



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

GROUNDWATER WELL PROGRAM JOB ORDER CONTRACT

4108JOC224

**PROCUREPHX PRODUCT CATEGORY CODE 925000000
RFX NUMBER 6000001462**

NOTIFICATION LETTER #1

September 27, 2023

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

SECTION VI – SUBMITTAL REQUIREMENTS - is hereby deleted in its entirety and replaced with the following: (**SOQ due date has been changed**)

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://eprocurement.phoenix.gov/irj/portal> to login and access the electronic solicitation.

- The product category code for this RFQ is 912000000 and the RFX number is 6000001462.**
- Submittals:**
 - Experience Modification Rate (EMR) – provide current rating; the awarded company will be asked to provide verification upon contract execution.
 - 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 JOC number on the cover of the SOQ.

- A maximum of **10 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 the Statement of Qualifications by **12:00 noon, Phoenix time, on Friday, October 13, 2023.**
- Upload one complete version of the SOQ addressing all the criteria. Upload format is .PDF.
- Page size must still meet requirements of 8½" x 11"
- Font size must not be less than 10 point
- Content count:
 1. Each side of a page containing evaluation criteria and additional content will be counted toward the maximum page limit noted above.
 2. Pages that have project photos, charts and/or graphs will be counted towards the maximum page limit noted above.
 3. 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, firm name, address, phone number, vendor number, and the name, title, email address and signature of your contact person for the project. Do not include any additional information.

Evaluation Criteria: Address the SOQ evaluation criteria and include a project organizational chart.

Bonding Statement: **As a separate PDF attachment, include a statement of the firm's bonding capacity** from a Surety Company (A- or better for the prior four quarters) along with your SOQ submittal. (*This bond statement will not be counted towards the maximum number of pages*).

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.

CITY OF PHOENIX
DESIGN & CONSTRUCTION PROCUREMENT



Heather Roye, Contract Specialist

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