



**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

**DOBBINS ROAD: SR202L TO 27TH AVENUE  
 ENGINEERING SERVICES  
 ST85100453**

**NOTIFICATION LETTER NO. 1**

**JULY 5, 2024**

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

1. Request for Qualifications, Section V, Submittal Requirements, Submittals: delete bullet five, Submit electronically the Statement of Qualifications by 12:00 noon, Phoenix time, on Friday, July 19, 2024 and replace with:
  - Submit electronically the Statement of Qualifications by **12:00 noon, Phoenix time, on Friday, July 26, 2024.**
2. Request for Qualifications, Section VII, Selection Process and Schedule: delete SOQs due July 19, 2024; and replace with:
 

**SOQs due July 26, 2024**
3. Request for Qualifications, Section II, Scope of Work: add the words 'topographic survey' before the words 'and other tasks as determined by the project needs.'
4. Request for Qualifications, Section IV, Statement of Qualifications Evaluation Criteria, D. Staffing Information for Key Personnel, 3. remove in its entirety and replace with:
  3. Organization chart showing key personnel, current professional licenses or certifications, and assigned roles for Design for the project.
4. Request for Qualifications, Page 12, Sample Consultant Performance Evaluation Cover Letter: delete: I would appreciate your cooperation in completing the attached Consultant Performance Evaluation form and return by email the completed form by 12:00 pm Phoenix time on July 19, 2024 and replace with:

I would appreciate your cooperation in completing the attached Consultant Performance Evaluation form and return by email the completed form by 12:00 pm Phoenix time on **July 26 2024** to:

5. Request for Qualifications, Consultant Performance form: remove in its entirety and replace with attached.

**QUESTIONS AND ANSWERS:**

Q1.	How much of this project will include shade to fulfill shade ordinance?
A1.	<b>The vision related to shade and canopy coverage will be adhered to as well as consultation with the Office of Heat Response and Mitigation.</b>

Q2.	Is there any future projects to fix drainage issues on Dobbins Road?
A2.	<b>Coordination will be required with 2 drainage projects approved with the GO Bonds. The drainage projects may be constructed prior to Dobbins Road.</b>
Q3.	Are subconsultants required to register with the City?
A3.	<b>No</b>
Q4.	Are resumes included in the max page count?
A4.	<b>Yes</b>
Q5.	Is there a PDF size restriction when sending SOQs by email?
A5.	<b>No. The City can receive large files.</b>
Q6.	Are graphics included in the 10pt font limit?
A6.	<b>Yes</b>

All other terms and conditions remain unchanged.

Attachments:  
 Consultant Performance Evaluation Form



Kathleen Kennedy  
 Contracts Specialist  
 CITY OF PHOENIX  
 DESIGN AND CONSTRUCTION PROCUREMENT

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

**DOBBINS ROAD: SR202L TO 27TH AVENUE  
ENGINEERING SERVICES  
ST85100453  
RFx: 6000001623**

**CONSULTANT PERFORMANCE EVALUATION FOR \_\_\_\_\_**  
(firm name)

In the box below, provide the project title, contracted services provided by the firm, and start and completion date of services. This form is to be completed by the Owner, or the Owner's representative directly responsible for oversight of the project. The project services evaluated must be relevant to the services of this project. Every rating area must be scored.

**RATINGS:** Summarize the Consultant's performance and **circle the number** below that corresponds to the performance rating for each category. Please see the rating scale.

1 = Unsatisfactory (.25 pt.); 2 = Poor (.50 pt.); 3 = Good (.75 pt.); 4 = Excellent (1.0 pt.)

HOW WOULD YOU RANK THE BUSINESS RELATIONSHIP BETWEEN THE OWNER AND THE FIRM?	4 3 2 1	Comments:
WAS THE TEAM PRESENTED IN THE PROPOSAL THE TEAM THAT WORKED ON THE PROJECT TO COMPLETION?	4 3 2 1	Comments:
WAS STAFF PROACTIVE IN SOLVING PROBLEMS THAT MAY HAVE OCCURRED ON THE PROJECT?	4 3 2 1	Comments:
WAS THE CONTRACTED SCOPE OF SERVICES COMPLETED ON TIME AND WITHIN BUDGET?	4 3 2 1	Comments:
HOW WOULD YOU RATE THE QUALITY OF WORK PERFORMED BY THIS FIRM ON YOUR PROJECT?	4 3 2 1	Comments:
DID THE FIRM RECOMMEND EFFICIENCIES OR PROVIDE INNOVATIVE IDEAS OR SUGGESTIONS?	4 3 2 1	Comments:

WOULD YOU BE WILLING TO CONTRACT WITH THIS FIRM AGAIN? (YES = 1 point)	YES  NO	Comments:
TOTAL SCORE		(MAXIMUM 7 POINTS)

Reference Evaluation Provided By:

Name and Title: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Email completed form by July 26, 2024 by 12:00 pm Phoenix time to:**

[soq.referencechecks@phoenix.gov](mailto:soq.referencechecks@phoenix.gov)

**\*EMAIL SUBJECT LINE SHOULD REFERENCE RFx NUMBER 6000001623**

The document should reference the project number and firm for which the reference check is being submitted. If no project number is available, reference the service and firm for which the reference check is being submitted.