NOTICE OF REQUEST FOR STATEMENT OF QUALIFICATIONS FROM ARCHITECTURE/ENGINEERING FIRMS FOR PROFFESSIONAL ENGINEERING SERVICES TOWN OF GILBERT, ARIZONA

Project Name: Neely WRF O&M Documentation Update
Project Number: WW1283
Contract Number: 327000110
Gilbert Staff/Procurement Officer: Saskia Christian
Email: Saskia.Christian@gilbertaz.gov
Deadline: November 10, 2026, 5 p.m. Local Time
Electronic Bidding Portal:
https://gateway.app.e-builder.net/app/bidders/landing?accountid=3c1a5940-f22f-437a-8d5a-97bb70b62547&projectid=49908711-eeb9-4a8d-8fa4-bcf79c795de7&bidpackageid=f4491a7e-e14f-4dcd-95a8-9a34de0e54d5

RFQ available at: **Town of Gilbert Website ONLY (at no charge)**
http://www.gilbertaz.gov/rfp

Date and Location for Submittal: Sealed Statements of Qualifications (SOQ's) from qualified firms will be received electronically via the Town of Gilbert electronic bidding platform (link provided above) until **5 p.m. Arizona Local Time, November 10, 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 firms responsibility to assure SOQ's are received at the above location on or before the specified time.

Project Description: This project consists of professional engineering services to prepare a fully updated hardcopy and digital Operations & Maintenance (O&M) Manual for the Neely Water Reclamation Facility (WRF). The update will incorporate recent facility improvements, including oxidation ditch rotor upgrades, diffuser replacements, RAS/WAS station modifications, odor control improvements, filter and bar screen updates—and modernize all process documentation to align with current operational practices and Town digital systems.

The consultant will evaluate existing O&M materials, operational workflows, and historical reference documents; reorganize and refresh design criteria matrices, troubleshooting decision trees, water quality procedures, formula sheets, and asset-management tables; and develop a comprehensive, user-friendly O&M manual set that supports accurate daily operations, operator training, and consistent process execution.

No construction work is included under this contract.

Pre-Submittal Conference: A pre-submittal conference will be held on **November 2, 2026 at 5 p.m. Arizona Local Time** via Microsoft Teams:

https://teams.microsoft.com/meet/270262041402472?p=kbLlsh6WXN7bfbH4xB

Attendance at this meeting is not mandatory but it is highly recommended since vital information necessary to the understanding of the Project and the selection process will be discussed.

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: October 7, 2026 TOWN OF GILBERT, ARIZONA
Town Clerk
Publications Date(s):
October 7, 2026
October 14, 2026