

PROJECT NAME:

# ON-CALL CIVIL ENGINEERING & LAND SURVEYING SERVICES

## TOWN OF THATCHER REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ)

The Town of Thatcher is seeking qualified firms/individuals to be considered for on-call civil engineering and land surveying services to the Town of Thatcher during the 2023/2024 through 2025/2026 Fiscal Years. Qualifications shall be submitted in the form of a Statement of Qualifications (SOQ). Civil engineering and/or land surveying firms must be licensed with the state board of technical registration. Civil engineering firms should be knowledgeable in all aspects of municipal roadway and infrastructure design. Surveying firms must be competent in legal, topographic and construction surveying.

The Town of Thatcher may award a Professional Services Contract, for an overall period not to exceed three (3) years, to one or more Consultants. The Town shall issue a purchase order or authorization for services under the Contract for specific tasks and projects.

The RFQ related to this notice will be listed on and available for download from the Town's website: [www.thatcher.az.gov](http://www.thatcher.az.gov). Copies are also available at Thatcher Town Hall located at 3700 W. Main Street, Thatcher, Arizona 85552.

### Questions should be directed to:

Tom Palmer, Town Engineer  
tpalmer@thatcher.az.gov  
(928) 428-2290, ext. 2235

Submittals are due at Thatcher Town Hall by 5:00p.m. Local Time, August 1, 2023. The Town of Thatcher reserves the right to reject any and all submittals.



**REQUEST FOR  
STATEMENTS OF QUALIFICATIONS  
FOR  
FY 2023/2024 THROUGH FY 2025/2026  
Professional Services Selection List:  
ON-CALL CIVIL ENGINEERING and  
LAND SURVEYING**

Town of Thatcher  
3700 W. Main Street  
Thatcher, Arizona 85552

**SOLICITATION INFORMATION AND SELECTION SCHEDULE**

Solicitation Number:	<b>TOT 23-24-01</b>
Solicitation Title:	<b>FY 2023/2024 through FY 2025-2026 Professional Services Selection List: ON-CALL CIVIL ENGINEERING and LAND SURVEYING Services</b>
Release Date:	<b>June 28, 2023</b>
SOQ Deadline:	<b>Aug 1, 2023 by 5:00 p.m. (local time)</b>
Target Town Council Award Date:	<b>Aug 21, 2023</b>
Town Representative:	<b>Tom Palmer</b> Town Engineer 3700 W. Main Street Thatcher, Arizona 85552 Phone: (928) 428-2290, ext.2235

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## I. INTRODUCTION

The Town of Thatcher, Arizona (the “Town”) is seeking qualified professionals to be considered for a Professional Services Selection List for ON-CALL CIVIL ENGINEERING AND LAND SURVEYING SERVICES during the 2023/2024 through 2025/2026 Fiscal Years. Civil engineering and/or land surveying firms must be licensed with the state board of technical registration. Civil engineering firms should be knowledgeable in all aspects of municipal roadway and infrastructure design. Surveying firms must be competent in legal, topographic and construction surveying. Qualifications shall be submitted in the form of a Statement of Qualifications (SOQ).

The Statement of Qualifications process will establish the terms and conditions governing the selection of firms/individuals to provide engineering and Land Surveying services. All statements shall be in the specified format in the Submittal Requirements section below.

## II. BACKGROUND

The Town of Thatcher has upcoming projects that will require the services of Civil Engineering and Land Surveying professionals. It is the intent of the Town to establish an on-call list of qualified, registered service providers. The list will contain a maximum of two service providers each for Civil Engineering and Land Surveying.

**Of specific note, the Town has immediate needs for professional services for the design of a one-mile major collector / arterial road through Town. It is anticipated that one or more of the firms selected for the on-call services list will commence work on that project in the very near future.**

## III. SELECTION OF QUALIFIED CONSULTANTS

Consultants will be selected for inclusion on the Qualified Consultants List (QCL) in accordance with the Request for Statement of Qualifications (RFQ). Recommendations for inclusion on the QCL shall be made by the Town’s Selection Committee.

