



## REQUEST FOR QUALIFICATIONS

RFQ # 19-10-20

### CONSTRUCTION SERVICES FOR SCHOOL GYMNASIUM PROJECTS THROUGH QUALIFIED SELECT BIDDERS LIST

**PROJECTS OR SERVICES:** New gymnasiums constructed at each of the following five (5) school sites:

**Barcelona Middle School  
Catalina Ventura School, Granada East School,  
James W. Rice School, Sevilla West School**

**PROPOSAL DUE DATE & TIME:** **Thursday, June 17, 2019 by 11:00 a.m., Local Time**

**DELIVERY & OPENING LOCATION:** **Alhambra Elementary School District  
4510 N. 37th Avenue  
Phoenix, AZ 85019**

In accordance with School District Procurement Rules in the Arizona Administrative Code (A.A.C.), promulgated by the State Board of Education pursuant to A.R.S. § 15-213, Requests for Qualifications will be received by the Alhambra Elementary School District No. 68 (hereinafter referred to as the "District"), at the above specified location, until the date and time specified above. Qualifications received by the correct time and date shall be opened and only the name of the Offerors shall be publicly read and recorded.

Proposals shall be in the actual possession of the District, at the location indicated above, on, or prior to, the exact time and date indicated above. Late proposals will be rejected. The official time will be determined by the District.

Proposals must be submitted in a sealed envelope with the solicitation number and Offeror's name and address clearly indicated on the envelope. Additional instructions for preparing a proposal are provided herein.

A one-year eligibility period for the qualified select bidders list shall begin on the date the district representative accepts the qualified select bidders list. The qualified select bidders list may be extended one year at the option of the school district.

Once established, the qualified select bidders list may be issued Invitations for Bids ("IFB's") for the project identified in this RFQ. If invitations for bids are issued on the project listed in this RFQ, such invitation for bids shall be issued within the initial one-year period, or in the one-year extension period, to be awarded a contract under the qualified select bidders list.

The District requests that Offerors not visit the school site or contact the Principal or school site staff. The District does not want to disrupt the education process. Site visits and tours will not be scheduled or conducted.

**OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THIS ENTIRE RFQ.**

Any questions regarding this RFQ must be submitted in writing, via email to:

Contact: Alicia Oropeza  
Procurement Supervisor

Phone:  
(602) 336-2972

Email: [aliciaoropeza@alhambraesd.org](mailto:aliciaoropeza@alhambraesd.org)

*Alicia Oropeza*

Authorization: \_\_\_\_\_

Date: May 17, 2019



## STATEMENT OF NO OFFER

If you are not responding to this RFQ, please complete and return **only** this form to: Alhambra Elementary School District, Attn: Alicia Oropeza, 4510 N. 37<sup>th</sup> Ave., Phoenix, AZ 85019, or email it to [aliciaoropeza@alhambraesd.org](mailto:aliciaoropeza@alhambraesd.org).

Failure to respond may result in deletion of Offeror's name from the qualified Bidder's list for the Alhambra Elementary School District.

COMPANY NAME: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

We, the undersigned, have declined to respond to your solicitation referenced above because of the following reasons:

### General Construction Services

\_\_\_\_\_ We do not offer general construction services, please remove us from the qualified bidder list.

\_\_\_\_\_ Insufficient time to respond to this solicitation, but please keep us on the qualified bidder list.

\_\_\_\_\_ Remove our name from the general construction services qualified bidder list only.

\_\_\_\_\_ Our schedule does not permit us to perform this service at this time, but please keep us on the qualified bidder list.

\_\_\_\_\_ Unable to meet all insurance requirements for this project or service, but please keep us on the qualified bidder list.

