



## PIMA COUNTY

### PROCUREMENT DEPARTMENT

DESIGN & CONSTRUCTION DIVISION • 130 W. CONGRESS STREET, 3RD FLOOR • TUCSON, ARIZONA 85701-1317  
TELEPHONE (520) 724-3731 • FAX (520) 724-4434

July 17, 2015

#### ADDENDUM NO. 1

#### **SOLICITATION NO. 183102: HYDROLOGIC SERVICES FOR SANTA CRUZ FLOOD RISK MAPPING**

This Addendum addresses questions raised through 2 pm on July 17, 2015, and at the pre-submittal meeting of July 16, 2015. This Addendum shall be incorporated and made part of the Bid Documents as though included therein. **This addendum is 8 pages.**

#### **QUESTIONS/CLARIFICATIONS/REQUESTS FOR INFORMATION:**

**PRE-SUBMITTAL ATTENDANCE SIGN IN SHEET:** The sign-in sheet for the pre-submittal meeting held July 16, 2015, is available on the Pima County Procurement Department Design and Construction Division website at: <http://www.pima.gov/procure/ifbrfp-dc.htm> under the heading for this solicitation.

**Q 1)** On page 4 of the solicitation, the section titled Submittal states that respondents shall submit 1 hard copy original and 4 hardcopies of their SOQs. However, page 8 of the RFQ states that respondents shall submit 1 original and 3 copies of the proposal. Can you please confirm the desired number of copies of the SOQ?

**A 1)** The desired number of copies is three (3).

**Q 2)** Page 9 of the RFQ asks respondents to "separate and identify each criteria response to Section 3 of this SFQ by use of a divider sheet with an integral tab for ready reference." There are 6 numbered main parts requiring response in Section 3, so it would appear that parts 1 through 6 in Section 3 of the RFQ should each have their own labeled tabbed divider to match the names of these major parts. However, part 5's response is submitted as Appendix 2 and part 6's response is submitted as Appendix 3. Does this mean that the major sections of a respondent's SOQ should be tabbed with dividers sheets as follows?:

1. Introductory Letter
2. Firm's Capabilities
3. Firm's Key Personnel
4. Method of Approach

Appendix 1: Resumes

Appendix 2: Non-Discrimination Statement and Project Team Member Utilization Form

Appendix 3: Small Local Preference Certification Form

**A 2)** The order is correct, however there is no need for a tab divider for the Introductory Letter. The first tabbed section would be the Firm's Capabilities.

**Q 3)** Within the Contract under ARTICLE 4 –INSURANCE, 4.1.4, the policy limits of \$2,000,000.00 Each Claim and \$2,000,000.00 Annual Aggregate appears to be excessive for this type of project. Can these limits be adjusted?

**A 3)** The Pima County Risk Manager has agreed and the limits that will be in the contract will be evaluated and adjusted.

**Q 4)** Under Section 4, METHOD OF APPROACH, it appears that sections are more geared towards construction services and not the type of services that are required within this solicitation. Can this be changed?

**A 4)** In reviewing this section, it was decided to remove section b. and d. and adjust the points accordingly.

**Q 5)** Under Section 3, FIRM'S KEY PERSONNEL, A, is it necessary to provide current copies of the Arizona Professional Registration or would just providing the Engineer's Registrations number suffice?  
**A 5)** The Engineer's Registration number would suffice.

**Q 6)** Under Section 2, FIRM'S CAPABILITY, is D. part of C? Also, do the relevant examples have to be within Pima County or Southern Arizona?

**A 6)** D is actually part of C, specifying what should be included in the Firm's Example. Examples do not have to be limited to Pima County or Southern Arizona. This will be removed from the section.

**Q 7)** Given the considerable language changes to SFQ Sections 3.3 & 3.4 that were discussed in the pre-submittal conference, and the fact that an addendum describing those changes is not anticipated until next Monday or Tuesday, would you consider a one week extension to the submittal deadline?

