



**City of Phoenix**  
DESIGN AND CONSTRUCTION PROCUREMENT  
200 W. Washington Street, 5<sup>th</sup> Floor  
Phoenix, Arizona 85003-1611

**ARCHITECTURAL ON-CALL SERVICES**  
**CALENDAR YEARS 2024-2025**  
**PROCUREPHX PRODUCT CATEGORY CODE 906000000**  
**RFX NUMBER 6000001440**

**NOTIFICATION LETTER #1**

**August 4, 2023**

This notification letter shall become a part of the Request for Qualifications for the above referenced project.

1. Request for Qualifications – Page 15 – has been updated to remove RFX number 6000001404 is corrected to RFX 6000001440.
2. Request for Qualifications – Section III Statement of Qualifications Evaluation Criteria A. Experience of the Firm, has been updated to remove the wording “Identify project the submitting firm has completed in the last three years” to “Identify project the submitting firm has completed in the last five years”.
3. Request for Qualifications – Section I – Scope of Work has been updated to remove the wording “Community Park Design” to “Parks Community Design”.

Questions asked at Pre-submittal meeting are as follows:

**Q. Is landscape orientation acceptable as long as it's 11" x 8½"?**

A Yes, that is acceptable.

**Q. If a cover letter is submitted, will it be counted as a page?**

A. Yes, if a cover letter is submitted it will be counted toward the 15-page maximum limit.

**Q. Should consultant firms be included in proposal. (i.e., engineering, LEED, cost?)**

A. Right now, we are only looking at the prime firms.

**Q. Can we include the services of the consulting firms, engineers, and the consultant, under the experience of the firm information sheet?**

A. Right now, we are only looking at the prime firms.

**Q. Should information be before table of content?**

A. Order is completely up to the firm.

**Q. Submittal Requirements states to include project number, RFx number. What is the project number?**

There is no project number for this procurement.

**Q. Section III, Statement of Qualification Evaluation Criteria, referencing “Sub-criteria are listed in order of importance in relation to project services.” Where are the sub-criteria shown?**

A. The sub-criteria are listed under each section listed 1,2,3,4.

**Q. Section III, A – Experience of the Firm, Sub-criteria 3 – Project’s original contract value, final contract value, and reason for variance. What are you meaning?**

A. The RFQ is asking what was the contract value of the projects that the Architectural firms have completed, similar to the services that are referenced in Section I - Scope of Work in the RFQ, and what was the final contract value, was it more or less than the original value, and if so, explain the variance reason.

**Q. Will today’s presentation be provided?**

A. Yes, today’s presentation and sign-in sheets will be posted on the City of Phoenix Solicitations Website.

All other terms and conditions remain unchanged.

Tonja Lepur  
Contracts Specialist  
CITY OF PHOENIX  
DESIGN AND CONSTRUCTION PROCUREMENT

\*\*\*\*\*END OF NOTIFICATION\*\*\*\*\*