

REGISTER OF QUALIFIED CONSULTANTS
ARCHITECTURAL AND ENGINEERING SERVICES
2601 EAST ROOSEVELT STREET
PHOENIX, ARIZONA 85008
90-07-007-LOI

Maricopa County Special Health Care District dba Maricopa Integrated Health System is preparing a Register of Qualified Consultants to provide architectural and engineering services necessary to program, design, and construct renovation and remodeling of facilities for Maricopa Integrated Health System, Facility Management, located at 2601 East Roosevelt, Phoenix, AZ 85008.

Once the Register of Qualified Consultants is established and at the time when a specific project is identified, the Register will be used to select and contract for the services of an architect or engineer.

SECTION I – DESCRIPTION OF SERVICES

General examples of the architectural and engineering services that may be required or requested include, but are not limited to, the following:

1. Provide architectural and engineering (mechanical, electrical, civil, and structural) services.
2. Develop accurate CAD drawings, and actual field measurements as required.
3. Provide design and project management services as requested or required.
4. Provide architectural and engineering input as requested in support of the day-to-day operations of MIHS.

All work performed by the Consultant shall comply with all applicable codes and standards.

SECTION II - SELECTION CRITERIA

Qualified consultants will be selected from the Register of Qualified Consultants when a specific project is identified. Firms interested in being listed on the Register of Qualified Consultants available to provide architectural and engineering services must submit a Letter of Interest that addresses the following issues:

A. Firm's Capabilities

1. Provide a general description of the firm team that is proposing to provide architectural and engineering services. Explain the legal organization of the proposed firm. Provide an organization chart showing key personnel.
2. Provide the following information:
 - a. List the Arizona professional licenses held by the firm and the key personnel who will be assigned to future projects. Provide the license number and explain if held by an individual or

LETTER OF INTEREST 90-07-007-LOI

the firm. Explain the firm's internal methods that will insure schedule maintenance and work quality.

- 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 resulting in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.
- c. Provide a statement to the Company's insurability from a company or companies lawfully authorized to transact insurance business in the State of Arizona and rated at least B++6 in the company's current A.M. Best Company rating. Firms listed will be required to furnish a certificate(s) of insurance meeting MIHS' insurance requirements if selected and awarded a contract.

B. Experience on Similar Projects.

1. Identify at least three comparable projects in which the firm served performed design services in remodeling or renovation of a medical facility. Special consideration will be given to firms that have provided services for projects in medical settings.
2. For each comparable project identified, provide:
 - Description of project
 - Role of the firm (specify services provided during design phase, i.e. cost estimating, scheduling, value engineering, etc.)
 - Project Owner
 - Reference information (two names with telephone numbers per project)
3. Identify the location of the firm's principal office, and percent of the work expected to be done locally.

C. Staff Qualifications/Resumes

1. For each key person identified, list at least two projects in which they played a primary role.

If a project selected for a key person is the same as one selected for the firm, provide the project name and the role of the key person. For other projects provide:

- Description of project
 - Project and partnering role of the person
 - Project Owner
 - Reference information (two names with telephone numbers per project)
2. Identify the home office location of key staff on this project, their length of time with the firm, and the percent of their work expected to be done locally. Identify how key staff members previously completed similar projects.

LETTER OF INTEREST
90-07-007-LOI

SECTION III - SUBMITTAL REQUIREMENTS

Interested firms should submit a one-page Letter of Interest plus a maximum length of **four pages** to address the stated criteria (excluding resumes, but including organizational chart). Resumes for each key team member shall be limited to a maximum length of two pages and should be attached as an appendix to the Letter of Interest.

Your Response **MUST** also include a “soft copy” submitted in electronic format such MS Word (.doc) or Adobe (.pdf) format.

Letters of Interest with soft copy should be submitted to:

Maricopa Integrated Health System
Attn: Andrew Wilson, Contract Specialist
2611 East Pierce Street – 2nd Floor
Phoenix, AZ 85008-6092

Or via e-mail in MS Word or Adobe Acrobat (.pdf) format to
andrew.wilson@hcs.maricopa.gov

These submittals will be kept on file at MIHS. When a project requiring the services of an architect or engineering firm is identified, the qualifications will be reviewed. MIHS will enter into negotiations with the selected firm and execute a contract upon completion of negotiation of fees and contract terms. If MIHS is unsuccessful in negotiating a contract with the best-qualified team, MIHS may then negotiate with the second or third most qualified team until a contract is executed, or may decide to terminate the selection process.

Section IV – General Information

Maricopa Integrated Health System reserves the right to reject any or all Letters of Interest, to waive any informality or irregularity in any Letter of Interest received, and to be the sole judge of the merits of the respective Letters of Interest received.

Questions pertaining to the selection process or contract issues should be directed to Andrew Wilson, Contract Specialist by e-mail at: andrew.wilson@hcs.maricopa.gov