



**CITY OF MESA, ARIZONA**  
**ENGINEERING DEPARTMENT**

**REQUEST FOR STATEMENT OF QUALIFICATIONS**

**Mesa City Center Design Concept**

**CITY OF MESA PROJECT No. CP0013**

August 30, 2013

# TABLE OF CONTENTS

REQUEST FOR STATEMENT OF QUALIFICATIONS	PAGE NO.
SECTION I – PROJECT DESCRIPTION .....	1
SECTION II – BACKGROUND .....	1
SECTION III – OVERVIEW OF PROJECT PHASES .....	2
SECTION IV – SCOPE OF WORK .....	2
Task 1 – Site Visit .....	2
Task 2 – Illustrative Design and 15 Percent Design Concept Report .....	3
Task 3 – Refine and Detail Design Concept (at City’s Option) .....	4
SECTION V – PRE-SUBMITTAL CONFERENCE .....	5
SECTION VI – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA .....	5
SECTION VII – SUBMITTAL REQUIREMENTS .....	6
SECTION VIII – SELECTION PROCESS AND SCHEDULE .....	7
SECTION IX – GENERAL INFORMATION .....	7

# REQUEST FOR STATEMENT OF QUALIFICATIONS

## Mesa City Center Design Concept

### CITY OF MESA PROJECT No. CP0212

The City of Mesa is seeking three qualified consultants to provide Professional Design Services.

All qualified firms that are interested in providing these services to the City of Mesa are invited to submit their Statement of Qualifications (SOQ). All SOQ's must comply with the requirements specified in this Request for Statement of Qualifications (RFQ).

#### **SECTION I – PROJECT DESCRIPTION**

In November 2012 the voters of the City of Mesa, Arizona approved a \$70 million park bond election, which included funding for preliminary design of the Mesa City Center. The first stage of this project is development of design concept reports, which will be used to evaluate development options, receive public feedback/comment, and estimate design and construction costs.

The Mesa City Center Design Concept will be the first step in the design and development of a distinctive place which will capture and enhance the urbanizing momentum of Mesa's downtown core. When developed, the Mesa City Center will be anchored by a signature public space that offers programmed and passive space that will encourage informal gatherings, as well as being able to serve as event space. The signature public space will be a key element in the activation of the downtown core and will be a catalyst for high intensity redevelopment surrounding Mesa City Center with a variety of uses that activate the public space. The Mesa City Center will be a benefit to the entire City and will improve the quality of life for Mesa residents, businesses and visitors.

To provide design options for consideration, the City will select three qualified design firms from the SOQs received by October 3, 2013. The selected firms will each prepare an illustrative design concept and a 15 percent Design Concept Report for the 18.3± acre study area (Exhibit A) that will function as the central element of an urbanizing downtown core and a catalyst for future redevelopment. Each firm will be given a \$25,000 budget to complete the illustrative design concept and 15 percent Design Concept Report. Following completion of the initial illustrative design concept and 15 percent Design Concept Report, it is anticipated that the top design concept will be considered for further detailing and refinement. At the City's option and as funds permit, the top design firm may be retained for completing further detailing and refinement.

#### **SECTION II – BACKGROUND**

The City of Mesa was founded in 1878 and incorporated July 15, 1883 as Mesa Town with an approximate population of 300 and an area of one square mile. The original one square mile Mesa Town site is currently home to four historic districts, five locally designated historic landmarks, and seven nationally registered historic landmarks. Today, the City's estimated population is 468,012 with an incorporated area of approximately 133 square miles. The City is the 38th largest city in the United States and the third largest city in the State of Arizona. Mesa is located 16 miles east of Phoenix. The City operates under a charter form of government with citizens electing an at-large Mayor and six district Councilmembers to set policy for the City.

Opening in 2008, the first 20 miles of a regional light rail line included a one mile section into Mesa. A three mile extension of the light rail line that includes four additional stations in Mesa, three of which will serve the downtown core, is currently under construction with an anticipated opening date of late 2015. An additional two mile extension is currently in the planning stages, with anticipated opening in 2017. Mesa's downtown core is home to Mesa's historic retail core, Mesa government offices, the largest comprehensive arts campus in the state (Mesa Arts Center), the Arizona Museum of Natural History, the Arizona Museum for Youth, several higher education institutions, and many other amenities (see Exhibit

B). In addition, the downtown core hosts 2nd Friday (monthly), MACFest (monthly/seasonal), Motorcycles on Main (monthly), spark! Mesa's Festival of Creativity (annual), dia de los muertos (annual), Mesa Rocks Block Party (annual), Nightmare on Main Street (annual), Great Arizona Bicycle Festival (annual), Mesa Arts Festival (annual), Arizona Celebration of Freedom (annual), and many other community events, such as farmer's markets and parades (for more information see <http://www.mesaartscenter.com/> and <http://www.downtownmesa.com/>).

