



Reid Park Zoological Society

Request for Qualifications

Professional Architectural and Engineering Services for

Animal Health Center for Reid Park Zoo, Tucson, Arizona

SUBMITTAL DUE DATE: March 21, 2014 at 4:00 p.m.

TIME: 4:00 p.m. (Local AZ time)

LOCATION: Reid Park Zoological Society, 1030 S. Randolph Way, Tucson, AZ 85716

Pre-Submittal Meeting

Reid Park Zoological Society (RPZS) will have a pre-submittal meeting. The time and location of the meeting are as follows:

Monday, March 10, 2014, 10:00am

Reid Park Zoo Administration, 1100 S. Randolph Way

Attendance at this meeting is not mandatory, however, all firms should inform RPZS of their intent to submit and provide their contact information for broadcast communication purposes.

Submittal Requirements

Your submittal must be received by Reid Park Zoological Society no later than March 21, 2014 at 4:00 p.m. (LOCAL AZ TIME), 1030 S Randolph Way, Tucson, AZ 85711.

Provide six copies of submittals

Late submittals will not be considered.

Reid Park Zoological Society Contact for RFQ Submission/Questions

Nancy Schlegel, President, Reid Park Zoological Society, nancy@reidparkzoo.org

Please submit all communications by e-mail to contact listed above unless instructed to do so in writing by the Reid Park Zoo contact listed above.

1.0 Introduction

Reid Park Zoological Society (RPZS) is providing architectural firms the opportunity to submit their qualifications for professional design services for a new health center for veterinary care at Reid Park Zoo. **Submittals will be due at the Reid Park Zoological Society by 4:00 p.m., Friday, March 21, 2014.**

This project will be a collaborative effort by the Society and the City of Tucson (the City). The design process will be overseen jointly by representatives from both organizations. The Society will contract for, and fund, the complete design of this project. The facility will be owned and operated by the City of Tucson and as such, shall conform to all relevant City standards.

The City will hold and manage all construction contracts in regard to this project, including the design consultant's Construction Administration contract. A separate proposal will be solicited by the City from the selected firm for Bidding (if applicable) and Construction Administration services at an appropriate, future date. The City is under no obligation to enter in to a contract for construction-phase services with the selected firm.

The City may elect to construct this project through a Construction Manager at Risk (CM@R) contract. As such, Consultants may be asked to provide related services throughout the CM's pre-construction phase. Should the City elect to pursue this option, Consultants will be provided an opportunity to amend their contract to include these services.

Funding for the construction of this project has yet to be identified. It is currently anticipated that funding will be available by the time the design and permitting processes are fully complete but there are no guarantees in this regard. Actual construction dates may vary in relation to available funds.

1.1 Background

Reid Park Zoological Society is a 501(c)(3) nonprofit corporation. Our mission is *to support, advocate and enhance the value of Reid Park Zoo to the community*. Reid Park Zoo is a part of Parks and Recreation for the City of Tucson and the Zoo's mission is *to encourage human commitment to the conservation of biological diversity and to provide educational and fun experiences for visitors of all ages*. Reid Park Zoo is a 24-acre accredited zoo that had over 600,000 visitors last year.

Reid Park Zoo's current health center was constructed in or around 1978 and includes quarantine and health care facilities housed together. As the Zoo's collection has grown, the need for separate quarantine space and health care space has become necessary as has the need for increased space and up to date facilities.

1.2 Project Description

The Reid Park Zoo's expectations for an Animal Health Center are to reflect the latest in the science of veterinary medicine. This state of the art facility should incorporate health care equipment and facilities that will allow veterinary staff to practice their skills and knowledge. The building is estimated to be

approximately 7,500 sq. ft., possibly two stories and may be constructed as an expansion to the existing facilities or as a stand-alone structure.

The Center will feature but is not limited to: a surgical suite, radiology facility, intensive care unit, pharmacy, diagnostic laboratory, isolation facility and interior and exterior animal holding areas.

The facility will incorporate the needs of the veterinary staff with offices, conference room and support facilities.

In following with the educational mission of the zoo there will be a component that will allow behind-the-scenes tours with zoo visitors to have interaction with the facility and the ability to witness and learn about the medical needs of the Reid Park Zoo's animal collection in a way that does not interfere with a clean medical environment.

