



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

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## REQUEST FOR QUALIFICATIONS

### PUBLIC TRANSIT DEPARTMENT LIGHT RAIL EXTENSION MATERIALS TESTING AND CONSTRUCTION ADMINISTRATION AND INSPECTION ON-CALL SERVICES

PROCUREPHX PRODUCT CATEGORY CODE 925000000  
RFx 6000000699

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# REQUEST FOR QUALIFICATIONS

## PUBLIC TRANSIT DEPARTMENT LIGHT RAIL EXTENSION MATERIALS TESTING AND CONSTRUCTION ADMINISTRATION AND INSPECTION ON-CALL SERVICES

The City of Phoenix is seeking qualified firms to provide Materials Testing services and Construction Administration and Inspection services for multiple location light rail extensions on an on-call basis. Up to eight firms will be selected for Materials Testing and up to eight firms will be selected for Construction Administration and Inspection for a four-year term from October 1, 2019 through September 30, 2024.

This project is being re-advertised to incorporate utilizing federal funds based on funding availability.

**Firms must specifically identify in the Statement of Qualifications (SOQ) information sheet the services for which the firm is qualified and interested in providing to the City.** This solicitation is open to all firms.

Firms may choose to submit for both Materials Testing Services and Construction Administration and Inspection Services. Firms must clearly state if applying for both Materials Testing Services and Construction Administration and Inspection Services.

If submitting for the Materials Testing Services only, then clearly state in your submittal you are applying for Materials Testing Services only.

If submitting for the Construction Administration and Inspection Services only, then clearly state in your submittal you are applying for Construction Administration and Inspection Services only.

This project may utilize federal funds and is subject to the requirements of 49 Code of Federal Regulations Part 26 and the U.S. Department of Transportation DBE Program. Both phases of the project will be completed under Federal Guidelines.

### **SECTION I – PROJECT DESCRIPTION**

Over the course of the contract, a wide variety of skills and capabilities in Materials Testing and Construction Administration and Inspection will be required for the future light rail extensions.

The currently identified light rail extensions are:

- Light Rail South Central Extension(SCE)
- Light Rail Northwest Extension Phase II (NW2)
- Light Rail Capital I-10 Extension (Cap./I-10)

**Light Rail South Central Extension(SCE)** will include approximately 5.5 miles of new track that will provide a transit option for residences, businesses and visitors to gain access along Central Avenue. The extension will be connected and integrated with the existing light rail in Downtown Phoenix begins at the combined CityScape Station and continues south to Baseline Road Station. This will include 60,176 of utility removal, 72,702 LF of new utilities, 51,800 TF Embedded Track, 1,990 TF Direct Fixation Track. 8 Tie-in locations, 4 bridge modifications (Cityscape, Jackson St., Western Canal, Salt River), 9 new stations, 2 roundabouts, 6 TPSS buildings, 8 signal buildings, 1 Park-N-Ride/Transit Center.

**Light Rail Northwest Extension Phase II (NW2)** will extended the light rail west approximately 1.5 miles on Dunlap Avenue from 19<sup>th</sup> Avenue, north on 25<sup>th</sup> Avenue and across I-17 on Mountain View road with a terminus near Metro Center Mall. This will include 9,000 LF of utility removal, 16,000 LF of new utilities, 10,746 TF Embedded Track, 5,479 TF Direct Fixation Track, 2 bridge replacements (ACDC, Arizona Canal), 1-10 span bridge (I-17 cross over with elevated station), 3 new stations, 2 TPSS buildings, 3 signal buildings, 1 Park-N-Ride/Transit Center.

**Light Rail Capital I-10 Extension (Cap./I-10)** will extended the light rail west approximately 1.3 miles on Washington Street, north on 18<sup>th</sup> Avenue to Van Buren. This will include utility removal, new utilities, Embedded Track, Direct Fixation Track, new stations, TPSS buildings, signal buildings.

***Future light rail extensions may be identified and included in services.***

## **SECTION II – SCOPE OF WORK**

The City of Phoenix proposes to retain Consultants to provide Materials Testing Services and Construction Administration and Inspection Services for multiple light rail extensions.

The consultant will provide vehicles, fuel, code books, cellular phones, laptops/tablets, printer, digital camera, and other equipment deemed necessary to complete the tasks. Cell phones and laptop/tablet must have full field connectivity. Consultant must provide technical support for their equipment. All Materials Technicians are required to have the equipment listed on the City of Phoenix Materials Lab checklist. All Construction Administration and Inspection Inspectors must provide straight edges, smart level, tape measures, probe, temperature gun, measuring wheel and other field equipment as required.