The extension of light rail to the downtown core is also anticipated to be an additional catalyst for urbanization through new development and redevelopment of under-utilized properties. In preparation for, and in support of, the anticipated urbanization, the City of Mesa developed the Central Main Plan. Adopted in January 2012, the Central Main Plan provides the vision, goals, and policies that will guide future development in the downtown core (<http://www.mesaaz.gov/bettermesa/downtownfocus/pdf/CentralMainPlan.pdf>). Additionally in June 2012, the City of Mesa adopted a Form-Based Code for the downtown core that establishes the regulatory environment needed to implement the recommendations of the Central Main Plan (<http://www.mesaaz.gov/bettermesa/downtownfocus/pdf/AdoptedFBC.pdf>).

Development of the Mesa City Center, anchored by a signature public space, is also a key recommendation of the Central Main Plan that supports the creation of a vibrant, people-oriented downtown core. A signature downtown public space has also received grassroots support through the innovative iMesa community engagement tool and initiative (<http://www.mesaaz.gov/imesa/>).

### **SECTION III – OVERVIEW OF PROJECT PHASES**

The City of Mesa seeks three qualified design firms with extensive experience and knowledge of urban design and the design of signature public spaces. The following is a summary of the major design tasks. These will be reviewed with the selected consultant and defined to meet the needs of the project as part of the contract scoping.

Task 1 – Site Visit

Task 2 – Illustrative Design and 15 Percent Design Concept Report

Task 3 – Refine and Detail Design Concept (at City's Option)

Regardless of the level of service ultimately needed, a consultant with successful experience in these areas is very desirable.

The project schedule requires all illustrative design concepts and 15 percent design concept reports to be completed by **February 3, 2014**.

### **SECTION IV – SCOPE OF WORK**

The following is a brief summary of the three key project tasks:

#### **Task 1: Site Visit**

The Consultant shall conduct a site visit prior to development of conceptual designs. In addition to the contract, each firm will be reimbursed reasonable travel expenses to complete the required site visit to include, airfare for up to three staff, car rental, hotel accommodations for up to three days, and meals (see U.S. General Services Administration per diem rates for reference).

**Task 1.1 – Trip Coordination.** The dates for the site visit will be coordinated with the assigned City of Mesa project manager to ensure successful completion of Tasks 1.3 and 1.4 below.

**Task 1.2 – Context Analysis.** Develop an understanding of the physical context of the Mesa City Center project site as well as the larger downtown core. Collect, review, and analyze

necessary background information. The City will provide base mapping, including size and location of existing utilities at Geographic Information System scale.

**Task 1.3 – Staff/Stakeholder Meetings.** Gather input from key City staff/stakeholders to establish a framework for a successful design concept for Mesa City Center. The City's Project Manager will develop a list of stakeholders that should be engaged, examples of which are key members of City staff, appointed and elected officials, iMesa Steering Committee, Valley Metro, and downtown property and business owners

**Task 1.4 – ASU PUP598.** Engagement of students and instructors from the Arizona State University PUP598: Place Making in Mesa design project, and appropriate coordination with, and integration of the ASU PUP598 efforts.

**DELIVERABLES:**

- SUMMARY DOCUMENTATION
- ARCHITECTURAL DESIGN PART I

## **Task 2: Illustrative Design and 15 Percent Design Concept Report**

The Consultant will prepare an illustrative design concept and 15 percent design concept report for the future Mesa City Center (specific project site highlighted in Exhibit A), that takes into account the following design parameters:

- Creation of a signature public plaza/park designed as the centerpiece of Mesa City Center. The public plaza/park may include both active and passive space that can also function as a community event space. Events such as Mesa Arts Festival, Arizona Celebration of Freedom, and Great Arizona Bicycle Festival will utilize this space. The space should be designed to accommodate up to 25,000 attendees and must be flexible for open or controlled entry events. Consideration should be given to the design of adjacent streets for use as functional space during events. To accommodate use as community event space, innovative and attractive solutions to provide a performance stage and temporary vendor spaces should be explored.
- Identification of zones that would be appropriate for redevelopment with new building area in the future. While the scope of this project does not include the redevelopment of existing City owned buildings, the site does have the potential to evolve over time and should this occur, an understanding of the best location(s) for buildings in relation to the signature public plaza/park is necessary. It is anticipated that the Mesa City Center will be a catalyst for development on surrounding properties.
- Relationship and connections (physical and visual) to existing and future attractions and amenities in the vicinity (see Exhibit B). While the Mesa City Center project site has boundaries shown in Exhibit A, it must be designed as an integral element of the broader downtown core that has several attractions and amenities. Consideration needs to be given to how surrounding neighborhoods and the nearby retail core are connected to Mesa City Center to encourage activation by nearby residents, as well as visitors. Additionally, consideration should be given to how connections can be designed to encourage users of Mesa City Center to explore the broader downtown core.
- Provision of sufficient parking (minimum 500 spaces) through an appropriate combination of surface, structured, and/or underground parking on-site and/or within 600 feet. The City Municipal Building located at 55 N. Center Street generates a significant amount of customer traffic that needs to be provided convenient and accessible parking. The Mesa City Plaza building located at 20 E. Main Street also generates a low-to-moderate amount of customer traffic that also needs to be provided convenient and accessible parking.
- An overall pedestrian and vehicular access/circulation study. While a traffic study/trip generation study is beyond the scope of this design, a broad understanding of how pedestrians will access and circulate to/within Mesa City Center will occur and a broad understanding of vehicular access routes and vehicular ingress/egress (if appropriate) will occur.
- Recognition of and sensitivity to Arizona's unique desert climate in the design of Mesa City Center by creating an environment that encourages year-round activity.

- A strategy for developing Mesa City Center in phases. The phasing strategy should recognize existing City buildings as limiting elements, as previously described.
- Overall development costs should not exceed \$50 million (including public plaza/park, 500 parking spaces and street reconfiguration as needed, but excluding future buildings).
- Design concept needs to be consistent with the recommendations of the adopted Central Main Plan (<http://www.mesaaz.gov/bettermesa/downtownfocus/pdf/CentralMainPlan.pdf>) and the requirements of the Form-Based Zoning Code (<http://www.mesaaz.gov/bettermesa/downtownfocus/pdf/AdoptedFBC.pdf>).

- DELIVERABLES:**
- 15% DESIGN CONCEPT REPORT AND COST ESTIMATE (ELECTRONIC PORTABLE DOCUMENT FORMAT)
  - HIGH RESOLUTION ILLUSTRATIONS RELATED TO DESIGN CONCEPT (ELECTRONIC PORTABLE DOCUMENT FORMAT), INCLUDING ORIGINAL PROGRAM FILE USED TO GENERATE ILLUSTRATION (CADD, SKETCHUP, ILLUSTRATOR, ETC)
  - HIGH RESOLUTION ELECTRONIC VIDEO TOUR OF MESA CITY CENTER CONCEPT FOR USE IN PUBLIC OUTREACH (MP4 FORMAT PREFERRED)

### **Task 3: Refine and Detail Design Concept (City's Option)**

At the City's option and as additional Capital Improvement funds are available, a design consultant may be retained to further the refine and detail the submitted design concept towards the goal of funding final design and construction.

**Task 3.1 – Project Scoping.** The project scope of services will be defined in detail during contract negotiations to meet the needs of the City.

**Task 3.2 – Project Management.** The Consultant shall establish a project management system to provide adequate scope, schedule and budget control and be responsive to input from the City. Status and project meetings with all participating City staff will be conducted on a regular basis. The purpose of these meetings will be to report to the City on project status issues such as work in progress, work completed, and delivery schedule. The meetings will also be for discussion of various technical issues and strategies associated with all phases of the project. Meetings will be held with the City as needed to coordinate all components of this project. Meeting minutes documenting the decisions made and action items will be prepared by the Consultant and submitted to the attending parties.

**Task 3.2.1 – Project Meetings.** Consultant shall arrange for a kick-off meeting through the City Project Manager. This meeting will serve to clarify the lines of communication and other administrative details. Consultant will then meet with the City on a regular basis to report project progress.

**Task 3.2.2 – Project Schedule.** Consultant shall provide a project schedule showing project meetings, project deliverables, and the major milestones required by the City. The schedule shall be updated on a monthly basis.