\_\_\_\_\_ Other. (Specify below)

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## GENERAL SUBMISSION INFORMATION

### 1. DEFINITION OF TERMS

- A. **“District”** means Alhambra Elementary School District No. 68.
- B. **“District Representative”** means Alicia Oropeza, Procurement Supervisor, or her authorized designee.
- C. **“Exhibit”** means any item labeled as an Exhibit in the Solicitation or placed in the Exhibits section of the Solicitation.
- D. **“Gratuity”** means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value presented or promised, unless consideration of substantially equal or greater value is received.
- E. **“Purchase Order”** means a document issued by the District, in writing or electronically, and identified as a Purchase Order that authorizes the Contractor to proceed with fulfillment of all or part of an awarded Contract by delivery of materials or services in quantities and at times and locations specified in the Purchase Order.
- F. **“Offer”** means a response to a Request for Qualifications.
- G. **“Offeror”** means a person submitting an offer in response to a Request for Qualifications.
- H. **“Solicitation Amendment”** means a written document that is authorized by the District Representative and issued by the District for the purpose of making changes, clarifications, or additions to the Solicitation.

For other definitions of terms, please refer to the “Definitions” Section under A.A.C. R7-2-1001.

### 2. PRE-OFFER INQUIRIES

- A. **Duty to Examine.** It is the responsibility of the Offeror to examine the entire Solicitation, seek clarification in writing (via email to [aliciaoropeza@alhambraesd.org](mailto:aliciaoropeza@alhambraesd.org)) and check its offer for accuracy before submitting their Qualifications. Lack of care in preparing the offer shall not be grounds for withdrawing the offer after the Offer Deadline.
- B. **Solicitation Contact Person.** Any inquiry related to this Solicitation, including any requests for or inquiries regarding standards referenced in the Solicitation shall be directed solely to the Solicitation Contact Person. The District specifically requests that Offerors not contact any staff at the school site.
- C. **Submission of Inquiries.** The Solicitation Contact Person may require that an inquiry concerning this RFQ be submitted in writing, via email. Any inquiry related to a Solicitation shall refer to the appropriate Solicitation number, page, and paragraph.
- D. **Timeliness.** Any inquiry shall be submitted as soon as possible and at least seven (7) days before the Offer Deadline. Failure to do so may result in the inquiry not being answered.
- E. **No Reliance on Verbal Responses.** Any inquiry that results in changes or additions to the Solicitation shall be answered solely through a written Solicitation Amendment. An Offeror may not rely on verbal responses to inquiries from the Solicitation Contact Person or any other employee or representative of the District.



- F. **Pre-Submittal Conference.** No pre-submittal conference is being scheduled for this solicitation.
- G. **Solicitation Amendments.** The Solicitation shall only be modified by a Solicitation Amendment. Unless otherwise stated in the Solicitation, each Solicitation Amendment shall be acknowledged by the person signing the Offer. Failure to acknowledge a material Solicitation Amendment or to follow the instructions for acknowledgement of the Solicitation Amendment may result in rejection of the Offer.

**3. OFFER PREPARATION**

- A. **Forms: No Facsimile or Electronic Offers.** An Offer shall be submitted either on the forms provided in the Solicitation or their substantial equivalent. Any substitute document for the forms provided in the Solicitation must be legible and contain the same information requested on the form. A facsimile, electronic, or mailgram offer will not be accepted and shall be rejected.
- B. **Signature(s) on Offers.** The Offer and Acceptance form must be submitted with an original ink signature by the person authorized to sign the Offer. Failure to sign the Offer and Acceptance document may result in rejection of the Offer.
- C. **Cost of Proposal Preparation.** The District will not reimburse any Offeror the cost of responding to a Solicitation.
- D. **Offer and Acceptance Form.** The Offer and Acceptance form within the Solicitation must be submitted with the Offer and signed by an authorized representative of the Offeror. The signature shall signify the Offeror's intent to be bound by the Offer and the terms of the Solicitation and that the information provided is true, accurate, and complete. Failure to submit verifiable evidence of intent to be bound, such as an original signature of the Offeror's authorized representative, may result in rejection of the Offer.
- E. **Debarment/Suspension.** If the Offeror submitting this RFQ has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Offeror must fully explain the circumstances relating to the preclusion or proposed preclusion in the Proposal. The Offeror shall include a letter with its Proposal setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above must be provided.
- F. **Disqualification.** A Proposal from an Offeror who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity may be rejected.
- G. **Tax Identification Numbers.** An Offeror must provide his or her Federal Employer Tax Identification or Social Security number.
- H. **Order of Precedence.** In the event of a conflict in the provisions of this Solicitation and any subsequent contracts, the following shall prevail in the order set forth below:
  - 1. Amendments, if any
  - 2. Scope of Work
  - 3. Solicitation Attachments and Exhibits
  - 4. Uniform Instructions for Offers



