

NOTICE OF REQUEST FOR STATEMENT OF QUALIFICATIONS
FROM ARCHITECTURE/ENGINEERING FIRMS
TOWN OF PAYSON, ARIZONA

Project Name: Payson Aquatics and Recreation Center
Project Number: CIP 2223-49
Contract Number: 2024-009
Submittal Deadline: **October 17, 2023; 3:00 pm MST**
Submittal Location: Town of Payson, Town Hall, 303 N. Beeline Hwy

Date and Location for Submittal: Sealed Statements of Qualifications (SOQs) from qualified Architecture/Engineering (A/E) firms will be received at the office of the Town Clerk, Town of Payson, 303 N. Beeline Highway, Payson, Arizona 85541 until **3:00 pm MST, October 17, 2023**. SOQs must be submitted in a sealed envelope clearly marked in accordance with the requirements of the Request for Statement of Qualifications (RFQ). The SOQ must include all information items listed in the RFQ in the order listed. Any SOQ received after the time specified will be returned unopened. (No electronic submittals or amendments will be accepted). It is the A/E's responsibility to assure SOQ's are received at the above location on or before the specified time.

Request for Qualifications Package: Firms desiring to submit a SOQ for this project shall contact the Town Clerk to receive an electronic version of the full RFQ Package free of charge. The Town Clerk will maintain a listing of all firms and agencies who have been provided with the full RFQ Package in order to ensure that any addenda are distributed to all interested parties. Please contact one of the following individuals to obtain the full RFQ Package:

Tracey Bailey	(928)472-5002	tbailey@paysonaz.gov
Michelle Bailey	(928)472-5001	hbailey@paysonaz.gov

Project Description: The Town of Payson desires to begin the process to construct a year-round indoor aquatics facility and recreation center for community use.

Pre-Submittal Meeting: A pre-submittal meeting will be held on **September 19, 2023, at 2:00 PM MST** at the Town of Payson via Zoom. Attendance at the meeting is not mandatory, but it is highly recommended that all prospective proposers attend, as Project responsibility issues and requirements will be discussed.

SOQ Format: Each SOQ received must be in accordance with the format and information provided within the RFQ package. Any submittal that does not conform in all material respects to what is outlined in the RFQ, may be considered non-responsive. Each SOQ shall be submitted in a sealed envelope per the directions provided in the RFQ.

Right to Reject SOQ: The Town of Payson reserves the right to waive any irregularities in any submittal and to reject all submittals and re-advertise or cancel the project in its entirety, at its sole discretion. Payson, or its consultants and advisors, will not be responsible for any cost incurred by any firm submitting a SOQ or responding to this notice.

Equal Opportunity: The Town of Payson is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit on this Project.

DATED: September 8, 2022

Publications Date(s): September 8, 2023
September 15, 2023