stakeholder critical features are incorporated in the Project.

E. Project References (5 points)

The County requests feedback on past performance of your projects from other than Santa Cruz County. Email a copy of Attachment 2 - Project Reference Form (PRF) for completion by the Owner, or Owner’s representative, directly responsible for oversight of the project, to at least three (3) Public/Private Agencies, for which you have completed similar work.

Zero points will be awarded for projects:

- If a PRF is received after the date and time specified in this RFQ.
- If your work on the project submitted is not substantially completed.
- If your firm was not the prime Consultant for the project submitted.
- If the person requested to respond was not directly responsible for project oversight.

F. Overall Evaluation of the Consultant and its Perceived Ability to Provide the Required Services (10 points)

1. Capability - Overall evaluation of the Consultant’s capability to provide the required services as determined by the selection panel members. No additional submittal response is required.
2. Availability - Provide additional information to demonstrate that key personnel are available for the full duration of the project, including current commitments and future commitments.

G. ATTACHMENTS

1. **Attachment 1 Certification:** form must be initialed and included in the SOQ. If not attached to SOQ, may cause submission to be consider “non-responsive”.

FAILURE TO INCLUDE ALL INFORMATION REQUESTED AND/OR FAILURE TO PROVIDE EVIDENCE THAT THE APPLICANT MEETS THE MINIMUM QUALIFICATIONS LISTED HEREIN WILL CAUSE THE INCOMPLETE STATEMENT OF QUALIFICATIONS TO BE REJECTED AND NOT BE EVALUATED OR CONSIDERED IN THE SELECTION PROCESS.

SECTION 5 – SUBMITTAL REQUIREMENTS AND GROUNDS FOR DISQUALIFICATION

Consultants interested in this project should submit a Statement of Qualifications (SOQ). Submittal requirements are as follows:

- Cover Letter:** Provide a one-page cover letter including the full firm company name, address, phone number, the name and email address of your contact person for the project, and acknowledgement of all addenda.
- Evaluation Criteria:** Address the SOQ evaluation criteria in such a way as to follow the general evaluation criteria, and include a project organizational chart.
- Certification:** Include a fully initialed copy of Attachment 1 with your SOQ submittals.
- Submittals:**
 1. This SOQ may not exceed 14 single-sided pages with a minimum of 10 pt. type. Each side of a page containing evaluation criteria information will be counted toward the maximum page limit. Submissions exceeding the page limit will be considered non-responsive. Pages having project photos, charts and/or graphs will be counted towards the maximum page limit. Additional information, which is not requested in the SOQ, will be counted towards the maximum page limit.
 2. The following information is **NOT** included in the page limit:
 - Front and back covers, table of contents pages, and divider (tab) pages, unless they include information that can be evaluated by the selection panel.
 - Cover letter on company letterhead, maximum one (1) page.
 - Resumes must provide information specifically related to each key team member's education and experience, maximum two (2) pages. Resumes for submitting firm key team members and subconsultants key staff must NOT include project photos, company profiles or general company information. Any additional company information or non-key staff information included in the appendix section will be counted against the maximum page requirement.
 - Attachment 1
 3. SOQs must be submitted via email to: jhays@santacruzcountyaz.gov.
LATE STATEMENTS OF QUALIFICATIONS WILL NOT BE ACCEPTED.

Please be advised the following **will be grounds for disqualification**, and will be strictly enforced:

- Receipt of submittal after the specified submission date and time.
- Submittal sent to an email other than: jhays@santacruzcountyaz.gov.
- Violating the "Contact with County Employees" policy contained in this RFQ.

SECTION 6 – SELECTION PROCESS AND SCHEDULE

The successful Consultant will be selected through a qualifications based selection process. Interested Consultants must submit a Statement of Qualifications (SOQ). A Selection Panel will evaluate and score each SOQ according to the criteria set forth in Section 4 above. The selection panel will select up to five firms who will be invited to interview. The interview invitation letter will contain the interview criteria, criteria scoring, and interview format information. Consultants will be ranked based on the interview criteria set forth in Section 5. Santa Cruz County may conduct a due diligence review on the Consultant receiving the highest evaluation score.

