

REQUEST FOR QUALIFICATIONS ROOSEVELT IRRIGATION DISTRICT IRRIGATION ENGINEERING SERVICES FISCAL YEAR 2024/2025

The Roosevelt Irrigation District (RID) seeks qualified consultants to conduct a System Optimization Review (SOR) of its water conveyance system. This review aims to address efficiency losses due to various factors, including aging infrastructure, increased labor and repair costs, changing groundwater conditions, and unreliable system supplementation from external sources. The outcome of this project will support RID's groundwater conservation goals as outlined in ARS 45, which governs the Phoenix Active Management Area encompassing the RID.

SECTION I – PROJECT DESCRIPTION

At a minimum, the Engineering firm (Consultant) will be expected to successfully perform the following services, including but not limited to:

- Conducting a high-level review of current practices.
- Identifying bottlenecks and inefficiencies.
- Collecting data of current operations gains and losses.
- Proposing optimization strategies.
- Identifying potential projects to improve efficiency or improve operations.

The Roosevelt Irrigation District (RID) seeks to undertake a comprehensive System Optimization Review (SOR) of its current water conveyance infrastructure. This review will encompass key components such as the Main Canal, Collection Canal 1 (CC1), Collection Canal 2 (CC2), and RID-owned and operated wells. Given budget constraints, RID plans to collaborate with a consulting firm (Consultant) to conduct the analysis in phases, prioritizing each phase based on a detailed needs assessment.

SECTION II – SCOPE OF WORK

The scope of work will generally consist of the design and relocation of irrigation conveyance facilities, as well as the facilities necessary to operate and maintain the existing irrigation system. The consultant is to provide the expertise and oversight needed to meet design requirements and ensure that the facilities are constructed according to the engineering design documents. The consultant shall be required to fulfill all necessary engineering obligations, including but not limited to:

1. Assessment of Existing Conditions:

- Conduct a comprehensive evaluation of the Main Canal, Collection Canal 1 (CC1), Collection Canal 2 (CC2), and RID-owned and operated wells.
- Identify and analyze issues related to aging infrastructure, increased labor and repair costs, groundwater condition changes, and system supplementation reliability.

2. **System Efficiency Analysis:**
 - Perform detailed analyses to determine efficiency losses within the existing system.
 - Assess manual control mechanisms for flow regulation through irrigation gates and check structures.
3. **Data Collection and Review:**
 - Collect and review data related to current water demands, system performance, and maintenance records.
 - Examine the integration and operation of the 102 permitted wells and their impact on system efficiency.
4. **Phased Approach and Prioritization:**
 - Develop a phased approach for the review and optimization process, prioritizing phases based on identified needs and budget constraints.
 - Provide recommendations for short-term and long-term improvements.
5. **Groundwater Conservation Goals:**
 - Ensure that the review and recommendations align with the groundwater conservation goals established under ARS 45 for the Phoenix Active Management Area.
6. **Reporting:**
 - Deliver a comprehensive report outlining the findings, recommendations, and a detailed plan for implementing proposed improvements.
7. **Collaboration and Communication:**
 - Work closely with RID staff and stakeholders throughout the project.
 - Present interim findings and final recommendations to RID and other relevant parties.

Deliverables:

- Detailed assessment report of existing conditions.
- System efficiency analysis report.
- Phased approach plan with prioritized recommendations.
- Final comprehensive report with implementation strategy.

SECTION III -PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held on MONDAY, OCTOBER 14, 2024, at 9:00 a.m. MST via video conference. At this meeting, RID staff will discuss the scope of work, general contract issues and respond to questions from the attendees. As staff will not be available to respond to individual inquiries regarding the project scope outside of this pre-submittal conference, it is strongly recommended that interested firms send a representative to the pre-submittal conference.

SECTION IV – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

The Consultant will be selected through a two-step selection process. The first step is based on qualifications. SOQs will be evaluated based on the following criteria:

SECTION	MAX SCORE
Cover Letter	0
Project Experience and Qualifications of the Consultant	20
Experience of Key Personnel to be Assigned to this Project	50
Method of Approach to Performing the Required Services	30
Total Maximum Points	100

Cover Letter.

1. Provide a general description of the firm that is proposing to provide services. Explain the legal organization of the proposed consultant or team.
2. Provide the following information:
 - a. Your firm’s full company name, address, phone number, UEI, and email address for your

- firm's contact person for the project.
- b. Arizona business and/or professional licenses/registrations held by the consultant.
 - c. Identify any contract or subcontract held by the consultant or officers of the consultant, which have been terminated within the last five years. Identify any claims arising from a contract, which resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.
 - d. Name, title, email, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority.
 - e. Include the most current audited financial statement for your organization.

SECTION A. Project experience and qualifications of the consultant. (20 points)

Identify no more than six (6) relevant projects. Demonstrate the experience of your firm and/or proposed team on projects same/similar to that described in the solicitation for same/similar services. The projects submitted should also demonstrate that the consultant and/or the team have performed a same/similar type of services. Same and or similar type services are defined as the following:

1. Engineering services and/or analysis of irrigation facility projects.
2. All projects submitted must have been completed within the last seven years from the date this RFQ is issued.
3. For each project include the contract award amount and the final contract amount.

