



REQUEST FOR QUALIFICATIONS (RFQ)

DESIGN SERVICES
PIMA ROAD IMPROVEMENTS
STAGECOACH PASS ROAD TO CAVE CREEK ROAD



REQUEST FOR QUALIFICATIONS

Description of location

The Town of Carefree is situated in the far northeast quadrant of the Phoenix metropolitan area. The community is nestled in between Black Mountain to the southwest and Continental Mountain to the north. These mountains present a spectacular backdrop to the Town's central business district – the Town Center. This intimate, pedestrian-friendly area contains a rich assortment of galleries, boutiques, and restaurants. At the core of this business district is a 4-acre botanical garden which contains a rich assortment of unique specimen plants and cacti. These gardens host a diverse variety of community activities ranging from nationally renowned art shows and an assortment of complementing seasonal events.

FIGURE 1: LOCATION MAP



PO BOX 740
CAREFREE, ARIZONA 85377

Scope of work

The Town of Carefree requires a scope of work and cost proposal for the final design of Pima Road between Stagecoach Pass and Cave Creek Road in Carefree, Arizona.

Pre-design services include the development of an initial and final project assessment (PA) including cost proposals for the widening of Pima Road. The work includes development of two alternatives compared to a no-build scenario with estimated construction costs. The PA will be prepared in accordance with ADOT's Policy and Implementation Memorandum 88-2,

Additional work will be completed to evaluate and provide recommendations for the improvements for the Pima Road/Stagecoach Pass and Pima Road/Cave Creek Road intersections. The intersection analysis will be completed as standalone documents to evaluate safety and operational improvements for the intersections and include two alternatives for each intersection compared to a no-build scenario with estimated construction costs. These two documents will be included as appendices in the overall project assessment document.

Final design includes the development of final construction plans, specifications, and cost estimate for the Town of Carefree to bid advertise for construction of the PA's recommended alternative. The plans, specifications and cost estimate will be sealed by a professional engineer in the State of Arizona.

Evaluation Criteria

Each RFQ will be rated based upon the criteria listed within this section. After all submittals are rated, a selection committee may request interviews to clarify and refine the evaluations.

Agency/individuals interested in providing engineering services must submit a Request for Qualifications (RFQ) that addresses the following issues:

1. Experience and Qualification of Agency. (30 Points)

- a. Provide a general description of your agency and/or the team proposing to provide specified services. Provide an organizational chart showing key personnel working on the project.
- b. Provide the following information:
 1. Provide a list of any professional affiliations, licenses and maximum insurance and bonds held by your agency and/or individuals.
 2. Identify any contracts or subcontracts held by the agency or officers of the agency that were terminated within the last 3 years. Describe any claims arising from a contract that resulted in litigation or arbitration within the last 3 years. Briefly explain the circumstances and outcome.
- c. Identify comparable locations/projects in which your agency provided similar engineering services.

For each location, please provide the following:

Description of services

References (names with telephone numbers)

2. Experience of key personnel assigned to this proposed contract for services. (25 Points)

Identify all key personnel for the proposed team. For each person identified, list their length of time with the company and primary role.

3. Your understanding of desired level of services and approach to perform the level of services. (30 Points)

- a. Outline your understanding of the level of services and any opportunities or issues.
- b. Describe your company's approach to the Town's requested scope of work and estimated amount of time to accomplish tasks.
- c. Outline hourly rates for personnel and anticipated costs/budget for various services. This budget figure should include tasks listed, scope of work and overall estimated cost to deliver the final product.

4. Office location. (10 Points)

Describe your agency's approach to maximizing the utilization of local resources, including any subcontractors. Identify the location of your agency's principal office and the home office location of key staff providing these services.

5. Overall evaluation of your company and its perceived ability to provide the required services. (5 Points)

This will be determined by the selection panel. No submittal response is required.

SUBMITTAL REQUIREMENTS

Companies interested in the Town's engineering services contract shall submit a Request for Qualifications ("RFQ") that includes a one-page cover letter as well as no more than eight (8) pages addressing the RFQ requirements (excluding resumes). Resumes for key team members must be limited to two pages each, incorporated as an appendix at the end of the RFQ.

Text size shall be no smaller than 11 points. Page size must be 8.5" x 11" (in portrait orientation). Applicant shall provide five (5) copies of the RFQ and the cover letter.

Please be advised that failure to comply with the following criteria will be grounds for disqualification:

- Receipt of the submittal after specified cut-off date and time.
- Non-adherence to requirements regarding the maximum number of pages, the size of the pages and the size of the text.
- Receipt of the incorrect number of copies in the submittal package.