This project will be LEED Certified at a minimum Silver level, as per City standards. Higher levels of certification will be explored as the design progresses. Commissioning will be part of the project and the commissioning agent will be hired by the Society directly.

1.3 General Selection Process

The Reid Park Zoological Society invites interested firms to submit written Statements of Qualifications relating to this solicitation. A Selection Committee will evaluate firms' written response to the Selection Criteria. The top ranked firms will be invited to participate in an interview process with the Selection Committee. The interview criteria will be established by the Society and provided to the short-listed firms upon notification of their advancement to the interview phase. The firm determined to be best qualified may then be invited to enter into negotiations with the Society for a fixed fee contract. If negotiations are not successful with the top ranked firm the 2nd ranked firm may be brought in for negotiations or the RFQ reissued.

2.0 Scope of Work

2.1 Scope of Work

In general, the selected Architect will be required to provide a full range of architectural and engineering services necessary to build an animal health center. These services will include architectural, engineering (including geotechnical), communications and estimating services and will include engaging the necessary consultants to assess the site conditions. This facility will be owned and operated by the City of Tucson and as such, will conform to all city design, building, energy and communications standards. These standards shall also include the General Services Department Project Manager's Manual. The manual and standards are available at <http://cms3.tucsonaz.gov/generalservices/architecture> for reference.

Wherever sealed drawings are required, all designers must be actively registered in the state of Arizona. Of special note, all communications/teledata systems must be designed by a Registered

Communications Distribution Designer (RCDD) with a current Building Industry Consulting Service International (BICSI) registration number stamp.

Consultants will be asked to coordinate and conduct periodic progress meetings throughout the design process to ensure everyone involved in the project is fully informed and to facilitate the interaction necessary to design the facility. Consultants shall provide minutes of these meetings and distribute electronic copies to the project team, prior to the next meeting. The number of meetings and related costs will be addressed in the negotiation phase of the contract. It's currently envisioned that meetings would occur, at a minimum, on a bi-weekly basis.

This project will be LEED Certified at a minimum Silver level, as per City standards. Higher levels of certification will be explored as the design progresses. The selected design team will be expected to manage the LEED criteria to achieve the Silver certification and track and manage the certification process through project completion and actual certification.

The schedule for design is currently projected at six months (permitting excluded).

2.2 Programming and Schematic Design Phase

2.2.1 Services

The Schematic Design Phase should clearly indicate the improvements and construction anticipated for the project or provide sufficient information and alternatives so that a clear direction for subsequent phases can be determined.

Provide thorough analyses of potential building locations considering relationships with existing facilities, programming, operational circulation (vehicular & pedestrian), quarantine facilities, animal holding areas, existing infrastructure, security, etc. A minimum of two, potential locations shall be analyzed and provided.

The Schematic Design should incorporate all items outlined in the Scope of Work. The Schematic Design documents may be submitted in booklet form or as plans with other narrative materials, whichever best presents and conveys the necessary information.

The Schematic Design should be presented with sufficient information to allow a reviewer to fully understand the main design concepts and orientation. All consultants are to produce their schematic plans following the same format, scale and drawing positioning as the architectural drawings. Consultant shall insure all sub-consultant work is coordinated.

Refer also to the General Services Department Project Manager's Manual and Standards available at <http://cms3.tucsonaz.gov/generalservices/architecture> .

Objective: To define the general scope, scale, functional relationship, traffic flow and cost of the Project components and determine the best possible location for the new facility. The schematic design is documented in sufficient detail to convey a clear and comprehensive image of the designer's solution. The documents will identify area allocations, conceptual organization of exterior and interior spaces,

conceptual image and building massing, usage of feature interior and exterior materials, selection of structural, mechanical, plumbing and electrical system concepts. Upon acceptance of the Schematic Design Package, the Society and City representatives will approve the conceptual direction for further development in subsequent phases.

