



**TOWN OF CAVE CREEK, ARIZONA**  
**NOTICE OF REQUEST PROPSALS (RFP)**  
**INTERGRADED UTILITY MASTER PLAN**

The Town of Cave Creek (Town) is seeking a quality professional consultant to develop an integrated Utility Master Plan to improve service performance and reliability, reduce risk, and enhance sustainability for the City’s utility systems. All qualified firms interested in providing the required services are invited to submit their qualifications. Responses must comply with the requirements specified in this Request for Proposals (RFP).

The Town invites interested firms to submit written Statements of Qualifications (SOQ’s) relating to this solicitation. A Selection Committee will evaluate firms’ qualifications and experience with similar projects. Up to THREE (3) firms will then be invited to participate in a presentation/interview if required. The firm determined to be best qualified to provide the scope of work will then be invited to enter negotiations with the Town for the contract.

A copy of this solicitation and possible future amendments may be obtained from the Town of Cave Creek Internet site at: <https://www.cavecreekaz.gov/bids>. The Town does not mail out Notices of solicitations via the U.S. Postal Service. Email notifications are sent to those interested offerors who have responded to the Town or are previously registered with us and who have selected email as their preferred delivery method. You may also call (480) 488-6618 if you have any questions.

Statements of Qualifications (SOQ’s) for the specified services shall be received by the Town of Cave Creek, electronically until the date and time cited. Proposals must contain 5 hard copies and one electric copy in PDF format.

Written questions regarding this RFQ must be addressed to the Project Manager listed below and shall be received by the Town of Cave Creek no later than five days prior to the submittal due date. A written amendment to this document may then be used to respond to questions. Oral statements or instructions shall not constitute an amendment to the RFQ.

<b>SUBMITTAL DUE DATE:</b>	Thursday August 11, 2022 @ 4:00 PM
<b>SUBMITTAL LOCATION</b>	Town of Cave Creek – Town Hall 37622 N. Cave Creek Road Cave Creek, AZ 85331
<b>PRE-SUBMITTAL CONFERENCE</b>	Tuesday August 2, 2022
<b>QUESTIONS SHALL BE DIRECTED TO:</b>	Shawn Kreuzwiesner, Utilities Director 480-488-6618, <a href="mailto:skreuzwiesner@cavecreekaz.gov">skreuzwiesner@cavecreekaz.gov</a>

**REQUEST FOR PROPOSALS  
TOWN OF CAVE CREEK UTILITIES DEPARTMENT  
INTEGRATED UTILITY MASTER PLAN**

**INTRODUCTION**

The Town of Cave Creek (Town) is looking for a qualified professional consultant to develop an integrated utility master plan (Plan) to improve service performance, reliability, reduce risk, and enhance sustainability for the City's potable water, wastewater and effluent systems.

The Town is facing changes in its water service areas, increased economic development, changes in water regulations and potential challenges to our long-term water supply portfolio. This Plan will incorporate the Town's new 2021 General Plan to update demand projections and ensure sustainable growth. The Plan will also evaluate existing water, wastewater and reclaimed water systems to ensure the Town is properly prepared for future growth and supply challenges.

All qualified firms interested in providing the required services are invited to submit their qualifications. Responses must comply with the requirements specified in this Request for Proposal (RFP).

**SECTION I - BACKGROUND**

***Wastewater***

In 1993, the Town purchased the Cave Creek Sewer Company and expanded the system to provide wastewater service within the Town Core. In 2010, a new 0.71 million gallon per day (MGD) treatment plant was constructed at 44<sup>th</sup> Street and Carefree Highway to allow the wastewater system to provide service to commercial properties along Carefree Highway. As of 2022, the Town provides wastewater services to 895 accounts, of which 730 are single family residential and multifamily homes.