SELECTION PROCESS AND SCHEDULE

The selection panel will evaluate each RFQ according to the criteria set forth in this RFQ. The Town may perform a due diligence process for the companies receiving the highest evaluation on their RFQs. Finalists may be invited to participate in an interview process with the selection panel. The Town reserves the right to select a company based upon the RFQ submittals only and not proceed to the interviews.

The selection panel will outline their recommendation to the Town Council upon the conclusion of the RFQ evaluation process. At which time, the Town Council will consider entering into a contractual agreement with the successful agency to perform engineering services for the Town. The Town reserves the right to cancel the contract if agreed upon terms within the contract are not met.

The entire RFQ must be submitted no later than Friday, August 25, 2023, at 2 p.m. The RFQ may be hand delivered to the Town Hall – Administrative Offices located at 8 Sundial Circle or may be mailed to Attn. Mark Milstone, P. E. Town Engineer, PO Box 740, Carefree, Arizona 85377 (those mailed and received after Friday, August 25, 2023 will be disqualified).

If required, it is anticipated that interviews with the short-listed agencies will be held on September 15, 2023.

To avoid disclosure of contents that may be prejudicial to the competing agencies during the selection process, all information received by the Town in response to the RFQs or contained in the proposals will be confidential. The proposals will be open to public inspection after the contract is awarded by the Town Council.

GENERAL INFORMATION

Instructions: The Town of Carefree will not be held responsible for any oral instructions.

Town Rights: The Town of Carefree reserves the right to reject any or all Request for Qualifications (RFQ), to waive any informality or irregularity in any RFQ received, and to be the sole judge of the merits of each respective RFQ received.

Release of Proposals: The Town will provide the release of all public information concerning the proposal, including the selection announcements and subsequent agreements upon the award of contract by Town Council.

Questions: Question related to the selection process should be directed to:

Mark Milstone, P.E.

Town Engineer

Town of Carefree

8 Sundial Circle

PO Box 740

Carefree, Arizona 85377

Phone: 480-640-6221

Fax: 480-488-3845

Email: Mark@carefree.org

DESCRIPTION OF PROJECT

Pima Road: Stagecoach Pass to Cave Creek Road MAG RTP Code: ACI-PMA-10-03-E

Funded for Construction in FY2025 & FY2026: \$1.387M/\$3.864M

Showing deficit of \$307k

Total: \$5.558 (estimated cost contribution from MAG ALCP)

Length of Project: 1,650 ft

Posted Speed Limit: 35 mph

Horizontal Geometry: Curves at 3 degrees or less – southern half of project; Tangent roadway for northern half

Vertical Geometry: Relatively level terrain. Rises in elevation from south to north.

Existing Conditions: Pima Road's existing typical section is two-lane roadway with 6-ft shoulders and 2-ft concrete ribbon curb. No sidewalks or defined unpaved paths are identified; however, it appears to have 4-ft (minimum) graded shoulders beyond ribbon curb. Curb and gutter has been installed adjacent to the northbound exclusive right turn lane approaching the Cave Creek Road intersection.

Cave Creek Road is a four-lane arterial with a raised median with little to no paved shoulders. Stagecoach Pass is a two-lane roadway with no paved shoulders and is classified as a minor collector for the City of Scottsdale.

Pima Road has dedicated left turn lanes at the with Stagecoach Pass. Pima Road traffic does not stop, only the cross traffic on Stagecoach Pass is stop-controlled. The Cave Creek Road intersection is an all-way stop controlled intersection. Pima Road has a combined left/through and an exclusive right turn lanes to access Cave Creek Road.

EB Cave Creek Road has a slip-right turn for SB Pima Road with painted island. There are no auxiliary lanes for WB Cave Creek Road at the intersection.

Proposed Typical Section: Without any traffic data to support selection, the City of Scottsdale is constructing the minor arterial (scenic corridor) section on Pima Road from Happy Valley to Stagecoach Pass. Maintaining this typical section through the project limits will need to be determined in the preliminary assessment for the project.

Proposed Intersection Type: Projects under development within the City of Scottsdale are required to evaluate the feasibility of roundabouts first as an intersection type for stop controlled and signalized intersections when the volume of traffic on the major street is less than 10 times the volume of the minor street (Scottsdale DSPM, p. 312, 313). For Scottsdale, Stagecoach Pass is classified as a minor collector street to Pima's minor arterial; therefore, a roundabout should be considered first as the intersection type. Scottsdale has determined the need for a roundabout at the intersection of Pima Road and Stagecoach Pass Road. Fund sharing would be required due to the limits and extents of the ROW. The consultant picked for this work will need to coordinate funding and design with the City of Scottsdale.

