



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

REQUEST FOR QUALIFICATIONS

**PLANNING AND DEVELOPMENT DEPARTMENT
CIVIL PLAN REVIEW
ON-CALL SERVICES
FISCAL YEARS 24/25 to 26/27**

**PROCUREPHX PRODUCT CATEGORY CODE
925000000 AND 906000000
RFx 6000001538**

REQUEST FOR QUALIFICATIONS

The City of Phoenix is seeking up to ten qualified consultants to provide Civil Plan Review on-call services for the Planning and Development Department on an as-needed basis from July 1, 2024 to June 30, 2027.

SECTION I – SCOPE OF WORK

The consultants will be responsible for providing services for the Planning and Development Department including, but not limited to, civil reviews of plans as submitted to the City by private property owners for permit issuance purposes.

Interested firms must have experience conducting code reviews of or preparing plans for grading and drainage, storm water management, storm drain facilities, concrete, and street paving for submission to local jurisdictions. See **Exhibit A** attached for **2024 Required Certification for On-Call Consultants**. Individuals accepting this assignment will work under the direction of the Planning and Development Department.

Categories of work include:

- Grading and Drainage
- Storm Drain Facilities
- Storm Water Management
- Concrete
- Street Paving
- Water Main Extensions
- Sewer Main Extensions
- Other plan review services as needed

The consultant will provide the following as needed to perform the job duties: vehicles, fuel, code books, laptop/tablet, cellular phones, and personal protection equipment. Cell phones and laptop/tablet must have full field internet connectivity.

Required insurance coverage includes General Liability and Professional Liability/Errors and Omissions of not less than \$1,000,000 per claim and an annual aggregate of \$2,000,000, statutory workers' compensation insurance and automobile insurance is required.

Firms must also provide a single point of contact person to coordinate the plan review process between the City of Phoenix and the consultant. The fee for these project/permit specific assignments will not exceed 75% of the prevailing plan review fee as authorized by the Phoenix City Code, Appendix A.2.

The service contract contains a Conflict-of-Interest clause prohibiting the consultant from engaging in the review of any plans of buildings which plans have been prepared by the consultant or any member of the consultant's firm for design services for commercial construction within the City of Phoenix boundaries during the contract term.

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 Friday, February 16, 2024, at 251 W. Washington Street, Phoenix, AZ 85003, Calvin C. Goode Building, 10th Floor Coronado Conference 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.

This pre-submittal meeting will also include six additional Planning and Development Department On-Call Services for various disciplines of plan review and inspection services.

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 250 points)

Describe the experience and qualifications of the firm in performing plan reviews or preparing plans for review by local jurisdictions for similar projects. Provide at least two comparable projects.

For each project listed, provide:

1. Description of the services including scope and project owner
2. Role and responsibility of the firm
3. Contract service dates and contract value

B. Experience of the Key Personnel Performing Civil Plan Review (maximum 250 points)

Describe the experience and qualifications of the key personnel expected to be assigned to actively conduct the plan review work. For each key person identified, list their length of time with the firm and at least two comparable projects in which they have played a primary role. 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 services including scope and project owner
2. Role of the key person
3. Knowledge and experience using current City of Phoenix standards for grading/drainage, sewer, water, storm drain, storm water management, concrete and street paving
4. Certification information such as professional licenses and plan review certification, and indicate any applicable minimum certifications such as P.E., E.I.T., N.I.C.E.T. as detailed in **Exhibit A**
5. Contract service dates and contract value

C. Project Management, Approach and Responsiveness (maximum 350 points)

Understanding and approach to the services, including a discussion of the important considerations in providing the services, and the teams approach to the following:

1. Describe proposed procedure for communicating between Planning and Development Department staff, the inspection team, and the customer
2. Describe the team's availability and plan to maintain continuity of the proposed services
3. Indicate if the firm has staff available to review plans within the city offices
4. Firms plan for responding to requests for additional qualified staff for short-term needs

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

Provide the following:

1. Organization chart showing key personnel, current professional licenses or certifications
2. Identify how many plan reviewers will be provided with appropriate certification for each discipline
3. Identify the location of the lead firm's principal office and the home office location of key staff on this project.

SECTION IV - SUBMITTAL REQUIREMENTS

Electronic Submittal Process: Firms interested in this project must submit a Statement of Qualifications (SOQ) electronically via email to the Contracts Specialist, Annette Perez at annette.perez@phoenix.gov.

