



**PIMA COUNTY
PROCUREMENT DEPARTMENT
DESIGN AND CONSTRUCTION DIVISION
130 WEST CONGRESS STREET, 3rd FLOOR • TUCSON, AZ 85701-1207
PHONE: (520) 724-3731 FAX: (520) 724-4434**

December 17, 2013

ADDENDUM NO. 1

**SOLICITATION NO.: 119948
RUTHRAUFF BASIN MANAGEMENT PLAN**

This addendum is a total of 4 pages, including attachments. This addendum addresses items raised at the December 11, 2013, Pre-Submittal Meeting and questions received through 5pm, December 16, 2013.

1. **PRE-SUBMITTAL ATTENDANCE SIGN IN SHEET:** The sign-in sheet for the pre-submittal meeting held December 11, 2013, is available on the Pima County Procurement Department Design and Construction Division website at: <http://www.pima.gov/procure/ifbrfp-dc.htm> under the heading for this solicitation.
2. Question - Page 2, Part C (Location) states "The study area includes several small watersheds which drain north to the Rillito River as well as the Ruthrauff Wash which drains into the Santa Cruz River." Per the COT Stormwater map website, the "several small watersheds" include
 - a. North Mountain Avenue Watershed
 - b. First Avenue Wash
 - c. Stone Avenue Wash
 - d. Wetmore Wash Watershed, and
 - e. An unnamed small watershed that runs along Oracle road and includes the Tucson Mall.

However, reference in the SOW to these areas as being of interest in the study are not mentioned. Question would be whether these areas are intended to be included for the Existing Conditions Analysis, Hydrologic Analysis & Floodplain Delineation, and Alternatives Analysis & Remediation Recommendations parts of the SOW.

ANS: It is the intention of the District to include these areas if possible, however, this will be determined in negotiations and as budget allows.

3. Question - Under "II General Tasks", the existing data list makes reference to drainage improvements associated with recent subdivision development. This listing of developments is fairly short – are there more and this is a representative list? – and/or is there something special about these developments?

ANS: Yes, this is a representative list. The District does not believe there is anything special about these developments, but wanted interested parties to be aware that development has occurred in the area.

4. Question - Page 6, Task 3, Part 3.1 states "Depending on the results of the existing conditions analysis, a LOMR will be prepared to map the Flowing Wells wash and may extend to the Navajo Wash depending on the result of the Existing Conditions mapping." Does this mean that a LOMR may be intended for the Navajo Wash as well or just the Flowing Wells Wash. According to the City of Tucson Stormwater

website, the wash changes names at Fairview Avenue (at the Cemetary Wash confluence). This is a critical question because it may determine whether or not the hydrologic analysis would need to include the entire Flowing Wells Wash watershed, which includes Navajo Wash.

ANS: Yes, include the full Flowing Wells watershed.

5. Statements of Qualifications (SOQs) are intended to convey how a firm and the assembled team they lead are the most qualified to complete the scope of work. If you feel that the scope of work is best met with additional resources (for example, geotech, landscape architect, environmental or biological) that would require subconsultants you are encouraged to include those in your discussions in response to the SFQ to demonstrate why your assembled team is the best to meet the needs of the District for this project.
6. The District does not anticipate using any QCL consultants as part of this work.
7. Question – Is the expectation that the work will result in an engineering plan set?

ANS: No. The intent is to provide sufficient detail for a preliminary construction cost estimate.

8. In the scope of work there is no D5. The scope of work items include D1-4, and D6-7. The lack of a D5 was simply a typo.
9. The evaluation scoring rubric has been updated to provide new weightings for criterion subparts. See Attachment 1 – Evaluation criteria replacement pages. These pages replace pages 9 and 10 of the original SFQ document.

All other requirements and terms of the Solicitation remain unchanged. Respondents are required to certify receipt of this addendum in their Statement of Qualifications. Failure to do so may result in declaration of the Statement of Qualifications as non-responsive. All questions should be received by 5pm, January 7, 2014 to ensure a response, and shall be addressed in writing to Mark Koskiniemi, Contracts Officer, email mark.koskiniemi@pima.gov or fax number 520-724-4434.

/s/ Mark Koskiniemi

Mark Koskiniemi
Contracts Officer

ONLINE: PRE-SUBMITTAL ATTENDANCE SIGN IN SHEET

HARDCOPY: Attachment 1 – Evaluation criteria replacement pages (2 pages)



QUALIFICATIONS AND EXPERIENCE

A. FIRM'S CAPABILITIES

(5 points)

Provide a general description of the prime firm (and any subconsulting firms) proposing to provide the requested services and the capabilities of the firm(s). Include a project organizational chart showing key prime firm personnel and all sub-consultants.