The treated reclaimed water is currently used to provide irrigation water for the Rancho Mañana golf course. The treated effluent is conveyed to the golf course via a 4.7 mile 8-inch diameter pipeline. The Town has an agreement with the golf course to provide at least 330 acre-feet per year (AF/yr.) of irrigation water annually. Historically, the Town has used a combination of reclaimed water, backwash water from the water treatment plant, raw CAP water and untreated well water to meet this irrigation obligation. For the past decade, the Town has been delivering a total of over 500 AF/yr. to the Rancho Mañana golf course annually. The golf course only uses 300 AF/yr. for irrigation. The unused portion of the water delivered either evaporates from the lake surface, leaks through the lake liners or is sent via an overflow pipe to an adjacent wash. The Town has been monitoring the wash overflow volume for the past 2 years and it has been totaling just under 75 AF/yr.

***Water Services***

The Town acquired the assets of the Cave Creek Water Company in 2007. It also acquired the Desert Hills Water Company in that general timeframe and incorporated both water operations into the Town's municipal services.

The Cave Creek Utility Department provides water services within the Town's municipal limits. The Town also provides water services to areas outside the municipal boundaries including the western portions of

Carefree and unincorporated areas west of Town limits. As of January 2022, the Cave Creek Water systems served 3,028 accounts of which 551 accounts are located within the municipal boundary of Carefree. The Desert Hills water system has 1,824 active accounts. Additionally, the Town has a small number of residents that receive hauled water from two water standpipes, one located in Cave Creek and the other in Desert Hills. Within both the Cave Creek and Desert Hills service areas, there are many homes and businesses with private wells that are not connected to the Town's water systems.

The Cave Creek water system started operations in 1954 with groundwater supplies. Currently the Town has 8 wells sites, with none currently active and providing water to the system. An evaluation of the condition of the wells is currently ongoing and expected to be complete by the time the Plan is underway.

Around 1990, the primary water supply for Cave Creek Water was converted to renewable surface water from the Central Arizona Project (CAP). A 16-inch raw water pipeline extends over 12 miles from the CAP canal to the Town's water treatment plant. The approximately 600-foot increase in elevation from the CAP canal to the water treatment plant is overcome through a series of four in-line booster stations. The Town currently operates a 3 MGD facility to treat CAP water.

The Desert Hills water system started operations in 1970. The system started by mainly provided hauled water services. Over the years, a distribution system was constructed to allow the direct delivery of water to customers. Currently there are three groundwater wells operating in the system.

In 1995, Desert Hills Water and Cave Creek Water entered into an agreement to construct an interconnect between the two systems at Cloud Road and 24<sup>th</sup> Street. The interconnect was to allow either system to assist if they experienced any issues. Since the Town has taken over operations of the Desert Hills system, this interconnect site has been used to provide treated CAP water to Desert Hills. This water is used to both meet general system demands and provide blending water for one production well that has high arsenic levels. Annually, over half of the water supply for Desert Hills comes from the Cave Creek water system.

In 2018/19 the Town entered into two Intergovernmental agreements with the City of Phoenix. The first agreement cleaned up the service area boundary south of Carefree Highway. The second agreement provided a method for Phoenix to divert, treat and transport a portion of the Town's CAP allocation. A new Interconnect site is under design on Cave Creek Road, just north of Carefree Highway. The site will be able to accept up to 1.4 MGD from Phoenix and is scheduled to be completed by the end of 2023.

In 2021, Carefree started the process of separating the water system that is physically located within their municipal boundary. It is expected that by the end of 2022, the existing 551 Carefree water accounts will no longer be supplied water from Cave Creek. It is also expected that there will be one or two new interconnect sites to allow Cave Creek to treat and deliver part of Carefree Water Company's CAP allocation.

## **SECTION II – SCOPE OF WORK**

Due to population growth, increasing economic development, changes in water service areas and long-term water resource uncertainty, the Town is seeking a qualified consultant to use innovative water

planning approaches and best strategy processes to develop long-term sustainable water supply and wastewater management goals; maintain infrastructure reliability and redundancy; and meet emerging regulatory requirements.

The Plan shall provide a solid overview of the Town's demand projections (water, wastewater and reclaimed water), water resource portfolio and strategies, existing system operations, reliability and resiliency and required future infrastructure.