The City of Phoenix will perform Quality Assurance and Quality Control. The contractor may provide Quality Control at their discretion. Valley Metro inspectors will perform the track inspections.

All laboratory testing will be performed by a private testing firm.

### **Materials Testing Services:**

Scope of work may include, but is not limited to: geotechnical investigations, geotechnical and materials testing; laboratory and field testing of soil, concrete and asphalt; plant inspections; analyses and preparation of reports; and daily oversight to ensure compliance with City of Phoenix, Maricopa County and Valley Metro standards, policies and guidelines. Materials testing will include roadway, alley, water, sewer, dry utilities, landscape and irrigation, irrigation facilities, storm drain, retentions, embankments, earthwork, trenching, grading, soil treatments, masonry, structural steel, bridge/structures, sidewalk, ADA ramps, Curb & Gutter, and driveways for compliance with standard details, specifications and approved plans.

Scope of work may include but is not limited to the following:

- Attend daily, weekly, monthly meetings
- Daily interaction with the contractor (may include irregular work hours)
- Preparation of daily, weekly and monthly reports
- Data entry into Valley Metro's program management system (ACONEX)
- Review and respond to contractor's "Request for Information" (RFI), submittals and change orders
- Review and comment on contractor's compliance with City of Phoenix's asset management requirements
- Coordinate among/between other City Departments, City Staff and other governmental agencies
- Other services as required to support successful completion of the work and City's interest

The position(s) require knowledge of construction practices, civil engineering techniques, and terminology.

Work may require the following certifications: OSHA Trench Safety and/or Mine Safety Health Administration (MSHA).

Work may require technicians to show proof of appropriate certifications: American Concrete Institute (ACI Field & Lab), Arizona Technical Testing Institute (ATTI Field & Lab).

Firm(s) must be certified to perform the requested work: Concrete & Cement Reference Laboratory (CCRL) and American Material Reference Laboratory (AMRL).

### **Construction Administration and Inspection Services:**

Scope of work may include, but is not limited to, representation on behalf of the City of Phoenix for full range of Civil and Water inspection services during the construction phase to ensure compliance with City of Phoenix, Maricopa County and Valley Metro standards, policies and guidelines. Inspections will include

roadway, alley, water, sewer, dry utilities, landscape and irrigation, irrigation facilities, storm drain, retentions, embankments, earthwork, trenching, grading, soil treatments, masonry, structural steel, bridge/structures, sidewalk, ADA ramps, Curb & Gutter, driveways and temporary traffic control for compliance to applicable standards.

Construction inspectors must be knowledgeable of geotechnical, soils and material services; laboratory and filed testing of soil, concrete and asphalt; plant inspections; and analysis.

Team members will provide services to ensure projects are successfully executed within scope, schedule and budget. These extensions of staff will act as a representative of the City of Phoenix by attending construction meetings, submitting daily reports and performing other additional services as needed.

Scope of work may include but is not limited to the following:

- Attend daily, weekly, monthly meetings
- Daily interaction with the contractor (may include irregular work hours)
- Manage inspection and material testing on a per project basis
- Daily interaction with City management and stakeholders
- Review and respond to contractors "request for information" (RFI), submittals, and change orders
- Review and comment on contractor's compliance with the City of Phoenix assessment management requirements
- Preparation of daily, weekly and monthly reports
- Daily data entry in to Valley Metro's program management system (ACONEX)
- Monitoring and documenting construction progress
- Compute monthly and final quantities and costs for payment purposes
- Review of punch list items
- Track and report time and material cost
- Review and comment of contractors as-builts/red-lines/record drawings
- Coordinate among/between other City Departments, City Staff and other governmental agencies
- Other services as required to support successful completion of the work and City's interest

The position(s) require knowledge of construction practices, civil engineering techniques, and terminology.

Work may require the following certifications: OSHA Trench Safety and/or Mine Safety Health Administration (MSHA).

Work may require inspectors to show proof of appropriate certifications: International Code Council (ICC), American Concrete Institute (ACI Field), Arizona Technical Testing Institute (ATTI Field), or NICET.

