



**CITY OF
CASA GRANDE**

STRONGER UNITED

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
PROFESSIONAL ENGINEERING SERVICES
FOR THE
DESIGN OF INTERSECTION IMPROVEMENTS
AT
MISSION PARKWAY AND COTTONWOOD LANE**

SOLICITATION NUMBER 1063-26-CG

JUNE 2026



CITY OF CASA GRANDE, ARIZONA

**REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL ENGINEERING SERVICES FOR
THE DESIGN OF INTERSECTION IMPROVEMENTS AT
MISSION PARKWAY AND COTTONWOOD LANE**

The City of Casa Grande requests Statements of Qualifications (SOQs) for professional engineering and surveying services relating to intersection improvements at Mission Parkway and Cottonwood Lane in the City of Casa Grande, Arizona.

Each response shall be in accordance with the SOQ instructions and scope of the work package on file with the City Clerk at City Hall, 510 East Florence Boulevard, Casa Grande, Arizona, 85122. Copies can be obtained by calling the City Clerk's Office (520) 421-8600 or downloading a complete packet at the City's website: www.casagrandeaz.gov.

All responses must be submitted by **2:00 P.M.** on **July 21, 2026**, to the City Clerk, 510 East Florence Boulevard, Casa Grande, Arizona 85122. The responses will be evaluated in accordance with Section Five (5) of the SOQ.

Responses must be addressed to:

**Office of the City Clerk
City of Casa Grande
510 East Florence Boulevard
Casa Grande, Arizona 85122**

The envelope must be boldly marked:

**July 21, 2026 – 2:00 P.M.
STATEMENT OF QUALIFICATIONS
PROFESSIONAL ENGINEERING SERVICES FOR
THE DESIGN OF INTERSECTION IMPROVEMENTS AT
MISSION PARKWAY AND COTTONWOOD LANE
SOLICITATION NUMBER 1063-26-CG**

The City of Casa Grande reserves the right to waive any informalities or irregularities in this Statement of Qualifications solicitation or to reject any or all responses; to be the sole judge of the suitability of the services and materials offered, and to award a contract for the furnishing of the services it deems to be in the best interest of the City.

Adriana Carpio-Solis
City Clerk



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SECTION 1: PROJECT DESCRIPTION

The City of Casa Grande requests Statements of Qualifications (SOQs) for professional engineering services for the final design of Intersection Improvements at Mission Parkway and Cottonwood Lane in the City of Casa Grande, Arizona. The selected consultant will prepare construction plans, special provisions, quantity computations, cost estimates and utility stakeholder coordination for all Project elements. The selected consultant will work with City Staff and other consultants for utility coordination.

A significant number of crashes have occurred at this intersection. The City of Casa Grande Police Department regularly receives speeding complaints and frequently responds to traffic collisions at this location. Mission Parkway and Cottonwood Lane serve as critical corridors providing access to key areas of the community. As a result, this Project was identified as one of seven Projects directed by City Council for expedited implementation to address safety concerns through an infrastructure-based solution.

The selected consultant will prepare construction plans, special provisions, quantity computations, cost estimates and utility stakeholder coordination for all Project elements.

SECTION 2. SCOPE OF WORK

The scope of work involved shall include, but not be limited to, the following tasks:

Project Management

1. Project Management Plan – Prepare a Project management plan that includes:
 - a. Refined scope of services
 - b. Identify and list the Project deliverables
 - c. Project schedule with needed Project meetings identified and intermediate milestone and document delivery dates established
 - d. Contact information for key consultants and agency staff
2. Meetings – Consultant shall meet, either in person or by virtual conference calls (Zoom or similar video), at regularly scheduled Project Meetings held at regular intervals throughout the Project. Meetings shall include Consultant Project Manager (PM), City PM, and other stakeholders as identified and required during the design process. The team meetings shall be used to coordinate the work effort and resolve any outstanding issues or problems. The Meetings shall focus on the following topics:
 - Activities completed since the last meeting
 - Problems encountered or anticipated
 - Late activities or activities slipping behind schedule
 - Solutions for unresolved or newly identified problems
 - Schedule of upcoming activities



