



**Pre-qualification Conference Notes for
RFQ 21A-0203, Architect Services**

Wednesday, January 20, 2021, 10:30 a.m. local Arizona time
Meeting held using Elevate Telephone Conferencing

Nancy Colbaugh, CPPB called the meeting to order at 10:35 a.m.

Nancy Colbaugh, CPPB, introduced herself as the author of RFQ 21A-0203 and facilitated the meeting. Esther Hopkins, from Mohave, took the meeting notes. The meeting notes will be posted on Mohave's website within 24 hours after the meeting. The questions asked today will determine if an amendment will be issued for clarifications, corrections and/or additions. The final decision to issue an amendment rests with Mohave. If an amendment is issued, it will be emailed to the email address provided on the vendor's Prospective Bidders registration. **Note: An amendment will not be issued.**

There were 40 interested parties who called in. (See attached reservation sheet.)

Reminders:

- **Mohave is requesting that responses be sent using USPS as your delivery service (see Page 1 of the RFQ).** Mohave cannot guarantee that staff will be at the Kingman office to accept any other delivery services. USPS will not guarantee overnight delivery to Kingman, as Kingman is a rural area. Be sure to mail, or deliver, the RFQs before the due date and time of February 4, 2021 at 3:00 p.m. local Arizona time. Tracking information may be sent to contracts@mesc.org. If you wish to hand deliver your response, the delivery shall be coordinated with Nancy Colbaugh using the contact information listed in the RFP on Page 1.
- Any interested parties are welcome to the RFQ's opening. Interested parties will be asked to wear masks at the opening. The solicitation's sign-in and opening documents will be posted on our website within 24 hours of the due date.
- Thursday, January 28, 2021 is the last day for questions. Written emails are preferred.
- **Statements made during this pre-qualification conference are not amendments to the solicitation.**

Nancy Colbaugh, CPPB provided an overview of the procedure for the conference and solicitation reminders.

- Mohave is requesting that all participants mute phones, while on the call.
- **Roll Call**
- Nancy Colbaugh, CPPB, will provide an overview and explanation of several points in the solicitation and discuss previously submitted questions and answers.
- Mohave is formally soliciting sources for architect services, as specified within this Request for Qualifications. Services are anticipated for projects of various types and sizes, including new facility construction, additions, renovations, repairs and emergency response to health and safety issues.

Exact project details are not available. Information on the project site, scope of work, schedule, project design and construction budget, or life cycle budget information shall be provided by members prior to usage of awarded contracts.

- **Stand-alone engineering services are not requested in this solicitation.**
- These services are requested for Mohave's statewide membership of approximately 470 public agencies. However, other members may be added during the term of an awarded contract(s). A current list of all members can be found on Mohave's website at www.mesc.org. Thirty-nine school districts, two cities, one county, one tribal government, and one fire district used the architect contracts over the last five years.
- Page 52-53, General Term and Condition 11.3, Evaluation and Award states: The selection committee shall open and separately evaluate the statement of qualifications and score the responses using the scoring method in this Request for Qualifications. The selection criteria is listed on Page 8 of this RFQ. No other factors or criteria shall be used in evaluation and scoring. **Fees, price, man-hours or any other cost information shall not be requested or considered at any point in the qualifications selection process. The selection committee will review the statement of qualifications and develop a final list with the minimum of three (3) and not more than five (5) offerors for each region listed on page 22 of this RFQ. Interviews will not be conducted.**

Mohave reserves the right to use a ranking system (the Heisman scoring method) for determining the final ranking of statement of qualifications. Each evaluator shall calculate their total assigned points for each statement of qualifications, applying a ranking of 1 to their highest score, a 2 to their next highest score, and so forth for all statement of qualifications. Each statement of qualifications shall have a final calculated rank determined by averaging each applied individual evaluator rank. Any final calculated rank ties shall be broken by using the grand total points (total of all evaluator assigned point totals for each statement of qualifications) for each of the tied statement of qualifications.

