



NOTICE AND REQUEST FOR QUALIFICATIONS
DESIGN SERVICES
FOR
RECREATION AND LIBRARY STRATEGIC MASTER PLAN
CITY PROJECT NO.: PR2503.101

The CITY OF CHANDLER invites qualified consultants to submit Statements of Qualifications (SOQ's) to provide services for this project.

All firms must be registered on the Arizona Procurement Portal (<https://app.az.gov/>) vendor registration system prior to submitting an SOQ. Non-registered firms will not receive addenda notifications. **Download solicitation documents and addenda at: <https://www.chandleraz.gov/business/vendor-services/capital-projects/request-for-qualifications>.**

PRE-SUBMITTAL CONFERENCE:

N/A	THERE WILL BE NO PRE-SUBMITTAL CONFERENCE
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SOLICITATION QUESTIONS DUE DATE:

April 10, 2025 5:00 p.m. Arizona time	All solicitation questions must be emailed to SOQ.Questions@chandleraz.gov with the subject line of "PR2503.101 Recreation And Library Strategic Master Plan RFQ". Questions received after the due date and time will NOT be considered.
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STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL DUE DATE:

April 29, 2025 3:00 p.m. Arizona time	SOQ pdf must be emailed to SOQ.Submittals@chandleraz.gov . SOQ's received after the due date and time will NOT be considered. All SOQs must be emailed as a pdf attachment. Any SOQ submitted as a link will not be considered. Project Reference Forms (PRF) must be emailed, by the evaluator, to: project.reference@chandleraz.gov PRF's received after the due date and time will NOT be considered.
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INTERVIEW DATE:

Week of May 29, 2025	THERE WILL BE INTERVIEWS Consultants invited to interview for this project must be available on the tentative dates as specified.
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PUBLISHED DATE:	March 28, 2025 April 3, 2025 Arizona Republic AFFIDAVIT OF PUBLICATION
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CHANDLER
arizona
Community of Innovation

City of Chandler, Arizona
Public Works & Utilities – Capital Projects

REQUEST FOR QUALIFICATIONS

DESIGN SERVICES

FOR

RECREATION AND LIBRARY STRATEGIC MASTER PLAN

CITY PROJECT NO.: PR2503.101

MAYOR

KEVIN HARTKE

CITY COUNCIL

CHRISTINE ELLIS – VICE MAYOR
OD HARRIS
JENNIFER HAWKINS

MATT ORLANDO
ANGEL ENCINAS
JANE POSTON

CITY MANAGEMENT

CITY MANAGER
PUBLIC WORKS & UTILITIES DIRECTOR
CIP CITY ENGINEER

JOSHUA WRIGHT
JOHN KNUDSON, P.E.
DANIEL HASKINS, P.E.

INFORMATION AND INSTRUCTIONS TO APPLICANTS

The CITY OF CHANDLER invites qualified consultants to submit Statements of Qualifications (SOQ's) to provide services for this project.

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SECTION 1 – PROJECT DESCRIPTION

The Recreation and Library Strategic Master Plan continues Chandler's commitment to comprehensive planning, following the 2021 Parks Strategic Master Plan (<https://www.chandleraz.gov/explore/chandler-parks/projects-and-meetings>). The Recreation and Library Strategic Master Plan will evaluate essential community services, ensuring they meet the evolving needs of Chandler residents over the next decade. The Master Plan will analyze current service levels, project future demand, and outline strategies for enhancing existing programs, developing new facilities, and optimizing resource allocation to best serve the community. The Master Plan should also encompass the community's long-term aspirations from the city's 2026 General Plan.

We are seeking a team that can demonstrate extensive experience with Libraries.

SECTION 2 – SCOPE OF WORK

The purpose of this project is to develop a 10-year Recreation and Library Strategic Master Plan (Master Plan). The Master Plan should review and analyze the current recreation and library needs for the City of Chandler residents, as well as identify the future needs of the community. Evaluation of existing recreation and library needs shall include extensive public outreach and stakeholder involvement. The Master Plan should determine how to best meet those needs through the enhancement of existing services and the development of future sites and programming while also aligning with national accreditation standards, such as those set by the Commission for Accreditation of Park and Recreation Agencies (CAPRA) and the Public Library Association (PLA). The outcome of this effort will include a comprehensive Master Plan that explores existing and future demand, industry trends, regional trends, economic benefits, and spatial needs for the city's Recreation and Library Divisions. The Master Plan should also include an implementation strategy to assist in funding allocation, future planning, and execution.

SECTION 3 – CITY OF CHANDLER PROJECT MANAGER

The City of Chandler Public Works & Utilities Department will serve as COC Project Manager. The Consultant team will be expected to work collaboratively with the City of Chandler's Project Manager throughout the Project.