- Information on items required or comments from City and or Stakeholders
- 3. Meetings Notes – Prepare and provide notes from all meetings documenting the discussions and identifying action items with assigned responsibility within five working days of each meeting.
- 4. Project Status Reports – Prepare and provide an email bi-weekly showing Project status that summarizes the following:
 - a. Work accomplished in the previous two weeks
 - b. Work to be accomplished in the subsequent week
 - c. Issues resolved
 - d. Current issues to be addressed
 - e. Action items with assigned responsibilities and due dates
- 5. Public Outreach - The selected consultant shall provide public outreach services in coordination with the City of Casa Grande. Outreach efforts shall include, at a minimum, the facilitation of one neighborhood meeting to inform residents and stakeholders of the Project and to receive public input. The consultant shall also coordinate with the City's Smart City App to support public communication efforts, including the dissemination of Project information, updates, and notifications as directed by the City. Additional public outreach activities may include, but are not limited to, stakeholder coordination, preparation of public notification materials, Project webpage content, digital communications, and construction-phase notifications, as directed by the City.
- 6. Topographic Survey – Provide topographical survey, utility locating and mapping of surface features and landscaping as necessary.
 - 1. Survey Control – Provide sectional control to establish horizontal and vertical ground control and topographic surface feature information.
 - 2. Base Mapping – Prepare base mapping showing results of the topographic survey, right-of-way determination, and proposed intersection improvements.

Plans and Specifications

- 1. Detailed Design, Plans and Specifications – Prepare final design plans and specifications which shall include, but not limited to, the following:
 - a. Roadway plans, ADA pedestrian ramp details, sidewalks, drainage plans, lighting, utility plans, cross sections, removal plans, summary of approximate quantities, and other notes & details in compliance with City and MAG Standards.
 - b. Construction Phasing Plan
 - c. Stormwater Management Plan
 - d. Subsurface Utilities Engineering in accordance with current laws (utility conflicts must be identified, and relocation/removal plans must be coordinated through the appropriate utility company).
 - e. Drainage
 - f. ROW Plans



- g. Engineer's Opinion of Probable Cost
 - h. Survey, Base mapping, and existing plan files
 - i. Geotechnical Investigation Report
 - j. Technical Provisions (MAG and City)
2. Plans, specifications, quantity computations, and cost estimation shall be submitted at the 30%, 60%, 90%, and PS&E design stages for review and approval.

Utility Coordination

The City of Casa Grande is currently in the process of selecting an overall Utility Coordinator. The selected consultant for this Project will coordinate with the Utility Coordinator throughout the Project. In the event the City does not retain a Utility Coordinator, the selected consultant will assume responsibility for all utility coordination associated with the Project.

Right of Way Services

The consultant shall confirm the right-of-way requirements for easements and define the limits of Temporary Construction Easements (TCEs) that will be required for the Project. The consultant will provide an exhibit and legal description for all parcels requiring right-of-way and/or temporary construction easement. Title reports will also be required for each parcel. In addition to this task, the consultant shall assist with securing all necessary agreements and permits. The consultant will also handle right-of-way/easement acquisitions on the Project.

Computer Design Criteria

The consultant shall provide all reports, maps, plans, presentations, and other Project related documentation in Microsoft Word/Excel/PowerPoint format, AutoCad (compatible with the City's version), and/or in ArcGIS format (compatible with the City's GIS system). All documents shall also be provided to the City in Adobe PDF format. All of the above shall be in English units.

SECTION 3. GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS

Definition of Terms Used in These Instructions

As used in these instructions, the following terms have the following meaning:

- A. **"Attachments"** means all items required of the Submitter as a part of the submittal.
- B. **"Days"** means calendar days unless otherwise specified.
- C. **"Exhibits"** means all items attached to the solicitation.
- D. **"Submittal"** means bid, submittal, quotation, and qualifications.
- E. **"Submitter"** means a vendor or provider who responds to any type of solicitation.
- F. **"Contract Manager (or Project Principal)"** means the person duly authorized to enter into and administer contracts and make written determinations with respect to the contract or his or her designee.



G. **"Solicitation"** means a request for Statement of Qualifications (SOQ).

Inquiries

- A. Solicitation Contact Person; Other Contact Prohibited. Any inquiry related to a solicitation shall be directed solely to the City of Casa Grande Contract Manager . The Submitter shall not contact or direct inquiries concerning this solicitation to any other employee. 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, including the evaluation panel, the City Manager, Deputy City Manager, Department Heads, and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public, and protect the integrity of the selection process.