B. QUALIFICATIONS AND EXPERIENCE OF PERSONNEL

(15 points)

1. Identify the key personnel who will be working on this project and their qualifications. For each key person identified, list as least two comparable projects in which they have played a primary role. Please provide the following information:
 - a. Description of project
 - b. Key individual's role on the project
 - c. Project Owner reference information (two names with telephone numbers and fax number or email address per project)
2. List the names, experience, and qualifications of any sub-consultants which you are proposing for this project. Describe how the services and experience of the proposed sub-consultants will benefit this project including how they will work with the prime firm.

Resumes for key personnel may be attached in an Appendix in accordance with the submittal requirements.

C. FIRM'S EXPERIENCE ON SIMILAR PROJECTS

(30 points)

Consultants may earn up to 10 points per project for a total of not more than 30 points for this criteria.

Identify at least three comparable projects within the last five years in which the project team has completed projects of the type on time and within budget or has comparable ongoing projects. The firm must demonstrate the knowledge and ability to work with the District's Engineering Division for development of an approved hydrology model. For each comparable project identified, provide the following information:

1. Description of project
2. Role of the firm (as a Prime or Sub-consultant)
3. Project's original contracted cost & time and final project cost & time with explanation for any variances
4. Firm's partnering efforts and successes
5. Project Owner reference information (two names with telephone numbers and fax number or email address per project)
6. Additionally, provide the attached Consultant Performance Inquiry (Attachment 2) form to the project owners referenced for this section C.
 - These may be for a single firm or for different firms that will form part of your overall team. The strongest references will be those that support your team's capabilities and prior successes in work of this type. Consultant Performance Inquiry forms demonstrating the work completed by subconsultants who will be a part of your team. Please be sure that any references that are submitted clearly state that they are for the team led by your firm.
 - Request those references to fax that form DIRECTLY back to Pima County Procurement Department, Design and Construction Division at 520-724-4434 by the due date for the Solicitation, **January 14, 2014, 2:00 PM.**
 - References should be familiar with Respondent's work on these projects and be knowledgeable regarding Respondent's performance. It is Respondent's responsibility to follow-up with references

to ensure they submit the Consultant Performance Inquiry form by the deadline. Late submittals will not be considered. References may be contacted for additional information.

D. PROJECT UNDERSTANDING AND APPROACH (40 points)

1. Discuss the major issues your team has identified on the project and how you intend to address those issues. (12 points)
2. Describe your team's project management approach and team organization for all phases of projects of this type. Describe internal and external systems used for planning, scheduling, budget, quality control and managing the project. (8 points)
3. Describe your approach to identifying and evaluating drainage and flooding problems using spatial data and regional hydrology models. (12 points)
4. Describe firm's approach to handling multiple stakeholders with possible conflicting priorities. (8 points)

E. AFFIRMATIVE ACTION STATEMENT (1 point)

Provide a statement explaining the firm's Affirmative Action Policy, or present a copy of current Affirmative Action Plan.

F. SBE UTILIZATION (9 points)

Percentage of SBE Utilization - Complete Project Team Member Utilization Form (Attachment 1)

Evaluation criteria points for certified Small Business Enterprises (SBE) shall be as set forth by County policy. The City of Tucson's SBE Business Directory is available at <http://www.pima.gov/procure/sbe/SBEdir.pdf> and contains the current listing of certified SBE firms that may potentially be used on this project. How the prime firm utilizes SBE firms from these lists and in what areas is completely at the prime firm's discretion. Any questions regarding the SBE Program or the Project Team Member Utilization form may be directed to the Pima County SBE Program Coordinator at (520) 724-8465.

G. PROFESSIONALISM OF WRITTEN STATEMENT (A MAXIMUM OF 10 POINTS MAY BE DEDUCTED)

All statements are expected to be prepared in a professional manner. This includes organization, formatting, readability, and accuracy of spelling and grammar. Evaluation points may be deducted for less than professional work.

INTERVIEWS (100 Points)

The District shall establish a short-list of three firms to advance to interviews. Interviews will be scored at 100 maximum points, plus any properly solicited small, local preference points. If short-listed, a detail of the interview format and scoring will be provided. The points and evaluation for Affirmative Action and SBE Utilization for the Interview phase will be arrived at by utilizing the same score attained in the written evaluation for those same criteria.

SELECTION

The total score for the written submissions and interviews, plus any properly solicited small, local preference points for each respective stage will be used as the evaluation/ranking score, with the highest ranked firm being recommended for award.

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