



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

**PLANNING AND DEVELOPMENT DEPARTMENT
ON-CALL SERVICES
FISCAL YEARS 24/25 TO 26/27**

**PROCUREPHX PRODUCT CATEGORY CODES: VARIOUS (SEE EACH RFQ)
RFx NUMBERS: 6000001534 through 6000001539 and 6000001562
(SEE EACH RFQ)**

NOTIFICATION LETTER NO. 1

February 26, 2024

This notification letter shall become part of the Request for Qualifications (RFQ) and applies to each of the following seven (7) Request for Qualifications:

- RFx 6000001534 Commercial AFP Plan Review and Inspection
- RFx 6000001535 Residential, Commercial and Fire Building Field Inspection
- RFx 6000001536 Residential, Commercial and Fire Building Plan Review
- RFx 6000001537 Civil Field Inspections
- RFx 6000001538 Civil Plan Review
- RFx 6000001539 Residential and Commercial Landscape and Inventory/Salvage Plan Review and Inspections
- RFx 6000001562 Elevator Plan Review and Inspections

RFx 6000001539 RFQ title delete in its entirety and replace with: Residential and Commercial Landscape and Inventory/Salvage Plan Review and Inspections

Response to Questions:

1. **QUESTION:** What is the changed project title of the Landscape On-Call Services?
ANSWER: The project title has been changed to the Planning and Development Department Residential and Commercial Landscape and Inventory/Salvage Plan Review and Inspections On-Call Services. Hillside and Slope Analysis will be handled internally.
2. **QUESTION:** Are Plan Reviewers in-house or in a Firm or both?
ANSWER: Plan Reviewers are utilized from both.
3. **QUESTION:** Can you provide copies of current agreements to provide these services?
ANSWER: Yes by submitting a Public Records Request Form for the specific agreement/s to review.
4. **QUESTION:** Can you the share the current Fee Schedule?

ANSWER: PDD Fee Schedule may be found in the link https://www.phoenix.gov/pddsite/Documents/TRT/dsd_trt_pdf_00042.pdf

5. **QUESTION:** What are the expected review times for different types of projects?
ANSWER: Please See attached “Plan Review Turnaround Times” document. The **Goals** column are our advertised turnaround times. Turnaround times can fluctuate as they are based on the monthly workload and complexity of the project.
6. **QUESTION:** Does the Information Sheet count towards the maximum 12 pages count?
ANSWER: No as long as there is no rateable criteria content.
7. **QUESTION:** If we have a professional engineer available for field inspections, do they have to have the certifications?
ANSWER: Yes, the consultant in the given position must meet the minimum requirements listed on the Required Certification Document (Exhibit A).
8. **QUESTION:** What are the credentials or qualifications required to provide State Health Delegate Services?
ANSWER: The following shall be clarification to the Civil Field Inspections On-Call Services need for a Civil Engineer registrant with the State of Arizona to compile, review and recommend for acceptance water and sewer projects that the designated City of Phoenix State Health Delegate would then certify.

The City of Phoenix is delegated by the State of Arizona to perform reviews, installation, testing, mapping, acceptance and inventory control of all newly installed public water and sewer mains by developers. Reviews and construction of public systems include the authorization and responsibility of all health and safety standards prescribed by the State of Arizona. The City of Phoenix Planning and Development Department utilizes the State’s convention for public main applications and final acceptance and reports to the State on this activity monthly.

The review of Interim Approval of Construction (IAOC) and Approval of Construction (AOC) paperwork consists of but not limited to the Engineer’s Certificate of completion, certified as-builts, materials testing results, pressure tests, bacteria tests, air tests, City CCTV of sewer lines, etc.

9. **QUESTION:** Can a firm apply for an RFQ as a prime and also as a secondary, for example, submitting a SOQ alone as a Prime firm then again for the same RFQ as a subconsultant for another submitting Prime firm?
ANSWER: No, the firm may choose to submit as a Prime but not as both. No subconsultants are part of this procurement.
10. **QUESTION:** What is UNIFIER that was mentioned in the RFQ and do we have to use this system immediately?
ANSWER: The City is implementing a new construction project information system to replace PROMIS. Oracle Primavera UNIFIER will be used as a cloud-based solution as a Citywide Construction Project Management tool to provide City staff and contractors adequate tools to capture, plan, maintain and manage projects effectively from inception through the life of the asset(s). UNIFIER is in the beginning stages of being used and will not be used immediately for PDD work.

All other terms and conditions remain unchanged.

ATTACHMENT: Planning and Development Department Plan Reviews Turnaround Time



Annette Perez
Contracts Specialist
CITY OF PHOENIX
DESIGN AND CONSTRUCTION PROCUREMENT

*****END OF NOTIFICATION NO. 1*****



The information in this document is provided as a guideline for the completion of initial plan review turnaround times. **Goal** indicates the target number of calendar days to complete an initial plan review. **Average (AVG)** indicates the typical number of calendar days from the previous month to complete the initial plan review. Turnaround times can fluctuate as they are based on the monthly workload and complexity of the project. Plan review timeframes for the first and second correction cycles are typically slightly reduced if the corrections are not significant. For planning purposes please assume that staff will meet the longer of the two dates.

To check the status of a project visit us online at phoenix.gov/pdd/about/reports and click on Plan Review Time Frames, or call (602) 262-7855.

COMMERCIAL BUILDING PLANS	DESCRIPTION	GOAL	AVG.
Major	Over 50,000 square feet and more than \$5 million	45	42
Medium	5,000-50,000 square feet and \$350,000-\$5 million	35	31
Minor	Under 5,000 square feet or less than \$350,000	25	22

RESIDENTIAL BUILDING PLANS	DESCRIPTION	GOAL	AVG.
Custom & Standard Plans	A custom home is a one-of-a-kind new home that has a full set of plans with all disciplines.	30	29
Major Remodels & Additions	A major remodel and/or addition is more than 2,000 square feet and/or more than one level.	30	25
Minor Remodels & Additions	A remodel is work done to improve an existing single family home or duplex. An addition is construction which provides additional square footage. A minor remodel and/or addition is 2,000 square feet or less and one level.	14	16
Plot Plans	Site plans for placement of new single family houses, duplexes and residential swimming pools.	5	5

CIVIL PLANS	DESCRIPTION	GOAL	AVG.
Major	Sixteen (16) sheets or more/ Greater than 20 acres or 50 lots	30	32
Medium	Seven (7) to fifteen (15) sheets/ 3-20 acres/ 15-50 lots	25	24
Minor	Six (6) sheets or fewer/ less than 15 lots	20	14
Landscape	Review of planting, inventory, salvage, hillside, irrigation and detail sheets	30	14

SITE PLANS	DESCRIPTION	GOAL	AVG.
Major Pre-application	Initial meeting to discuss basic development review requirements for a proposed site plan or subdivision to establish general guidelines.	28	24
Major Preliminary	Formal meeting to discuss requirements for the proposed site plan or subdivision to establish specific stipulations.	30	15
5 Day Review	Site plan review for all projects not processed as major. The scope of work may include projects with minimal neighborhood impact, building additions, exterior remodels, adaptive reuse, site improvements, parking lot expansions, and wireless communication facilities.	5	N/A
Note: Counter staff can assist you in determining the need for a pre-application meeting as well as whether your project is considered major or minor in scope.			

This publication can be made available in alternate formats (Braille, large print or digital media) upon request. Contact Planning & Development at (602) 262-7811 Voice or TTY Use 7-1-1.