2.2.2 Deliverables

During this phase, the Architect will be required to prepare and submit the following deliverables:

- a. Electronic and hard copies of floor and site plans
- b. Preliminary building elevations, sections and details, including identification of materials.
- c. Rendered perspective drawings (or other materials) suitable to be used for public presentations and fundraising
- d. Design narrative including veterinary specifications and programming
- e. LEED narrative with templates, implementation strategy and potential impacts to the project. Options and costs for achieving LEED Gold and Platinum are to be presented.
- f. Utility narrative reflecting available and existing services, potential demands, potential conflicts, and potential need for new services. Describe preliminary investigations/discussions with utility providers.
- g. Code analysis, including preliminary data sheet, land use restrictions, occupancy use, ADA accessibility, etc.
- h. Requirements for soils investigations
- i. Specification outline
- j. Updated overall project estimate(including a construction and soft cost breakdowns) and schedule
- k. Full-day presentation/review of the plans and specifications with all disciplines at the end of the phase

2.3 Design Development

2.3.1 Services

The Design Development Phase should provide definite design conclusions based on the approved Schematic Design framework and represent approximately 30% of design completion. The submittal should be presented in standard plan and specification format with additional narrative materials as necessary.

Provide written response to schematic review comments. Resolve any outstanding issues relating to the schematic design. Consultant shall insure all sub-consultant work is coordinated.

Refer also to the General Services Department Project Manager's Manual and Standards available at <http://cms3.tucsonaz.gov/generalservices/architecture> .

Objective: To develop in further detail the approved schematic design. The design documents should clearly identify the developed civil, architectural, structural, mechanical, electrical, plumbing and fire

protection design solutions and confirm all infrastructure needs. All major features and components of the design solution should be documented and included in the up- dated cost estimate. Upon approval of Design Development the design team will begin execution the final construction documents.

2.3.2 Deliverables

During this phase, the Architect will be required to prepare and submit the following deliverables:

- a. Electronic and hard copies of civil, architectural, structural, mechanical, plumbing, electrical and teledata plans.
- b. Utility plans identifying existing and proposed utilities and clarifications from utility providers regarding availability and/or the need for new services.
- c. Building elevations, sections and preliminary details and/or detail outlines.
- d. Preliminary building door, window and finish schedules.
- e. Preliminary mechanical, plumbing and electrical equipment and fixture schedules.
- f. LEED status report and updated templates. Include projected energy usage and targets for reductions/savings. Options and costs for achieving LEED Gold and Platinum are to be presented.
- g. Code analysis, including completed data sheet .
- h. Completed geotechnical reports.
- i. Specifications
- j. Written summaries of discussions with various regulatory agencies such as, Planning and Development Services, Pima County Wastewater, Pima County Health, Fire Marshal, Tucson Water, etc.
- k. Updated overall project estimate (including a construction and soft cost breakdowns) and schedule. Include cashflow projection based upon approved project schedule and anticipated construction start date.
- l. Full-day presentation/review of the plans and specifications with all disciplines at the end of the phase with written response to all review comments from the previous phase.

2.4 Construction Documents

2.4.1 Services

The Architect shall be required to develop a complete, coordinated set of construction drawings. The Construction Document Phase provides the completed set of plans and technical specifications necessary to bid the project. Only minor changes should be necessary at this point. Design is to be 100% complete. Resolve any outstanding issues on the Design Development checklist. Designer shall thoroughly quality check all sub-consultants' work to ensure all plans are in total agreement with one another.

Refer also to the General Services Department Project Manager's Manual and Standards available at <http://cms3.tucsonaz.gov/generalservices/architecture> .

Objective: To develop a complete design. The design documents should be clear and precise for a contractor to do take-offs without needing to visit the project site.

2.4.2 Deliverables

- a. The following deliverables will be submitted in three phases: 60%, 90% and Final. **60% drawings, specifications, and estimates.**
 - i. The approved 60% package constitutes the complete development of all major building components and methods of construction. Further changes to the floor plans, elevations or building systems should be kept to a minimum, unless required by building code or other highly justifiable circumstance.
 - ii. Preliminary identification of potential alternates.
 - iii. Preliminary identification of Special Inspection and material testing requirements.
 - iv. Training and operations and maintenance plans and warranties detailed
 - v. Preliminary development of a construction staging plan to identify key points in relation to performing construction in an active zoo environment. This plan may include staging areas, protection fencing, identification of secured points of entry, access protocols, working hours, etc.
 - vi. Written summaries of discussions with various regulatory agencies such as, Planning and Development Services, Pima County Wastewater, Pima County Health, Fire Marshal, Tucson Water, etc.
 - vii. Written summaries of discussions with necessary utility providers, including City IT/Communications division.
 - viii. LEED status report including preliminary commissioning program.
 - ix. Updated overall project estimate(including a construction and soft cost breakdowns) and schedule
 - x. Full-day presentation/review of the plans and specifications with all disciplines at the end of the phase with written response to all review comments from the previous phase
- b. **90% drawings, specifications and estimates**
 - i. Include final construction staging plan.
 - ii. Final identification of all proposed alternates. Ensure all plans and specifications are properly coordinated with regard to alternates. Ensure clear direction is provided to implement base bid construction should alternates not be awarded.
 - iii. Final identification of Special Inspection and material testing requirements.
 - iv. Final LEED report and commissioning program.
 - v. Written assurance that plans and specifications substantially conform to all code requirements, especially in regard to local zoning, engineering and wastewater requirements.
 - vi. Written assurance that all utility providers are in agreement with the proposed design and can meet the demands identified. Assist City staff with applications for new and/or upgraded services as needed.
 - vii. Provide final projected schedules for construction.