**Task 3.2.3 – Project Status Reports.** Consultant shall provide a monthly project progress report. The monthly project progress report shall be submitted to the City Project Manager.

- DELIVERABLES:**
- DETAILED DOCUMENTATION OF SCOPE OF SERVICES
  - MONTHLY STATUS MEETINGS
  - MONTHLY SCHEDULE UPDATES
  - PROGRESS REPORTS AND MEETING MINUTES

## **SECTION V – PRE-SUBMITTAL CONFERENCE**

A pre-submittal conference will be held on **September 12, 2013 @ 1:30 PM at the City of Mesa, Mesa City Plaza Building, Room 170, 20 E. Main Street Mesa, Arizona**. At this meeting, City staff will discuss the scope of work, general contract issues and respond to questions from the attendees. Attendance at the pre-submittal conference is not mandatory and all interested firms may submit a Statement of Qualifications whether or not they attend the conference. For firms unable to attend the pre-submittal conference, questions and/or requests for clarification may be submitted in writing no later than **September 19, 2013**. Firms will receive response to written questions no later than **September 26, 2013**. All written questions and/or requests for clarification should be sent to:

**CITY OF MESA  
ENGINEERING DEPARTMENT  
Michele Davila  
Fifth Floor – Suite 500  
City Plaza Building  
20 East Main Street  
Mesa, Arizona 85201**

## **SECTION VI – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA**

Each Statement of Qualifications (SOQ) will be evaluated according to the following criteria:

### **A. General information. (10 points)**

Provide a general description of the firm that is proposing to provide the services, including identifying subconsultants as applicable. Provide an organization chart showing key personnel. For each key person, provide the following information:

1. Percentage of time that each person will be committed to the project
2. Length of time with the firm
3. Applicable professional registrations for key personnel, the prime consultant, and all sub-consultants.

### **B. Experience and qualifications of the firm/team and key personnel. (60 points)**

1. Provide a list of projects of similar scope within an urban environment on which the project team has experience (minimum 3, maximum 5). For each reference project, please provide the following information:
  - a. Description of the project, including project name and location
  - b. Project owner and/or client information
  - c. Role of the firm, including a description of the services provided
  - d. Role of each key team member who worked on the reference project and the percentage of time spent by each key team member on said project
  - e. Approximate dates services were provided
  - f. Reference information (two contacts including current telephone numbers per project)
2. Ability of firm to communicate concepts and ideas clearly and concisely to city officials, other design professionals, and the general public.
3. Additional consideration may be given for demonstrated ability designing projects of a similar scope in a desert environment/high temperature climate.

**C. Understanding of the project and approach to performing the required services. (10 points)**

Discuss the major issues your team has identified on this project and how your firm/team intends to address those issues. Identify any technical innovations that may be incorporated and/or innovative approaches that will be used in executing the work. Also, discuss the particular expertise your firm/team offers and how you propose to use that expertise to benefit the City to add value to the project.

**D. Current workload and ability of project team to start immediately. (10 points)**

Provide a table/list that summarizes the current assignments of personnel to be assigned to this project, percentage of time committed to each assignment, anticipated end date of assignments, and percentage of time to be committed to this project. Also include a statement as to when the team would be available to start work on this project.

**E. Strategy for limiting travel costs. (10 points)**

Statements of Qualifications that include strategies to limit travel costs will be graded higher than those that do not address the issue, or do not address reasonable limitations to travel costs as a percentage of the potential contract. No points will otherwise be awarded for this category.

**SECTION VII – SUBMITTAL REQUIREMENTS**

The Statement of Qualifications shall include a one-page cover letter, plus a maximum of **10 [ten] pages** of written narrative and a maximum of **15 [fifteen] pages** of reference project illustrations to address the SOQ evaluation criteria (excluding resumes but including an organization chart with key personnel and their affiliation). Resumes for each team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ. Please provide **12 [twelve] copies of the Statement of Qualifications by October 3, 2013 at 2:00 PM**. The City reserves the right to accept or reject any and all Statements of Qualification. The City is an equal opportunity employer.

Delivered or hand-carried submittals must be delivered to the Engineering Department reception area on the fifth floor of Mesa City Plaza Building. On the submittal package, please display: Firm name, project number, and/or project title.