### **SECTION III - PRE-SUBMITTAL MEETING**

A pre-submittal meeting will be held at 9:00 a.m., Phoenix time on March 21, 2019, at 200 W. Washington Street, City Hall 5<sup>th</sup> Floor, Conference Room 5W, Phoenix, Arizona. 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 IV - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA**

Firms will be selected through a qualifications-based selection process based on the criteria below. Subcriteria 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 (300 points)**

Describe the experience and qualifications of the prime firm in providing services for similar projects. Specifically identify the service(s) (Materials Testing Services and/or Construction Administration and Inspection Services) for which your firm is qualified and interested in providing to the City. **Identify which services you are submitting for.**

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

**B. Experience of Key Personnel (300 points)**

Describe the experience and qualifications of the key personnel expected to be assigned in providing Materials Testing Services and/or Construction Administration and Inspection Services for similar projects. **Identify which services you are submitting for.** Identify each team member's role in the projects provided. 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

**C. Other Selection Criteria (200 points)**

List all City of Phoenix contracts and total dollar value of the services (including on-call services) awarded to your firm during the last two years. Include all contracts currently ongoing and all contracts for which your firm has been selected but are not yet under contract. List the total project value of current on-call contract assignments. Do NOT list each assigned project performed through an on-call contract. As part of our selection process, the City has the responsibility of taking into account the size and complexity of the services under consideration and the resource investment of the firm in current City work.

**D. Staffing Information for Key Personnel (200 points)**

**Identify which services you are submitting for.** Provide the following:

1. Team's availability and commitment to the project
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.
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 (75 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.

**SECTION V - SUBMITTAL REQUIREMENTS**

**New 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 925000000 and the RFx number is 600000699.**

**Submittals:**

- Submittals must be uploaded to the ProcurePhx website by the submittal due date and time.
- Submit only one (1) 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 **10 pages** is permitted to address the first category of services being submitted for (either Materials Testing Services or Construction Administration and Inspection Services) under Criteria A, B, C and D in the SOQ submittal. (**Maximum page limit includes evaluation criteria and all additional content. It does not include the Information Sheet.**)
- A firm can submit an **additional 5 pages**, as applicable, for the second category of either Materials Testing Services or Construction Administration and Inspection Services to address Criterion A, B and D in the SOQ submittal.
- Submit electronically the Statement of Qualifications by **12:00 noon, Phoenix time, on Friday, April 5, 2019.**
- 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, firm name, address, phone number, vendor number, and the name, title, email address and signature of your contact person for the project. Also, **identify the associated services the firm is interested in providing** (Material Testing Services and/or Construction Administration and Inspection Services). 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*).

**Disadvantaged Business Enterprise Attachments:** Include completed DBE Clause Attachment A and supporting documentation, in a separate PDF attachment along with your SOQ submittal (*DBE attachments do NOT count towards maximum page count*).

**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 through the ProcurePHX online portal by the due date and time.
- Violating the "Contact with City Employees" policy contained in this RFQ
- Missing DBE Attachment A and/or supporting documentation. Note: Please submit as a separate PDF.

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

Up to eight firms will be selected for Materials Testing and up to eight firms will be selected for Construction Administration and Inspection through a qualifications based selection process. Interested firms will submit a SOQ. The firms will be selected through a qualifications-based selection process. A selection panel will evaluate each SOQ per the criteria set forth in Section IV above.

The City will select a firm based on the SOQs received; no formal interviews will be conducted. The City may conduct a due diligence review on the firms receiving the highest evaluation.

The following tentative schedule has been prepared for this project.

Pre-submittal meeting	March 21, 2019
SOQs due	April 5, 2019
Selection Notification	early May 2019

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>

## **SECTION VIII - FEDERAL REQUIREMENTS**

**Lobbying and Influencing Federal Employees.** No Federal appropriated funds shall be paid, by or on behalf of the Consultant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant and the amendment or modification of any Federal grant. If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal grant, the Consultant shall complete and submit Standard Form-LLL, "Disclosure of Lobby activities," in accordance with its instructions.

**Trade Restriction.** The Consultant and its subconsultants, by submission of the Statement of Qualifications, certifies that it is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR); has not knowingly entered into any contract or subcontract for this contract with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list; and has not procured any product nor subcontracted for the supply of any product for use on the contract that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a Consultant or subconsultant who is unable to certify to the above. If the Consultant knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the Project, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract at no cost to the Government.

Further, the Consultant agrees that, if awarded a contract resulting from this solicitation it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The Consultant may rely on the certification of a prospective subconsultant unless it has knowledge that the certification is erroneous.