Santa Cruz County will enter into negotiations with the highest scoring Consultant and execute a contract upon completion of negotiation of fees and contract terms for approval by the Board of Supervisors. If Santa Cruz County is unsuccessful in negotiating a contract with the best-qualified Consultant, the County will terminate negotiations. Santa Cruz County may then negotiate with the next most qualified team until a contract is executed, or Santa Cruz County may decide to terminate the selection process. Once a contract is executed with the successful Consultant, the procurement is complete.

Consultants selected for award through this procurement will be notified directly by Santa Cruz County. Selection results for this procurement will be posted by Santa Cruz County Public Works Bids and Solicitations website: <https://www.santacruzcountyaz.gov/286/Bids-Solicitations>.

SECTION 7–GENERAL INFORMATION

Solicitation documents and Addenda may be downloaded online by visiting the Santa Cruz County Public Works Bids and Solicitations website: <https://www.santacruzcountyaz.gov/286/Bids-Solicitations>. If you have questions about obtaining the RFQ or vendor registration, please contact John Hays at (520) 375-7830.

Changes to Request for Qualifications. Any changes to this Request for Qualifications will be issued by addendum. Santa Cruz County will not be held responsible for any oral instructions. It is the responsibility of the registered RFQ holder to determine, prior to the submittal of the SOQ, if any addendum has been issued.

Release of Project Information. Santa Cruz County will provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the Santa Cruz County.

County Rights. Santa Cruz County reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any SOQs received, and to be the sole judge of the merits of the respective SOQs received.

Contact with County Employees. Beginning on the date the RFQ is issued and until the date the contract is awarded or the RFQ withdrawn, all persons or entities that respond to the RFQ, including their authorized employees, agents, representatives, proposed partner(s), subcontractor(s), joint venture(s), member(s), or any of their lobbyists or attorneys (collectively the Applicant), will refrain from any direct or indirect contact with any person (other than the designated Contract Services Representative), including members of the evaluation panel, the County Manager, Department heads, and other

members of the Santa Cruz County Board of Supervisors. As long as the RFQ solicitation is not discussed, Applicants may continue to conduct business with the County and discuss business that is unrelated to this RFQ solicitation with County staff. This policy is intended to create a level playing field for all Applicants, assure that contracts are awarded in public, and protect the integrity of the selection process. **APPLICANTS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED.**

Conflict of Interest. Santa Cruz County reserves the right to disqualify any Applicant on the basis of any real or apparent conflict of interest that is disclosed by the proposal submitted or any other data available to Santa Cruz County. This disqualification is at the sole discretion of the County. Any Applicant submitting a proposal herein waives any right to object now or at any future time, before any body or agency, including but not limited to the Santa Cruz County Board of Supervisors or any court.

Data Confidentiality. Except as specifically provided in the Contract, the team or its subconsultants/subcontractors must not divulge data to any third party without prior written consent of the County.

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

Lawful Presence Requirement. Pursuant to A.R.S. §§ 1-501 and 1-502, Santa Cruz County 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 an 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.

No Israel Boycott. By entering into this contract, the team certifies that they are not currently engaged in, and agrees for the duration of the Contract to not engage in, a boycott of Israel as defined in the state statute.

Protest Policy. Per A.R.S. §§ 41-2578(C)(2)(f) and (J), protests shall be handled pursuant to the Arizona Procurement Code (A.A.C. R2-7-A901 et seq.). Protests must be in writing and should be directed to jhays@santacruzcountyz.gov, with a copy to the state procurement administrator. If the protest is based upon alleged improprieties in this RFQ that are apparent before the offer due date and time, any protest shall be filed before the offer due date and time. In all other cases, protests shall be filed within 10 days after selection results for this procurement will be posted by Santa Cruz County Public Works Bids and Solicitations website. For complete protest requirements, see the Arizona Procurement Code.