SECTION 4 – PRE-SUBMITTAL CONFERENCE – THERE WILL BE NO PRE-SUBMITTAL CONFERENCE

SECTION 5 – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

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

A. General Information (10 points)

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 Agreement 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 an Agreement which resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.
- e. Identify if any current or previous City of Chandler contract in which key team personnel as presented in the SOQ, were replaced by your firm without prior written approval by the City.

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 City of Chandler 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 the schedule agreed to during negotiations.
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 City of Chandler 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 the City of Chandler'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 City requests feedback on past performance of your projects from other than City of Chandler. 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)

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.

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 SUCH INCOMPLETE STATEMENT OF QUALIFICATIONS TO BE REJECTED AND NOT BE EVALUATED OR CONSIDERED IN THE SELECTION PROCESS.

SECTION 6 – INTERVIEW EVALUATION CRITERIA – THERE WILL BE INTERVIEWS.

The SOQ weighted scoring (100 points per firm maximum) is only used to determine the Consultant that will be invited for interviews. The interviews will have a separate weighted scoring (100 points maximum as determined by the Selection Panel), as listed in the following table, that will be utilized to create the final list:

Interview Weighted Scoring	
Criteria	Points
1. Presentation	
• General Information	5
• Experience and qualifications of the team	15
• Experience of key personnel to be assigned to this project	15
• Understanding of the project and approach to performing the required services	15
• Firm Performance and Resources	5
Total Presentation Points	55
2. Questions and Answers related to presentation criteria above	35
3. Overall evaluation of the Consultant and its perceived ability to provide the required services	10
Total Points for Interviews	100

Detailed interview weighted scoring criteria based on the above table will be given to the invited Consultants with the invitation letter notifying them of the time and date of the interviews.

SECTION 7 – SUBMITTAL REQUIREMENTS

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

ALL FIRMS MUST BE REGISTERED ARIZONA PROCUREMENT PORTAL VENDOR REGISTRATION SYSTEM AT <https://app.az.gov/> PRIOR TO SUBMITTING A STATEMENT OF QUALIFICATIONS. If you have questions about vendor registration, please contact the Purchasing Office at (480) 782-2400.

- 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. Proposer’s SOQ must **NOT** exceed 14 single-sided pages (maximum 8½” x 11”) with a minimum of 10 pt. font. Each side of a page that contains information required by this RFQ will count as part of the maximum page limit. The City will not consider nor evaluate information presented on pages that exceed the page limit. **Be advised this may result in finding proposer’s SOQ as non-responsive or non-responsible.** Pages that contain project photos, charts, or graphs will count as part of the maximum page limit. Information

included in the SOQ, which is **NOT** requested in the RFQ, will also count as part of the maximum page limit. All SOQs must be emailed as a pdf attachment. Any SOQ submitted as a link will not be considered.

2. The following information will **NOT** count as part of the maximum page limit:
 - Front and back covers, table of contents pages, and divider (tab) pages, unless these pages include information that can be evaluated by the selection panel.
 - Cover letter on company letterhead, maximum one (1) page.
 - Resumes that provide information specific to each key team member's education and experience may be included in an appendix up to a maximum of two (2) pages. Resumes for key team members and subconsultants must **NOT** include project photos, company profiles, or general company information. Any additional company information or non-key staff information included in the appendix will count as part of the maximum page limit.
 - Attachment 1 (certification).

3. SOQs must be submitted via email to: SOQ.Applications@chandleraz.gov.

GROUNDINGS FOR DISQUALIFICATION:

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: SOQ.Applications@chandleraz.gov.
- Violating the "Contact with City Employees" policy contained in this RFQ.

SECTION 8 – SELECTION PROCESS AND SCHEDULE

The successful Consultant will be selected through a qualification 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 5 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 6. The City of Chandler may conduct a due diligence review on the Consultant receiving the highest evaluation score.

The City of Chandler will enter into negotiations with the highest scoring Consultant and execute an Agreement upon completion of negotiation of fees and Agreement terms for City Council approval. If the City of Chandler is unsuccessful in negotiating an Agreement with the best-qualified Consultant, the City will terminate negotiations. The City of Chandler may then negotiate with the next most qualified team until an Agreement is executed, or the City of Chandler may decide to terminate the selection process. Once an Agreement is executed with the successful Consultant, the procurement is complete.

Consultants selected for award through this procurement will be notified directly by the City of Chandler. Selection results for this procurement will be posted on the City of Chandler Public Works & Utilities Department "Recent Awards" website:

<https://www.chandleraz.gov/business/vendor-services/capital-projects>

SECTION 9 – GENERAL INFORMATION

Citywide Capital Improvement Projects. Consulting and contractor services supporting the City's Capital Improvement Projects are procured under the authority of the City Engineer, currently located within the Public Works & Utilities Department. Design and Construction Procurement coordinates the citywide consulting and construction contracting procurement processes.

Solicitation documents and Addendums may be downloaded online by visiting the Capital Projects webpage at: <https://www.chandleraz.gov/business/vendor-services/capital-projects/request-for-qualifications>.

