



City of Flagstaff
Purchasing Division
211 W. Aspen Avenue
Flagstaff, AZ 86001
Ph: (928) 213-2206/ fax: (928) 213-2209
Issue Date: July 22, 2013
Due Date: August 26, 2013 at 3:00 PM

**REQUEST FOR INFORMATION (RFI #2014-01)
MATERIALS TESTING SERVICES**

The City of Flagstaff (COF) hereby issues a Request for Information (RFI) from qualified vendors to gather information on materials testing services.

It is agreed and understood that Responses to this Solicitation are considered to be working documents while they are under consideration and, as such, are not subject to official bid openings. The only information released at the public opening of Responses to this RFI will be the names of the respondents.

QUESTIONS

Any questions pertaining to this RFI shall be directed to: Amy Hagin, Senior Procurement Specialist, via email ahagin@flagstaffaz.gov. Questions will be answered up to five (5) days prior to the RFI opening date.

ADDENDA, REJECTION AND CANCELLATION

The City of Flagstaff reserves the right to revise any part of the RFI by issuing an addendum to the RFI at any time prior to the submission deadline. It is the sole responsibility of each firm to check the City of Flagstaff's website for Addendum postings: <http://www.flagstaff.az.gov/bids.aspx>. Issuance of this RFI in no way constitutes a commitment by the City of Flagstaff to award a contract. The City of Flagstaff reserves the right to cancel this announcement if it is determined to be in the City's best interest. All materials submitted in this response become the property of the City. The City of Flagstaff also reserves the right, at its sole discretion, to waive administrative informalities contained in any future Invitation for bids.

PREPARATION COSTS

The City shall not be responsible for costs associated with preparing the RFI.

MINIMUM REQUIREMENTS

The City is requesting information for materials testing services on an annual basis as the City considers whether to perform the services in-house or to outsource the services to a vendor. The City envisions a three (3) year contract term with annual renewals if private sector can demonstrate their services to be comparable in terms of qualifications and cost.

Although a services contract will not emanate from this RFI, the City is seeking information to determine if it is feasible for the private sector to compete with the materials testing services provided by the Engineering Section's Materials Testing Program. If it is apparent that private sector can be competitive in terms for qualifications and cost the City would proceed with a solicitation for professional services utilizing a qualifications based selection process as dictated by ARS.

INFORMATION REQUESTED

The purpose of this RFI is to obtain unit costs associated with typical field and laboratory tests conducted on an annual basis and there is certain criterion that must be considered when determining unit costs of each test as follows: (Please refer to the Information Schedule (**page 4**) for further information).

- 1) The unit cost for each type of test and the total annual amount filled in on the Information Schedule shall include all costs necessary to provide materials testing services, based on actual quantity of tests conducted in calendar year 2012. The unit costs and total amount provided shall include compensation for all work including overtime (\$5,000 allowance, compensatory time and flex time), trip charges, quality reporting, overhead and profit)
- 2) Firms providing information in response to this RFI can assume that should the City opt to proceed with a solicitation for professional services by utilizing a qualifications based selection process that it would be for a minimum term of three (3) years.
- 3) Laboratory facility shall be located in Flagstaff. A physical facility is preferred however, a mobile Laboratory suited for all necessary testing may be considered.
- 4) A minimum of two (2) materials testing field personnel shall be provided, dedicated to City projects during the busy season (April 15 through December 15) with the ability to drop what is being tested at any given moment and to be reassigned to a different project location within the City limits in one hour maximum. And, have the ability to respond on an as needed basis with twenty four hour notice during the slow season (December 15 through April 15).
- 5) Ability to adjust staffing levels to accommodate fluctuations in work load.
- 6) Maintain strict adherence to industry accepted testing procedures and requirements when conducting and reporting test results.
- 7) Critical tests for asphalt such as Marshall plug, oil content, gradation, stability/flow and voids shall be sampled immediately and lab results reported back to the assigned City Inspector no more than 4 hours after taking the sample.
- 8) Critical tests for soils including ABC, select, borrow and native materials such as proctor, sieve, PI, and gradation that have been noted by a City Inspector to have changed on-site since the original testing shall be sampled immediately and results reported back to the City Inspector no more than 4 hours after taking the sample.
- 9) All materials testing services shall be performed in an accurate manner, with attention to detail both in the field and in the lab by skilled, knowledgeable, well trained staff.
- 10) All lab equipment shall be calibrated annually and maintained as necessary. City reserves the right to inspect lab facilities at any time.
- 11) Nuclear Densometers are required for field density and moisture/oil content. Nuclear Densometers shall be operated and stored (in the lab and when transported to the project site) in strict adherence to Regulatory Agency Requirements.
- 12) Materials testing field personnel shall have adequate construction site transportation, cell phone, necessary field testing equipment and safety clothing.
- 13) Materials testing field personnel shall have the demonstrated ability to accept direction from the City's Construction Manager, demonstrated ability to be a team member and demonstrated ability to provide excellent customer service in all situations that arise on a construction site.
- 14) Materials testing field personnel shall perform their duties as an extension of City staff and have a demonstrated ability to accept direction from City Inspectors as to frequency and location of tests and how to report failing tests to our customers.
- 15) Materials testing field personnel shall have demonstrated ability to read construction plans and specifications and shall be able to identify issues and communicate their concerns to the City Inspector.

