



Town of Camp Verde, Arizona

NOTICE OF FORMAL SOLICITATION

SOLICITATION TYPE:	REQUEST FOR QUALIFICATIONS
SERVICES SOUGHT:	Job Order Contracting for Public Works, Street, Stormwater, Sewer, and General Facilities Maintenance Contracting Services
SOLICITATION INVITATION NO:	13-106
RESPONSE DUE DATE AND TIME:	December 5th, 2013 at 2:00 pm local Arizona time
LOCATION:	Town of Camp Verde Public Works Department 395 S. Main Street Camp Verde, Arizona 86322

Notice is hereby given that the Town of Camp Verde (Town) is conducting a competitive one-step process to retain up to three (3) Contractors for a Job Order Contract (JOC) Agreement to provide under Individual Job Orders a variety of Public Works, Street, Stormwater and General Maintenance Contracting services for the Town of Camp Verde at various locations, including but not limited to Town Rights of Way, Town Grounds and Facilities, and also the Camp Verde Sewer Utility area. Compensation under this Agreement shall be in accordance with the Town of Camp Verde Financial Operations Guide. Any Individual Job Order greater in total amount than \$30,000 shall require Town Council approval prior to the award and the Notice to Proceed being given. At no time shall any one Individual Job Order exceed the statute allowed amount of \$1,000,000.

This is a "one-step" qualifications-based selection process for "Professional Services" pursuant to A.R.S. § 34-601 *et seq.* The initial activity will involve an evaluation and ranking of Contractors' qualifications and experience with similar projects through a review and evaluation of required Statements of Qualifications. The Town, at its sole discretion, may make its determination of the final list and rank of the final list solely on the Statements of Qualifications review and evaluation **or** the Town may select three (3) to five (5) of the highest ranked Contractors for interviews and make its determination of the final list and ranking of the final list on the combined results of the Statements of Qualifications review and evaluation and the interviews.

The term of this Agreement will be one (1) year with three (3) one-year renewal options. However, services will be requested on an as-needed, if-needed basis and the resultant Agreement(s) are neither exclusive nor a commitment by the Town that the Contractor's services will be required.

Solicitation document packets are available by contacting either Linda Peterson or Deborah Ranney at (928) 554-0820 or by e-mail requests at PublicWorks@campverde.az.gov. If e-mail request is used, please provide company name, contact person, phone number, and one appropriate e-mail address that will serve as an official e-mail address for the duration of this solicitation.

Proposers are invited to review the information and to submit their Statements of Qualifications in accordance with the criteria established within this Request for Qualifications (RFQ).

Mandatory Pre-Submittal Conference: A mandatory pre-submittal conference will be given by the Town of Camp Verde Public Works Department on November 8th, 2013 at 9:00 am in rooms 206 & 207 at 432 S. Main Street in Camp Verde, Arizona. This will be a question and answer period for the RFQ and the Job Order Contracting process.

All questions regarding this RFQ must be received in **writing** by the Town of Camp Verde Public Works Department no later than Monday, December 2nd, 2013 at 2:00 pm Arizona Time and shall be e-mailed to Troy Odell, PE at troy.odell@campverde.az.gov with a copy to Ron Long, PE at ron.long@campverde.az.gov and Deborah Ranney at deb.ranney@campverde.az.gov. Questions will be responded to via e-mail by formal written addenda to this document. **Any oral questions, answers, statements or instructions shall not in any way constitute a required amendment to this RFQ.**

Responses to this solicitation will be received by the Public Works Department, Town of Camp Verde, 395 S. Main Street, Camp Verde, Arizona 86322, until December the 5th at 2:00 pm Arizona Time at which time they will be opened publicly at 432 S. Main Street in rooms 206 & 207.

Responses must be submitted in a sealed envelope or package and should be clearly identified as a response to the RFQ as “Statement of Qualifications for Job Order Contracting” and be clearly marked with the name and address of the Respondent and the solicitation number 13-106. All responses must be completed in ink or typewritten (corrections must be lined through and initialed, No white out). Additional instructions for preparing your responses are provided on the following pages.

Responses must be in the actual possession of the Public Works Department and stamped by a member of the Public Works staff on or prior to December the 5th at 2:00 pm. Late responses or unsigned responses **will not** be accepted or considered under any circumstances.

The Town of Camp Verde reserves the right to reject any or all responses, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities in any response. All information regarding the content of the specific responses will remain confidential until an Agreement is finalized or all responses are rejected.

Publish Date: Verde Independent/Bugle – Sunday, October 27, 2013 and Wednesday, October 30, 2013 and Sunday, November 3, 2013

PUBLISHERS AFFIDAVIT REQUIRED