



**CITY OF PHOENIX, ARIZONA  
OFFICE OF THE CITY ENGINEER  
DESIGN AND CONSTRUCTION PROCUREMENT**

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**REQUEST FOR QUALIFICATIONS**

**ARCHITECTURAL ON CALL SERVICES  
ON-CALL SERVICES  
CALENDAR YEARS 2024 - 2025**

**PROCUREPHX PRODUCT CATEGORY CODE 906000000  
RFx 6000001440**

# REQUEST FOR QUALIFICATIONS

The City of Phoenix is seeking up to 15 qualified consultants to provide Architectural services citywide on an as-needed basis from January 1, 2024 through December 31, 2025. Interested firms may submit on any or all the services listed in the Request for Qualifications.

## **SECTION I – SCOPE OF WORK**

The consultants will be responsible for providing services to various City departments, including, but not limited to: Aviation, Phoenix Convention Center, Fire, Library, Office of Arts & Culture, Neighborhood Services, Parks & Recreation, Police, and Public Works. Basic elements of these projects may include design, inspection, observation, studies, master plans and other miscellaneous services including:

- Design
- Construction Administration & Inspection
- Construction Administration & Observation
- Americans with Disabilities Act
- Project Management
- Facilities Assessments & Condition Surveys
- LEED Consulting
- Programming/Master Planning
- Plan Review Quality Assurance/Quality Control
- Plan Review Submittal for Permits
- Roof Repair and/or Replacement
- Space Analysis Studies
- Municipal Building Facility Renovations
- Museum Remodels
- Interior Space Planning
- Systems Assessments
- Community Park Designs
- Airport Designs
- Exterior Facade
- Site Improvements
- Tenant Improvements
- Cost Estimating
- Historic Preservation

Use of UNIFIER, an Application Service Provider (ASP) web-based project management database, may be required. The following information provides a guideline for utilization. Any questions related to the requirements of UNIFIER should be directed to the Project Manager.

- The Consultant will be required to maintain all project records in electronic format.
- The City provides an ASP web-based project management database which the Consultant will be required to utilize in the fulfillment of the contract requirements.
- The Consultant shall provide a computerized networked office platform with broadband internet connectivity.
- UNIFIER training will be provided through the City of Phoenix to firms under contract.

## **SECTION II - PRE-SUBMITTAL MEETING**

A pre-submittal meeting will be held at 10:00 a.m., Phoenix time on Monday, July 31, 2023, at 251 W. Washington Street, Calvin Goode Building, 10<sup>th</sup> Floor, Coronado Training Room. At this meeting, City staff will discuss the scope of work, general project requirements, and respond to questions from the attendees. It is strongly recommended that interested firms attend the pre-submittal meeting. Inquiries regarding the project scope outside of this pre-submittal meeting must be directed to the Contracts Specialist.

\*THERE WILL NOT BE AN ONLINE OPTION AVAILABLE FOR THIS MEETING.

### **SECTION III - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA**

Firms will be selected through a qualifications-based selection process based on the criteria below. Sub-criteria are listed in order of importance in relation to project services. City of Phoenix project experience is not required.

#### **A. Experience of the Firm (maximum 275 points)**

Describe the experience and qualifications of your firm in providing services for similar projects. Identify projects the submitting firm has completed in the last three years. For each project listed, provide:

1. Description of the project including scope and project owner
2. Role of the firm and explain how this relates to the services being solicited
3. Project's original contract value, final contract value, and reason for variance
4. Project's start date and completion date

#### **B. Experience of the Key Personnel (maximum 275 points)**

Describe the experience and qualifications of the specific project team expected to be assigned to the services proposed. For each key person identified, list their length of time with the firm. List each key person's role in the projects provided. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. For each project listed, provide:

1. Description of the project including scope and project owner
2. Role of the team or team member and explain how this relates to the services being solicited
3. Project's original contract value, final contract value, and reason for variance
4. Project's start date and completion date

#### **C. Project Management and Responsiveness (maximum 300 points)**

As part of our selection process, the City has the responsibility of considering the possibility of the firm receiving multiple task assignments under this contract overlapping the same time period, in addition to any other on-going work the firm may have. Provide how your firm will approach:

1. Managing multiple task assignments under the On-Call Contract
2. Providing expedited services on requests for proposals and deliverables
3. Providing quick turn-around times to inquires
4. Prioritizing staffing in relation to importance of assigned projects and schedule requirements.

#### **D. Staffing Information for Key Personnel (maximum 150 points)**

Provide the following:

1. Team's availability and commitment to assigned projects
2. Team's plan to maintain continuity of the proposed services
3. Organization chart showing key personnel, current professional licenses or certifications, and assigned roles for proposed services.
4. Identify the location of the firm's principal office and the home office location of key staff.