Questions. Questions pertaining to this selection process or contract issues should be directed to the Project Manager, John Hays at jhays@santacruzcountyz.gov

Attachment 1
CERTIFICATION

I hereby consent and certify all statements below by initialing each box:	
<input type="checkbox"/>	<p align="center">CERTIFICATE OF INSURABILITY</p> <p>I hereby certify that as an Applicant to Santa Cruz County for a Professional Services Contract, I am fully aware of insurance requirements contained in the Contract and by the submission of this Statement of Qualifications, I hereby assure Santa Cruz County that I am able to produce the insurance coverage required should I be selected to be awarded a Contract.</p> <p>Should I be awarded a Contract by Santa Cruz County, and then become unable to produce the insurance coverage specified within ten working days, I am fully aware and understand that I may not be considered for further projects by Santa Cruz County.</p>
<input type="checkbox"/>	<p align="center">CONTRACT REVIEW STATEMENT</p> <p>As an Applicant to Santa Cruz County (COC) for a Professional Services Contract, I hereby certify that I have reviewed the COC Standard Form Professional Services Contract and have listed any objections to them below. The response must clearly identify if the attached contract is acceptable in all respects including warranty, insurance, and document ownership and retention requirements. If the contract is not acceptable, the response must identify the unacceptable clauses and must provide suggested alternate language. General or vague statements or invitations to discuss further are not adequate answers. I am aware; any objections to the Standard Form Professional Services Contract will be considered and included in the County's evaluation of my firm's qualifications. I am also aware, if I fail to list any objections to the County's Standard Professional Services Contract, I will not be allowed to raise any objections later if selected as the most qualified Applicant.</p>
<input type="checkbox"/>	<p align="center">AUTHORIZATION FOR RELEASE OF PERFORMANCE INFORMATION AND WAIVER</p> <p>As an Applicant to Santa Cruz County for a Professional Services Contract, I hereby consent and authorize all those companies and government entities listed in my Statement of Qualifications and any other government entity for whom this company has performed professional services, to disclose and release to Santa Cruz County, or their representatives, information, records and opinions concerning this company's professional services performance. The purpose of this disclosure is to provide references to Santa Cruz County. I hereby waive any claim it may have against Santa Cruz County or any company or entity providing information to Santa Cruz County by reason of any information being disclosed or opinions provided regarding the actions or performance of this company.</p> <p>This authorization for disclosure of information is effective for the duration of the contract. This consent or copy of this authorization must be as valid and effective as the original.</p>

**Attachment 2
PROJECT REFERENCE FORM (PRF)**

Directions: Request three (3) Public/Private Agencies other than Santa Cruz County, for which you have completed similar work, to complete a copy of this PRF. Provide this form to the Owner, or Owner’s representative, directly responsible for oversight of the project to **COMPLETE AND SUBMIT THE PRF BY EMAIL TO: JHAYS@SANTACRUZCOUNTYAZ.GOV PRIOR TO THE SOQ SUBMITTAL DEADLINE.** PRFs received after the date and time specified will not be accepted.

RFQ for:	PROFESSIONAL SERVICES FOR SANTA CRUZ COUNTY PATAGONIA REGIONAL FLOOD CONTROL PROJECT Project No.: ST2113.101				
Name of Firm to be Evaluated:					
Name of Project completed by the firm:					
QUESTIONS:					
Is the above referenced project already been complete? (circle one)	Yes	No			
If project is complete, enter completion date:					
What project delivery method was utilized?	<input type="checkbox"/> Design-Bid-Build	<input type="checkbox"/> Design-Build	<input type="checkbox"/> CMAR	<input type="checkbox"/> JOC	
Using the scale below, how would you rate this firm’s performance on the following:					
	Poor 1 2	Fair 3 4	Good 5 6	Very Good 7 8	Excellent 9 10
How would you rate work performed by this firm on your project?					
Was the work completed on time?					
Was the work completed within budget?					
What was the quality of the work performed?					
Was staff proactive in solving problems that may have occurred on your project?					
What was the extent of staff turnover? (10=low staff turnover, 1=high staff turnover)					
Would you be willing to contract with this firm again? (10=Yes, 1=No)					
TOTAL POINTS					

Name of Agency or Firm Submitting Evaluation: _____

Name and Phone Number of Person Submitting Evaluation: _____