There is no data on Cave Creek Road/Pima Road intersection. If Carefree elects to follow Scottsdale guidelines, a roundabout should be considered a viable intersection type. Additionally, FHWA guidelines identify that roundabouts function better in a series for increasing capacity and safety of a roadway. The benefits of utilizing roundabouts deteriorate when adjacent intersections are controlled by signals or four-way stop.

Right-of-Way: This information is a summary of data obtained from the Maricopa County Assessor's website. Pima Road has existing right-of-way width of 155-ft for the first 600-feet north of Stagecoach Pass intersection

then it reduces to 100- ft for the next 240-feet of Pima Road. Approximately, 840-ft north of the Stagecoach Pass intersection, existing Pima

Road resides on a private parcel (Heritage Healthcare, LLC; Parcel No. 216-26-179B). The remaining length of Pima Road is within a 100-ft right-of-way until it intersects with Cave Creek Road right-of-way. The right-of-way is independent from the roadway centerline and meanders throughout the designated width of right-of-way. North of Cave Creek Road, Pima Road's right-of-way is 110-feet and the existing roadway centerline is offset to the west within those limits.

The existing width of Cave Creek Road right-of-way is approximately 130-feet and appears to be centered on the roadway centerline. Stagecoach Pass right-of-way is approximately 85-feet wide, west of Pima Road, and 40-feet east of Pima Road. Stagecoach Pass right-of-way is symmetrical to the roadway centerline. Any improvements within the Stagecoach Pass/Pima Road intersection will require coordination with the City of Scottsdale. If right-of-way is needed for the intersection improvements, a Joint Project Agreement (JPA) or Intergovernmental Project Agreement (IGA) will need to be developed by both Carefree and Scottsdale.

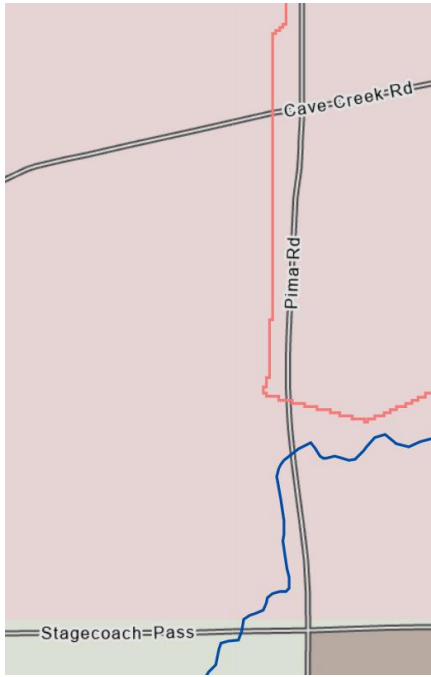
Carefree Town Limits are the north right-of-way of Stagecoach Pass. As part of this project, right-of-way will need to be acquired to meet the needs of the typical section as well as from the private parcel to complete a continuous right-of-way corridor for the roadway. New right-of-way will be determined in the preliminary study as well as the accuracy of the preliminary information found on the Maricopa County Assessor's website. Any acquisition of right-of-way will need to be completed prior to construction as part of the ALCP with the lead agency.

Driveway Access: The east side of roadway has 3 unpaved driveways to private residences within the southern half of the project limits. These driveways are the only access points to these residents. They will require reconstruction for this project.

The northern half of project has two commercial driveways, along the west side of Pima Road. These driveways access a retirement/assisted living community called The Heritage, and a business complex, Pima Norte. These two driveways are the main ingress/egress to The Heritage, while Pima Norte has an alternate driveway on Cave Creek Road. These two parcels have cross access near the second (northern) driveway. It is unknown if the cross-access can be used as an alternate access point during construction for The Heritage. This will need to be determined to identify impacts and closure opportunities during construction.

Evaluation of driveway proximity to the intersections and other driveways will be required as part of the project's development. Additionally, with a raised median, discussion of access control and ingress/egress movements for each driveway will require evaluation.

Drainage: Based on preliminary data obtained from the Flood Control District of Maricopa County, the roadway is within two Area Master Drainage Plans (ADMS). Study information for these is shown below.