All submittals should be sent or delivered to:

**CITY OF MESA  
ENGINEERING DEPARTMENT  
Michele Davila  
Fifth Floor – Suite 500  
City Plaza Building  
20 East Main Street  
Mesa, Arizona 85201**

**If a company wishes to submit a company brochure, this can be done under separate cover. The brochure will not be used in the selection process and may be retained in the City files.**

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

- Receipt of submittal by the specified cut-off date and time
- Receipt of the number of copies of the submittal specified
- Adherence to maximum page requirement
- Delivery of submittal in correct location

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 graphs will be counted towards the maximum number of pages. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information.

## **SECTION VIII – SELECTION PROCESS AND SCHEDULE**

The successful firm/team will be selected through a qualifications-based selection process which will consist of three evaluated elements: (1) Statements of Qualifications (SOQs) submitted in response to this RFQ, (2) Reference verification of the finalists, and interviews of short-listed firms.

A Selection Committee will evaluate each SOQ according to the criteria set forth in Section VI above. The firms receiving the highest evaluation from the selection panel will be selected to interview for the contract (shortlisted firms). The interview invitation letter will provide the evaluation criteria to be used. Additionally, each firm will be asked to provide a broad architectural parti as part of the interview.

Prior to conducting the interviews, the City will perform a reference verification process by contacting and interviewing the references provided by the shortlisted firms.

Based on the interviews (worth a maximum of 100 points) and the reference calls (worth a maximum of 20 points), scores for each firm will be evaluated to determine the Best Qualified for the project. The Selection Panel will forward a rank-ordered list (minimum of 3 firms, maximum of 5 firms) of the best-qualified firms to the City Engineer for concurrence.

The City will enter into negotiations with the three top ranked firms to execute the \$25,000 contract upon completion of contract terms. If the City is unsuccessful in executing a contract with any to the top ranked firms in the final list, the City may then negotiate with the next lower ranked firm until a contract is executed, or the City may decide to terminate the selection process at any time.

The following tentative schedule has been prepared for this selection process:

Pre-Submittal Conference **September 12, 2013 at 1:30 PM**  
Written Questions/Requests for Clarification Due **September 19, 2013**  
City Response to Written Question/Requests for Clarification Due **September 26, 2013**  
SOQ's Due **October 3, 2013 by 2:00 PM**  
Shortlist Interviews the week of **November 4, 2013**  
Selection of Consultants by **November 18, 2013**

By submitting an SOQ, the respondent certifies that they have reviewed the City of Mesa's standard contract for professional services, including insurance requirements, and, if selected, will execute the City's required contract without modification or exceptions. The City of Mesa Professional Services Contract is available on-line at the following location:

<http://www.mesaaz.gov/engineering/pdf/EngineeringContracts/DesignProfessionalServicesContract.pdf>

## **SECTION IX – GENERAL INFORMATION**

**RFQ Lists.** This Design Services Request for Statement of Qualifications will be listed on the City's web site. The address is: [www.mesaaz.gov/engineering/AEDesignOpportunities.aspx](http://www.mesaaz.gov/engineering/AEDesignOpportunities.aspx).

**Compliance with Arizona Revised Statutes (ARS).** Procurement of professional services by a municipality within the State of Arizona is governed by ARS Title 34. By submitting an SOQ under this solicitation, the submitter certifies that said submittal and their conduct in relation to this solicitation is in compliance with the requirements of ARS Title 34.

**Instructions.** The City of Mesa shall not be held responsible for any oral instructions. Any changes to this Request for Statement of Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Statement of Qualifications holders.

Firms who pick up a copy of the Request for Statement of Qualifications hard copy packet from the Engineering Department and those who attend the pre-submittal conference will be included on the Request for Statement of Qualifications Holders List. Firms receiving a copy of this packet through any other means (including via download from the City's webpage) must register as a Request for Statement

of Qualifications holder at the Engineering Department, City Plaza Building, 5<sup>th</sup> floor, 20 East Main Street, Mesa, Arizona, 85201 or call (480) 644-2251 to register by phone.

**City Rights.** The City of Mesa 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. No binding contract will exist between the submitter and the City until the City executes a written contract.

**Protest Policy.** The City's protest policy is available for review at <http://www.mesaaz.gov/purchasing/pdf/ProcurementRules.pdf>.