The Contract/Project Manager and Contact Person for this Solicitation shall be:

William D. Schlesinger, P.E.
Civil Engineer
Casa Grande Public Works Department
Email: William_Schlesinger@casagrandeaz.gov.

- B. Submission of Inquires. All inquiries are to be submitted via **EMAIL ONLY** to the contact Contract/Project Manager listed above. Each inquiry shall clearly refer to this solicitation in the subject line of the email. A list of all inquiries received and responses by the city shall be generated and made available to all interested parties via posting on the City's website at least seven (7) days prior to the submittal deadline.
- C. Timeliness. Any inquiry should be submitted at least **ten (10) calendar days before the submittal due date and time**. Failure to do so may result in the inquiry not being answered.
- D. No Right to Rely on Verbal Responses. Any inquiry that raises material issues and results in changes to the solicitation shall be answered solely through a written solicitation amendment or addendum. A submitter may not rely on verbal responses to its inquiries.

Submittal Acceptance Period

By submitting a proposal pursuant to this solicitation, Submitter agrees that it shall hold its submittal open for one-hundred twenty days (120).

Cost of Submittal Preparation

Except as required by statute or City Code or Regulation, the City of Casa Grande shall not reimburse any submitter the cost of responding to a solicitation.

Certifications, Disclosure, and Disqualification



- A. Non-collusion, Employment, and Services. By signing the Submittal form, or other official contract form, the submitter certifies that:
- a. Submitter did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its submittal; and
 - b. It does not discriminate against any employee, applicant for employment, or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and it complies with all applicable federal, state, and local laws and executive orders.
- B. Disclosure. If the design consultant, construction contractor, business, or person submitting this submittal has previously been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the submitter must fully explain the circumstances relating to the prior preclusion or proposed preclusion in the submittal by including a letter with its submittal setting forth the name and address of the governmental unit, the effective dates of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment or proposed suspension or debarment.
- C. Disqualification. The submittal of a Submitter who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity shall be rejected.

Award of Contract

Number or Types of Awards

Where applicable, the City of Casa Grande reserves the right to make multiple awards or award a contract by individual line items, by a group of line items, or to create an aggregate award, whichever is deemed most advantageous to the City of Casa Grande. If the Contract Manager determines that an aggregate award to one submitter is not in the City of Casa Grande's interest, "all or none" submittals shall be rejected.

Prompt Payment Discount

Prompt payment discounts of thirty (30) days or more set forth in a submittal shall be deducted from the submittal for the purposes of evaluating that price.

Contract Inception.

Submittal does not constitute a contract, nor does it confer any rights on the submitter to award a contract. A contract is not created until the submittal is accepted by the Casa Grande City Council, if required by the City Code or Regulations, and a written contract is



executed by the authorized signature of the City Manager, or designee, and the Submitter.

Protests

Pursuant to Section 3.04.170 of the Casa Grande City Code, all protests shall be in writing and be filed with the City of Casa Grande Purchasing Officer. To be considered timely, a protest of a solicitation must be filed within three (3) days following the date on which the act or error complained of occurred. A protest shall include:

- The name, address, and telephone number of the protester;
- The signature of the protester or its representative;
- Identification of the purchasing agency and the solicitation or contract number;
- A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- The form of relief requested.

Solicitation Order of Precedence

In the event of a conflict in the provisions of this solicitation, the following shall prevail in the order set forth below:

- A. Solicitation;
- B. Special Terms and Conditions, if any;
- C. Uniform General Terms and Conditions, if any;
- D. Specifications, if any;
- E. Exhibits, if any;
- F. Special Instructions to Submitters, if any; and
- G. Uniform Instructions to Submitters, if any.

Persons with Disabilities

Persons with a disability may request a reasonable accommodation by contacting the Project Manager. Requests should be made as early as possible to allow time to arrange the accommodation. A person requiring a special accommodation may contact the Project Manager responsible for this procurement as identified on the first page of this solicitation.