- viii. Provide estimated schedule for permitting.
- ix. Updated overall project estimate(including a construction and soft cost breakdowns) and schedule
- x. Full-day presentation/review of the plans and specifications with all disciplines at the end of the phase with written response to all review comments from the previous phase.

c. Final plans, specifications and estimates

- i. Hard copies of plans and specifications.
- ii. CD of final drawings in PDF format.
- iii. CD of final specifications in MSWord format.

2.5 Permitting Services

- a. Consultant shall complete a code review analysis including Code Analysis Data Form, Building Permit Application and if applicable, Sign Permit Application and submit to the City of Tucson Planning and Development Services Department.
- b. Consultant is obligated to closely monitor and follow-up on the permitting process to ensure that the comments are thoroughly understood, can be readily addressed, are warranted, and should any major issues arise, those issues can be relayed to the project team as soon as possible.
- c. Consultant will be responsible for making modifications to the plans, specifications and supporting documents as required to obtain the City of Tucson building permit.
- d. Consultant shall provide copies of all communications to or from the Development Services Department to the Project Manager within three working days of production or receipt of said information.
- e. Consultant shall obtain approvals from all governmental authorities having jurisdiction over the project.
- f. Consultant shall formally notify the project team, upon notification from the Development Services Department of the need for special inspections required for permitting.

2.7 Budget

A preliminary construction estimate of \$3,250,000 has been established for this facility, including all contractor markup, taxes, infrastructure needs, furnishings, fixtures and equipment. This budget may be subject to change, however, the current estimate shall be used as an initial target for construction until such time as more accurate projections can be produced, reviewed and approved.

The design and estimates shall reflect a base bid package comprised of approximately 90% of the construction budget and an alternates package comprised of the remaining 10%. All alternates shall be numbered in priority order, based on discussions with the project team.

3.0 FURNISHED SUPPORT SERVICES

3.1 General

For purposes of aiding the Consultant in the performance of the obligations under this Contract, the Society and the City shall furnish the Consultant, upon request, all relevant data in their possession and shall direct officers, agents, and employees to render all reasonable assistance to the Consultant in connection with the Consultant’s performance under this Contract. The provision of such aid, assistance, information or services as the Consultant receives shall in no way relieve the Consultant from obligations under this Contract including any obligation to screen information, which the Consultant incorporates into the design.

3.2 Support Services

3.2.1. The Society and/or the City will:

- a. Assign a Project Manager who shall be the staff person responsible for the day-to-day coordination and administration of all matters pertaining to Consultant’s fulfillment of the terms of this Contract.
- b. Provide upon the Consultant’s request available information pertinent to the Project. It must be noted that the present information on file may be outdated and may lack accuracy. This information will require the Consultant’s field verification to ensure reliability.
- c. Provide reasonable access to and make all provisions for Consultant’s entry to public and private property as the Consultant requires to perform services.
- d. Review, comment on and provide final acceptance of all studies, reports, sketches, drawings, specifications, proposals and other documents Consultant presents, within a mutually agreed upon time, so as not to delay Consultant’s services. Such reviews, comments, and acceptances by the Society and the City shall not be deemed to be for review of the technical accuracy of The Consultant’s work which responsibility shall be the Consultant’s under this Contract but shall be for monitoring progress, clarifying User Agency questions, certifying payments, determining that Consultant’s work complies with the overall Project requirements, and meets an acceptable standard of care.
- e. Provide personnel knowledgeable with regard to existing site and systems to accompany The Consultant during orientation and data collection tasks as necessary and by mutual agreement.

