

**REQUEST FOR QUALIFICATIONS
ROOSEVELT IRRIGATION DISTRICT
IRRIGATION FACILITIES CONSTRUCTION**

FISCAL YEAR 2026/2027 JOB ORDER CONTRACT - 2-STEP

The Roosevelt Irrigation District (RID) is seeking qualified Job Order Contractors to do business with the RID on an “on-call” basis. This Job Order Contract (JOC) is to provide labor and equipment to perform construct and equip irrigation facilities on an “as needed” basis. Contractor shall provide all necessary labor, parts, equipment and materials to perform the work.

Detailed plans and/or specifications of each project may be furnished and reviewed with the qualified Contractors prior to the beginning of each JOC project.

SECTION I – PROJECT DESCRIPTION

At a minimum, the Contractor(s) will be expected to successfully perform the following construction services, including but not limited to:

- Constructing Irrigation Canals and Ditches
- Installing Pipelines
- Constructing Control and Diversion Structures
- Constructing Canal Maintenance Road and Appurtenances
- Installing Electrical and Control Equipment to follow applicable Building Codes
- All other work as it relates to this JOC, and work incidental to said work
- Special Inspections
- Condition Assessment and Rehabilitation

This JOC will be for a 12-month duration or \$5,000,000 per contract, whichever occurs first. The JOC will include an option to renew, based on: the Contractor’s satisfactory performance, the RID’s need for additional services, and funding availability. The option to renew will be for an additional 12-month term or the balance of the maximum contract amount of \$5,000,000 including all JOC amendments. RID intends that each job order/project performed under this JOC will not exceed \$3,000,000 in construction costs, but in no event will any job order exceed \$3,000,000 subsequent to Board approval of the change in limits. The selection committee will select at least five, but no more than ten Contractors who be on the final short list for this type of contract.

The request for qualifications is for multiple contracts for similar job-order-contracting construction services to be awarded to separate persons or firms. Multiple contracts for similar job-order-contracting construction services may or will be awarded. Three contracts may/or will be awarded. Each of the multiple contracts will be awarded to a separate person or firm.

During the term of the JOC, work is performed as a series of individual job orders. Each job order, initiated by the Owner, is defined cooperatively by the Owner and Contractor. A scope and schedule are agreed upon, and the Contractor is directed to proceed with the work. Job Order Contracting may include pre-construction services, construction work, project management and contract administration as comprised within Job Order Contractor’s construction management plan.

SECTION II – SCOPE OF WORK

The scope of work will generally consist of constructing and equipping irrigation conveyance facilities and the facilities necessary to operate and maintain the irrigation system. Contractor is to provide labor and equipment to perform construction and installation of the facilities on an “as needed” basis. Contractor shall provide all necessary labor, parts, equipment and materials to perform the work as follows but not limited

to:

- General site construction –clearing, grubbing, grading, trenching, compaction, backfilling, and fencing
- Excavating, grading constructing and installing concrete lined canals, earthen ditches and irrigation pipe
- Constructing and installing concrete structures – manholes, headwalls and control structures
- Constructing and surfacing roads, streets and operation and maintenance access roads
- Drilling, casing and developing wells
- Supplying and installing electrical/mechanical equipment
- Utility relocation
- Traffic control
- Construction survey and as-built survey
- Must have the ability to legally work around hazardous materials
- Assisting and Training RID staff in construction best practices and safety practices

Detailed plans and specifications of each project may be furnished and reviewed with the Contractor prior to the beginning of each project.

In accordance with ARS 32-1151, and unless otherwise exempted by ARS 32-1121, bidders should have the correct class of license as required by the Registrar of Contractors for the work specified, prior to the submittal.

In order to be considered for this project, the Contractor must hold the proper license, as determined by the Arizona Registrar of Contractors, and must have a demonstrated ability to perform the described work. The Contractor is also responsible for:

- All other work as it relates to this JOC, and
- All work incidental to this JOC.

At the beginning of each project or job order, a scope conference may be scheduled to define construction services required of the Contractor.

The RID will provide construction administration, inspection, and acceptance material testing for the job order projects.

Assumptions about job order projects:

- All sites will be in the State of Arizona.
- Contractor will furnish all necessary tools and equipment required for the performance of the work in accordance with the site models listed within the scope of work.
- An RID JOC Contractor's Operations Manual will be provided to the short-listed Contractors for future job orders.