Review the following existing documents:

- 2004 Cave Creek Water System Inventory
- 2006 Cave Creek Water Company Master Plan
- 2006 Sanitary Sewer Master Plan
- 2007/8 Water Master Plan Update
- 2008 Cave Creek Water Reclamation Facility Design Report
- 2013 Wastewater Master Plan
- 2013 Water Master Plan Update
- 2014 Water and Sewer Asset Summary
- 2014 Fire Infrastructure Master Plan
- 2020 Treatment and Supply Optimization Study
- 2020/2 Wastewater Collection System Evaluation
- 2018 & 2019 IGAs with Phoenix
- 2021 Cave Creek General Plan

### **Task 1 – Project Administration and Deliverables:**

#### **1.1 Project Meetings and Workshops**

At a minimum, consultant shall prepare for and administer a project kickoff meeting and monthly project status meetings. The consultant shall prepare for and attend workshops as necessary to gather needed information from Town staff.

#### **1.2 Technical Memoranda**

Prepare Technical Memorandums (TM) to document study results for each Plan section. This will include Water Resources, Water System, Wastewater System, and Reclaimed Water System updates. These TM's will summarize key points covered and changed from previous plans to allow for staff comments before finalizing the Plan.

#### **1.3 Final Report**

- Prepare a graphically pleasing Executive Summary (ES) that will be a stand-alone summary of the completed Plan suitable for distribution to City Council, City Leadership, stakeholders, and the general public. The ES will contain color graphics, charts, and pictures explaining the contents of the master plan.
- Prepare the final report, including all proposed sections as defined in Tasks 2 through 5, tabbed in a three-ring binder for City staff use. The final number of reports to be prepared will be discussed during contract negotiations. A final electronic version (pdf) of the report will also be provided. In addition, provide any spreadsheets, documents, etc. to the Town in MS Word and Excel formats. Also provide any ArcMap files used for the report.

## **Task 2 - Water Resources Plan:**

Consultant shall create a comprehensive Water Resources Plan that allows the Town to manage its water resources in a legal and sustainable manner. The plan shall identify strategies to meet increasing demands and regional supply challenges. The consultant should provide a team that includes a strong local water resources expert that is familiar with Arizona water law, history, policies, challenges and potential changes.

The Town is currently completing a comprehensive inventory of all existing Certificates of Assured Water Supply (CAWS) that have been issued against the Cave Creek and Desert Hills water systems. This information will be available to the selected consultant. In 2021 the Town adopted a Water Resource Policy to address long-term sustainability of its water resources. Of note, the policy introduced volumetric limits on new water service connections and limited new water services located outside the Town's municipal limits.

The Town currently has a mix of water supply sources that includes CAP (M&I and NIA subcontracts), groundwater, and wastewater effluent (reclaimed water).

### **2.1 Review/Update Demand Projections**

Work with Town staff to develop updated growth and population projections for various planning horizons and build-out conditions. Projections will be location specific, estimating what areas will develop within each planning horizon.

- Updated demand projections utilizing 2021 General Plan land use element.
- Work with Town staff to determine historical land-use/customer type-based water demand factors utilizing actual consumption data and peer water provider data.
- Prepare updated water demand projections that includes baseline projections as well as projections resulting from various possible conservation goals/efforts.

Work with Town staff to update wastewater flow projections.

- Using SCADA data, system monitoring data, GIS, billing data, Consultant shall update the unit flow projections for each land use category and customer type.

Work with Town staff to update reclaimed water supply and demand estimates.

- Evaluate strategies for the best and highest use of this resource for the Town. This will involve recharge options at key locations or preparing for future options like direct potable reuse (DPR).
- Develop a plan including an action timeline to recharge all reclaimed water not directly used to supply irrigation water for the Rancho Mañana golf course.

### **2.2 Prepare Updated Water Resources Plan Strategy – Supply vs. Demand Analysis**

Evaluate and summarize the Town's existing water supply portfolio and develop specific strategies to increase supply resiliency, acquire more permanent renewable resources, and develop groundwater for water redundancy and supply purposes.

- Compare updated demand projections to expected supply using varying timelines and scenarios to create a picture of the Town's short-term, mid-term and long-term supply health.

