NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS FROM ARCHITECTURE/ENGINEERING FIRMS FOR PROFESSIONAL SERVICES
SOUTH AREA SERVICE CENTER (SASC) AND NORTH AREA SERVICE CENTER (NASC) MASTER PLANS TOWN OF GILBERT, ARIZONA

Project Name:	South Area Service Center (SASC) and North Area Service Center (NASC) Master Plans
Project Numbers (for Funding Purposes):	MF2553 San Tan Police Substation MF2557 Large Apparatus Maintenance Facility
Contract Number (Master Agreement):	326000466
Gilbert Staff/Procurement Officer:	Sana Batarseh, CIP Sr. Project Manager Jose Soto, CIP Sr. Project Manager
Submittal Location:	Electronically via Trimble Unity Construct (Previously e-Builder)
Deadline: Electronic Bidding Portal:	October 19, 2026 @ 3:00 pm Arizona Local Time https://gateway.app.e-builder.net/app/bidders/landing?accountid=3c1a5940-f22f-437a-8d5a-97bb70b62547&projectid=6c039b0f-da17-42f8-ad60-4b9fe3597094&bidpackageid=dd441e94-eab5-4307-bc06-484ed4f2a019
RFQ Notice available at:	**Town of Gilbert Website ONLY (at no charge)** **http://www.gilbertaz.gov/rfp**

Date and Location for Submittal: Statements of Qualifications (SOQs) from qualified Architecture/Engineering (A/E) firms will be received electronically via the Town of Gilbert electronic bidding platform (link provided above) until **3:00 p.m. Arizona Local Time, October 19, 2026**. The SOQ shall consist of a single .pdf document that is PC readable and not password protected. **Any Statement of Qualifications not received electronically via the Town of Gilbert electronic bidding platform will not be accepted**. The SOQ must include all information items listed in the RFQ in the order listed. (No amendments will be accepted). It is the A/E's responsibility to ensure SOQs are received at the above location on or before the specified time.

Project Description: This solicitation is pursuant to ARS Section 34-601 et seq. GILBERT intends to hire a qualified multidisciplinary consultant team to provide professional planning, site analysis, operational programming, and urban design services for the development of a comprehensive Master Plan for the Town's two municipal service campuses: the **South Area Service Center (SASC)** and the **North Area Service Center (NASC)**. These campuses must be planned as **one integrated operational system**, consistent with the Project Definition Report (PDR) completed in September 2026.

The Master Plan will define a long-term plan and development strategy that guides efficient public service delivery, enhances operational performance, supports campus functions, and informs long-range capital investment across Gilbert's Public Works, Water, Wastewater, Parks, Police, Fire, Fleet, Solid Waste, Environmental Compliance, Traffic Operations, Facilities, etc., and related support services.

The work program includes evaluating existing conditions, infrastructure capacity, functional needs, site constraints, long-range operational requirements, land-use organization, and future expansion opportunities and synergies; developing planning scenarios; identifying optimal sites for major future facilities; and producing a fully integrated, synergy-driven phasing and implementation plan that safeguards continuous 24/7 operations across both campuses.

SASC address is 4760 S. Greenfield Road, Gilbert, AZ 85297 and NASC address is 900 E. Juniper Avenue, Gilbert, Arizona 85234.

Final Draft Master Plan for both campuses must be complete by **March 2028 (12 months).**

Pre-Submittal Conference: A pre-submittal conference will be held on **October 7, 2026 at 9:00a.m**., Arizona Local Time at MUNI I (50 E. Civic Center Dr., Gilbert Arizona 85296) – Heritage Room. It is highly recommended that all prospective Proposers attend, as Proposer responsibility issues will be discussed, along with Project requirements. The Pre-submittal Conference will also be hosted via Microsoft Teams:
https://teams.microsoft.com/meet/232287003119429?p=LHeMH5ZmaNhUAEOCyS

SOQ Format: Each SOQ received must be in accordance with the format and information provided within the Request for Qualifications package. Any submittal that does not conform, in all material respects to what is outlined in the RFQ, will be considered non-responsive. Each SOQ shall be submitted via the electronic bidding platform only per the directions provided in the RFQ.

Solicitation Transparency Policy: Beginning on the date this Solicitation is issued and continuing until either the date a contract is awarded or this Solicitation is withdrawn by Gilbert, all persons or entities who respond or intend to respond to this Solicitation, including without limitation their employees, agents, representatives, partners, subcontractors, consultants, joint venturers, members, lobbyists, or attorneys (collectively, "Proposers"), shall only discuss matters associated with this Solicitation with the Procurement Officer designated in this Solicitation and shall not have any direct or indirect contact about this Solicitation with any other Town staff or Town official, including, without limitation, members of the evaluation panel, the Town Manager, Assistant Town Managers, the Mayor, or any member of the Gilbert Town Council. As long as the subject matter of the Solicitation is not discussed, Proposers may continue to conduct business with Gilbert.

Notwithstanding the foregoing, Proposers may discuss this Solicitation with the Mayor or a member of the Gilbert Town Council, provided such meetings are scheduled through the Procurement Officer listed on this Solicitation, conducted in person at Gilbert Civic Center, Town Hall Administration Building, 50 East Civic Center Drive, Gilbert, Arizona 85296, and are posted as open meetings by the Town Clerk at least twenty-four (24) hours prior to the scheduled meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. **Proposers who violate this policy shall be disqualified from participating in this Solicitation.**

Right to Reject SOQ: GILBERT 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. GILBERT, 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: GILBERT is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit on this Project.

DATED:

TOWN OF GILBERT, ARIZONA
Town Clerk

Publications Date(s):

September 16th, 2026, September 23rd, 2026