**A 7)** The submittal deadline will be extended one (1) week. The new due date and time for submitting the Qualification Statements will be August 3, 2015, 4:00 PM.

**Q 8)** The SFQ states that the Consultant Selection Committee will be made up of three members from the Pima Co RFCD. Will the Town of Sahuarita be represented on the selection committee as well?

**A 8)** The Selection Committee is made up of three (3) members. Two members are from RFCD and one is a representative from the Town of Sahuarita.

### **NOTICE OF SOLICITATION FOR QUALIFICATIONS #183102**

#### **CHANGES:**

FROM:

**Qualifications Statements are due no later than July 27, 2015, 4:00 PM.** No statements will be accepted after the date and time indicated. Certified Small Business Enterprise (SBE) firms are encouraged to participate.

TO:

**Qualifications Statements are due no later than August 3, 2015, 4:00 PM.** No statements will be accepted after the date and time indicated. Certified Small Business Enterprise (SBE) firms are encouraged to participate.

### **SECTION 3 – EVALUATION CRITERIA**

Evaluation Criteria: Submitters are instructed to REPLACE the Evaluation Criteria published in Solicitation 183102 in its entirety with the attached Attachment 1 (4 pages) SECTION 3 – EVALUATION CRITERIA – Revised July 17, 2015. The revised Evaluation Criteria with this addendum incorporates the following addition and changes:

#### **CHANGES:**

#### **2. FIRM'S CAPABILITIES**

FROM:

c. Provide a listing of relevant examples of Flood Risk Mapping services provided by the firm in the last three to five years in Pima County or Southern Arizona for other entities.

d. Include the following:

**(10 points)**

- Name of Owner/Client
- Name/Description of project, including location (City, State)
- Total approximate project construction cost (to indicate scale of project)

- Services provided by the firm (inspection, surveillance, testing, etc.)
- Whether firm was prime or subconsultant in that project
- Start date and end date of services
- Your original contract amount, and your final contract amount
- Contact information of Owner/Client for further information

TO:

- c. Provide a listing of relevant examples of Flood Risk Mapping and FEMA Flood Plan Mapping services provided by the firm in the last three to five years.

Include the following:

**(10 points)**

- Name of Owner/Client
- Name/Description of project, including location (City, State)
- Total approximate project construction cost (to indicate scale of project)
- Services provided by the firm (inspection, surveillance, testing, etc.)
- Whether firm was prime or subconsultant in that project
- Start date and end date of services
- Your original contract amount, and your final contract amount
- Contact information of Owner/Client for further information

### 3. FIRM'S KEY PERSONNEL

FROM:

- a. As an Appendix, submit brief resumes for the Resident Engineer and Hydrologists (no more than 2 pages each person), and include current copies of their relevant Arizona Professional Registration, and/or Arizona and National materials testing and related certifications.

TO:

- a. As an Appendix, submit brief resumes for the Resident Engineer and Hydrologists (no more than 2 pages each person), including relevant Professional Registration Numbers and related certifications.

### 4. METHOD OF APPROACH

FROM:

- a. Describe the communication method used with the Team and District. Describe your various preferred communication methods within your organization (email, fax, phone, letter, etc.); **(5 points)**
- b. Describe your process used to monitor inspectors' performance and rectify deficiencies; **(5 points)**
- c. Describe your process to ensure that services are delivered in the most efficient and cost-effective method; **(5 points)**
- d. Describe your process for providing multiple crews simultaneously; **(5 points)**
- e. Describe the vehicles and equipment available for needed projects, describe any unique technologies used. **(5 points)**

TO:

- a. Describe the communication method used with the Team and District. Describe your various preferred communication methods within your organization (email, fax, phone, letter, etc.); **(10 points)**
- b. Describe your process to ensure that services are delivered in the most efficient and cost-effective method; **(10 points)**
- c. Describe the equipment available and any unique technologies the firm plans to use. **(5 points)**

All other requirements and terms of the Solicitation remain unchanged.