- Strategies should be developed incorporating different scenarios, such as significant temporary and permanent cuts to the Town's CAP supplies, as well evaluating the potential impacts of conservation efforts.
- Conduct supply/demand and flow/capacity evaluations for relevant water, wastewater and reclaimed water system components/facilities under normal conditions and during times of supply shortage.
- Evaluate and develop options to create long-term water storage options, including the option of the Town creating its own recharge site to store unused CAP or reclaimed water.

### **2.3 Water Conservation Program Evaluation**

- Work with Town staff to determine an appropriate demand reduction goal in terms of gallons per capita per day (gpcd). Evaluate balancing the cost and feasibility of acquiring new renewable water supplies versus achieving the demand reduction goal.
- Work with Town staff to evaluate existing water conservation program efforts and provide recommendations for improvements.
- Make specific recommendations for communicating the need for such a program and the specific actions users can undertake.

### **2.4 Drought Conservation Planning**

- Work with Town staff to help update the Town's drought conservation plan to include potential supply reduction scenarios and methods of reducing demands. Also provide a review of any needed Town Code changes require to allow staff to effectively deal with future drought related issues.

## **Task 3 – Water System Plan:**

Consultant shall update the Town's existing Water System Master Plans to evaluate the condition, reliability and resiliency of the existing systems, and to plan for future growth. This updated plan shall identify areas of our supply and distribution system that need rehabilitation, provide recommendations for reliability and efficiency improvements, and plan for future infrastructure to accommodate growth in various time horizons.

- Work with Town staff to acquire any necessary SCADA, GIS, hydraulic model, and operational data.
- Review existing water system performance criteria and work with Town staff to recommend updates. These criteria will serve as the basis for performance evaluation and infrastructure planning.

### **3.1 Existing Water System Evaluation**

- Prepare a plan for collection of model verification data that will be based on SCADA data supplemented by in-system readings. The Towns' existing hydraulic model will be validated using this information.
- Provide an overview of the current federal and state regulations and guidelines as they impact the Town's water system operations. This overview should also recommend improvements needed to address possible future regulations.

- Evaluate the Town’s existing water system infrastructure, identify deficiencies, and make recommendations for improvements. This evaluation shall include a performance assessment under average day, maximum day and peak hour demand conditions. System performance should also be assessed under fire flow and emergency conditions.
- Evaluate the current Arsenic Blending program being utilized in the Desert Hills system.
- Review Pressure Zone Boundaries to identify areas where pressure zone boundaries should be adjusted, and the infrastructure needed to make the needed adjustments.

### **3.2 Future Water System Evaluation**

- Project future system needs on various time horizons (short-term, mid-term, long-term). Determine where new infrastructure is needed and where rehabilitation of existing facilities is required. Develop detailed Capital improvement project scopes and cost estimates along with developing prioritization criteria to help balance the required expenditures.
- Evaluate the Town’s current supply sources and treatment facility capabilities and make recommendations for future facility upgrades or new facilities.
- Utilizing existing water quality and performance data, evaluate the Town’s existing wells and make recommendations to help the Town strengthen our system reliability and efficiency.
- Prepare a reliability assessment for a long-term water system development strategy. This assessment will utilize information obtained in previous tasks (varying supply challenges for example), as well as possible emergency scenarios (facility outages, etc.) to assist in evaluating long-term infrastructure needs.

### **Task 4 – Wastewater System Master Plan:**

Consultant shall update the Town’s existing Wastewater System Master Plans to evaluate the condition of the existing wastewater collection system, the reliability and resiliency of the treatment facility, and to plan for future growth. This updated plan shall identify areas of the treatment and collection system that need rehabilitation, provide recommendations for reliability and efficiency improvements, and plan for future infrastructure to accommodate growth in various time horizons.

- Work with Town staff to acquire any necessary SCADA, GIS, hydraulic model and operational data.
- Review existing wastewater system performance criteria and work with Town staff to recommend updates. These criteria will serve as the basis for performance evaluation and infrastructure planning.

### **4.1 Existing Wastewater System Evaluation**

- Prepare a plan for collection of model verification data that will be based on SCADA data supplemented by in-system readings. The Towns’ existing hydraulic model will be validated using this information.
- Provide an overview of the current federal and state regulations and guidelines as they impact the Town’s wastewater system operation. This overview should also recommend improvements needed to address possible future regulations.
- Evaluate the Town’s existing wastewater collection system infrastructure, identify deficiencies, and make recommendations for improvements. This evaluation shall include an in depth look at lift station capacities and trunk sewer main capacities.