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 925000000 and 906000000 and the RFx number is 6000001538.**

☒ **Submittals:**

- Submittals must be sent via email to the Contracts Specialist, Annette Perez at annette.perez@phoenix.gov 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 (full legal name), vendor number, project title, and project number on the cover of the SOQ.
- A maximum of **12 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, March 1, 2024.**
- Email one complete version of the SOQ addressing all the criteria. 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. 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.
- Failure to submit electronically by the due date and time.

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 III above.

The City expects to create a final list of at least seven, but not more than ten 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	February 16, 2024
SOQs due	March 1, 2024
Selection Notification	Late March 2024
On-Call Kick-Off Workshop	Late June 2024
Contracts Effective	July 1, 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.

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, Annette Perez at (602) 273-3488 or email annette.perez@phoenix.gov.

EXHIBIT A
(Attached)

2024 Required Certification for On-Call Consultants

Building Plan Review

	Classification	Required Certifications
Architectural	Architectural / Building	<i>By the end of probation, must meet the following requirements:</i> <ul style="list-style-type: none"> Registered Professional Architect in the State of Arizona ICC Building Plans Examiner
Structural	Structural Plans Engineer	<i>By the end of probation, must meet the following requirements:</i> <ul style="list-style-type: none"> Registered Professional Engineer / Structural or Civil (PE) in the State of Arizona ICC Building Plans Examiner
Electrical	Electrical Plans Examiner	<i>By the end of probation, must obtain one of the following:</i> <ul style="list-style-type: none"> IAEI Electrical Inspector, Plan Review, OR ICC Electrical Plans Examiner
Plumbing / Mechanical	Mechanical Plans Examiner II	<i>By the end of probation, must obtain ONE Plumbing AND ONE Mechanical Certification:</i> <ul style="list-style-type: none"> ICC Plumbing Plans Examiner OR IAPMO Plumbing Plans Examiner AND <ul style="list-style-type: none"> ICC Mechanical Plans Examiner OR IAPMO Mechanical Plans Examiner
Fire	Fire Prevention Specialist II	<i>At time of hire, must possess the following certification:</i> <ul style="list-style-type: none"> ICC Fire Inspector II
Residential Building Plan Review	Building Code Examiner: (Plan Review)	<i>By the end of probation or within the first 12 months of lateral transfer, must obtain the following certifications:</i> <ul style="list-style-type: none"> ICC Building Plans Examiner ICC Accessibility Inspector/Plans Examiner

Civil Plan Review

	Classification	Required Certifications
Civil Plan Review	Civil Plan Review	NO CERTIFICATIONS REQUIRED

Landscape Plan Review & Inspections

	Classification	Required Certifications
Landscape Plan Review	Landscape Architect	<i>Registered Landscape Architect (RLA) in State of Arizona</i>

Elevator Plan Review & Inspections

	Classification	Required Certifications
Contract Elevator Inspector	Elevator Inspector II	<i>By the end of probation, must obtain the following certification:</i> <ul style="list-style-type: none"> QEI Elevator Inspector

AFP Plan Review & Inspections

	Classification	Required Certifications
Contract Electrical Inspector	Electrical Inspector II/AFP Assignment (Includes Electrical Inspector/Streetlight Inspector – Downtown assignment)	<i>To be eligible for the assignment, must possess certifications required for Electrical Inspector II:</i> AND <ul style="list-style-type: none"> • Possess (TWO) of the following certifications: • IAEI Electrical Inspector General OR ICC Commercial Electrical Inspector AND <ul style="list-style-type: none"> • IAEI Electrical Inspector, Plan Review, OR ICC Electrical Plans Examiner
Contract Mechanical, Plumbing / Mechanical Inspector	Plumbing/Mechanical Inspector II/AFP Assignment (Includes Downtown assignment)	<i>To be eligible for the assignment, must possess certifications required for P/M Inspector II:</i> AND <i>Possess (TWO) of the following certifications:</i> <ul style="list-style-type: none"> • ICC Plumbing Plans Examiner OR IAPMO Plumbing Plans Examiner AND <ul style="list-style-type: none"> • ICC Mechanical Plans Examiner OR IAPMO Mechanical Plans Examiner
Contract Structural Inspector	Structural Inspector II/AFP Assignment (Includes Downtown assignment)	<i>To be eligible for the assignment, must possess certifications required for Structural Inspector II:</i> AND <i>Possess the following certification:</i> <ul style="list-style-type: none"> • ICC Building Plans Examiner

