



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

**ADVANCED WATER PURIFICATION FEASIBILITY STUDY**

**PROFESSIONAL SERVICES**

**WS85700103 AND WS90700059**

**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 IV-STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA** – is hereby deleted in its entirety and replaced with the following:

**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.

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

Describe the experience and qualifications of the prime firm in providing services for similar projects. Identify projects the submitting firm has completed. For each project listed, provide:

1. Description of the project including scope and project owner
2. Role of the firm and explain how this relates to the services being solicited
3. Project's original contract value, final contract value, and reason for variance
4. Project's start date and completion date

**B. Experience of the Key Personnel and Subconsultants (maximum 250 points)**

Describe the experience and qualifications of the specific project team expected to be assigned to this project in providing services for similar projects. For each key person identified, list their length of time with the firm. List each key person's role in the projects provided. 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 project including scope and project owner
2. Role of the team or team member and explain how this relates to the services being solicited
3. Project's original contract value, final contract value, and reason for variance
4. Project's start date and completion date

**C. Project Understanding and Approach (maximum 300 points)**

Describe your firm's understanding of the City's need for this project, including important considerations such as project issues and challenges. Describe the team's approach to the project, including important considerations such as scope, schedule, and budget.

**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 the project
4. Identify the location of the lead firm's principal office and the home office location of key staff on this project

**E. Reference Check (maximum 21 points\*)**

**Use the form provided** (Exhibit A) to obtain at least three references. It is preferred no more than one be a City of Phoenix project. If your firm has not completed prior projects with other agencies, you will not be penalized. It is recommended there be references outside the City of Phoenix.

\*These points are in addition to the 1,000 points for the SOQ.

All other terms and conditions remain unchanged.



Heather Roye  
Contracts Specialist II  
CITY OF PHOENIX  
DESIGN AND CONSTRUCTION PROCUREMENT

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