## **4.2 Future Wastewater System Evaluation**

- Project future system needs on various time horizons (short-term, mid-term, long-term). Different scenarios should be evaluated with the hydraulic model to determine where new infrastructure is needed and where rehabilitation or upgrades of existing facilities (both treatment and collection) is required. Develop detailed Capital improvement project scopes and cost estimates along with developing prioritization criteria to help balance the required expenditures.
- Connect Dry Sewer Areas. In anticipation of the WWTP being relocate to Carefree Highway, several developments were constructed with dry gravity sewers. This refers to areas where a sanitary sewer system was constructed, but not yet connected to the customer nor the Town's collection system. Currently, the Canyon Ridge Estates and Estado de Cholla I & II developments have dry sewer lines. The Plan shall evaluate the most cost effect methods of connecting these dry sewer areas to the active sewer collection system.
- Extend New Sewer service to Non-sewered Areas. The Town would like to evaluate how to extend sanitary sewer service into non-sewered areas that are close to existing collection lines. These areas currently operate on individual septic systems that may remain functional for several years. To extend sewer service, the Town needs to evaluate if it is cost effective to install the new collection lines and assist in connecting the individual parcels.
- Extend Sewer Service to Future Growth areas. The Town has annexed several areas on the western boundary, west of the Cave Creek Wash. A large portion of these areas are expected to be connected to the sewer system. The Plan shall identify the future improvements needed to extend sewer services to these areas.
- Evaluate the Towns' current water reclamation facility capabilities and make recommendations for future facility upgrades or new facilities. Capital improvement projects should be identified in this task with detailed scopes of work, cost estimates and timing recommended.

### **Task 5 – Reclaimed Water System Master Plan:**

Consultant shall develop a Reclaimed Water System Master Plan to evaluate the condition of the existing reclaimed water system, the reliability and resiliency of the system, and to plan for future growth. This updated plan shall identify areas that need rehabilitation, replacement or expansion. Consultant shall also provide recommendations for reliability and efficiency improvements and plan for future infrastructure to accommodate growth in various time horizons.

- Work with Town staff to acquire any necessary SCADA, GIS, and operational data.
- Review existing reclaimed water system performance criteria and work with Town staff to recommend updates. These criteria will serve as the basis for performance evaluation and infrastructure planning.

### **5.1 Develop Hydraulic Model**

- Utilize the Town's selected water model platform (InfoWater) to create a new reclaimed water system model.

### **5.2 Identify Highest and Best Use**

- Evaluate the highest and best use options for the Town's reclaimed water. Prepare a list of recommended strategies and develop project scopes.

- Consider the option of recharging some or all of the effluent generate by the Town’s Wastewater treatment plant.

### 5.5 Existing Reclaimed Water System

- Provide an overview of the current federal and state regulations and guidelines as they impact the Town’s reclaimed water system operation. This overview should also recommend improvements needed to address possible future regulations.
- Evaluate the Towns’ existing reclaimed water system infrastructure, identify deficiencies, and make recommendations for improvement. This evaluation shall include a performance assessment under varying demand conditions.

### 5.6 Future Reclaimed Water System Evaluation

- Project future system needs on various time horizons (short-term, mid-term, long-term). Different scenarios should be evaluated with the hydraulic model to determine where new infrastructure is needed and where rehabilitation of existing facilities (both treatment and collection) is required. Develop detailed Capital improvement project scopes and cost estimates along with developing prioritization criteria to help balance the required expenditures.

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

A pre-submittal conference will be held on Tuesday August 2<sup>nd</sup> at 1 p.m., at Cave Creek Town Hall, Council Chambers located at 37622 N Cave Creek Road, Cave Creek AZ 85331.

At this meeting, staff will discuss the scope of work, general contract issues and respond to questions from the attendees. **Because City staff may not have time to respond to individual inquiries regarding the scope outside of this pre-submittal conference**, it is suggested that interested firms send a representative to the pre-submittal conference. The pre-submittal confrence attendance is not mandatory.