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The Town of Thatcher (Town) may award an On-Call Professional Service Agreement (Agreement) to a maximum of two (2) Consultant Teams to be placed on the Town of Thatcher's QCL for Civil Engineering Services and a maximum of two for Land Surveying Services. It is possible that the same firm may be selected for both Civil Engineering and Land Surveying services. Each may be offered an Agreement for an initial term of one (1) year, renewable for up to two (2) consecutive one-year periods at the discretion of the Town. If the Town decides to continue to receive professional services from a Consultant under the Agreement, the Town will issue a professional services agreement amendment extending the term. If the Town, at its sole discretion, decides not to renew, the Town will issue a letter of notification of intent not to renew, which will terminate the Agreement accordingly.

Consultants under contract will be selected to provide professional services based on the Town's needs within the contracted period. The Town shall issue a Purchase Order or Authorization for Services as required. It is anticipated that the aggregate of all Purchase Orders or Authorization for Services will not exceed \$250,000 for any one consultant in any one fiscal year.

**IV. SUBMITTAL REQUIREMENTS**

1. INSTRUCTION FOR SUBMITTAL: One (1) digital copy and three (3) bound copies of the SOQ are required by the Town of Thatcher. All copies shall be contained in a sealed envelope or box and marked "TOWN OF THATCHER ON-CALL CIVIL ENGINEERING AND LAND SURVEYING SERVICES" and shall be addressed to:

Deputy Clerk  
Town of Thatcher  
3700 W. Main Street  
Thatcher, AZ 85552

The Consultant's name and address shall be printed in the upper left corner of the envelope or box in which the submitted documents are contained in at the time of delivery.

2. REJECTION OF SUBMITTAL: The Town of Thatcher reserves the rights to reject any and all SOQ and/or waive irregularity or informality in any such SOQ, at its sole discretion, to the extent permitted by law.

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3. WITHDRAWAL OR CHANGE OF SUBMITTAL: A SOQ may be withdrawn by written notice, on the Consultant's letterhead stationery, received by the Engineering Department, Town of Thatcher, at any time before the exact time and date specified for submittals. A submittal may be withdrawn in person by any Consultant or its authorized representative if, before the exact time set for submittal of the SOQ, the identity of the person requesting withdrawal is established and that person signs a receipt for the submittal. A withdrawn SOQ may be resubmitted and/or replaced at any time prior to the submittal time and date as specified in the RFQ.
4. NO CONSTITUTION OF OBLIGATION: This RFQ does not obligate the Town of Thatcher to any cost incurred in the preparation of and the submission of the SOQ nor to enter into an agreement with any of the submitting firms or Consultants. All submittals become property of the Town of Thatcher, will not be returned and are subject to Public Records requests pursuant to Arizona law.
5. RIGHT TO REVIEW AND EVALUATE PERFORMANCE: Within forty-five (45) days after every project completion or as the Town deems necessary, the Town reserves the right to evaluate Consultant's performance, and provide a copy of the evaluation report to the Consultant. The Consultant shall then have ten (10) days to respond in writing to the evaluation.
6. INSTRUCTIONS, FORMAT AND EVALUATION CRITERIA FOR STATEMENT OF QUALIFICATIONS: There is a twelve (12) page limitation (excluding items as set forth below). The submittal package shall include the following pages in the order set out directly below with all pages, including resumes, subject to the formatting requirements outlined below:
  - A cover letter not to exceed one (1) page in length.
  - A narrative responding to the evaluation criteria (SECTION II. EVALUATION CRITERIA below) not to exceed eleven (11) pages in length.
  - Resumes (unlimited number of resumes, each resume not to exceed one (1) page in length; resumes do not count in the twelve (12) page limitation indicated above).
  - EXHIBIT "A" PRIME CONSULTANT INFORMATION SHEET (not to exceed one (1) page and does not count in the twelve (12) page limitation indicated above).
  - EXHIBIT "B" REFERENCES – PRIME CONSULTANT/SUB- CONSULTANT THREE-YEAR CONTRACT HISTORY (unlimited number of pages and does not count in the twelve (12) page limitation indicated above.)