Include reference information for the primary point of contact on each project provided:

1. Name
2. Title
3. Phone Number
4. Email

SECTION B. Experience of key personnel to be assigned to this project. (50 points)

Provide short narrative regarding key personnel, their role on this project and an organizational chart (three (3) page maximum). Organizational chart should depict the project team organization and lines of authority. Clearly indicate superior/subordinate reporting relationships; provide names and titles of key personnel.

Resumes to be attached to the back of SOQ as an appendix. You must provide resume data for the following key personnel: Lead Project Manager and Civil Engineer. All positions noted must be licensed in the State of Arizona. You may also include resume for other personnel that you consider key. Each resume shall be limited to no more than one page per person and shall include the following information as a minimum:

- a) Name and Title
- b) Project assignment
- c) Name of firm with which associated
- d) Years' experience with this firm and with other firms
- e) Active professional registration, year first registered, if applicable
- f) Other experience and qualifications relevant to same/similar described in SECTION A or other relevant projects/work required under this contract
- g) Education: degree(s), year, specialization, if applicable

SECTION C. Method of approach. (30 points)

Limit to five-page maximum.

1. Describe your firm's overall commitment to responding to the RID's requests for services.
2. Describe your firm's method and approach to this project.
3. Describe your firm's conflict communication plan; what is your proposed escalation ladder?

SECTION V – SUBMITTAL REQUIREMENTS

Consultants interested in this project should submit a Statement of Qualifications, **which includes a one-page cover letter plus a maximum length of ten pages to address the SOQ criteria (excluding resumes, but including the organization chart)**. Resumes for each key team member shall be limited to one page and should be incorporated as an appendix at the end of the SOQ. (Note: The resume contains employee information, not additional company information.) Please provide **eight copies of the Statement of Qualifications by 12:00 p.m. MST on Friday, October 18, 2024.**

Within the one-page cover letter, include your firm's full company name, address, phone number and the email address for your firm's contact person for the project.

Adherence to the maximum page criterion is critical: each page side (maximum 8-1/2" x 11") with criteria information will be counted. Pages that have project photos, charts and/or graphs will be counted towards the required number of pages. Front and back covers, Table of Contents pages, and divider (tab) pages will not be counted unless they include qualifications information that could be considered by the selection panel. Resumes should provide information for key staff (no company profiles) and should not include project pictures or general firm information. Any additional company information or non-key staff information included in the resume section will be counted against the maximum page requirement. Do not submit additional information not listed herein. Font size may not be less than 10 point.

Please be advised that failure to comply with the following criteria **will be grounds for disqualification**, and will be strictly enforced:

- Receipt of submittal by the specified cut-off date and time.
- The number of copies of the submittal specified.
- Adherence to maximum page requirement.
- Deposit of submittal in correct location.
- Providing company profiles in the resume appendix.

Submittals must be sent as an **electronic document to tmartinez@rooseveltirrigation.org** at the Roosevelt Irrigation District. On the submittal package, please display: consultant name and project title.

Pre-submittal Conference
SOQ's Due
Notification of Short List

October 14, 2024 at 9:00 am MST
October 18, 2024 by 12:00 pm MST
November 4, 2024

All submittals should be addressed to:

RID Donovan Neese, Superintendent
Roosevelt Irrigation District
103 W Baseline Rd, Buckeye, AZ 85326

SECTION VI – SELECTION PROCESS AND SCHEDULE

The successful Consultant will be selected through a two-step process which is a qualifications-based selection that includes a cost value element. During the first step, interested firms will submit their Statement of Qualifications (SOQ).

The selection panel will evaluate the SOQs according to the criteria in Section IV above and may select up

to five of the most qualified firms to be on the short list to proceed as finalists to proceed to a future second step of the procurement which is the Request for Proposal (RFP) process.

The following tentative schedule has been prepared for this project. Firms interested in this project are required to be available for the Pre-Submittal conference as specified below:

- Pre-submittal conference October 14, 2024 @ 9:00 a.m. MST
- SOQs due October 18, 2024 by 12:00 pm MST

Firms on the final short list for this project will be notified directly by RID. Notification to all other firms on the status of a short list for this project will be emailed to the address in the SOQ.

The firms selected for this project will be notified directly by RID. Notification to all other firms on the status of a selection on this project will be mailed.

SECTION VII – GENERAL INFORMATION

Request for Qualifications. Requests for a copy of the RFQ will be made to Theresa Martinez by email at Tmartinez@rooseveltirriation.org. All firms requesting a copy of the Request for Qualifications will be provided electronic access.

Planholder Lists. All firms who request the Request for Qualifications packet for this project will be tracked on a list that will be available electronically.

Instructions. *Any changes to this Request for Qualifications (RFQ) will be in the form of a Notification Letter.* RID shall not be held responsible for any oral instructions. Notification Letters will be available within the project folder on the FTP Site.

It shall be the responsibility of the registered RFQ holder to determine, prior to the submittal of the Statement of Qualifications, if Notification Letters have been issued by RID. Registered RFQ holders may refer to the one drive link or email Tmartinez@rooseveltirriation.org to ascertain if Notifications Letters have been issued for this project.

District Rights. RID reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

Contact with District Employees or Consultants. All firms interested in this project (including the firm'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 evaluation panel. This policy is intended to create a level playing field for all potential firms. All contact on this selection process should be addressed to the authorized representative identified below.

Executive Order 2009-09. All firms contracting with RID regarding this Request for Qualifications must comply with Executive Order 2009-09, "Non-Discrimination in Employment by Government Contractors and Subcontractors, Superseding Executive Order 99-4 and Amending Executive Order 75-5".