



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

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**REQUEST FOR QUALIFICATIONS**

**CITY OF PHOENIX  
AVIATION DEPARTMENT  
ARCHITECTURAL AND ENGINEERING SUPPORT SERVICES  
FOR AVIATION JOB ORDER CONTRACTS**

**PROCUREPHX PRODUCT CATEGORY CODE 906000000,  
925000000  
RFx 6000001578**

# REQUEST FOR QUALIFICATIONS

The City of Phoenix is seeking qualified consultants with airport experience to provide architectural and engineering services in support of the Aviation Department's Architectural and Civil Construction Job Order Contracts, and other Aviation Architectural and Engineering Services approved in advance by the City Engineer. Up to two firms will be selected for Architectural Support Services and up to two firms will be selected for Engineering Support Services. The estimated annual construction value to be performed through the Aviation Architectural Construction Job Order Contract Program is \$7 million. The estimated annual construction value to be performed through the Aviation Civil Construction Job Order Contract Program is \$8 million. **Firms must specifically identify in the Statement of Qualifications information sheet the category for which the firm is qualified and interested in providing to the City.**

## **SECTION I – SCOPE OF WORK**

The Aviation Department's Architectural and Civil Construction Job Order Contractors provide general construction contracting services on an as-needed basis, at the Phoenix Sky Harbor International Airport, Phoenix Deer Valley Airport and Phoenix Goodyear Airport. The selected architectural and engineering firms will be required to perform programming, studies, design, and construction administration and inspection services on an as-needed basis, to support the work of the Job Order Contractors. Individual projects will be identified by Aviation staff for implementation under the JOC Program. Projects will differ in size, scope, and complexity. At any given time, there may be a number of projects in various stages of implementation. The selected architectural and engineering firms will be required to manage all projects in all phases simultaneously, and to coordinate with Aviation staff and the JOC Contractors.

The Design scope of work may include but is not limited to:

- Facilitate design meetings and prepare meeting minutes
- Prepare and present periodic project status updates to Aviation management, as requested
- Perform project assessments, alternative analysis, and cost benefit analysis
- Perform design services with emphasis on civil, structural, mechanical, and electrical type of work
- Develop construction documents and specifications adhering to City / Aviation Department standards and requirements
- Assist with reviews of JOC Documents
- Prepare independent cost estimates

The Construction Administration and Inspection services scope of work may include but is not limited to:

- Facilitate/attend construction meetings and prepare meeting minutes
- Prepare and present periodic project status updates to Aviation management, as requested
- Perform on-site examination of materials, equipment, and workmanship
- Keep the City informed of the progress of the work and will guard the City against defects and deficiencies in such work and will disapprove or reject work failing to conform to the contract documents
- Provide quality control services during construction to assure the overall technical correctness of the construction services are being followed and construction schedule is being met
- Arrange and coordinate special inspections for structural, mechanical, and electrical work as required
- Prepare independent cost estimates

- Review and approve shop drawing submittals
- Assist with reviews of JOC Documents
- Prepare, respond to and/or review: meeting minutes, correspondence, scope of work and cost proposals, schedules, Requests for Information (RFIs), submittals, adjustments, test data, project data, etc.
- Upload project related documentation into the City's Project Management System in a timely manner
- Review contractors' payment requests, as requested
- Conduct substantial completion inspections and create a list of items to be completed or corrected
- Conduct final completion inspections and ensure completion of all items identified during the substantial completion inspections
- Develop record documents
- Perform close-out related services
- Participate in warranty inspections

The selected architectural and engineering firms will be knowledgeable in regulatory requirements associated with the operation and maintenance of airports and will be responsible for coordinating with regulatory agencies such as Federal Aviation Administration, Maricopa County Environmental Services Department, and the City of Phoenix Planning and Development Services Department.

Categories for services are:

**Architectural (2 firms):**

- Mechanical, electrical, plumbing
- Underground and above ground utilities (water, sewer, electrical, etc.)
- Environmental Services (asbestos, mold, lead paint abatement, monitoring wells, etc.)
- Roofing, carpentry, painting, and flooring
- Building and office remodels
- Demolition and new builds
- Americans with Disabilities Act modifications
- Energy systems, fire alarms, ACAMS, lighting and controls, CCTV, and other related technology
- Signage and infrastructure
- Fence and gate installation and repairs
- Landscaping
- Bridge repairs (structural and maintenance)