SECTION 4. SOQ FORMAT INSTRUCTIONS

The Design Consultant will be selected through a qualifications-based selection process. Firms interested in providing design services must submit a Statement of Qualifications (SOQ) that meets the criteria outlined in this section. The information included in the SOQ response will be used to evaluate your firm as part of any criteria, regardless of where that information is found in the SOQ. Information obtained from the SOQ and any other



relevant source, including an independent investigation by the City, may be used in the evaluation and selection process.

The TOTAL PAGE LIMIT is **six (6) pages** for the SOQ submittal. All SOQs shall be submitted per the instructions below. Email copies will not be accepted. The 3 required forms (Submittal Acknowledgement, Non-Collusion Affidavit, Authorization for Release of Performance Information and Waiver) do not count towards the page limit, but must be attached to the SOQ document.

- A. Copies of Submittal. To be considered responsive, One (1) original, and Two (2) Copies of the SOQ document must be submitted in a sealed envelope or box with the following SOQ description boldly marked:

**July 21, 2026 – 2:00 P.M.
STATEMENT OF QUALIFICATIONS
PROFESSIONAL ENGINEERING SERVICES FOR
DESIGN OF INTERSECTION IMPROVEMENTS AT
MISSION PARKWAY AND COTTONWOOD LANE
SOLICITATION NUMBER 1063-26-CG**

The submittal shall include the firm name and address on the package.

The original copy of the submittal document must bear the original signature of an authorized representative of the submitter on the acknowledgment provided.

The SOQ package must be delivered by the deadline date and time to the following address to be considered responsive.

Location: City of Casa Grande
ATTN: Office of the City Clerk
510 East Florence Boulevard
Casa Grande, Arizona 85122

- B. Forms: No Facsimile or Telegraphic Submittals. A submittal shall be submitted on the forms provided in this solicitation or their substantial equivalent. Any substitute document for the forms provided in this solicitation shall be legible and contain the same information requested on the form. A facsimile or telegraphic, submittal shall be rejected.
- C. Page Parameters. A page is defined as 8½ x 11-inch. An 11 x 17-inch page is not allowed to be submitted. A portrait or landscape format is acceptable. A page with text on the front and back will count as two pages. A page with text on the front and blank on the back will count as 1 page. All proposal pages are counted from beginning to end to arrive at the maximum allowable page limit stated in the RFQ Package. All pages, including the front cover (except a clear front cover will not count as a page), table of contents, divider sheets, etc., are counted as pages. Any additional pages, forms,



documents, or attachments that cause the Submittal to exceed the total page limit will not be included in the review of the Submittal.

The submittal shall be clear and legible. Submittal scores will be adversely affected if SOQs are not readable or the font size is too small for Selection Panel members to read.

- D. Video or Multimedia Applications. No video clips or other multimedia applications are allowed. Attached multimedia will not be included in the review of the submittal.
- E. Attachments. The SOQ Required Forms (which are provided in this RFQ in Appendix A), shall not be included in the page count. Do not add additional pages, forms, documents, or attachments, including blank pages, to the Required Forms, as any additional pages shall count toward the page count.

See Appendix A for a detailed list of requested attachments. Extra divider sheets, including blank or printed pages (regardless of the printed material on the page) separating the main proposal from attachments, should also not be included as this shall be counted as a page.

The required forms must either be typed or in ink. Erasures, interlineations, or other modifications in the submittal must be initialed in ink by the person signing the submittal. Modifications shall not be permitted after submittals have been opened except as otherwise provided under applicable law.

- F. Duty to Examine. It is the responsibility of each submitter to examine the entire solicitation, seek clarification in writing, and check its submittal for accuracy before submitting the submittal. Lack of care in preparing a submittal shall not be grounds for withdrawing the submittal after the submittal due date and time nor shall it give rise to any contract claim.
- G. Amendments or Addendum. Submitters shall acknowledge all amendments or addenda as outlined in Section 5A.
- H. Submittal Amendment or Withdrawal. A submittal may not be amended or withdrawn after the submittal due date and time except as otherwise provided under the City's Procurement Code or other applicable law.
- I. Public Record. Under applicable law, all submittals submitted and opened are public records and must be retained by the City of Casa Grande. Submittals shall be open to public inspection after contract award. If a Submitter believes that information in its submittal is confidential under applicable law, it shall stamp that as confidential information and submit a statement with its submittal detailing the reasons that information should not be disclosed. The City of Casa Grande shall make a determination pursuant to the City of Casa Grande's Procurement Code and the Public Records laws of the State of Arizona.
- J. ADA and Accessibility Compliance of Documents in Response of this RFQ.