The meeting will be made available via a virtual Zoom meeting to allow interested parties to participate remotely.

<https://us06web.zoom.us/j/81529585289?pwd=aSs5R0RyU3dHcVVCblRIWldDZW01QT09>

## **SECTION IV – REQUEST FOR QUALIFICATIONS SELECTION CRITERIA**

Limit proposals to twelve (12) single sided pages (8.5" x 11", with 1" margins) using 10-point font, plus a one-page cover letter (total - 13 pages).

If desired, additional materials, such as detailed resumes and proposed project schedule, may be included **AT THE END** of the proposal in **CLEARLY LABELED APPENDICES**.

If a selection cannot be made from the RFQ proposals, the Town will short-list up to three finalists and hold presentation/interviews to determine the final selection. Proposals will be worth 100 points, broken down as listed below. Parties interested in providing consulting services must address the following criteria:

**A. General Information. (5 points)**

1. Provide a general description of the firm proposing to provide the required services and explain the legal organization of the firm. Provide an organization chart showing all key personnel, including any anticipated sub-consultants.
2. Provide the following information:
  - a. List the Arizona business license(s) held by the firm.
  - b. Identify the location of the firm's office that will manage this project and the percent of work that will be performed out of this office. If the principal office is not local to the Phoenix Metro area, state what percent of the work will be done out of the principal office.
  - c. Identify any contracts or subcontracts, held by the firm or officers of the firm, terminated within the last three years and briefly describe the circumstances. Also, identify any claims filed on a contract that resulted in litigation or arbitration within the last three years and briefly describe the circumstances and the outcomes.

**B. Experience and qualification of the firm. (10 points)**

1. Identify projects comparable in scope to this project in which the firm served as the primary consultant in the last five years. For each comparable project identified, provide:
  - Project name and brief description of the project;
  - Highlight how the project is comparable to the Town's;
  - Project's original and final contract amount, including any contract amendments;
  - Scheduled and actual dates of completion;
  - Project owner and representative with current telephone number and/or email address;
2. Discuss how the firm will support the project and the project team to successfully complete the scope of work.
3. Discuss the services that will be performed in-house and the services that will be performed by sub-consultants. For the services to be performed by any sub-consultant, include their specific areas of responsibility and experience.

**C. Experience of key personnel to be assigned to this project. (35 points)**

1. For each key person identified in the firm's organization chart, list at least similar projects in which they played a primary role. If a project selected for a key person is the same as one presented for the firm, provide just the project name and the role of the key person. For projects other than one presented for the firm provide the same information as requested in **B.1.** above.
2. For each key person identified, provide a brief resume of their overall experience and their overall knowledge/experience in the development of a water master plan comparable to the plan as outlined in the scope of work above.
3. Identify the home office location of key staff proposed for this project, their length of time with the firm, their number of years of overall experience and the percent of their time

planned for their anticipated involvement on this project. If a portion of their work will not be done locally provide the percent of work that will.

4. List the key staff of any proposed sub-consultants. Include the home office location, brief description of the experience and qualifications of these individuals, and the percent of their anticipated involvement.

**D. Understanding of the project and approach to performing the required services. (40 points)**

1. Describe your firm's understanding of the project and all the key elements that will need to be considered. Discuss the major issues your team has identified and how you intend to address these issues.
2. Present a proposed project schedule for this project.
3. Describe your firm's project management process(s) and how your team will implement the process(s) for this project.
4. Describe any processes or systems used by your firm for project management, planning and scheduling.
5. Describe how your firm's innovative approaches will help achieve the project goals.

**E. Ability of the firm/team to provide the required services. (10 points).**

1. Description of current workload of the firm and any proposed sub-contractors.
2. The Town is overdue in updating its Utility Master Plans and has limited operational staff time to assist in completing the scope. Describe how the firm intends to provide the required resources necessary for this project.