#### 4. SUBMISSION OF OFFER

- A. **Sealed Envelope or Package.** Each Offer shall be submitted to the submittal location identified in the Solicitation, in a sealed envelope or package that identifies its contents as an Offer and the Solicitation number to which it responds. The appropriate Solicitation number shall be plainly marked on the outside of the envelope or package.
- B. **Electronic Submission.** A facsimile or electronically submitted Proposal shall be rejected.
- C. **Offer Amendment or Withdrawal.** An Offeror may modify or withdraw an Offer in writing at any time before Offer opening if the modification or withdrawal is received before the submittal due date and time at the location designated in the RFQ. The Offer may not be amended or withdrawn after the Offer Deadline, except as otherwise provided under applicable law.

#### 5. ADDITIONAL PROPOSAL INFORMATION

- A. **Confirmation.** District may contact the Offeror to confirm its understanding of the Offer. Such contact shall occur after the Offer Deadline and prior to award. District shall seek written confirmation from the Offeror and shall retain the request and confirmation, if obtained, in the procurement file.
- B. **Disqualification.** A Proposal from an Offeror who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity may be rejected.
- C. **Confidential Information.** If an Offeror believes that its Offer contains confidential trade secrets or other proprietary information that should not be disclosed, the Offeror may submit to the District Representative and the Solicitation Contact Person a Request for Confidentiality of Proprietary Information form that identifies the specific information and explains why it should be protected from disclosure. All information proposed for protection from disclosure shall be so identified wherever it appears in the Offer. The District Representative shall review the statement and provide the determination in writing whether the information shall be protected. If the District Representative determines that the information shall be protected from disclosure, the District Representative shall inform the Offeror in writing of such determination. Requests to protect pricing information or the entire Offer from disclosure will be denied.
- D. **Public Record.** All Proposals submitted in response to this solicitation shall become the property of the District. Proposals will become a matter of public record available for review under the supervision of the Purchasing Official at 4510 N. 37<sup>th</sup> Ave., Phoenix, AZ. All information and statements of qualifications submitted by persons will be made available for public inspection within 10 days after the District has established the qualified select bidders list, pursuant to A.A.C. R7-2-1101(I)(9). Information determined to be confidential as a trade secret or other proprietary data shall remain confidential.
- E. **Advertising and Promotion of Contract.** The Contractor shall not advertise or publish information for commercial benefit concerning this Contract without the prior written approval of the Procurement Officer.
- F. **Rights of Waiver, Rejection, and Cancellation.** Notwithstanding any other provision of this Solicitation, the District reserves the right to:
  - 1. Waive any minor informality;
  - 2. Reject any and all Proposals or portions thereof; or
  - 3. Cancel the Solicitation and terminate the procurement.
- G. **Integrity of Offer.** By signing this Offer, the Offeror affirms that the Offeror has not given, nor intends to give any time hereafter any economic opportunity, future employment, gift, loan gratuity, special discount, trip favor, or



service to any employee of the District in connection with the submitted Proposal. Failure to sign the Offer or signing it with a false statement shall void the submitted offer or any resulting contract.

