



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

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## **REQUEST FOR QUALIFICATIONS**

**TRANSPORTATION 2050  
PROGRAM MANAGEMENT SUPPORT SERVICES  
QUALIFIED VENDOR LIST  
PROJECT NOs. ST85100368 AND PT00170023**

**PROCUREPHX PRODUCT CATEGORY CODE 925000000  
RFx 6000001573**

# REQUEST FOR QUALIFICATIONS

The City of Phoenix Public Transit and Street Transportation Departments (COP) are seeking firms to establish a Qualified Vendor List (QVL) to provide support services for the planning and implementation of the Transportation 2050 (T2050) Multi-Modal Transportation Program.

AECOM Technical Services, Inc. (AECOM) is the Program Manager (PM) providing a wide variety of services to support COP staff in the planning, programming and implementation of the T2050 program.

AECOM will provide up to a maximum of 60 percent of the required staff and services under the PM agreement if it is in the best interest of the City. The balance of the staff and services provided by the PM under the agreement shall be provided through a QVL selection process. The QVL will be created, managed, and administered by the PM, with the assistance of and coordination with COP staff. The PM will utilize the QVL to provide subconsulting opportunities through a City-approved subconsultant selection process. Selected subconsultants for the QVL will contract directly with the PM as the need for services is identified. The COP, in collaboration with the PM, will make qualifications-based selections from the QVL when services are required.

Firms must specifically identify in the Statement of Qualifications Information Sheet the classification(s) for which the firm is qualified and interested in providing to the City. **Firms on the current QVL will need to submit for this QVL to be placed on the list of firms to be considered for projects.**

## **SECTION I – PROJECT DESCRIPTION**

Generally, design services provided under this contract by the PM and QVL will be limited to preliminary engineering and staff augmentation. However, additional design services may be performed under this agreement by the PM and/or by firm(s) selected from the QVL. The PM and QVL firms may pursue selected design services procured by the City separately outside of this contract, as identified and permitted by COP staff.

## **SECTION II – SCOPE OF WORK**

The COP, in collaboration with the PM, will make qualifications-based selections from the QVL for task order assignments when services are required in support of the T2050 Program. The service areas where specific task order services may be requested include, but are not limited to, the following:

- 1.) Advanced project development
- 2.) Transportation planning
- 3.) Multi-modal transportation planning
- 4.) Traffic studies and engineering
- 5.) Feasibility studies and conceptual design
- 6.) Transit ridership collection, projections, research and analysis
- 7.) Bus rapid transit system and corridor planning/implementation support services
- 8.) Federal, state and local agency coordination
- 9.) Bicycle and pedestrian planning
- 10.) Traffic signal prioritization and conceptual design
- 11.) Intelligent Transportation Systems (ITS)
- 12.) Complete streets planning and conceptual design
- 13.) Transit facility planning
- 14.) Procurement support and advice
- 15.) Contract negotiation
- 16.) Cost and price analysis
- 17.) Technical, financial, and legal evaluation of alternative financing options (may be contracted directly with COP depending on alternative financing option being evaluated)
- 18.) Environmental assessments and services
- 19.) Public involvement, education, and outreach
- 20.) Website and social media communication and marketing
- 21.) Geographic information systems
- 22.) Asset management

- 23.) Right-of-way and property acquisition
- 24.) Land use and development analysis
- 25.) Project design document (plans and specifications) coordination
- 26.) Transportation project design services
- 27.) Subsurface utility engineering
- 28.) Utility coordination
- 29.) Roadway pavement, cross-section and structure design
- 30.) Roadway pavement management
- 31.) Roadway drainage/stormwater management, preliminary engineering and design
- 32.) Structural evaluation
- 33.) Survey and Aerial Mapping
- 34.) Grant application development and grant management
- 35.) Transit facility design for electric and hydrogen buses
- 36.) Transit user and resident surveys
- 37.) Added value alternatives
- 38.) Other items as determined by the COP
- 39.) COP staff augmentation: Staff augmentation services would include the ability to provide qualified individuals to augment City staff for the following personnel classifications\*:
  - Project Managers
  - Schedulers
  - Estimators
  - Construction Managers
  - Resident Engineers
  - Inspectors
  - Administrative Assistants

*\*Additional classifications for staff augmentation services may be identified during the term of the agreement.*

Firms interested in submitting for the QVL shall submit Statements of Qualifications (SOQs) for the firm and its employees for each individual service area indicated above. As a need is established, the highest qualified firm from the QVL will be selected based on the evaluation criteria detailed in Section IV. Selected firms will receive a contract for a time period commensurate with the services required.