Project Name: Desert Mountain ADMS
Project Manager: Theresa Pinto
Contact: Hasan Mushtaq, Hasan.Mushtaq@maricopa.gov, (602) 506-2929
Consulting Firm: West Consultants, Inc

The purpose of the Desert Mountain ADMS is to identify existing flooding hazards and risks, such as the flood flows, water depths, velocities, road hazards, and potential flood risks to residents and their properties. The 15-square mile study area includes parts of two watersheds and is within the jurisdictions of City of Scottsdale, the Town of Carefree, and unincorporated Maricopa County. The hydrologic and hydraulic analysis uses the FLO-2D model for the entire study area. Both the 10-year and 100-Year, 6-hr storms were modeled and FLO-2D Pro exe 2/28/17 was used.

The hydrologic and hydraulic analysis uses the FLO-2D model for the entire study area. Both the 10-year and 100-Year, 6-hr storms were modeled and FLO-2D Pro exe 2/28/17 was used.

Project Name: Pinnacle Peak West
Project Manager: Theresa Pinto,
tmp@mail.maricopa.gov; (602) 506-8127
Consulting Firm: J.E. Fuller, Hydrology and Geomorphology, Inc.

The Pinnacle Peak West (PPW) Area Drainage Master Study (ADMS) identifies and evaluates flood hazards in the study area by implementing a work plan which includes data collection; review of previous planning and engineering studies; information gathering and sharing from/to project partners, stakeholders, and the public; hydrologic and hydraulic modeling; geomorphologic assessments; field surveys; landscape architecture; and environmental overview. The primary goal of the modeling component of the PPW ADMS is to update and characterize the flood hazard using current detailed topography, updated precipitation data, and two-dimensional modeling methodologies. Based on this updated understanding of the flooding hazard, this project may include formulation of flood hazard mitigation strategies to address the identified flooding hazards. The modeling results can also be used as input to the planning and design of drainage infrastructure and flood mitigation measures that are appropriate for the physical environment for both existing and future development. Hydrologic analyses were performed for the 10-, 25-, and 100-year events. The results of the 10- and 25-year analyses are to be used for risk assessment purposes.

There are only two clear, incised desert washes which cross this stretch of Pima Road from review of aerial photography. It appears that most stormwater sheet flows from northwest to southeast over the roadway. A third wash crossing is just south and east of the intersection with Stagecoach Pass and is conveyed under Stagecoach Pass and Pima Road through large pipes or single box culverts.

The majority of Pima Road sits at-grade or just slightly below surrounding terrain to allow drainage to sheet flow across roadway. There is one exception to this general trend on Pima Road's east side, extending south away from Cave Creek Road. This area is in a fill condition with a roadside swale with an approximate depth of 2- to 3-feet. Unfortunately, the roadside swale outlets onto Pima Road at the northern-most private driveway, approximately 750-feet south of the intersection and returns to a sheet flow condition on Pima Road itself.

Further investigation will need to be completed to develop overall strategy to address the overland flows between Stagecoach Pass and Cave Creek Road. Like the Pima Road projects to the south, channels running parallel to the east side of the road are designed to collect the overland flows, are conveyed beneath the roadway at key locations, and outlet at locations which fit the terrain of the surrounding land. These cross-drainage locations would likely be corrugated metal pipes or concrete box culverts, sizing will be dependent on the volume collected within the parallel channels.

Due to the proximity to the Stagecoach Pass/Pima Road intersection, the third existing wash with culverts will require modification/reconstruction if limits of the project extend into this intersection.

Roadway Slopes: As stated previously, the roadway sits at grade or just below grade of the adjacent terrain which has fairly flat cut and fill slopes adjacent to the road throughout the majority of the project. However, the section between the two commercial driveways on the west side has a steep fill slope protected by 200-ft of CORTEN (rusticated) guardrail on timber posts. It is believed the area behind the guardrail within the private parcel is used as a drainage retention area which outlets through a series of pipes beneath the southern driveway. The end treatments of the guardrail do not seem to meet current standards for crashworthiness. Further investigation on hazards within the roadway's clear zone will need to be undertaken. Evaluation of the existing

guardrail will also need to be completed to determine if modifications or replacement will be necessary with the project.

Pavement: The pavement structural section is unknown at this time; however, longitudinal and transverse cracking are seen at frequent intervals. Based on drainage concept development and conveyance of water in pipes under the roadway along with availability of right-of-way, it is more than likely Pima Road will require both horizontal and vertical geometric adjustments. This would result in reconstruction of the existing pavement. This is very similar to the other Pima Road projects that Scottsdale is currently undertaking. Further investigations will be required during the project assessment phase of the project to determine feasible alternatives for pavement treatments.

Utilities: The following utilities in the table below are identified as having facilities within the project limits based on a query from Arizona 811. Sizes of the facilities are not currently available, and locations are generalized. Utility designation is recommended for the project's preliminary assessment to establish potential conflicts, while locating activities (potholing) can be completed during design activities.