- H. **Terrorism Country Divestments.** Per A.R.S. 35-392, the District is prohibited from purchasing from a company that is in violation of the Export Administration Act.
- I. **Notices.** Notification to the Contractor required by this Contract shall be made by the School District to the person indicated on the Offer and Acceptance Form submitted by the Contractor unless otherwise stated in the Contract. Notices to the School District required by the Contract shall be made by the Contractor to the Solicitation Contact Person indicated on the Solicitation cover sheet, unless otherwise stated in the Contract. An authorized Procurement Officer and an authorized Contractor representative may change their respective person to whom notices shall be given by written notice and an Amendment to the Contract shall not be necessary.
- J. **Protest.** A protest shall comply with and be resolved according to Arizona Department of Education School District Procurement Code Rule A.A.C. R7-2-1141 through R7-2-1153. Protests shall be in writing and be filed with the District Representative.
- K. **Clarifications.** Clarification means communication with Offeror for the sole purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the Offer. It is achieved by explanation or substantiation, either in a written response to an inquiry from the District or as initiated by Offeror. Clarification does not give Offeror an opportunity to revise or modify its offer, except to the extent that correction of apparent clerical mistakes results in a revision.
- L. **Non-collusion, Employment, and Services.** By signing the Offer and Acceptance form or other official contract form, the Offeror certifies that:
  - 1. No attempt has been made or will be made to induce any person or firm to submit or not to submit, an Offer for the purpose of restricting competition. It did not involve collusion or other anti-competitive practices in connection with the preparation or submission of its Offer; and
  - 2. It does not discriminate against any employee, applicant for employment, or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and that it complies with all applicable federal, state, and local laws and executive orders regarding employment; and
  - 3. By submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or otherwise lawfully prohibited from participating in any public procurement activity, including, but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body; and
  - 4. By submission of this proposal, that no Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a Cooperative Agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.



## 6. AWARD

- A. **Basis of Award and Establishment of Qualified Select Bidders List.** The qualified select bidders list will be established by the District pursuant to the terms of A.A.C. R7-2-1101. The District intends for the qualified select bidders list to expire one year after establishment, unless the District, in its sole and absolute discretion, elects to extend the qualified select bidders list for an additional one-year extension period.
- B. **Formation of Contract and Type of Contract.** A response to the Solicitation is an offer to participate in Invitations for Bids for the project identified in this Solicitation. Those Offerors determined to establish the qualified select bidders list will receive notices of an Invitation for Bid for a construction contract. The terms of contract and formation of contract will be determined by the terms of the Invitations for Bids under the notice of competitive sealed bidding for the project identified in this Solicitation. The District intends that the IFB's for the project will contain terms of contract for construction services, with general conditions, and terms similar to, but potentially modified from, the following American Institute of Architects ("AIA") Documents:
- a. A201-2017, General Conditions of the Contract for Construction; and
  - b. A201-2017 Exhibit A, Insurance and Bonds.

These listed AIA forms are "standard" contract forms. **The District intends to modify the standard forms with amendments and modifications specific to the project needs and scope and in the best interests of the District.** A contract is formed when the District and Contractor enter into agreeable contract terms and conditions related to the IFB's to which the Offerors will respond to under competitive sealed bidding. In the event of a conflict between provisions exists between the later offered IFB and the terms or conditions contained in this Solicitation, the later offered IFB shall prevail over the conflicting provisions in this Solicitation. A letter or other notice of award, or of the intent to award, shall not constitute acceptance of the Proposal or formation of a contract. No work may commence or products be delivered until District has issued a Purchase Order to Contractor.

- C. **Final acceptance** for the District is contingent upon the District and awarded Contractor entering into agreeable contract terms and upon final approval of the District Governing Board.
- D. **Non-Exclusive Contract.** Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the District. The District reserves the right to obtain like goods and services from other sources.





## PROJECT SCOPE AND DESCRIPTION

### A. PROJECT DESCRIPTION

The Alhambra Elementary School District No. 68 is seeking a qualified select bidders list to provide construction services for five (5) new gymnasiums to be built at the five (5) separate school sites.

1. Project Title: School Gymnasium Construction Projects.

2. Project Location:

Barcelona Middle School, 6530 N. 44<sup>th</sup> Avenue, Glendale, AZ 85031  
Catalina Ventura School, 6331 N. 39<sup>th</sup> Avenue, Phoenix, AZ 85019  
Granada East School, 3022 W. Campbell, Phoenix, AZ 85017  
James W. Rice School, 4530 W. Campbell Rd., Phoenix, AZ 85031  
Sevilla West School, 3851 W. Missouri, Phoenix, AZ 85019

The above schools sites are located within the district boundaries of the Alhambra Elementary School District, and within the City of Phoenix, Maricopa County, Arizona.