The Consultant shall provide immediate written notice to the Sponsor if the Consultant learns that its certification or that of a subconsultant was erroneous when submitted or has become erroneous by reason of changed circumstances. The subconsultant agrees to provide written notice to the Consultant if at any time it learns that its certification was erroneous by reason of changed circumstances.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a Consultant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

**Debarment, Suspension, Ineligibility and Voluntary Exclusion.** The Consultant and its subconsultants, by submission of its Statement of Qualifications (SOQ) certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting its SOQ that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Consultant or any lower tier participant is unable to certify this statement, it shall attach an explanation to its SOQ.

**Federal Affirmative Action Requirements.** The Consultant will comply with the federal Affirmative Action requirements as provided by 14 C.F.R. Part 152, subpart E during the term of the Contract and the Consultant will require its subconsultants to also comply with the federal Affirmative Action requirements as set out above, and as may be amended. Failure of the Consultant and its subconsultants to maintain compliance during the term of the Contract, including renewal options, is a material breach and may result in termination of this Contract.

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 IX – 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 602-256-4286 – TTY. Requests will only be honored if made within the first week of the advertising period.

**Release of Project Information.** 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.

**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/>

**Questions** - Questions pertaining to this selection process or contract issues should be directed to the Contract Specialist, Debra Russell at (602) 534-5789 or email [Debra.Russell@Phoenix.gov](mailto:Debra.Russell@Phoenix.gov).

**EXHIBIT A**  
**DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS**

**ATTACHED**

**EXHIBIT B**  
**CONSULTANT REFERENCE CHECK INSTRUCTIONS, FORM, AND SAMPLE LETTER**

The attached Consultant Performance Evaluation Form is to be provided to the agencies or entities for which your firm has recently provided services similar to those requested for this project. Provide the evaluation form to the Owner, or the Owner's representative directly responsible for oversight of the project to complete and submit to the email box listed below.

The first three references submitted will be accepted and the scores utilized as part of the evaluation process. Each reference check is worth up to 25 points for a total of up to 75 points available.

The form is to be completed by the agency or entity and uploaded to the (email box) at:

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

The procurement identifier is:

6000000699

ATTENTION: Debra Russell

Also attached is a sample performance evaluation cover letter that may be used when sending the reference check request.

## Sample Consultant Performance Evaluation Cover Letter

Sample Cover Letter  
Contact Name  
Address of Reference

(Your Name) is responding to a Request for Qualifications (RFQ) from the City of Phoenix Office of the City Engineer's Design and Construction Procurement section.

The City is requesting reference information related to our past performance. As a part of the response submittal process, the City is requesting performance evaluations from agencies that our firm has performed services for either in the past or is currently receiving services.

I would appreciate your cooperation in completing the attached Consultant Performance Evaluation form and return by email the completed form by 5:00 pm Phoenix time on **April 5, 2019** to email address:

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

**Reference in subject line: 6000000699 and Contract Specialist: Debra Russell**

For questions, contact City of Phoenix. Office of the City Engineer, Design & Construction Procurement Debra Russell, Contract Specialist at 602-256-3444.

Failure to submit the Consultant Performance Evaluation form by the above date will have a negative impact on the proposal we submit for this service. Your cooperation in submitting this form by this date is appreciated.

If you have any questions regarding this request, please contact (your name) at (your telephone number).

Sincerely,

## INSTRUCTIONS FOR COMPLETING CONSULTANT PERFORMANCE EVALUATION

Please evaluate the consultant's contract performance in each of the rating areas listed below. On the Consultant Performance Evaluation form, please circle the rating from 1 to 4 that most closely matches your evaluation of the consultant's performance. Comments are not required but appreciated.

The Design and Construction Procurement section will use the information from this form to evaluate firms competing for contract award. **This completed form will become public record and upon request, will be released to the consultant or any other entity.**

Please submit the completed form to the address indicated on the bottom of the Consultant Performance Evaluation form. Thank you for your time and your cooperation.

**CITY OF PHOENIX  
LIGHT RAIL EXTENSION MATERIALS TESTING AND CONSTRUCTION  
ADMINISTRATION AND INSPECTION SERVICES ON-CALL**

**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.

**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; 2 = Poor; 3 = Good; 4 = Excellent

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

WOULD YOU BE WILLING TO CONTRACT WITH THIS FIRM AGAIN? (1 point)	YES  NO	Comments:
TOTAL SCORE		(MAXIMUM 25 POINTS)

Reference Evaluation Provided By:

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

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

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

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

*Email completed form by **April 5, 2019** by 5:00 pm Phoenix time to:*

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

**\*EMAIL SUBJECT LINE SHOULD REFERENCE:**

**RFx NUMBER 600000699 and Contract Specialist: Debra Russell**

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.