#### **SECTION IV - SUBMITTAL REQUIREMENTS**

**Electronic Submittal Process:** Firms interested in this project must submit a Statement of Qualifications (SOQ) electronically through the ProcurePHX online portal.

Submittal requirements are as follows:

- Vendor Information: All firms must be registered in the City's Vendor Management System prior to submitting a proposal. For new firms, the City will send an email to your firm with a vendor number within two business days of submitting the request. The vendor number should be included on the cover of the SOQ. Information on how to register with the City is available at:**

<https://www.phoenix.gov/financesite/Pages/EProc-help.aspx>

**If your firm is already registered with the City of Phoenix's ProcurePHX system, please visit <https://eprocmnt.phoenix.gov/irj/portal> to login and access the electronic solicitation.**

- The product category code for this RFQ is 90600000 and the RFX number is 600001404.**

**Submittals:**

- Submittals must be uploaded to the ProcurePhx website by the submittal due date and time.
- Submit only one SOQ electronically, in .PDF format only, addressing all evaluation criteria. No hard copies will be accepted.
- Clearly display the firm name, vendor number, project title, and project number on the cover of the SOQ.
- A maximum of **15 pages** is permitted to address all content in the SOQ submittal. ***(Maximum page limit includes evaluation criteria and all additional content. It does not include information sheet.)***
- Submit electronically the Statement of Qualifications by **12:00 noon, Phoenix time, on Friday, August 11, 2023.**
- Upload one complete version of the SOQ addressing all the criteria. Upload format is .PDF.
- Page size must meet requirements of 8½" x 11".
- Font size must not be less than 10 point.
- Content count:
  - ✓ Each side of a page containing evaluation criteria and additional content will be counted toward the maximum page limit noted above.
  - ✓ Pages that have project photos, charts and/or graphs will be counted towards the maximum page limit noted above.
  - ✓ Front and back covers, information sheet, Table of Contents pages, and divider (tab) pages **will NOT** be counted toward the maximum page limit noted above,

unless they include evaluation criteria and additional content that could be considered by the selection panel.

- ☑ **Information Sheet:** Provide an information sheet that includes project title, project number, RFx number, **legal firm name (not a trade name)**, address, phone number, vendor number, and the name, title, email address and signature of your contact person for the project. List the various services your firm is available to provide. Do not include any additional information.
- ☑ **Evaluation Criteria:** Address the SOQ evaluation criteria.
- ☑ **Additional Content:** Resumes and other information may be included (*content shall be included within the permitted maximum page limit*).

**Note: All pages exceeding the specified maximum page limit will be removed from the submittal and not considered in evaluating a submitted SOQ.**

#### **SECTION V – GROUNDS FOR DISQUALIFICATION**

The following **will be grounds for disqualification**, and will be strictly enforced:

- Uploading of submittal to the wrong project.
- Violating the “Contact with City Employees” policy contained in this RFQ.

#### **SECTION VI - SELECTION PROCESS AND SCHEDULE**

Interested firms will submit a SOQ. Firms will be selected through a qualifications-based selection process. A selection panel will evaluate each SOQ per the criteria set forth in Section IV above.

The City expects to create a final list of at least ten, but not more than twenty firms for this project. The City will enter into negotiations with the selected firms and execute a contract upon completion of negotiation of fees, contract terms, and City Council approval.

The following tentative schedule has been prepared for this project.

Pre-submittal meeting	July 31, 2023
SOQs due	August 11, 2023
Selection Notification	End of September
Contracts Effective	January 1, 2024
On-Call Kick-Off Meeting	Middle of January 2024

If the City is unsuccessful in negotiating a contract with the best-qualified firms, the City may then negotiate with the next most qualified firm until a contract is executed, or the City may decide to terminate the selection process. Once a contract is executed with the successful firm, the procurement is complete.

All submitting firms will be notified of selection outcome for this project. The status of a selection on this project will be posted on the City of Phoenix’s “Tabulations, Awards, and Recommendations” website:

<http://solicitations.phoenix.gov/awards>

The selected Consultant should expect to comply with the Arizona State Statutes Title 34 and City of Phoenix Design and Construction Procurement's contract provisions.

## **SECTION VII – GENERAL INFORMATION**

**Citywide Capital Improvement Projects.** Consulting and contractor services supporting the City's Capital Improvement Projects are procured under the authority of the City Engineer, currently located within the Street Transportation Department. Design and Construction Procurement coordinates the citywide consulting and construction contracting procurement processes.

**Changes to Request for Qualifications. *Any changes to this Request for Qualifications (RFQ) will be in the form of a Notification.*** The City of Phoenix shall not be held responsible for any oral instructions. Notifications are available on both the Current Opportunities and ProcurePHX webpage.

***It shall be the responsibility of the registered RFQ holder to determine, prior to the submittal of the Statement of Qualifications, if a Notification has been issued.*** Registered RFQ holders may refer to the web page or call the Contracts Specialist (listed below) to ascertain if a Notification has been issued for this project.