3. Brief Project Description: Voters approved bond-funded new construction of gymnasiums for a K-8 schools with approximately 750 to 1,000 students enrolled in each school. A single project design includes a standard gymnasium with regulation basketball/volleyball gym floor, two main basketball goals, four auxiliary basketball goals, spectator bleacher seating for approximately 600 spectators, a small staff office, equipment storage space and restrooms.

4. Estimated Total Building Square Footage: approximately 10,000 sq. ft.

5. Estimated Construction Budget: \$2,100,000

6. Project Schedule: The District intends to start construction of the gymnasium in the Fall of 2019 with completion anticipated in Spring 2020. The target construction schedule from permit issuance to substantial completion is approximately six months.

7. Project Architectural Services: Currently provided by ADM Group, Inc.

### B. CONSTRUCTION SERVICES

The established select bidders list will receive an Invitation for Bid for the identified projects. After competitive sealed bidding, the District reserves the right to award to one or more than one Offeror grouped by two or more sites or individual sites whichever is advantageous to the District.





## EVALUATION AND AWARD

### 1. DISTRICT REPRESENTATIVE

The District Representative is **Alicia Oropeza, Procurement Supervisor.**

### 2. PURPOSE

Alhambra Elementary School District No. 68 is requesting sealed technical and qualification offers to provide Construction Services for newly constructed gymnasiums at five (5) locations within the Alhambra Elementary School District.

This Request for Qualifications shall not commit the District to enter into any contract or agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The District reserves the right to accept or reject any and all responses received as a result of this RFQ if it is in the District's best interest to do so. The District intends to issue an Invitation for Bid to the qualified select bidders list for the identified project, and intends to award to the successful bidder(s) a contract for construction pursuant to the terms and conditions of competitive sealed bidding under the Arizona School District Procurement Code.

Architectural Services are currently provided by ADM Group, Inc.

### 3. EVALUATION OVERVIEW

The District has elected to use the Qualified Select Bidders List process for the establishment of a qualified select bidder to perform construction services for the building of one or more new gymnasium projects. The evaluation committee shall evaluate all submittals in accordance with the defined criteria requested in this RFQ and the evaluation criteria listed below.

#### A. RFQ Process

1. The District intends to establish a qualified select bidders list to contain no less than three and no more than five qualified construction firms to potentially provide subsequent construction services to the District.
2. As part of the initial review phase, the evaluation committee shall evaluate all Statements of Qualifications and performance data in accordance with defined selection criteria and relative weights set forth in this Solicitation. Responses will be scored and ranked.
3. Based on the scores and rankings of the evaluation of the statement of qualifications and performance data submitted in response to the RFQ, the selection committee will establish a qualified select bidders list pursuant to A.A.C. R7-2-1101(I), containing at least three and not more than five qualified select bidders.
4. The evaluation committee may conduct interviews before making a final determination to establish the qualified select bidders list. If so, the committee shall document the interviews in writing. However, nothing herein shall be construed to require the evaluation committee, nor the District, to conduct interviews before establishing a qualified select bidders list. The district may establish the select bidders list hereunder strictly based on the initial review and evaluation of the submitted SOQ's and committee ranking.



#### 4. EVALUATION CRITERIA

The following evaluation criteria will be used to evaluate the submitted proposals and Statements of Qualifications to establish the qualified select bidders list:

- A. General Experience of the Offeror (20 points)**
  - i. The overall experience and expertise of the Offeror, specifically in providing school construction services for K-12 schools within the State of Arizona; and
  - ii. Five most recent representative examples of Offeror's similar work to this project, along with references for each example.
- B. Specific Project Qualifications and Experience of the Offeror and Key Personnel (25 points)**
  - i. The Offeror's capabilities and qualifications for performing the scope of work;
  - ii. The Offeror's project team, and key members' education, training and qualifications; and
  - iii. Specific to the identified project and the District's needs, factors that separate the offering firm apart from other firms that submitted proposals.
- C. Method of Approach to Pre-Construction and Construction Services (40 points)**
  - i. The Offeror's method of approach to the identified project;
  - ii. The Offeror's subcontractor selection plan (see more information below);
  - iii. The Offeror's safety plan, taking into account the project will be on an "active" school campus;
  - iv. The Offeror's safety record and worker's compensation rate;
  - v. The Offeror's projected construction schedule for the identified project; and
  - vi. The Offeror's current workload and ability to adequately complete the project on schedule.
- D. Organizational Strength of the Offeror (10 points)**
  - i. Offeror's current bonding availability and capacity;
  - ii. Any judgments or liens against the Offeror within the last three years;
  - iii. Any current unresolved bond claims against the Offeror;
  - iv. Any deficiency orders issued against the Offeror or prime contractor by the Arizona Registrar of Contractors within the last three years; and
  - v. Any filing under the United States Bankruptcy Code, assignments for the benefit of creditors, or other measures taken for the protection against creditors during the last three years.
- E. Responsiveness (5 points)**
  - i. Offeror provided all information required at the time of the Solicitation;
  - ii. The submittal was of high quality, specifically tailored to the proposed project and the District's specific needs;
  - iii. The submittal was succinct and organized in a way to provided information to easily determine the professionalism and qualifications of the Offeror.



**5. ESTIMATED RESPONSE, EVALUATION AND AWARD TIMELINE**

RFQ Released	May 17, 2019
RFQ Due Date and Time	June 17, 2019 by 11:00 a.m.
Evaluation of SOQ's	June 18-20, 2019
RFQ Interviews (if Conducted)	June 18-20, 2019
Establishment of Qualified Select Bidders List	No later than June 27, 2019

**6. LOBBYING**

Offerors are hereby advised that lobbying is not permitted with any District personnel or Governing Board Members related to or involved with this Solicitation. All oral or written inquiries from offerors must be directed through the Solicitation Contact Person, Scott Heusman. "Lobbying" or "lobby" are defined as any action taken by an individual, offeror, association, joint venture, partnership, syndicate, corporation, and all other groups who seek to influence the Governmental Decision of a Board Member or ANY District Personnel after release and prior to the establishment of a select bidders list. **If any Offeror, or any individuals on behalf of any Offeror, lobby during the time specified, that lobbying Offeror's proposal will be rejected and disqualified from selection hereunder.**



## PROPOSAL SUBMISSION DETAILS

All interested and qualified Offerors are invited to submit an Offer for consideration. Submission of an Offer indicates that the Offeror has read and understands this entire RFQ, to include all appendices, attachments, exhibits, schedules, and addendum (as applicable) and agrees that all requirements of this RFQ have been satisfied.

Offers must be submitted in the format described in this Section. Offers are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFQ. Emphasis should be concentrated on conformance to the RFQ instructions, responsiveness to the RFQ requirements, and on completeness and clarity of content.

Offers should be complete in all respects as required in this Section. An Offer may not be considered if it is conditional or incomplete.

All Offers and materials submitted become the property of the District.

### A. ORIGINAL

One (1) original must be submitted. The original offer should contain all original signatures. The outside of the original copy should be marked with the company name, RFQ # 19-10-20, School Gymnasium Projects and "ORIGINAL" on the cover in large easy-to-read letters.

### B. HARD COPIES

Five (5) full copies of the original proposal should also be submitted. Each copy should be marked with the company name, RFQ # 19-10-20, School Gymnasium Projects and "COPY" on the cover in large easy-to-read letters.

### C. DIGITAL COPY

One (1) full digital copy (thumb drive) of the information requested in this section should also be submitted. The Digital Copy must be an exact copy of the original proposal, including scanned signatures on any pages or documents that require signature with the submittal.