- Financial information (Page 39) submitted with your statement of qualifications will be kept confidential. Your entire Statement of Qualifications and any publicly known information shall not be considered as confidential/proprietary information.
- One original and one additional completed copies of your Statement of Qualifications shall be submitted in separate three-ring loose-leaf binders in the format detailed on Pages 4-6. In addition, two CDs, USBs or similar electronic media devices containing electronic copies of your submitted documents is also required.
- Review the document in its entirety to make sure your firm fully understands the services that Mohave is requesting. Please do not assume a particular form, section, or requirement does not, or should not, apply to you. Contact Mohave at contracts@mesc.org with questions.
- Mohave does not have a list of school bonds approvals.
- Plan rooms are not authorized by Mohave to post our solicitations. Please note that plan rooms and other notification agencies receive solicitation information from requests for public information made to Mohave. These entities do not have timely information and should not be relied upon for solicitation information or updates.
- If your firm has received notification of this solicitation by means other than the original email notification, your firm will need to sign up on Mohave's Prospective Bidders Sign-up. This is the only way to ensure your firm will receive amendments that may be issued. Your firm must contact Mohave directly requesting a copy of the solicitation if your firm registered after the original email notification was sent on January 5, 2021. If you have not registered at <http://service.mesc.org/bidders/start.php>, please so do.
- In accordance with Arizona Revised Statute 41-2581 (A) and School Procurement Rules R7-2-1122 (A): "A purchasing agency (or school district) may procure under this section a single contract or multiple contracts for professional services if the contract is for professional services by an architect or architect firm and the contract amount is two hundred fifty thousand dollars or less..." To clarify this section of the Statutes and Rules, public agencies/school districts do not have to do the formal process of an RFQ if the architect services are under \$250,000. However, they do have to follow some of the same processes for selection. That is why members like using Mohave's contracts as there is not a limit of the \$250,000.
- **Remember: Mohave is requesting that responses be sent using USPS as your delivery service (see Page 1 of the RFQ).**

Previously Submitted Questions and Answers:

- **Question:** On specifications 1.1.09 – could you clarify expectation please?
Specification 1.1.09 Contract vendor may not have all staff required to complete the requested services for members. Subcontractors are allowable under this contract; however, they must be bound by the terms, conditions and specifications of this RFQ and have the member's approval
- **Mohave Answer:** Your firm may not have on staff a land surveyor, or a landscape architect. If awarded you may use subcontractors (e.g., land surveyor, landscape architect) to complete a Mohave project. The subcontractors would be bound by the RFQ's terms, conditions and specifications and the member must approve the subcontractors used for the project.
- **Question:** On all specifications 1.2 items seem to be all conditional, is that the intent?
- **Mohave Answer:** It could be read that this section is conditional; however, these are requested services under RFQ 21A-0204. Some of the specifications within this section are "if requested by the member" or "when applicable"; however, other specifications are required services. It depends on each project and the member's requirements and needs.
- **Question:** Can you please clarify what license # you are looking for on the Tab 1I Proposed Subcontractor Form – Arizona Board of Technical Registration license #, or other?
- **Mohave Answer:** Mohave is requesting Arizona Board of Technical Registration license numbers, if applicable and any other license numbers for subcontractors, if applicable.

Questions and Answers:

- **Question:** Please repeat the location to go to sign up for the Prospective Bidder List.
- **Mohave Answer:** <http://service.mesc.org/bidders/start.php>
- **Question:** If a company responds to multiple regions, are they automatically awarded all if awarded or could they be awarded some regions and not others?
- **Mohave Answer:** Companies can respond to as many regions as applicable to their offering. Each region will be ranked separately and an award in one region is not a guarantee of an award in another.
- **Question:** Are letters of recommendation submitted to Mohave?
- **Mohave Answer:** Letters of recommendation should be included with the statement of qualification.
- **Question:** May past projects and publications be submitted if from a previous firm.
- **Mohave Answer:** Yes, past projects may be submitted if connected to a resume's project list. Yes, publications from a previous firm may be submitted.

There were no other questions and the meeting was concluded at 11:09 a.m.

Attachment: Attendee List

01/20/2021: EH/NLC

RFQ 21A-0204 Attendee list:

Join by phone: +15717484021

PIN: 567 7060#

Nancy Colbaugh Mohave Educational Services Cooperative, Inc.
Esther Hopkins Mohave Educational Services Cooperative, Inc.

Alisa Petterson Adaptive Architects
Jessica Bateman ADM Group, Inc.
Sheila Smith Arrington Watkins Architects, LLC
Frank Slingerland BWS Architects
Amanda Jackson BWS Architects
Terral Routh Corgan
Jared Bliss Corgan
Sue Sylvester Corgan
Craig Randozk Corgan
Lauren Breckenridge Breckenridge Group Architects/Planners
Michael Root Dekker/Perich/Sabatini
Lori Black Emc2 Group Architects Planners, PC
Dave Gornik Emc2 Group Architects Planners, PC
Juliana Norvell DLR Group
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Mitch Walzer Johnson Walzer Assoc
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Brandon Hart Modular Solutions
Mitzi Garcia Modular Solutions
Lorenzo Chavez Modular Solutions
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Julie Leid Peak Engineering, Inc.
Michael Crow Red Tree Consulting
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