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7. FORMATTING REQUIREMENTS:

- The outside of the front and back covers may be used to identify the SOQ, to display the consultant's company logo and/or address and contact information, and may contain images.
- A page shall be defined as an 8½ x 11 inch sheet, printed on one (1) side only. Please do not include any fold-out pages.

8. SECTION CONTENT: The following describes more specifically the content of each section.

8-1. SECTION I – COVER LETTER (Maximum of **one** (1) page)

The cover letter shall be addressed to:

Town Manager  
Town of Thatcher  
3700 W. Main Street  
Thatcher, AZ 85552

8.2 SECTION II – EVALUATION CRITERIA (Maximum of **eleven** (11) pages)

A. **CONSULTANT TEAM**

- Qualifications and relevant technical experience
- Unique qualifications of key members
- Experience of team working in rural Arizona communities
- Organizational chart including significant Sub-Consultants (if applicable)
- Experience working with MAG specifications & details
- Experience coordinating with railroads and irrigation districts

B. **FIRM'S CAPABILITIES**

- Experience in Civil Engineering and/or Land Surveying, including projects for small municipalities
- Management and organizational capabilities
- Quality and cost control procedures/policies
- Distance of Prime Consultant's office from the Town of Thatcher

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C. PAST PERFORMANCE

- Technical Performance (quality of product/service)
- Cost Control
- Timeliness
- Business Relations (professionalism, focus on satisfaction, approach to change proposals and resolution or avoidance of disputes)

**The Town of Thatcher reserves the right to contact those references shown on Exhibit B regarding evaluation of past performance.**

D. SCHEDULE

- Workload capacity and ability to handle short-fused projects
- Flexibility of consultant firm related to a variable work load throughout the contract period
- Quality Assurance or Quality Compliance measures the Consultant provides for all of its projects

8.3 SECTION III – RESUMES

Resumes shall not be more than one (1) page for each for all personnel who will perform the services herein.

8.4 SECTION IV – ATTACHMENTS

The items specified hereunder as EXHIBITS are not considered part of the page count limitation. Additional pages not specified will count toward the limitation.

- PRIME CONSULTANT INFORMATION SHEET (see EXHIBIT “A”) shall be submitted by the Prime Consultant submitting the SOQ.
- PRIME CONSULTANT/SUBCONSULTANT THREE-YEAR CONTRACT HISTORY (see EXHIBIT “B”) shall be submitted by the Prime Consultant and for each subconsultant listed in the Prime Consultant’s SOQ.

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9. **SOQ submittals are due no later than 5:00 P.M. MST, on August 1, 2023.**
10. Inquiries. Any question related to the RFQ shall be directed to the Town Representative whose name appears on the cover page of this RFQ. Questions shall be submitted in writing by the date indicated on the cover page of this RFQ.
11. Late SOQs. Late SOQs will not be considered. A firm/individual submitting a late SOQ shall be so notified.
12. Withdrawal of SOQ. At any time prior to the specified Due Date and Time, a firm/individual (or designated representative) may withdraw its SOQ.
13. Amendment of SOQ. At any time prior to the specified Due Date and Time, a firm/individual (or designated representative) may amend its SOQ.
14. Cost of SOQ Preparation. The Town does not reimburse the cost of developing, presenting or providing any response to this solicitation. SOQs submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner. The firm/individual is responsible for all costs incurred in responding to this RFQ. All materials and documents submitted in response to this RFQ become the property of the Town and will not be returned.
15. Public Record. All SOQs shall become the property of the Town and shall become a matter of public record available for review in accordance with applicable law.
16. Licensing and Registration. All firms submitting for this SOQ shall be licensed through the Arizona Corporation Commission and the state Board of Technical Registration to do the work required.

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17. Certification: By submitting a SOQ, the firm/individual certifies:

- The submission of the SOQ did not involve collusion or other anti-competitive practices.
- It has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor or service to a Town employee, officer or agent in connection with the submitted SOQ. Failure to sign the SOQ, or signing it with a false statement, shall void the submitted SOQ and any resulting Agreement.
- It (including the firm/individual'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 Selection Committee, elected officials, the Town Manager, and other staff.