Utility Owner	Facility Type
Arizona Public Service (APS)	Electrical (Underground – Various Locations)
Black Mountain Sewer Corporation	Sewer (within Pima Road)
Carefree Water Company	Water (west side of Pima with hydrants)
City of Scottsdale	Fiberoptics, Communications, Sewer, Water
Cox Communications	CATV, Fiberoptics (west side of roadway)
Crown Castle Solutions	Fiberoptics, Communications (east side of road)
CenturyLink	Coaxial, Fiberoptics (both sides of road)
MCI (Verizon Business)	Fiberoptics (west side of road)
Southwest Gas (High Pressure Gas)	Gas (west side of road)

Environmental Considerations: There are environmental tasks that will be undertaken as part of the project. The following table provides a summary of tasks that will be completed in accordance with funding sources. If federal funding is utilized, requirements under the National Environmental Policy ACT (NEPA) will be required.

Environmental	NEPA Required	Environmental Considerations	Required	NEPA Required
Social and Economic Impacts	●	Section 4(f) & Section 6(f)		●
Title VI and Environmental	●	Water Resources	●	●
Prime and Unique Farmland	●	Air Quality		●
Biological Resources	●	Noise		●
Hazardous Resources	●	Visual Resources		●
Cultural Resources	●			

Project Costs: A total of \$5.558M has been included in the Maricopa Association of Governments Arterial Lifecycle Program (ALCP) for this project under FY2025 and FY2026. The Town of Carefree will be required to have a 30% local match to contribute to the project, or \$2.38M. Therefore, the total programmed cost for the project is currently \$7.94M. Based on similar projects on Pima Road, the order of magnitude cost of this project

will be around \$5.75M for design and construction. The cost of new right-of-way is undetermined at this time; an area of roughly 26,500 SF would need to be acquired for this project. Therefore, it is recommended that the project costs remain at the current total programmed amount at \$7.94M, which includes the Town's match of \$2.38M.

Project Description & Purpose:

The Consultant will supply to the Town of Carefree to generate a scope of work and cost proposal for the final design of Pima Road between Stagecoach Pass and Cave Creek Road in Carefree, Arizona.

Pre-design services include the development of an initial and final project assessment (PA) including cost proposals for the widening of Pima Road. The work includes development of two alternatives compared to a no-build scenario with estimated construction costs. The PA will be prepared in accordance with ADOT's Policy and Implementation Memorandum 88-2,

Additional work will be completed to evaluate and provide recommendations for the improvements for the Pima Road/Stagecoach Pass and Pima Road/Cave Creek Road intersections. The intersection analysis will be completed as standalone documents to evaluate safety and operational improvements for the intersections and include two alternatives for each intersection compared to a no-build scenario with estimated construction costs. These two documents will be included as appendices in the overall project assessment document.

Final design includes the development of final construction plans, specifications, and cost estimate for the Town of Carefree to bid and advertise for construction of the PA's recommended alternatives. The plans, specifications and cost estimate will be sealed by a professional engineer in the State of Arizona.

Length of Services:

The length of services begins with the Notice to Proceed (NTP) and includes all reviews by the team through final construction documents and written acceptance by the Town of Carefree. This task is estimated to be completed within 18 months from the NTP date and could be accelerated due to MAG funding requirements.

Project Schedule Updates: The Consultant will provide status updates for all activities in the schedule monthly. If changes to the schedule occur, the Consultants will submit proposed dates and reason for modifications to Mark Milstone, Town Engineer, for approval as soon as possible.

Project Deliverables: The following documents will be submitted for review and approval for construction by the Town of Carefree:

- Initial Project Assessment
- Final Project Assessment
- 60% Stage Submittal (including Engineer's estimate and special provisions)
- 100% Stage Submittal – Draft Final submittal of construction documents including
- Engineer's estimate and special provisions, and
- Sealed Construction Documents & Bid Schedule.

The following supporting documents to be included in the development of the PA:

- Traffic Analysis for existing and future traffic volumes for Pima Road and intersections
- Intersection Safety & Operational Analysis for Pima Road & Stagecoach Pass, and
- Intersection Safety & Operational Analysis for Pima Road & Cave Creek Road

The following supporting documents to be included in the development of final design include:

- Drainage Report including summary of area hydrology, existing drainage patterns, and evaluation of recommended improvements.

All submittals will be electronic in pdf format. Document sizes will be 8 1/2" x 11" for reports, special provisions, and construction plans will be 24" x 36".