SECTION III – PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held on TUESDAY, MAY 26, 2026, at 11:00 a.m. MST via video conference. Please use the following link to attend the video conference – [CONFERENCE LINK](#). At this meeting, staff and consultants will discuss the scope of work, general contract issues and respond to questions from the attendees. As staff and consultants 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 Job Order Contractor 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:

A. General information. (15 points)

- 1) Provide a general description of the firm that is proposing to provide the requested services under this job order contract. Explain the legal organization of the proposed firm or team.
- 2) Provide the following information:
 - a) List the Arizona contractor licenses held by the firm and the key personnel who will be assigned to this project. Provide the Contractor license number. Reference the appropriate licenses held, if needed. To be considered for this project, the Contractor must hold the correct license as deemed appropriate by the Arizona Registrar of Contractors prior to submitting an SOQ for this project in accordance with ARS 32-1151.
 - b) Identify any contract or subcontract held by the firm or officers of the firm, which has 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.
 - c) Provide an organization chart showing the qualifying Contractor, and the Contractor's key personnel down to the superintendent level. If a specific subcontractor will be utilized for all work of a certain type include information on this subcontractor. (The organizational chart is included in the page limitation.)

B. Experience and qualifications of the firm. (20 points)

- 1) Identify at least three comparable projects in which the firm played a major role. The projects listed should show the breadth of the firm's experience and demonstrated capabilities and show the experience in managing multiple trade subcontractors, vendors, and suppliers. For each comparable project identified, provide:
 - a) Description of project
 - b) Role of the firm either as prime or subcontractor
 - c) Project's construction cost
 - d) Construction dates (identify if this included phased construction)
 - e) Project Owner
 - f) Reference information (two current names with telephone numbers per project)

C. Direct RID Experience. (10 points)

- 1) List all RID projects by name only where the firm provided general construction services in the last five years either completed or ongoing.

D. Experience of key personnel to be assigned. (25 points)

- 1) For each key person identified, list their length of time with the 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 firm, provide just the project name and the role of the key person. For other projects provide the following:
 - a) Description of project
 - b) Role of the person
 - c) Project's construction cost
 - d) Construction dates
 - e) Project Owner
 - f) Reference information (two current names with telephone numbers per project)

- 2) List any proposed subcontractors, including key staff names and the experience and qualifications of these individuals.

E. Approach to performing the required services. (25 points)

- 1) Describe the firm's project management approach including its perspective and experience on partnering, quality control, project scheduling, claims, dispute resolution, changes in the scope of work, and construction safety.
- 2) Describe systems used for planning; project engineering; and scheduling, estimating, and managing construction.
- 3) Provide a proposed subcontractor selection plan. The selection plan must select subcontractors based on qualifications alone or on a combination of qualifications and price and shall not select subcontractors based on price alone. Describe how you intend to implement this subcontractor selection plan. Discuss the benefit that your subcontractor selection plan provides to the project.

F. Principal office location and local participation. (5 points)

The RID desires strong local knowledge for this project. Describe your firm's approach to maximize utilization of local resources, to include as a minimum, local suppliers, equipment providers, subcontractors, and laborers. Identify the location of the firm's principal office and the home office location of key staff on this project. Identify local (i.e. presently living in or relocating to the Valley) vs. non-local staffing of your team, and the percent of their work expected to be done locally.

hSECTION V – SUBMITTAL REQUIREMENTS

Firms 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 two pages 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 **fiveh copies of the Statement of Qualifications by 12:00 p.m. MST on Friday, June 5, 2026**.

Within the one-page cover letter, include your firm's full company name, address, phone number and the email address for your firms 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.
- UEI registration

Inclusion of bond statement in a separate envelope. **In a sealed envelope to be included in your submittal**, provide a statement from a Surety Company (A-or better for the prior four quarters) stating the company's bonding capacity. **This information will be confidential and will not be made part of the public record. This statement will not be counted towards the maximum number of pages.**

Submittals must be in a **sealed package and placed in the depository located in the Main Lobby of Stantec Consulting Service Inc.'s office at 3133 W Frye Rd, Suite 300, Chandler AZ 85226**. On the submittal package, please display: firm name and project title.

All submittals should be addressed to:

RID c/o Cameron Smith, PE
Stantec Consulting Service Inc. - Front Desk
3133 W Frye Rd, Suite 300, Chandler, AZ 85226

SECTION VI – SELECTION PROCESS AND SCHEDULE

The successful JOC(s) 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 May 26, 2026 @ 11:00 a.m. MST
- SOQs due June 5, 2026 by 12:00 pm MST
- Notification of Short List on June 16, 2026

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 Cameron Smith by email at cameron.smith@stantec.com. 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 are 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 Cameron.Smith@Stantec.com 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 Orders 75-5 and 99-4. All firms contracting with RID regarding this Request for Qualifications must comply with Executive Orders 75-5 and 99-4, "Non-Discrimination in Employment by Government Contractors and Subcontractors".