4.0 SUBMITTAL SCHEDULE, SELECTION CRITERIA, AND SUBMITTAL INFORMATION

4.1 TENTATIVE SCHEDULE OF SELECTION PROCESS

RFQ Available for Distribution	Monday, March 3
Pre-Submittal Meeting	Monday, March 10
Deadline for RFQ Questions	Friday, March 14
Submittal Due Date	Friday, March 21
Submittal Review and Shortlist	Monday, March 24 – Thursday, April 3
Interviews	Friday, April 4

Identification of Potential Awarded Respondent	Monday, April 7
Fee Negotiations	Tuesday, April 8 – Monday, April 21
Anticipated authorization to proceed	Tuesday, April 22, 2014

4.2 SELECTION CRITERIA AND SUBMITTAL INFORMATION

Firms will be screened based on evaluation of the Uniform Questionnaire using the following criteria:

- Experience and Qualifications of Team – 30 points
- Team’s Experience on Similar Projects – 20 points
- Past Performance – 15 points
- Qualifications of the Firm – 10 points
- Project Approach – 10 points
- Available Resources to Complete the Projects – 10 points
- Overall Evaluation – 5 points

Local Firm Classification - Five preference points will be awarded to i) firms headquartered in Pima County that will perform at least 90% of the work using Pima County residents, and ii) firms headquartered elsewhere that have had an office in Pima County continuously for at least 5 years that will perform at least 90% of the work using Pima County residents. Firms headquartered elsewhere that have an office in Pima County for less than five years that will perform at least 90% of the work using Pima County residents will be awarded three preference points.

To be eligible for any local classification points, a firm must have had an office in Pima County for a minimum of 12 months prior to the submittal date specified in the legal notice for the project.

4.3 EVALUATION

Please provide the following information in the order described below:

4.3.1 INTRODUCTION

Basic Information: Submittal Date
 Firm Name and Address
 Phone Number
 Fax Number
 E-Mail Address
 Established (date)
 Names of Principals

4.3.2 EXPERIENCE AND QUALIFICATIONS OF TEAM

Provide experience and qualifications of key team members, their roles and estimated time on this project. Include all significant subconsultants and provide any licenses, registrations or certifications applicable to the proposed work. Identify team experience on similar projects and the extent of each team members’ involvement including time commitment. Describe experience and qualifications of the team in the following areas:

List team registered in-house Architects/Engineers, including Principals on the date of this submittal, including name, discipline and registration number.

List, and provide resumes for, the KEY team individuals who will be responsible for the day-to-day work on this project and are licensed in Arizona and who will be responsible for, and seal the documents, for the following disciplines:

- Principal in Charge
- Project Architect
- Project Manager
- Programming and Site Development
- Civil Engineering
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- Construction Cost Estimating
- Construction Administrator
- ADA Compliance
- LEED Certification Process
- Furniture and Specialty Equipment Layout and Specification
- Specification writer
- Veterinary Health Center Specialist
- Other

4.3.3 TEAM EXPERIENCE ON SIMILAR PROJECTS

Provide the experience of the proposed team on animal care and health center facilities, or similar projects. Identify type and location of similar work to illustrate the work quality. List specific references that may be contacted. Show how the experience relates to the current project.

List completed projects for which your team members were the architect or engineer of record, including project title, client name, your estimated construction cost, actual construction cost and the completion date. Please be clear on which day-to-day team members worked on these projects.

NOTE: Projects used as examples of similar work shall be clearly noted if the work was done by individuals while employed by other firms. The only projects, which you may claim without attribution, are those projects actually produced by your firm. Improper or misleading credit for projects, in our view, is an adverse reflection on a firm's integrity and may be grounds for rejection of those projects from your experience record.

4.3.4 PAST PERFORMANCE

Scores shall be assigned based upon information obtained from the Society, City Departments, Project Managers, outside agencies, and references provided by the consultant.

4.3.5 QUALIFICATIONS OF FIRM

Submit qualifications of the firm and explain why your firm is especially well qualified to perform the required services. Please identify the internal policies and procedures that will be used to assure a quality product and completion of the remedial action on schedule and within budget.