The City and PM reserve the right to change, modify, add to, or delete from the services that will be provided through the QVL. Inclusion in the QVL is not a guarantee that any particular firm will be selected to provide services. The QVL established through this advertisement will be valid for the life of the PM contract, through September 2026. However, the City and the PM reserve the right to re-advertise the QVL to include additional services, extend the period of the QVL, or to include additional firms for specialized services.

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 III - PRE-SUBMITTAL MEETING**

There will be no pre-submittal meeting for this project.

### **SECTION IV - 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.

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

**A. Experience and Qualifications of the Prime Firm (maximum 300 points)**

Describe the experience and qualifications of the prime firm in providing services for similar programs/projects. For each program/project listed, provide:

1. Description of the program/project including scope and project owner
2. Role of the firm and explain how this relates to the services being solicited
3. Original contract value, final contract value, and reason for variance
4. Start date and completion date

**B. Experience and Qualifications of the Key Personnel (maximum 300 points)**

Describe the experience and qualifications of the key personnel expected to be assigned for these as-needed services. For each key person identified, list their length of time with the firm, and their experience providing comparable services on similar programs/projects. For each project listed, provide:

1. Description of the program/project including scope and project owner
2. Role of the person or team member and explain how this relates to the services being solicited
3. Original contract value, final contract value, and reason for variance
4. Start date and completion date

**C. Project Management and Responsiveness (maximum 250 points)**

Describe your firm's approach to processes as a subconsultant to the prime firm:

1. Prioritizing staffing in relation to importance of assigned projects and schedule requirements
2. Providing expedited services on requests for proposals and deliverables
3. Prompt invoicing procedures to prime firm – timeliness submittal of monthly invoices by the due date established by the Program Manager
3. Document control/records management – tracking important project information as needed

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

Provide the following:

1. Team's availability and commitment to the project, including subconsultants
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 both Design and Construction Administration and Inspection Services for the project
4. Identify the location of the lead firm's principal office and the home office location of key staff on this project

**SECTION V - SUBMITTAL REQUIREMENTS**

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 the RFx number is 6000001573.**

**Submittals:**

- Submittals must be sent to the assigned Contracts Specialist 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 **seven pages** is permitted to address Criteria B, C and D in the SOQ submittal.
- A firm can submit an additional two (2) pages per service category to address Criterion A in the SOQ submittal.
- A maximum of seven (7) pages plus two (2) additional pages per service category includes evaluation criteria.
- **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 22, 2024.**
- Submit one complete version of the SOQ addressing all the criteria. Submittal 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 VI – GROUNDS FOR DISQUALIFICATION**

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

- Failure to submit electronically via email to the assigned Contracts Specialist by the due date and time.
- Violating the "Contact with City Employees" policy contained in this RFQ.

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

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

A Selection Committee organized by the PM in conjunction with COP representatives will evaluate the firms under consideration. Panel members may include, but are not limited to, representatives of the PM, COP,

and the City Managers, Office. Representatives from other stakeholder groups may be included on this panel.

SOQs due

March 22, 2024

All submitting firms will be placed on the Qualified Vendors List. The QVL list will be posted on the City of Phoenix's "Tabulations, Awards, and Recommendations" website:

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

Firms selected for projects through the QVL should expect to comply with the Arizona State Statutes Title 34 and City of Phoenix Design and Construction Procurement's contract provisions.

### **SECTION VIII – 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/pr](http://phoenix.gov/pr).

**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, Kandi Kawolsky at (602) 256-4108 or email [kandi.kawolsky@phoenix.gov](mailto:kandi.kawolsky@phoenix.gov).