Submitter represents and warrants that all documents and all media submitted to the City in response to this RFQ shall comply with all applicable federal and state accessibility laws and regulations, and that these documents and media shall conform to the Web Content Accessibility Guidelines (WCAG) 2.1, Level AA (or any successor standard adopted by the United States Department of Justice or other applicable authority). If documents and/or media are submitted that do not meet this requirement, the submittal may be deemed non-responsive. If requested by the City, Submitter shall promptly correct, at no additional cost to the City, any document and/or media determined by the City to be non-compliant with accessibility requirements.

- K. ADA and Accessibility Compliance of Deliverables. Contractor represents and warrants that all deliverables, if accepted, work product, services, materials, documents, websites, software, applications, digital content, and communications provided under this Contract (collectively, "Deliverables") shall comply with all applicable federal and state accessibility laws and regulations, and that these deliverables shall conform to the Web Content Accessibility Guidelines (WCAG) 2.1, Level AA (or any successor standard adopted by the United States Department of Justice or other applicable authority). Contractor shall promptly correct, at no additional cost to the City, any Deliverable determined by the City to be non-compliant with accessibility requirements.
- L. Exceptions to Terms and Conditions. A submittal that takes exception to a material requirement of any part of the solicitation, including a material term and condition of any proposed contract, may be rejected.
- M. Release of Project Information. The City shall solely provide the release of all public information concerning the Project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City.
- N. Non-compliant Submittals to be rejected. Submitters are 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.
 - Failure to deposit the submittal in the appropriate location.

These failures will result in disqualification, and no action of the City, including late acceptance by the City Clerk, shall act to waive or otherwise affect the disqualification.

- O. City Rights. The City of Casa Grande reserves the right to reject any or all submittals, and except as set forth in subsection (N) above, to waive any informality or irregularity in any submittal received, to be the sole judge of the merits of the respective submittals received, and to cancel any solicitation if deemed to be in the interest of the City to do so.

Pre-Submittal Conference

A pre-submittal conference will not be held.



SECTION 5. SOQ EVALUATION CRITERIA

The SOQ shall be prepared to address the following evaluation factors. The maximum points to be awarded will be 1000 points, and the maximum points to be awarded for each element in the initial evaluation process are set forth below.

A. Introductory Letter (75)

The Introductory Letter shall be the first page of the SOQ and shall be addressed to:

City of Casa Grande
510 E. Florence Boulevard
Casa Grande, AZ 85122

The Introductory Letter should be no longer than one (1) page and shall contain the following items:

1. An expression of the prime Consultant's interest in being selected for the Project.
2. A statement confirming the commitment of Key Personnel identified in the submittal to the extent necessary to meet the quality and schedule expectations.
3. Provide the name and Technical Professional's registration number of the prime Consultant Principal or Officer of the Firm and Project Manager responsible for this contract that is properly registered with the Arizona Board of Technical Registrants ("BTR") at the time the SOQ is submitted.
4. Statement of Firms name, state of incorporation, and principals or officers as indicated on the BTR's website.
5. A summary of key points regarding the Project Manager and Key Staff's qualifications.
6. Signature of at least one (1) of the authorized Officers of the firm.
7. A signed statement by an Officer of the Firm or Project Manager declaring that the submitter has read all the issued addenda (if any have been issued).

B. Project Understanding and Approach (250)

State an understanding of the Project requirements. Discuss the significant Project features and/or issues that the team perceives will influence this design. Discuss how you will address and mitigate these issues or concerns. Provide a detailed description of the approach the team will take to conduct and complete the improvements design.

C. Capabilities of the Project Team (225)

Provide a Project relevant resume for the Project Manager and Key team members experience that is proposing to provide professional services for the design of **Intersection Improvements at Mission Parkway and Cottonwood Lane** in the City of Casa Grande, Arizona.