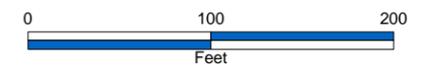
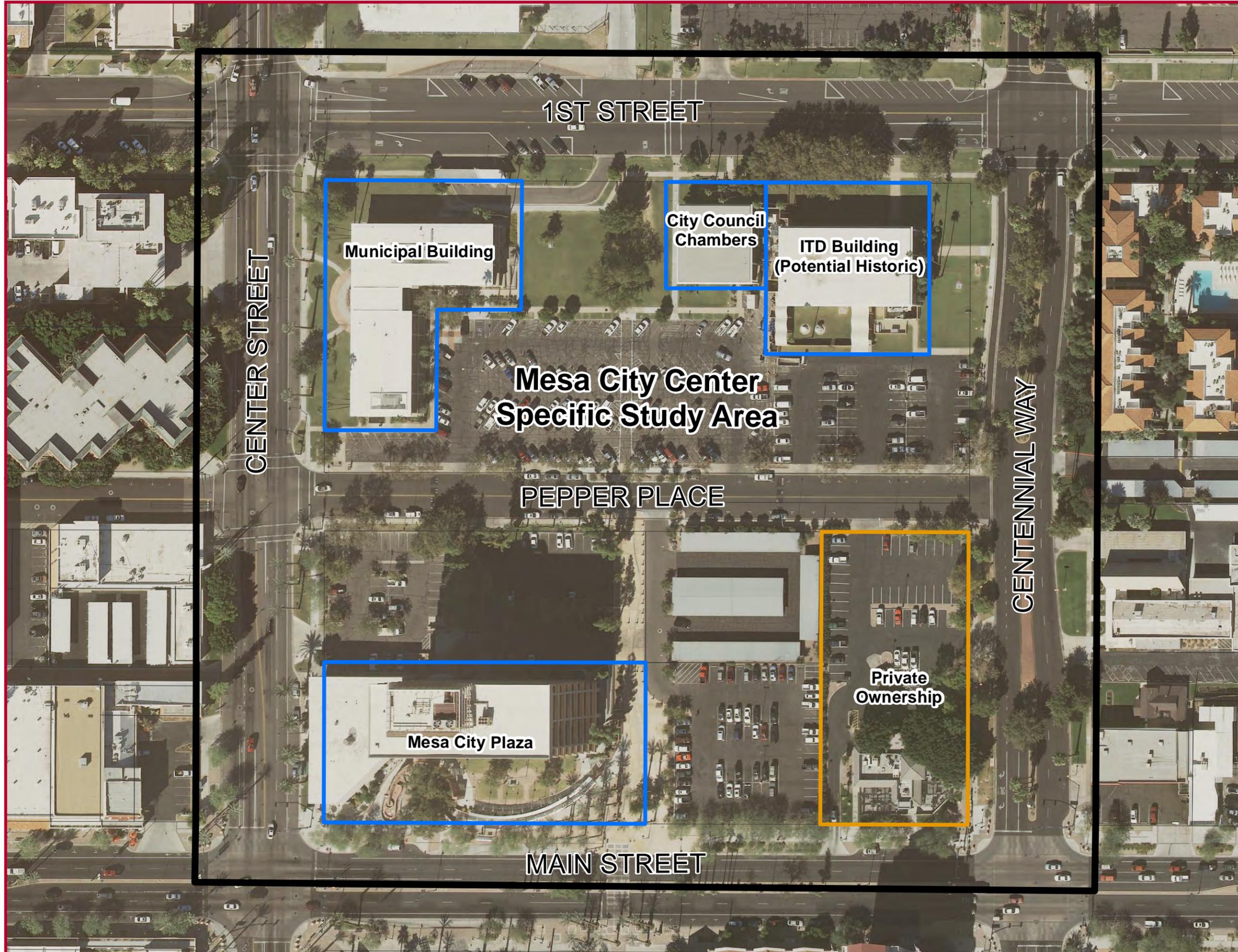
**Contact with City Employees.** All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

**Questions.** Questions pertaining to the Design Services selection process or contract issues should be directed to Michele Davila of the Engineering Department at 480-644-5463, Fax 480-644-3392, E-Mail: [Michele.davila@mesaaz.gov](mailto:Michele.davila@mesaaz.gov).