Identify projects where your firm was the architect or engineer of record, which you consider to be a demonstration of your firm's design ability, including project title, address, construction cost and year completed.

List experience with providing prompt Construction Administration Services.

List experience with establishing estimates of probable construction costs.

List experience designing LEED Silver or higher Certified Buildings

Provide three or more project owners for reference on similar projects, including name, address, phone number and email. (Inquiry will include: promptness, success in meeting project budgets, design ability and relationship with owner and contractor)

4.3.6 PROJECT APPROACH

Describe the firm's project approach. (Maximum three page submittal for this section)

Discuss any issues your firm has identified on this project and how those will be addressed.

Discuss your firm's ability to lower construction and long-term operation and maintenance costs through the design process.

Describe your firm's project management approach and team organization during design and construction phase services.

Describe systems used for planning, scheduling, estimating and managing construction. In addition, briefly describe the firm's experience on quality control, dispute resolution and safety management.

Describe specifically how you will coordinate all project disciplines, ensure quality control and fully coordinated documents.

For firms outside of Pima County, describe how you will manage responses to urgent issues and attendance at unscheduled meetings during this project.

4.3.7 AVAILABLE RESOURCES TO COMPLETE THE PROJECT

Describe the analytical tools, resources or methodologies commonly used by your firm that may be applicable to the project categories. Indicate the availability of the resources. Submit an Organizational Chart of personnel to be assigned to a project together with the specific aspects

of the project to which the designated individual will be involved. The chart should show the estimated time commitments of project manager and core project staff as a percentage of the unit total time for a project. The chart should clearly show if team members are from local or other offices or from associated firms. Describe internal measures that will be used to ensure timely completion.

Describe your approach to complete this project according to schedule using resources at your disposal.

4.3.8 OVERALL EVALUATION OF THE SUBMITTAL

Scores to be based on the following criteria, no response is required.

1. Overall completeness and accuracy of the submittal.
2. Overall quality of the submittal.

Interested parties shall deliver six copies sealed, completed submittal packages to:

Attn: Nancy Schlegel

Reid Park Zoological Society

1030 S Randolph Way

Tucson, AZ 85716

Submittals are due no later than 4:00 p.m. (Local AZ Time) on Friday, March 21, 2014. Late submittals will not be accepted. Reid Park Zoological Society reserves the right to accept the most responsible, most qualified submittal; to consider alternatives; to reject any or all submittals; and, to waive irregularities of information in any submittal. You will be notified by mail of RPZS's selection of a firm.

RIGHTS RESERVED

RPZS reserves the right to (i) amend, modify, or withdraw this RFQ, (ii) revise any requirements of this RFQ, (iii) require supplemental statements or information from any respondent of this RFQ, (iv) accept or reject any or all responses to this RFQ, (v) revise the schedule to advertise, receive and review responses to this RFQ, (vi) renegotiate or hold discussions with any applicants to this RFQ and allow such applicant/s to correct deficient responses which may not completely conform to the instructions contained herein, or immediately eliminate such responses which are incomplete or unresponsive to this RFQ, and (vii) cancel and reissue, in whole or in part, this RFQ. Responses to this RFQ shall be prepared at the sole expense of the applicant. Additionally, responses to this RFQ shall not obligate RPZS to procure any of the design and development services described herein from such applicants.

At the completion of the evaluation process, RPZS may enter into negotiations with the top ranked Respondent to determine fees, and to negotiate any other portion of the Contract deemed by RPZS to be necessary. In the event RPZS is not able to negotiate successfully with the top ranked Respondent, RPZS shall cease negotiations with the Respondent and either begin negotiations with the next ranked Respondent or may choose to cancel the solicitation in its entirety.

RPZS also reserves the right to waive minor errors or omissions in content and form other than late submissions, permit the correction of minor clerical errors, request additional or supporting documentation, and/or reject any or all responses.

GENERAL PROVISIONS AND DISCLAIMER

This RFQ is not a commitment or contract of any kind. RPZS reserves the right to pursue any and/or all ideas generated by this request. Costs for developing submissions are entirely the responsibility of the submitting firm and shall not be reimbursed. RPZS reserves the right to alter timelines, amend or retract the RFQ, waive as informality any irregularities in submittals, and/or reject any and all submissions. RPZS reserves the right to waive any requirements of this RFQ when it determines that waiving a requirement is in the best interest of RPZS.