**Alternate Format.** For more information or a copy of this publication in an alternate format, contact the Contracts Specialist (listed below) - Voice or TTY 711. Requests will only be honored if made within the first week of the advertising period.

**Release of Project Information/Public Records Request.** The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City. To submit a Public Records Request, visit [phoenix.gov/prr](http://phoenix.gov/prr).

**City Rights.** The City of Phoenix reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

**Contact with City Employees.** 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. **OFFERORS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED.**

Beginning on the date the RFQ is issued and until the date the contract is awarded or the RFQ withdrawn, all persons or entities that respond to the RFQ, including their authorized employees, agents, representatives, proposed partner(s), subcontractor(s), joint venture(s), member(s), or any of their lobbyists or attorneys (collectively the Proposer), will refrain from any direct or indirect contact with any person (other than the designated Contract Specialist) who may play a part in the selection process, including members of the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department heads, the Mayor and other members of the Phoenix City Council. As long as the RFQ solicitation is not discussed, Proposers may continue to conduct business with the City and discuss business that is unrelated to this RFQ solicitation with City staff.

Commencing on the date and time a solicitation is published, potential or actual proposers (including their representatives) will only discuss matters associated with the solicitation with the Mayor, any members of City Council, the City Manager, any Deputy City Manager, or any department director directly associated with the solicitation (including in each case their assigned staff, except for the designated procurement officer) at a public meeting, posted under

the Arizona Revised Statutes, until the resulting contract(s) are awarded or all offers or responses are rejected and the solicitation is cancelled without any announcement by the procurement officer of the City's intent to reissue the same or a similar solicitation.

Proposers may discuss their proposal or the RFQ solicitation with the Mayor or one or more members of the Phoenix City Council, provided such meetings are scheduled through the Contract Specialist (listed below), conducted in person at 200 W. Washington, Phoenix, Arizona 85003, and are posted as open meetings with the City Clerk at least twenty-four (24) hours prior to the scheduled meetings. The City Clerk will be responsible for posting the meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

**Conflict of Interest.** The City reserves the right to disqualify any Proposer on the basis of any real or apparent conflict of interest that is disclosed by the proposal submitted or any other data available to the City. This disqualification is at the sole discretion of the City. Any Proposer submitting a proposal herein waves any right to object now or at any future time, before any body or agency, including but not limited to, the City Council of the City of Phoenix or any court.

**Protest Procedures.** Firms responding to disqualification or a procurement outcome are referred to the Code of the City of Phoenix Chapter 2, Article XII, Section 2-187 to 2-190.4, which governs protest procedures utilized throughout the selection process. The procedures may be reviewed through the City of Phoenix website at:

<http://www.codepublishing.com/az/phoenix/>

A copy of the Protest Policy is also available online at:

<https://www.phoenix.gov/streets/procurement-opportunities>

**Questions** - Questions pertaining to this selection process or contract issues should be directed to the Contracts Specialist, Tonja Lepur at (602) 256-4107 or email [tonja.lepur@phoenix.gov](mailto:tonja.lepur@phoenix.gov).

**ATTACHMENT A**  
**COMMONLY ASKED QUESTIONS**

The City has standard template language for terms and conditions, indemnification, and insurance. There may be additional requirements for badging and insurance that will vary by location. See attached sample document for reference only.

References will not be required for this Solicitation. There are 1,000 points available per the evaluation criteria listed in Section III.

**Q: For the 15 selected firms, will there be a master contract signed or will there be individual contracts signed for each task orders?**

**A:** There will be one Master Contract. A Notice to Proceed (NTP) will be executed with each project assigned.

**Q: Is there a minimum or maximum dollar amount of projects that might be awarded through this on-call?**

**A:** There is no minimum established.

**Q: In Section III, Criteria A, the RFQ asks for description, role of the Firm, contract values, and start and completion dates. However, in Criteria B, the project experience of each team member requires the same information. If the projects we show in Criteria A are the same projects in Criteria B, can we say in Criteria B to refer to Criteria A?**

**A:** If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person.

**Q: Do you have an example list of projects that have been issued through this on-call in the past year?**

**A:** Yes. Example contracts per department are:

- Human Services: John F. Long Family Services Center Estimate ADA Deficiencies
- Library: Outdoor digital LED Signage
- Parks: Cesar Chavez Community Center
- Convention Center: Symphony Hall Facility Assessment

**Q: What is the intent of the criteria regarding commitment to the project under Section III, Criteria D.1? Is this confirming the firm's ability to commit to the City of Phoenix project or just being committed to any project as a firm?**

**A:** The criteria is meant to demonstrate the firm's ability to commit to making the assigned City of Phoenix project or projects a priority.

**Q: Under evaluation criteria, is contract value or project value required?**

**A:** This is the value of each project assigned, whether through contract or other agreement type such as Notice to Proceed.