**SECTION V - SUBMITTAL REQUIREMENTS**

Firms interested in the above project should submit a response addressing the specified Request for Proposal (RFP) criteria. On the submittal package, please display the firm name and project title. Please provide five paper copies and one electronic copy in PDF format of the submittal packet **no later than 4:00 p.m., Thursday August 11, 2022**, to:

Town of Cave Creek  
37622 N Cave Creek Road, Cave Creek, Arizona 85331  
Attention: Shawn Kreuzwiesner, P.E.

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

- Receipt of submittal by the specified date and time.
- The number of copies of the submittal specified.
- Adherence to maximum page requirement and font size.
- Deposit of submittal at correct location.

Adherence to the maximum page criterion is critical. Each page (maximum 8 ½ x 11 with 1" margins) with criteria information will be counted. Pages that have photos, charts and graphs will be counted towards the maximum number of pages.

The firms submitting are encouraged to read the Town's Standard Professional Services Agreement before submitting their packet. **An example of the Professional Services Agreement is available for review on the Cave Creek website: [www.cavecreekaz.gov/bids](http://www.cavecreekaz.gov/bids) under this solicitation name.**

All questions regarding this Request for Proposals are to be addressed in writing or by e-mail to:

Shawn Kreuzwiesner, P.E., Utilities Director  
Town of Cave Creek, 37622 N Cave Creek Road. Cave Creek AZ 85331  
E-Mail: [skreuzwiesner@cavcreekaz.gov](mailto:skreuzwiesner@cavcreekaz.gov)

#### **SECTION VI - SELECTION PROCESS AND SCHEDULE**

Submittals will be evaluated based on the firm's response to the RFP criteria.

A Selection Committee organized for this specific project will review and evaluate the submittals. Following a review of the submittals, the Selection Committee will short-list up to three firms for further participation in Phase II of the selection process - if required.

#### **SELECTION PROCESS – PHASE II**

The short-listed firms will be notified and invited to participate in a presentation/interview to the Selection Committee. The short-listed firms will be provided additional information regarding the presentation/interview and will have one week to prepare. Final selection will be based on the presentation/interview scoring/ranking.

After the presentation/interviews one firm will be selected the most qualified by the Selection Committee. The selected firm will be notified within a few days of the presentation/interviews and invited to a scoping meeting to start fee negotiations and final contract documents.

#### **SECTION VII – GENERAL INFORMATION**

No reimbursement will be made by the Town for any costs incurred prior to the execution of a written contract and a formal notice to proceed. The Town reserves the right to reject all proposals and re-solicit or cancel this procurement if deemed by the Town to be in its best interest. The Town also reserves the right to waive any informality or irregularity in any submittal to this RFP and to be the sole judge of the merits of the respective submittals received.

All firms or persons interested in submitting on this RFP will refrain from direct or indirect contact with any person who may play a part in the selection process, or any person employed by the Town, other than the authorized representative identified above. This policy is intended to create a level playing field for all potential firms and to protect the integrity of the selection process. Any changes to this RFP will be in the form of an addendum.

Submittals to this RFP are **not** returnable and will become the property of the Town of Cave Creek.

## **PROJECT BUDGET**

The Town has identified \$275,000 in Capital funding to complete all the work associated with creating the Integrated Utility Master Plan.

## **PROJECT SCHEDULE**

The Town desires to complete the scope to work quickly to allow any new projects to be incorporated into the FY2023 Capital Improvement Program (CIP) update if possible. The final report shall be completed no later than the end of the Towns' fiscal year 2023, which June 30, 2023.

## **TENTATIVE SELECTION PROCESS – SCHEDULE**

The following is a **tentative** schedule only and subject to change. Firms interested in this project must be available on the week scheduled for interviews. However, this week is subject to change depending on the time required to determine the “short listed” firms and the availability of the selection committee.

<b>Pre-Submittal Conference Meeting</b>	<b>1 p.m. Tuesday August 2, 2022</b>
<b>RFP Submittals Due</b>	<b>4 p.m. Thursday August 11, 2022</b>
<b>Estimated Short-List Notification</b>	<b>Thursday August 25, 2022</b>
<b>Estimated Presentation/Interview <i>(if required)</i></b>	<b>Week of September 5<sup>th</sup></b>
<b>Estimated City Council Award &amp; Notice to Proceed</b>	<b>October 17<sup>th</sup>, 2022</b>