**All questions shall be addressed in writing to Anthony V. Schiavone, Commodity/Contracts Officer, email [anthony.schiavone@pima.gov](mailto:anthony.schiavone@pima.gov) or fax number 520-724-4434.** Please submit them no later than Tuesday, July 28, 2015. Any questions submitted after the 28<sup>th</sup> might not get a response.

*/s/Anthony V. Schiavone*

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Anthony V. Schiavone – Commodity/Contracts Officer

**ATTACHMENT 1 (4 PAGES)**  
**SECTION 3 – EVALUATION CRITERIA – REVISED JULY 17, 2015 (90 POINTS)**

Respondents shall carefully read the information contained in the following criteria and submit a complete Statement of Qualifications to all questions in Section 3 formatted as directed above. The following evaluation criteria will be used in the evaluation of firms. The response should address each item in the order presented below. The SOQ shall include a brief narrative describing the firm's qualifications as it relates to each criterion.

**1. Introductory Letter (1-2 pages)**

The introductory letter should be approximately one (1) to two (2) pages (8.5 X 11 inches). The letter shall be on company letterhead including the company name, address, phone number and fax number. The letter should be addressed to: Pima County Procurement Department, Design & Construction Division, Attn: Anthony V. Schiavone, Subject: Solicitation No. 183102 – Hydrologic Services for Santa Cruz Risk Mapping. The letter must be signed in an original ink signature, by an authorized officer of the firm and should contain the following:

- a. City and state of firm's corporate headquarters;
- b. A statement of interest for the Project including a summary of key points describing the respondent's unique qualifications as they pertain to this particular Project;
- c. A statement regarding acknowledgement of all issued addenda, if any, and agreement or exception to the terms contained in the Sample Professional Services Contract. (See Exhibit '1', "Sample Professional Services Contract".)
- d. A statement that the consultant currently maintains or is capable of obtaining insurance in the amounts shown in the Sample Professional Services Contract, and that DISTRICT will be *endorsed* as additional insured on respondent's insurance policy or policies.
- e. Contact information regarding questions about the proposal and the person authorized to contractually bind the firm into a written contract. Include names, phone and email.

**2. Firm's Capabilities (20 points)**

**3 pages or less**

- a. Years of experience the firm has with Flood Risk Mapping; **(1 point)**
- b. Provide a statement as to the firm size and average workload; **(2 points)**
- c. Provide a listing of relevant examples of Flood Risk Mapping and FEMA Flood Plan Mapping services provided by the firm in the last three to five years.

Include the following:

**(10 points)**

- Name of Owner/Client
- Name/Description of project, including location (City, State)
- Total approximate project construction cost (to indicate scale of project)
- Services provided by the firm (inspection, surveillance, testing, etc.)
- Whether firm was prime or subconsultant in that project
- Start date and end date of services
- Your original contract amount, and your final contract amount
- Contact information of Owner/Client for further information

PLEASE NOTE: if the referenced project was completed by a staff member while that person was employed by another firm, you must note the name of the firm that employee conducted the work under;

- d. References - List **THREE (3) references** that can verify satisfactory performance on the above projects **completed within the past three to five years**. Include the following: **(3 points)**
- Firm Name
  - Point of contact
  - Address
  - Telephone
  - Fax
  - Email address
  - Key personnel that performed the work
- e. Capability and commitment of the firm to accept District's Professional Services Contract in addition to other on-going projects and priorities – identify methods and tools used to report on backlogs and available staff capacity in relation to current and upcoming workload; **(2 points)**
- f. Describe Firm's action plan/personnel depth to replace personnel should identified key personnel become unavailable for any reason. **(2 points)**