Civil Inspections

	Classification	Required Certifications
Contract Civil Inspector	Civil Inspector II	<i>By the end of probation, must obtain TWO Certifications from below:</i> Certifications must be from different subjects. Any level will be acceptable. <ul style="list-style-type: none"> • NICET (National Institute for Certification in Engineering Technologies) certifications in any of the following subjects: <ul style="list-style-type: none"> Transportation <ul style="list-style-type: none"> – Highway Construction – Highway Survey Underground Utilities Construction <ul style="list-style-type: none"> – Water and Sewer Lines – Stormwater and Wastewater System Inspection Construction Materials Testing <ul style="list-style-type: none"> – Asphalt – Concrete – Soils Other acceptable certifications: <ul style="list-style-type: none"> • ICC (International Code Council) – Accessibility Inspector/Plans Examiner certification • ACI (American Concrete Institute) – Concrete Strength Test or Concrete Field Test • ATTI (Arizona Technical Testing Institute) certification (In lieu of NICET Asphalt & Soils) <ul style="list-style-type: none"> • ATTI Field Technician qualifies for TWO certifications because the certification covers the subjects of Asphalt and Soils • AZAG (Arizona Chapter Associated General Contractors) – Erosion Control Coordinator • ATSSA (American Traffic Safety Services Association) – Traffic Control Technician

Building Inspections (Residential / Commercial / Fire)

	Classification	Required Certifications
Contract Electrical Inspector	Electrical Inspector II	<p><i>By the end of probation, must obtain the following certification:</i></p> <ul style="list-style-type: none"> IAEI Electrical Inspector, General OR ICC Commercial Electrical Inspector
Contract Plumbing / Mechanical Inspector	Plumbing/Mechanical Inspector II	<p><i>By the end of probation, must obtain ONE certification in each of the Plumbing AND Mechanical disciplines:</i></p> <p>Plumbing</p> <ul style="list-style-type: none"> IAPMO Plumbing Inspector <p>OR</p> <ul style="list-style-type: none"> ICC Commercial Plumbing Inspector <p>AND</p> <p>Mechanical</p> <ul style="list-style-type: none"> IAPMO Mechanical Inspector <p>OR</p> <ul style="list-style-type: none"> ICC Commercial Mechanical Inspector <p>*For Backflow Inspector must ALSO obtain:</p> <ul style="list-style-type: none"> Backflow General Tester
Contract Structural Inspector	Structural Inspector II	<p><i>By the end of probation, must obtain TWO certifications:</i></p> <ul style="list-style-type: none"> ICC Accessibility Inspector/Plans Examiner <p>AND</p> <ul style="list-style-type: none"> ICC Commercial Building Inspector
Contract General Inspector	General Inspector II	<p><i>By end of probation, must obtain TWO of the five certifications OR obtain an ICC Residential Combination Inspector Certification:</i></p> <ul style="list-style-type: none"> ICC Residential Building Inspector ICC Residential Electrical Inspector OR IAEI Electrical Inspector, One- and Two-Family Dwelling ICC Residential Mechanical Inspector ICC Residential Energy Inspector/Plans Examiner IAPMO Plumbing Inspector OR ICC Residential Plumbing Inspector
Contract Building Code Examiner	Building Code Examiner: (Commercial Inspections)	<p><i>By the end of probation or within the first 12 months of lateral transfer, must obtain the following certifications:</i></p> <ul style="list-style-type: none"> ICC Building Plans Examiner OR ICC Commercial Building Inspector <p>AND</p> <p>Obtain ONE of the following certifications:</p> <ul style="list-style-type: none"> ICC Electrical Plans Examiner OR IAEI Electrical Inspector, Plan Review ICC Mechanical Plans Examiner OR IAPMO Mechanical Plans Examiner IAPMO Plumbing Plans Examiner OR ICC Plumbing Plans Examiner ICC Accessibility Inspector/Plans Examiner ICC Electrical Inspector OR IAEI Electrical Inspector, General ICC Mechanical Inspector OR IAPMO Mechanical Inspector ICC Plumbing Inspector OR IAPMO Plumbing Inspector