### D. SUBMITTAL PACKAGE

1. The Alhambra Elementary School District No. 68 will not assume responsibility for any costs related to the preparation or submission of the Proposal.
2. Each offeror shall be limited thirty (30) pages of content submitted as part of the Offeror's proposal. Submittals should use no less than a size 10 font. Documents that will not be considered in the page total limit are personnel resumes, financial statements, and letters from financial/insurance institutions, cover page, index, tab pages, and required submittal forms. The tab pages will be used to reference each section and can be used for pictures or art work.
3. Offerors are strongly encouraged to present their qualifications in strict accordance with the noted outline and to provide information sufficient to be evaluated by the criteria listed above.
  - A. Tab 1. General Experience and Company Information
  - B. Tab 2. Specific Qualifications and Experience of the Offeror and Key Personnel
  - C. Tab 3. Method of Approach to Construction
  - D. Tab 4. Organizational Strength
  - E. Tab 5. Completed, Signed and Required Forms for Submission



You may access a copy of the documents referenced within this RFQ at the following web address:

**Alhambra Elementary School District:**

<https://www.alhambraesd.org/Domain/299>

**Arizona:**

Arizona Revised Statutes (A.R.S.) is available at <https://www.azleg.gov/arstitle/>

The Arizona School District Procurement Rules in the Arizona Administrative Code (A.A.C.) is available at <https://www.azsos.gov/rules/arizona-administrative-code>

**American Institute of Architects (AIA) Contract Forms:**

AIA Standard Contract Forms are available at <https://www.aiacontracts.org/>

- c. A201-2017, General Conditions of the Contract for Construction; and
- d. A201-2017 Exhibit A, Insurance and Bonds.



**OFFER AND ACCEPTANCE**

The Undersigned hereby submits the Offer and agrees to participate as a qualified select bidder in providing a competitive and sealed bid proposal pursuant to terms of subsequently issued Invitation for Bids on the identified project and in compliance with all terms, conditions, and amendments in the Solicitation and any written exceptions in the Proposal.

Federal Employer Identification No. \_\_\_\_\_

For clarification of this RFQ, contact:

\_\_\_\_\_

Name: \_\_\_\_\_

DUNS No. \_\_\_\_\_

Phone: \_\_\_\_\_

Tax Rate: \_\_\_\_\_ % Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_ Company Name

\_\_\_\_\_ Signature of Person Authorized to Sign Offer

\_\_\_\_\_ Address

\_\_\_\_\_ Printed Name

\_\_\_\_\_ City State Zip

\_\_\_\_\_ Title

**CERTIFICATION**

By signature in the Offer section above, the Offeror certifies:

1. The submission of the Proposal did not involve collusion or other anti-competitive practices.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of State Executive Order 99-4, 2000-4 or A.R.S. § 41-1461 through 1465.
3. The Offeror 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 public servant in connection with the submitted Proposal. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the Proposal. Signing the Proposal with a false statement shall void the Proposal, any resulting contract and may be subject to legal remedies provided by law.
4. The Offeror warrants that it and all proposed subcontractors will maintain compliance with the Federal Immigration and Nationality Act (FINA), A.R.S. § 41-4401 and A.R.S. § 23-214 and all other Federal immigration laws and regulations related to the immigration status of its employees which requires compliance with Federal immigration laws by employers, contractors and subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.
5. In accordance with A.R.S. § 35-392, the Offeror is in compliance and shall remain in compliance with the Export Administration Act.
6. In accordance with A.R.S. § 15-512, the Offeror shall comply with fingerprinting requirements unless otherwise exempted.
7. By submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
9. By submission of this proposal, that no Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a Cooperative Agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

**ACCEPTANCE**

The Proposal is hereby accepted. The Contractor is now established as a qualified select bidder for the project identified in this Solicitation, RFQ # 19-10-20, including all terms, conditions, amendments, etc., and the Contractor's Proposal as accepted by Alhambra Elementary School District No. 68.