**3. Firm's Key Personnel (35 points) 3 pages or less (not including resumes)**

- a. As an Appendix, submit brief resumes for the Resident Engineer and Hydrologists (no more than 2 pages each person), including relevant Professional Registration Numbers and related certifications. **(5 points)**
- b. Name the lead Project Manager/Firm Representative that will manage the Contract and be the point of contact for coordination of services; **(3 points)**
- c. Describe the Qualifications and Experience of the Inspection Supervisor(s)/Manager(s) proposed to perform the services under this Professional Service Contract. At a minimum, the Engineer must have at least five years of experience in the Flood Risk Mapping Analysis, and possess an engineering background with a Arizona Board of Technical Registration; **(7 points)**
- d. Describe the Qualifications and Experience of the staff anticipated to be utilized under this Contract. **(7 points)**
- e. For each key personnel, identify any major projects they are currently working on that may compete with their time on this project. If possible, represent the percentage of their time devoted to those other projects in comparison with the percentage to be devoted to this project; **(3 points)**
- f. Provide an organization chart (11" x 17" preferred) that depicts the project team organization (including District and subconsultants to the firm) and lines of authority. Clearly indicate superior/subordinate reporting relationships; **(5 points)**

**4. Method of Approach (25 points)**

**3 pages or less**

- a. Describe the communication method used with the Team and District. Describe your various preferred communication methods within your organization (email, fax, phone, letter, etc.); **(10 points)**
- b. Describe your process to ensure that services are delivered in the most efficient and cost-effective method; **(10 points)**
- c. Describe the equipment available and any unique technologies the firm plans to use. **(5 points)**

**5. SBE Utilization & Non-Discrimination (submit in Appendix '2')**

- a. Provide a brief statement describing your firm's Non-Discrimination Policy. **(1 point)**
- b. Percentage of SBE utilization – **Complete Project Team Member Utilization Form (Attachment 1) (9 points)**

Evaluation criteria points for certified Small Business Enterprises (SBE) shall be as set forth by County policy. The City of Tucson's SBE Business Directory is available at and <http://www.pima.gov/procure/sbe/SBEdir.pdf> and contain the current listing of certified SBE firms that may potentially be used on this project. How the prime Firm utilizes SBE firms from these lists and in what areas is completely at the prime Firm's discretion. Any questions regarding the SBE Program or the Project Team Member Utilization form may be directed to the Pima County SBE Program Coordinator at (520) 724-8260.

**6. Small Local Preference (submit in Appendix '3')**

Architectural or Engineering Services shall be procured in accordance with Title 34 of Arizona Revised Statutes, except that a preference shall be given for small, local firms pursuant to Pima County Ordinance Number 2012-10 as follows:

- a. An Architectural or Engineering firm with fewer than 100 employees in Pima County and headquartered in Pima County shall be deemed an "A" firm and shall receive a preference in the amount of five percent (5%) of the total points available in the evaluation.
- b. An Architectural or Engineering firm with fewer than 100 employees in Pima County, headquartered elsewhere, that has maintained an office in Pima County for a minimum of two years and the majority of whose employees reside in Pima County shall be deemed a "B" firm and shall receive a preference in the amount of three percent (3%) of the total points available in the evaluation.
- c. Preference points shall be computed and assigned separately for each step in the evaluation.
- d. The preference points under this section shall be cumulative and in addition to any other preference points to which a firm may be entitled.

**7. Interviews (100 points)**

The District may hold interviews with the 3 – 5 top scoring firms based upon the evaluation of the statements of qualifications submitted. If interviews are held the interview evaluation criteria and relative weights will be developed by our Selection Committee during the review of the qualifications statements, however generally, the criteria and weights will be divided between the firms experience and capabilities relative to the project (45%), the qualifications and experience of individuals comprising the project team (45%), and SBE utilization and Affirmative Action plan (9% and 1% respectively), as well as 3-5% of the

total available points for Small Local Preference. Specific interview topics/criteria and related scoring weights will be provided to the firms invited to interview for this project at a later date.

If interviews are held, they will be scored at 100 maximum points. The total score for the interview will be added to the written qualifications score to determine the ranking of the final listed firms. If interviews are not held the final ranking will be determined by the scores achieved from evaluations of the statement of qualifications.

The District reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any Respondent.

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