**Engineering (2 firms):**

- Earthwork and dust stabilization
- Concrete paving and flatwork
- Asphalt overlay and pavement rehabilitation
- Underground and above ground utilities (water, sewer, electrical, etc.)
- Americans with Disabilities Act modifications
- Roadway striping and markings
- Bridge repairs (structural and maintenance)
- Fence and gate installation and repairs
- Landscaping
- Grading and drainage

- Safety and Security Systems (loop detectors, barriers, attenuators, etc.)
- Demolition
- Signage
- Airfield and landside maintenance

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 Thursday, May 16, 2024, at Phoenix Sky Harbor International Airport Facilities & Services Building, 2nd Floor Conference Rooms A & B, located at 2515 E. Buckeye Road, Phoenix, Arizona, 85034. 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.

## **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. Design Experience of the Firm (150 points)**

Describe the experience and qualifications of the firm in providing design services for similar projects. Identify projects that have been completed by the submitting firm in the last three years. 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 design contract value, final design contract value, and reason for variance

### **B. Construction Administration & Inspection Experience of the Firm (150 points)**

Describe the experience and qualifications of the firm in providing construction administration and inspection (CA&I) services for similar projects. Identify projects that have been completed by the submitting firm in the last three years. Include assigned CA&I personnel if different from personnel performing design services. 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 construction contract value, final construction contract value, and reason for variance

### **C. Design Experience of the Key Personnel (125 points)**

Describe the design experience and qualifications of the specific project team expected to be assigned to the services proposed. For each key person identified, list their length of time with the firm, and at least two comparable projects for which they played a primary role. 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 design contract value, final design contract value, and reason for variance

### **D. Construction Administration & Inspection Experience of the Key Personnel (125 points)**

Describe the experience and qualifications of the specific project team expected to be assigned to the services proposed. For each key person identified, list their length of time with the firm, and at least two comparable projects for which they played a primary role. 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 construction contract value, final construction contract value, and reason for variance

### **E. Program Understanding and Management, Approach, and Responsiveness (300 points)**

As part of our selection process, the City has the responsibility of considering the possibility of firms receiving multiple task assignments under this contract overlapping the same period, in addition to any other on-going work the firms may have. Provide the following:

1. Describe your firm's familiarity with the JOC process and identify issues and/or challenges that you would encounter working on aviation projects
2. Describe your firm's knowledge of the Federal Aviation Administration (FAA) Rules and Regulations in relation to this program
3. Describe your firm's approach to the following:
  - a. Managing multiple task assignments simultaneously
  - b. Providing expedited services on requests for proposals and deliverables
  - c. Providing quick turn-around times to inquiries
  - d. Prioritizing staffing in relation to importance of assigned projects and schedule requirements
  - e. Include a brief description of your approach to project issues such as troubleshooting, dispute resolution, submittal of reports, submittal of samples, and any other pertinent matters.

## F. Staffing Information for Key Personnel (150 points)

Provide the following:

1. Team's availability and commitment to assigned projects
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 proposed Design and CA&I services
4. Identify the location of the lead firm's principal office and the home office location of key staff for this program

### **SECTION IV - SUBMITTAL REQUIREMENTS**

**Electronic Submittal Process:** Firms interested in this project must submit a Statement of Qualifications (SOQ) electronically through the ProcurePHX online portal.

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 906000000, 925000000 and the RFX number is 6000001578.**
- Submittals:**
  - Submittals must be **emailed** to the assigned Contracts Specialist Samantha B. Ansmann, [samantha.ansmann@phoenix.gov](mailto:samantha.ansmann@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 JOC number on the cover of the SOQ.
- A maximum of **10 pages** is permitted to address **Criteria B, C, D, E, and F** in the SOQ submittal. Unused pages for Criteria B, C, D, E, and F cannot be used towards any category in **Criterion A**.
- A maximum of **2 pages** is permitted per category to address **Criterion A** 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, May 31, 2024.**
- Upload one complete version of the SOQ addressing all the criteria. Upload 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:

- Submitting the SOQ to the assigned Contracts Specialist after the submittal due date and time
- Violating the “Contact with City Employees” policy contained in this RFQ

**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 three, but not more than five 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	May 16, 2024
SOQs due	May 31, 2024
Selection Notification	Early June 2024
On-Call Workshop	Early September 2024
Contracts Effective	October 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](http://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, Samantha B. Ansmann at (602) 681-5361 or email [samantha.ansmann@phoenix.gov](mailto:samantha.ansmann@phoenix.gov).