- 16) Materials testing field personnel shall have safety training and demonstrated competency in confined space entry, Flagging/Traffic control, trench excavations and general work zone safety.
- 17) It is desired that materials testing field personnel have ACI certification, NICET and ATTI certifications.
- 18) All laboratory materials testing shall be conducted under the direct supervision of a Professional Engineer registered in the State of Arizona.
- 19) Regular attendance is a mandatory requirement of the service provided. Must be able to work weekends, Holidays and night shifts.
- 20) Firms providing information in response to this RFI must be able to maintain a fully integrated training and quality control program, independent of the City.
- 21) Materials testing services as provided by private sector shall be a seamless extension of City staff performing quality assurance services on all projects permitted in the City right-of-way. These materials testing services are not to be considered quality control services performed on behalf of the permitted contractor.

PACKAGE SUBMITTAL

Please include one original of the entire RFI package. The RFI must be in a sealed envelope/package: Marked as follows: **RFI #2014-01 – Materials Testing Services”**.

PARTICIPATION

Vendors are encouraged to complete the Acknowledgment of Receipt and fax it back for notification of any RFI Addendums. Vendors are also encouraged to frequently check the City of Flagstaff's website for Addendum postings <http://www.flagstaff.az.gov/bids.aspx>.

DUE DATE

RFI's are due by 3:00 p.m., Wednesday, August 26, 2013, to be delivered to:

Attn: Amy Hagin
Senior Procurement Specialist
City of Flagstaff – Purchasing Division
211 W. Aspen Avenue
Flagstaff, AZ 86001

INFORMATION SCHEDULE
CITY OF FLAGSTAFF
MATERIALS TESTING SERVICES

TYPE OF TEST	TOTAL # OF TESTS IN CY12 FOR CITY	UNIT COST OF TEST INCLUDING INCIDENTALS, OVERHEAD & PROFIT	TOTAL COST
DENSITY - SOIL	2538		
DENSITY - AC	532		
PROCTOR	33		
GRADATION - SOILS	3		
GRADATION - MA	30		
GRADATION - CHIPS	6		
PLASTIC INDEX	40		
CYLINDERS	898		
CONCRETE BREAKS	874		
AIR CONTENT	173		
SLUMP	180		
AC CONTENT	73		
MARSHAL PLUGS	136		
STABILITY & FLOW	142		
RICE	39		
AIR VOIDS	38		
L A ABRASION	5		
SAND EQUIVALENT	70		
		TOTAL ANNUAL TESTING AMOUNT	\$

CITY OF FLAGSTAFF
 MANAGEMENT SERVICES - PURCHASING
 211 WEST ASPEN AVENUE, FLAGSTAFF, ARIZONA 86001
 (928) 213-2206 / FAX (928) 213-2209

RFI ACKNOWLEDGMENT

UPON RECEIPT OF THE REQUESTED RFI DOCUMENTS, YOU MUST COMPLETE THE FOLLOWING INFORMATION AND FAX THIS COVER BACK TO (928) 213-2209. THE RETURN OF THIS PAGE IS THE ONLY WAY A VENDOR WILL RECEIVE ADDENDUMS. FAILURE TO RETURN THIS PAGE UPON RECEIPT OF THE RFI DOCUMENT MAY MAKE YOU INELIGIBLE TO PARTICIPATE IN THE RFI.

RFI NUMBER:	2014-01
RFI NAME:	MATERIALS TESTING SERVICES
TOTAL NUMBER OF PAGES:	5

COMPANY NAME:	
CONTACT PERSON: PHONE NUMBER, FAX NUMBER EMAIL ADDRESS AND COMPLETE MAILING ADDRESS	FAX: _____ PHONE: _____
DID YOU RECEIVE THE TOTAL NUMBER OF PAGES REQUESTED:	YES ____ NO ____ IF NO, WHAT PAGE NUMBERS ARE YOU MISSING:
PLEASE SIGN ACKNOWLEDGING RECEIPT & FAX TO (928) 779-7656:	

*****Please Return Immediately If Participating*****



**CITY OF FLAGSTAFF
Addendum Number One
RFI Materials Testing Services
RFQ #2014-01**

Please be advised that this Addendum is to provide answers to any questions that any prospective offeror asked, and any changes and/or clarifications regarding RFI #2014-01

QUESTION & ANSWER:

1. **QUESTION:** Can an alternate fee schedule in addition to the one requested in the RFI be submitted?

ANSWER: Yes, the City of Flagstaff can allow for an alternate fee schedule in addition to the requested fee scheduled in the RFI. Please note that the requested fee schedule must be submitted to be considered a responsive proposer to the RFI.

2. **QUESTION:** Item 17 indicates certification desired from ACI, NICET and ATTI. The local Arizona industry has somewhat phased out of NICET certification for field technicians being replaced by ATTI. Must technicians have both ATTI and NICET or is one of the two acceptable?

ANSWER: Either ATTI or NICET along with ACI certifications will be acceptable. Please note that the certifications are not required, yet desired.

3. **QUESTION:** For clarification, on the fee schedule under line item "Cylinders", is this for casting the cylinders in the field?

ANSWER: "Cylinders" line item is for field casting, proper storage, breaking and reporting results.

The balance of the RFI package shall remain the same. All proposers are to acknowledge receipt of this addendum by signing and submitting along with their proposal response.

Name of Firm

Authorized Signature

Date



CITY OF FLAGSTAFF
Addendum Number Two
RFI Materials Testing Services
RFQ #2014-01

Please be advised that this Addendum is to provide answers to any questions that any prospective offeror asked, and any changes and/or clarifications regarding RFI #2014-01

CHANGE & CLARIFICATION:

1. On Page 3 of the RFI, the due date is written incorrectly. The due date should state Monday, August 26th, 2013. Please see corrected page 3.

The balance of the RFI package shall remain the same. All proposers are to acknowledge receipt of this addendum by signing and submitting along with their proposal response.

Name of Firm

Authorized Signature

Date