The Contractor has been cautioned not to commence any billable work or to provide any material or service under this solicitation until Contractor receives a purchase order, contract release document, and/or written notice to proceed.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_ 2019

Authorized Signature \_\_\_\_\_



## REQUEST FOR CONFIDENTIALITY OF PROPRIETARY INFORMATION

*Explanatory Note: The purpose of this form is to request that the District treat as confidential specific information in the Offer that the Offeror or Bidder believes is a trade secret or other proprietary information. All information that is the subject of the request for confidentiality must be designated on the page or pages of the Offer in which it appears. An explanatory statement for the request must be clearly set forth in this form. Additional pages may be attached to the form. The District Representative shall review the statement and provide the determination in writing whether the information shall be protected. If the District Representative determines that the information shall be protected from disclosure, the District Representative shall inform the Bidder or Offeror in writing of such determination. Requests to protect pricing information or the entire Offer from disclosure will be denied.*

The Offeror, by the undersigned representative, requests that the specific information, described below and identified on the page or pages of the Offer in which it appears, be treated as confidential information and protected from disclosure to the public.

Check one of the following responses to Confidential/Proprietary information in the Solicitation:

- Confidential / Proprietary materials not included.**
- Confidential / Proprietary materials included.** Offerors should identify below any portion of their Offer deemed confidential or proprietary (see Uniform Terms and Conditions). Identification in this section does not guarantee that disclosure will be prevented but that the item will be subject to review by the Offeror and the District prior to any public disclosure. The District will be the final judge if materials will be accepted as confidential or not. Request to deem the entire Offer or price as confidential will not be a consideration.

*Complete description of the material to be considered confidential, including the page number, paragraph and other identifiable information must be outlined below.*

---

Offeror

---

Authorized Signature Date





## AMENDMENT ACKNOWLEDGMENT

This page is used to acknowledge any and all amendments that might be issued. Any amendments issued within three days of the solicitation due date, will included a new due date to allow for addressing the amendment issues. Your signature indicates that you took the information provided in the amendments into consideration when providing your complete Offer response.

Please sign and date:

**AMENDMENT NO. 1 Acknowledgement** \_\_\_\_\_  
Signature Date

**AMENDMENT NO. 2 Acknowledgement** \_\_\_\_\_  
Signature Date

**AMENDMENT NO. 3 Acknowledgement** \_\_\_\_\_  
Signature Date

**No Amendments** \_\_\_\_\_  
Signature Date



**NON-COLLUSION AFFIDAVIT**

State of Arizona )  
 ) ss.  
County of )

\_\_\_\_\_, affiant,

the \_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Contractor/Offeror)

the persons, corporation, or company who makes the accompanying Offer, having first been duly sworn, deposes and says:

That such Offer is genuine and not sham or collusive, nor made in the interest of, or behalf of, any persons not herein named, and that the Offeror has not directly or indirectly induced or solicited any other Offeror to put in a sham Offer, or any other person, offeror or corporation to refrain from submitting a Offer, and that the Offeror has not in any manner sought by collusion to secure for itself an advantage over any other Offeror.

\_\_\_\_\_  
\_\_\_\_\_  
(Title)

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public in and for the

State of \_\_\_\_\_

County of \_\_\_\_\_



## CONFLICT OF INTEREST VENDOR DISCLOSURE FORM

*Note: A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the vendor's other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.*

This Conflict of Interest Form shall indicate whether the vendor has any existing relationship with an employee or Board Member of the Alhambra Elementary School District. The vendor should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest.

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

- I have no conflict of interest to report.
- I have the following conflict of interest to report:

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

---

Offeror

---

Authorized Signature

---

Date



**CUT ALONG THE LINE AND AFFIX TO THE FRONT OF YOUR SEALED RFQ PACKAGE**

---

## **SEALED OFFER**

<b>Submitted by:</b>
Company Name:
Address:
City, State, Zip:

RFQ #19-10-20 – Construction Services for School  
Gymnasium Projects Through Select Bidders List  
Due Date: **June 17, 2019 at 11:00 A.M.**

Alhambra School District #68  
Attn: **Alicia Oropeza**  
4510 N. 37<sup>th</sup> Avenue  
Phoenix, AZ 85019



-----  
**CUT ALONG THE LINE AND AFFIX TO THE FRONT OF YOUR SEALED OFFER PACKAGE**