EXHIBIT A

Mesa City Center  
Specific Study Area

-  City Center Study Area
-  Mesa Government Offices
-  Private Ownership
-  Parcel Boundary

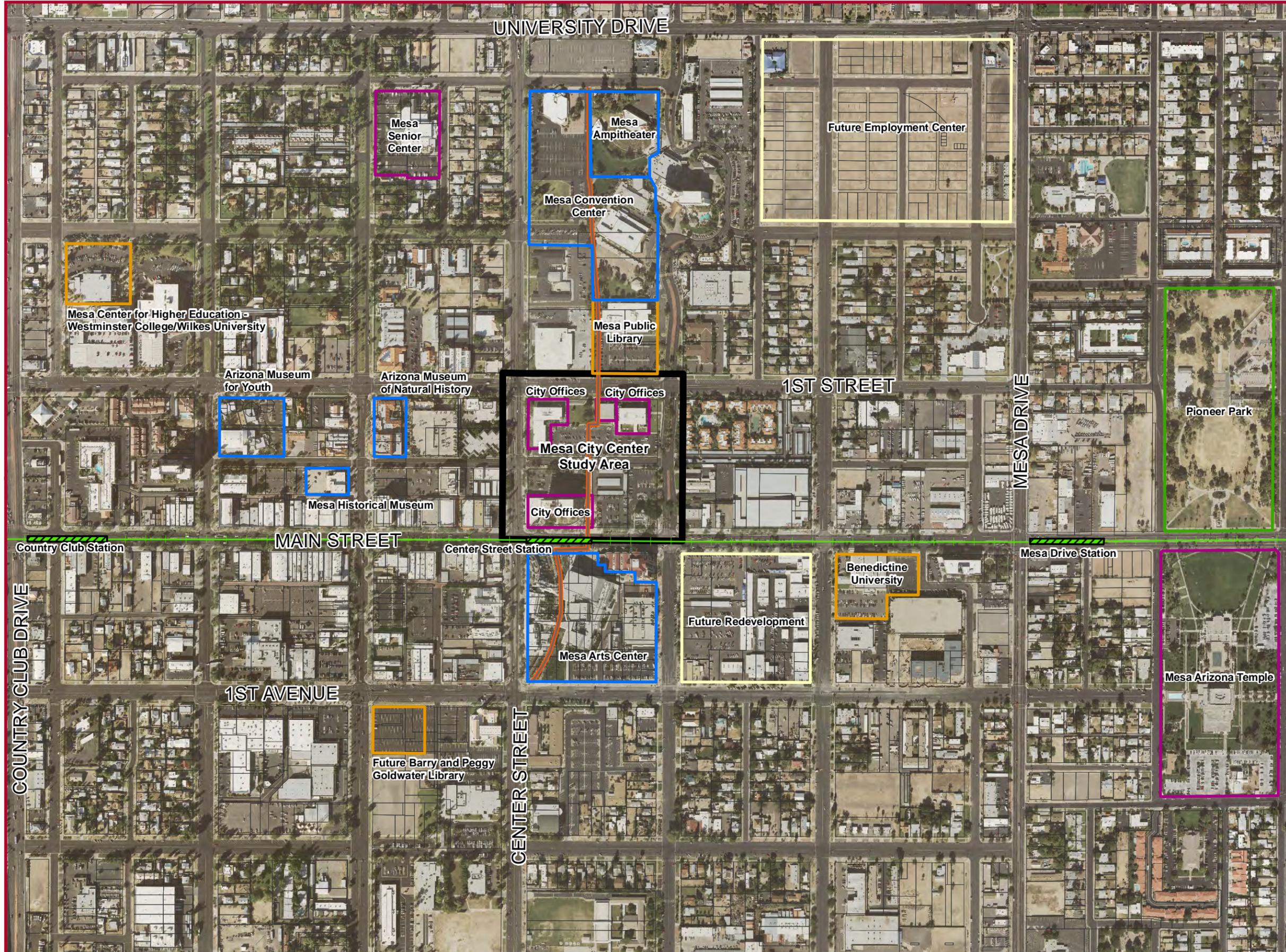


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EXHIBIT B

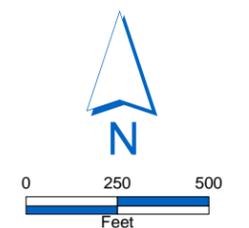
Mesa City Center  
Relationship to Downtown  
Ammenities and Attractions



-  City Center Study Area
-  Parcel Boundary

**Ammenity and Attraction Type**

-  Arts and Cultural
-  Educational
-  Institutional
-  Recreational
-  Future Development
-  Light Rail Station
-  Light Rail Route
-  Pedestrian Pathway



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Source: City of Mesa

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