1. Provide an organization chart showing Key Personnel and leads for each of the technical disciplines. Provide the following for the Key Personnel assigned to this Project, with examples from past assignments:
 - a. Work background and how it provides value.
 - b. Availability to complete their role on the Project.
 - c. Years of experience working specifically on the role on this Project.
 - d. Length of time with the firm.
 - e. Work location during the full duration of the Project.
2. Provide the following information:
 - a. List the Arizona professional licenses held by the Key Personnel who will be assigned to this Project and seal the documents.
 - b. Provide the organizational structure of the prime firm and subconsultant firms, including providing the Key Personnel, firm size, and discipline of staff.
 - c. Breakdown of work between prime and subconsultants by task and by percent of the total Contract.

D. Project Schedule (225)

Provide a proposed critical path milestone schedule with dates that will be met on the Project. Identify the critical path and describe how delays will be addressed to get the Project back on track. A graphical depiction to describe the schedule is preferred.

E. Past Performance (225)

List three (3) similar Project experiences, including client name, Project name, Project work disciplines involved, leads for these disciplines, and list the names of any subs used to complete the work. Provide the relevance of experience and/or expertise of these Projects including the: scope of work, issues and mitigation, size, complexity, schedule (planned/actual), and budget (planned/actual). Describe any notable expertise or other special capabilities of your team that are critical to the scope of this Project.

Format Content		MAXIMUM POINTS	TOTAL NUMBER OF PAGES
A. Introductory Letter		75	1
Evaluation Criteria			5
B. Project Understanding and Approach		250	
C. Capabilities of the Project Team		225	



D. Project Schedule		225	
E. Past Performance		225	
Total		1000	6

SECTION 6. CITY SELECTION PROCESS

A selection committee shall be formed by the City of Casa Grande. This Committee will read, review and evaluate each SOQ submittal independently based on the evaluation criteria. A point formula system will be used to evaluate the submittals. A "final list" will be constructed based on the score of the initial evaluations. The City may, however, call firms to clarify information received in the submittal. Final selection shall be based upon the results of the evaluation of statements of qualifications data submitted. Firms on the final list shall be ranked, and the City will enter into negotiations with the highest-ranking firm.

Upon completing the selection process and identifying the best-qualified firm, the City shall enter into negotiations with the selected firm and execute a contract following the completion of the negotiation of fees and any contract terms for Council consideration. A 'draft' sample of the form of Contract to be executed is included in Appendix B in this solicitation. If the City is unable to successfully negotiate a contract with the highest-ranking firm, the City may then negotiate with the second or third most qualified until a contract is reached or may terminate the selection process.

APPENDIX A

Required Forms

THESE FORMS MUST BE SIGNED AND RETURNED WITH SUBMITTAL



SUBMITTAL ACKNOWLEDGMENT

To the City of Casa Grande:

The undersigned hereby submits and agrees to furnish services in compliance with all terms, conditions, specifications, addendums, and amendments in the Solicitation. Signature also certifies acknowledgement of the material terms of the City of Casa Grande's Sample Contract. The undersigned also acknowledges that the City intends to procure execution of the final Contract using electronic signatures.

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ FAX: _____

CONTACT PERSON: _____

EMAIL for CONTACT PERSON: _____

AUTHORIZED COMPANY SIGNATURE AND TITLE:*

Name: _____

Title: _____

E-Mail Address: _____

*** If a different person will be executing the contract, please fill out the name, title, and email:**

Name: _____

Title: _____

E-Mail Address: _____



Authorization for Release of Performance Information and Waiver

I, _____, the undersigned, on behalf of _____ (this company), being duly authorized to do so, do hereby consent and authorize all those companies and government entities listed in my Submittal to the City of Casa Grande, and any other government entity for whom this company has performed professional design services, to disclose and release to the City of Casa Grande, or its representatives, information, records and opinions concerning this company's performance. The purpose of this disclosure is to provide references and background material to the City of Casa Grande. This company hereby waives any claim it may have against the City of Casa Grande or any company or entity providing information to the City of Casa Grande by reason of any information being disclosed or opinions provided regarding the actions or performance of this company.

This authorization shall be effective for one year, and a copy of this authorization shall be as valid and effective as the original.

Dated: _____

By: _____

Title: _____



APPENDIX B

SAMPLE CONTRACT FORM



CONTRACT FOR PROFESSIONAL SERVICES

INSERT EXAMPLE CONTRACT