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**V. SCORING**

A Selection Committee will evaluate submittals. Firms/individuals will be evaluated and scored according to the following maximum 100-point system:

1. Consultant Team	30 points
2. Firm's Capabilities	30 points
3. Past Performance	30 points
4. Schedule	10 points

**VI. SELECTION PROCESS**

1. The Town's Selection Committee will review and score each in accordance with evaluation criteria provided in this RFQ and rank the top three (3) Prime Consultants considered most qualified. These highest ranked Prime Consultants will be placed on the QCL.

The Town reserves the right to conduct interviews of submitting Consultants. If interviews are conducted, interviews will be done of a short list of up to four (4) Consultants submitting an SOQ, per discipline. If interviews are conducted, interview evaluation criteria will be provided to the interviewed firms prior to the interviews.

2. An SOQ submittal is an offer to contract with the Town based upon the terms, conditions and specifications contained in this RFQ and the firm/individual's responsive SOQ, unless any of the terms, conditions, or specifications is modified by a written addendum or agreement amendment; provided, however, that no contractual relationship shall be established until the firm/individual has signed, and the Town has approved, a Professional Services Agreement between the Town and the Consultant.

**VII. NON-RESPONSIVE SUBMITTALS**

The SOQ format herein shall be followed when expressing interest in On-Call Civil Engineering Services. An SOQ not following the correct format may be considered non-responsive and may be rejected and not be given any further consideration, at the sole discretion of the Town.

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**VIII. AWARD OF CONTRACT**

Upon the final ranking and designation of the final list, the Town may proceed to negotiate and enter into an Agreement with up to two of the top ranked Prime Consultants on the QCL with whom the Town is able to successfully negotiate terms, conditions and price of an Agreement to the parties mutual satisfaction. The Agreement will incorporate the terms set forth in Section III above. Being on the QCL and subsequently entering into an Agreement with the Town does not necessarily guarantee that the Town will issue future Purchase Orders or Authorizations for Services to the Prime Consultant/s. As stated in Section III above, Purchase Orders or Authorizations will be issued based upon the Town's needs.

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**EXHIBIT "A"**  
**PRIME CONSULTANT INFORMATION SHEET**  
(Complete and Return with Your Qualifications Statement)

**PROJECT:** On-Call Civil Engineering & Land Surveying Services

**FIRM NAME:** \_\_\_\_\_

<b>Address of Primary or Corporate Headquarters</b>	
<b>Name of Principal, Title</b>	
<b>Address of Local Office</b>	
<b>Phone</b>	
<b>Fax</b>	
<b>e-mail</b>	
<b>Discipline / Service</b>	
<b>Name &amp; Title Who will Execute Agreement</b>	
<b>Name &amp; Title Who will Receive Notices (Article 3)</b>	
<b>Address of Primary or Corporate Headquarters</b>	
<b>Name of Contracts Contact Person</b>	
<b>Phone</b>	
<b>Fax</b>	

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**EXHIBIT "B"**  
**PRIME CONSULTANT/SUBCONSULTANT THREE-YEAR CONTRACT HISTORY**  
(Relevant Project Sampling - Complete and Return with Your Qualifications Statement)

**PROJECT:** On-Call Civil Engineering & Land Surveying Services

**FIRM NAME:** \_\_\_\_\_

CLIENT	PROJECT NAME OR SERVICES PROVIDED	CONTRACT COMPLETION DATE (if current, so state)		TOTAL FEES PAID	REFERENCE NAME AND TEL/FAX NUMBER
		Start	Complete		

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**IX. FIRM/INDIVIDUAL INFORMATION FORM**

By sending a Statement of Qualifications, the submitting firm/individual certifies that it has reviewed the administrative information and draft of the Professional Services Agreement’s terms and conditions and, if awarded the Agreement, agrees to be bound thereto.

\_\_\_\_\_  
FIRM/INDIVIDUAL SUBMITTING  
PROPOSAL

\_\_\_\_\_  
FIRM REGISTRATION #

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
FAX #

\_\_\_\_\_  
TOWN      STATE      ZIP

\_\_\_\_\_  
DATE

WEB SITE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_