Changes to Request for Qualifications. Any changes to this Request for Qualifications will be issued by addendum. The City of Chandler 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. The City of Chandler will provide the release of all public information concerning the project, including selection announcements and Agreement awards. Those desiring to release information to the public must receive prior written approval from the City of Chandler.

City Rights. The City of Chandler 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 City Employees. Beginning on the date the RFQ is issued and until the date the Agreement 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 City Manager, Assistant City Manager, Department heads, the Mayor and other members of the Chandler City Council. As long as the RFQ solicitation is not discussed, Applicants may continue to conduct business with the City and discuss business that is unrelated to this RFQ solicitation with City staff.

This policy is intended to create a level playing field for all Applicants, assure that Agreements are awarded in public, and protect the integrity of the selection process. **APPLICANTS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED.**

Conflict of Interest. The City of Chandler 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 the City of Chandler. This disqualification is at the sole discretion of the City. 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 City Council of the City of Chandler or any court.

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

Legal Worker Requirements. The City of Chandler is prohibited by A.R.S. § 41-4401 from awarding an Agreement 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. The City of Chandler retains the legal right to inspect the papers of any team or subconsultants/subcontractors employee who is awarded an Agreement 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, the City of Chandler is prohibited from awarding an Agreement 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 a City-provided affidavit affirming that the identification provided is genuine. This requirement will be imposed at the time of Agreement award. This requirement does not apply to business organizations such as corporations, partnerships or limited liability companies.

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

Forced Labor Of Ethnic Uyghurs Prohibited. By entering into an Agreement, Contractor certifies and agrees Contractor does not currently use and will not use for the term of this Agreement: (i) the forced labor of ethnic Uyghurs in the People's Republic of China; or (ii) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; or (iii) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.

Protest Policy. A protest of a proposed award must be filed WITH THE PURCHASING OFFICE within 5 calendar days of the first posting of the award recommendation. Award recommendations are posted on the Capital Projects web site or the City Clerk web site. If the due date occurs on a weekend or holiday the protest must be filed, the next business day.

A protest must include:

- The name, address, and telephone number of the protester;
- The signature of the protester or its representative;
- Identification of the project and the solicitation or project number;
- A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- The form of relief requested.

CITY will review the protest and issue a written response.

**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 City of Chandler for a Professional Services Agreement, I am fully aware of insurance requirements contained in the Agreement and by the submission of this Statement of Qualifications, I hereby assure the City of Chandler that I am able to produce the insurance coverage required should I be selected to be awarded an Agreement.</p> <p>Should I be awarded an Agreement by the City of Chandler, 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 the City of Chandler.</p>
<input type="checkbox"/>	<p align="center">AGREEMENT REVIEW STATEMENT</p> <p>As an Applicant to City of Chandler (COC) for Professional Services, I hereby certify that I have reviewed the COC Standard Form Professional Services Agreement. The response must clearly identify if the attached Agreement is acceptable in all respects including warranty, insurance, and document ownership and retention requirements. I am aware any objections to the Standard Form Professional Services Agreement may affect the City's evaluation of my firm's qualifications.</p>
<input type="checkbox"/>	<p align="center">KEY PERSONNEL STATEMENT</p> <p>As an Applicant to City of Chandler (COC) for Construction Manager at Risk Services, I hereby certify that if selected as the most qualified Applicant, the Key personnel listed in Sections A and C of my Statement of Qualifications (SOQ) will be assigned to this Project. Substitutions for Key Personnel will only be allowed for similar or better qualified personnel and with prior approval in writing by the City.</p>
<input type="checkbox"/>	<p align="center">AUTHORIZATION FOR RELEASE OF PERFORMANCE INFORMATION AND WAIVER</p> <p>As an Applicant to City of Chandler (COC) for a Professional Services Agreement, 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 the City of Chandler, or their representatives, information, records and opinions concerning this company's professional services performance. The purpose of this disclosure is to provide references to the City of Chandler. I hereby waive any claim it may have against the City of Chandler or any company or entity providing information to the City of Chandler 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 Agreement.</p> <p>This consent or copy of this authorization must be as valid and effective as the original.</p>

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

Instructions: Provide this form to the Owner or Owner representative (Evaluator) of 3 Public/Private agencies (other than City of Chandler) directly responsible for oversight of the project for which you have completed similar work. The Evaluator must complete and email the PRF to: project.reference@chandleraz.gov. PRFs received from anyone other than the Evaluator, or received after the date/time specified, will not be considered.

RFQ for:	DESIGN SERVICES Recreation And Library Strategic Master Plan City Project No.: PR2503.101				
Name of Firm to be Evaluated:					
Name of Project completed by the firm:					
QUESTIONS:					
Has the above referenced project been completed? (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	Fair	Good	Very Good	Excellent
	1 2	3 4	5 6	7 8	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: _____