

## PURPOSE OF REQUEST

The Town of Gila Bend is seeking proposals for Construction Management services for the Gila Bend Community Center Expansion Project. The Community Center is located at 202 N. Euclid Avenue Gila Bend, AZ 85337.

## II SCHEDULE / TIMELINE

The Town will attempt to follow this timetable, which should result in a final selection by 10/11/17.

TASK	DATE
.Issue RFP	9/27/17
Deadline for submitting questions	10/2/17
Deadline for Submittal of Proposals	10/4/17
Selection Made	10/10/17

## III INSTRUCTIONS / GENERAL INFORMATION

A. All questions are to be forwarded to:

Tim Suan  
Town of Gila Bend  
644 W. Pima / PO Box A  
Gila Bend, AZ. 85337  
(928) 683-2255  
[tsuan@gilabendaz.org](mailto:tsuan@gilabendaz.org)

Note that the deadline for submitting questions is by 10/2/17.

B. All proposals must be received by no later than 10/4/17.  
Proposals may be submitted as an email attachment in PDF or Microsoft Word to:  
[tsuan@gilabendaz.org](mailto:tsuan@gilabendaz.org). Note that faxed proposals will not be accepted.

OR

Sealed proposals may be submitted. Sealed proposals must be clearly marked in the lowerleft-hand corner "RFP – Construction Management Services". An original and four (4) copies of the sealed proposal must be delivered to:

Town of Gila Bend  
Attention Tim Suan—Community & Economic Development Director  
644 W. Pima Street  
Gila Bend, AZ 85337

- C. All proposals must include the following items as described on Attachment B:
  - 1. Firm Information
  - 2. Statement of Individual Qualifications
  - 3. Proposed Fee Schedule
- D. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.
- E. The Town is committed to reducing costs and facilitating quicker communication by using electronic means to convey information. Those interested in submitting a proposal are encouraged to provide contact information to Tim Suan, Community & Economic Development Director@gilabendaz.org. Providing contact information will allow the Town to provide notification if an addendum to the RFP is issued or the RFP is cancelled. Those who choose not to provide contact information are solely responsible for checking the Town's website for any issued addenda or a notice of cancellation.

#### IV SCOPE OF SERVICES

Design has been completed for Architectural/Engineering services for the addition of 1,400 square feet consisting of two separate additions, each containing 700 square feet for kitchen relocation, enlargement of the dining area, addition of both Americans with Disabilities Act (ADA)-compliant bathrooms and ADA-compliant showers to the existing Community Center located at 202 N. Euclid Avenue Gila Bend, AZ 85337.

The services the Town would expect the applicant to provide are listed in "Construction Management Services - Scope of Services," provided as Attachment A.

#### V TERMS AND CONDITIONS

- A. The Town prohibits the acceptance of any proposal after the time and date specified on the Request for Proposal. There shall be no exceptions to this requirement.
- B. The Town reserves the right to reject any and all proposals that are deemed not responsive to the needs, and to waive minor irregularities in any proposal.
- C. The Town reserves the right to request clarification of information submitted, and to request additional information on any proposal.
- D. If a selection is made as a result of this RFP, a contract with fixed/known prices will be negotiated. Negotiations may be undertaken with the Proposer who is considered to be the most suitable for the work. This RFP is primarily designed to identify the most qualified firm. Price and schedule will be negotiated with the "first choice" Proposer. Negotiations may be instituted with the second choice and subsequent Proposer until the project is canceled or an acceptable contract is executed.
- E. The contents of the proposal of the selected Proposer shall become contractual obligations if a contract ensues. Failure of the Proposer to accept these obligations may result in cancellation of their selection.
- F.. The Town reserves the right to award any contract to the next most qualified proposer, if the successful provider does not execute a contract within 30 days of being notified of selection.
- G. The contract resulting from acceptance of a proposal by the Town shall be in a form supplied or approved by the Town, and shall reflect the specifications in this RFP. A copy of the proposed contract is available for review (see attachment C). The Town reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP.
- H. The Town shall not be responsible for any costs incurred by the Proposer in preparing, submitting or

presenting its response to the RFP.

- I. This term contract shall be in effect for the completion of construction not to extend beyond 5/31/18.
- J. Proposals and evaluation materials submitted under this RFP shall be considered public documents and with limited exceptions, proposals that are recommended for contract award will be available for inspection and copying by the public. The Town may request an electronic copy of your proposal response at a later time for this purpose.

## VI EVALUATION PROCESS

Proposals will be evaluated by Town Staff. Evaluations will be based on criteria outlined herein, which may be weighted by the Town in a manner it deems appropriate. All proposals will be evaluated using the same criteria. The criteria used will be:

### A. Responsiveness to the RFP

The Town will consider all the material submitted to determine whether the proposer's offering is in compliance with the RFP documents.

### B. Ability to Perform Required Services

The Town will consider all the relevant material submitted by each proposer, and other relevant material it may otherwise obtain, to determine whether the proposer is capable of providing services of the type and scope specific to the RFP.

### C. Fees

Proposed fee schedule as described in Attachment B

ATTACHMENT A  
CONSTRUCTION MANAGEMENT - SCOPE OF SERVICES

**The services to be provided by applicant:**

Prepare a project manual and bid package to meet the requirements for a Community Development Block Grant. This will include all the required federal labor compliance forms and templates, and other construction related forms. Gather any additional required forms to complete the project manual for bidding purposes. Assistance with of bidding documents and in obtaining and reviewing bids. Preparation of contract documents. Issuance of Notice to Proceed letter to the contractor and Pre-Construction conference with Owner, Contractor and Subcontractors. Answering (structural, mechanical, electrical) RFI's. Review of all contractor submittals and change orders. Monitoring the general progress of work. Hold scheduled meetings to monitor progress and conduct field observations. At substantial completion, review of project for substantial completion, Contractor & Owner punch lists, and prepare certificate of substantial completion. Review of final closeout and record documents required to be submitted for ADHS building licensing application and review final project.

ATTACHMENT B  
STATEMENT OF QUALIFICATIONS

A. Firm Information

The information requested in this section should describe the qualifications of the firm or entity, key staff and sub-contractors performing projects within the past five years that are similar in size and scope to demonstrate competence to perform these services.

1. Name and address of the firm submitting proposal along with the contact person, phone, and fax telephone numbers and email addresses.
2. Relevant experience of the firm with regard to similar projects, specifically community, or public event/assembly facilities within the last five years. DO NOT send prior project information on dissimilar projects.
3. List of references for each project identified in Item (2).
4. Disclose any litigation or arbitration cases involving public entities your firm has been involved with in the last five years.

B. Individual Qualifications

1. Identify the individual who will initially serve as the primary point of contact with the Town under this contract and the other individuals of the team who are expected to work on Town transactions. Describe the type of work each is expected to perform.
2. Provide brief biographical information for each of these individuals that identifies their educational background, work history, and past responsibilities serving in similar roles.
3. Provide three references (name, title, employer, address, and phone number) for the person who will serve as the primary point of contact.

C. Fee Proposal

1. Please state your fee proposal for the scope of work for Construction Management Services as described in Attachment A.
2. Please document any key assumptions made in developing the fee proposal and any other contingencies we should be aware of.