

TOWN OF EAGAR  
REQUEST FOR QUALIFICATIONS  
ELECTRICALSERVICES



November 2023

**Proposal Due: December 13, 2023, No Later Than 3:30 pm**  
**Prepared by Clerks Office**  
**22 W. 2<sup>nd</sup> Street**  
**Eagar, AZ 85925**  
**Phone (928) 333-4128**  
**Fax (928) 333-5140**

## **INTRODUCTION**

The Town of Eagar invites Electrical Contractors to submit a Request for Qualifications (RFQ) to be considered to provide electrical services to the Town of Eagar.

Proposals will be received by the Town Clerk until 3:30 P.M., local time, December 13, 2023. Proposals should be directed to Jessica Vaughan, Town Clerk, Town of Eagar, P.O. Box 1300, Eagar, AZ 85925, or hand-delivered to the Town Clerk at 22 W. 2<sup>nd</sup> Street, Eagar, Arizona.

### **1. SCOPE OF WORK**

For the purpose of this solicitation, the following services may be included but not limited to:

- Electrical services at Town facilities
- Electrical repairs at Town facilities
- Installing future electrical developments

The Town of Eagar is conducting a request for qualifications to retain up to three (3) Contractors for a Job Order Contract (JOC) to provide annual services for the Town of Eagar.

The term of this contract will be two (2) years with three (3) additional one-year renewal options.

Contractor(s) that are awarded a contract will be expected to provide all electrical services as per the directions of the Town. Nothing in this RFQ requires, or prohibits, the Town from selecting a sole source consultant for any other specific project and services.

### **2. PROPOSAL SUBMISSION AND CONTENT**

Interested Contractors must submit two copies of their proposals in sealed envelopes to the Town Clerk, Town of Eagar, P.O. Box 1300, Eagar, AZ 85925. Material must be received no later than 3:30 p.m., MST, December 13th, 2023. The outside of the envelope should be clearly marked as “Request for Qualifications – Electrical Services” and shall include the name of the interested Contractor.

Proposals should contain direct responses to the following requests for information and be organized so that they are readily identifiable. Responses should be as thorough and detailed as possible so that the contractor’s capabilities may be properly evaluated, and shall, at a minimum, contain the following information:

**A. Individual Electrical Staff Technical Qualifications.**

1. Describe the Contractor's experience in performing work of a similar nature to that solicited in this RFQ and highlight the participation in such work by the key personnel proposed for assignments to the Town.
2. Describe any specialized skills, training, or background in electrical services.
3. Provide a reference list of three current and/or former clients that the Town may contact regarding the offer or its performance. The list shall include client name, agency, address, email address and phone number as well as the date(s) of service.

**B. Electrical Organization/Local Office Technical Qualifications.**

1. State whether the contractor is national, regional, or local. Describe the organization, size, and structure of the contractor.
2. State the address of the local office that will provide the services to the Town.
3. Identify key personnel proposed to perform the specified tasks and include major areas of sub-consultant work.

**C. Electrical Fee.**

1. While fees are not a primary evaluation criterion, contractors should be prepared to present and discuss pricing proposals for this type of engagement. The proposal should contain all pricing information relative to performing the services described in this RFQ. Include the method used for charging for any additional services that may be requested by Town staff or as a result of the specific recommendations.

**3. PROPOSAL OPENING**

All information contained in the proposals shall be deemed as exempt from public disclosure based on the Town's need to avoid disclosure of contents prejudicial to competing offerors during the process of negotiation. The proposals shall not be open for public inspection until after the contract is awarded. Prices shall not be read.

**4. EVALUATION CRITERIA**

Award shall be made to the offeror whose proposal is determined to be the most advantageous to the Town, based upon the evaluation criteria listed below. The evaluation factors are listed in their relative order of importance.

- Qualifications.

- Experience of the contractor in providing electrical services, especially the technical ability of assigned staff.
- Other clients currently utilizing the contractor's electrical services.
- Compatibility of the contractor's approach to work with the Town's needs.
- The contractor's ability to provide electrical services within required timeframes.
- Cost considerations