



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

**PAPAGO PARK AND PHOENIX ZOO DAMS
FORMAL INSPECTION SERVICES
ENGINEERING SERVICES**

PA75200709

RFX 6000001571

PROCUREPHX PRODUCT CATEGORY CODE 925000000

NOTIFICATION LETTER NO. 1

April 8, 2024

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

1. **SECTION V – SUBMITTAL REQUIREMENTS**

Submittals: Delete the fourth bullet point in its entirety and replace with the following:

A maximum of **13 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.)***

Response to Questions:

1. **QUESTION:** How many contracts will be awarded for this procurement?
ANSWER: Per the RFQ, up to one firm will be selected.
2. **QUESTION:** We are to email in our submittals to Bobbie Hobart, and we are not to submit through the system?
ANSWER: Correct, per the RFQ, all SOQ submittals will be submitted by email to bobbie.hobart@phoenix.gov.
3. **QUESTION:** What is the file size limit for the attachment?
ANSWER: When submitting your SOQ by email, there is no size requirement. The city has no issues with larger files.
4. **QUESTION:** Will resumes count against the 10-page count or can they be provided in a supporting appendix?
ANSWER: See above Submittal Requirements for change.
5. **QUESTION:** Due to another similar procurement due just before this one, can there be a week to two-week extension on the SOQ due date for this one?
ANSWER: No, the due date will remain the same.

All other terms and conditions remain unchanged.



Bobbie Hobart
Contracts Specialist I
bobbie.hobart@phoenix.gov
CITY OF PHOENIX
DESIGN AND CONSTRUCTION PROCUREMENT

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