



City of Phoenix
OFFICE OF THE CITY ENGINEER
DESIGN AND CONSTRUCTION PROCUREMENT
200 West Washington Street, 6th Floor
Phoenix, Arizona 85003-1611

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

**PPROCUREPHX PRODUCT CATEGORY CODE: 925000000
RFX: 6000000699**

NOTIFICATION LETTER NO. 2

ISSUE DATE: March 29, 2019

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

RFQ posted on City of Phoenix Solicitations webpage and City of Phoenix's ProcurePHX system:

SECTION V – SUBMITTAL REQUIREMENTS – Delete paragraph under: Disadvantaged Business Enterprise (DBE) Requirements Attachment and replace with:

See Exhibit A and supporting documentation, and include completed DBE Form EO-1, Statement of Outreach Commitment in a separate PDF attachment along with your SOQ submittal (*DBE attachment(s) do NOT count towards maximum page count*).

SECTION VI – GROUNDS FOR DISQUALIFICATION – Delete third bullet and replace with:

- Missing DBE Form EO1 Statement of Outreach Commitment. Note: Submit as a separate PDF.

QUESTIONS AND ANSWERS:

1. Question: What is the duration of the project?
Answer: Construction is scheduled to be completed late 2023 for all projects. There is a potential for an extension of time.
2. Question: What is quality assurance and quality control?
Answer: Consultant is not required to have quality control, but the City recommends it. The City will be performing all quality control and quality assurance. Valley Metro will have their own inspectors for the guideway.
3. Question: When inspection staff is called out, will they be on all three projects?
Answer: No, however if there is special inspection that only 1 or 2 people can do, they may be the only ones to bounce between projects.
4. Question: Who will be the team leader?

Answer: City staff will be the lead. We will also have a Materials Supervisor and Construction Inspection Supervisor as part of the team.

5. Question: What is the start date?

Answer: Tentative scheduled start date will be after August 27th.

6. Question: If someone is doing design for Valley Metro, can they be doing inspection also?

Answer: Yes, City of Phoenix and Valley Metro are two separate entities.

7. Question: For the Reference section, if you know someone left the firm or municipality but they were your main contact, should we put them as a reference?

Answer: If you know someone left, note it and explain. IE: "X" was my referral, but he/she has retired from City of "XXXXXX."

8. Question: Can I use City of Phoenix employees as a reference?

Answer: Yes, it is your SOQ, you can choose who you put on it.

9. Question: Will there be SBE goals?

Answer: No, there are no SBE goals on this project.

10. Question: Does the City of Phoenix Public Transit have a DBE goal?

Answer: The City of Phoenix (COP), in accordance with regulations of the U.S. Department of Transportation, 49, CFR Part 26, has established its three-year transit DBE goal on contracts assisted by the Federal Transit Administration (FTA) awarded by the COP. COP has set an overall transit DBE goal of 5.98% for DBE participation and will strive to achieve the goal on all FTA funded projects through race neutral means.

11. Question: If already a DBE, can we put down 100% as a goal?

Answer: Yes, unless your firm uses a sub consultant that is not a DBE.

12. Question: When does the 30 days start to submit EOD2 and EOD3?

Answer: After the contract award or the date that is chosen by City staff.

13. Question: When the SOQ is submitted, the only form required is the EOD1, correct?

Answer: Yes.

14. Question: Where is attachment A?

Answer: On the ProcurePHX website, in RFx 6000000699, attached to Notification No. 1.

15. Question: Can a prime that is a DBE be used as a Prime and a Sub-consultant to another Prime?

Answer: Yes.

16. Question: If a DBE company is the prime and will perform 100% of the work will they need to submit the EO2 and EO3 forms if selected?

Answer: Yes, even if your company will self-perform 100% of the work you will need to complete EO2 and EO3 forms as a requirement. See Section IV POST-AWARD SUBMITTAL REQUIREMENTS, part A of the DBE – Negotiated Contract Clause for additional descriptions (as issued with Notification No. 1).

17. Question: Can questions be asked later about SBE?

Answer: Yes, you may contact Renee at any time for assistance. Questions prior to close of the solicitation will be directed to Renee, documented and updated with an issuance of a Notification as needed.

18. Question: Is it required to put the Sub-consultant/DBE in the SOQ?

Answer: No, but is recommended.

19. Question: How can we find out if references were sent in?

Answer: You can contact Debra, but it is your responsibility to follow up with your references. It will not be disclosed who has sent in references.

20. Question: If submitting for both categories (CAI & Materials), do we need 3 references for each category meaning a total of 6 or do 3 references total suffice?

Answer: Yes, 3 for CA&I and 3 for Materials. It is suggested to send out a request for more than the three for each though.

21. Question: If a Prime Firm decides to submit their SOQ for both CA&I and Materials Testing, but has a subcontractor completing one of those aspects (such as the Prime is the CA&I with a sub doing the Materials Testing) is the selection based on an all or nothing approach or is it possible that the City would select the prime to complete the only the CA&I and not have the sub be a part of the Materials Testing?

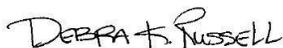
Answer: It is not all or nothing. From the example above: There is the possibility that the Prime could be selected for CA&I and the Materials firm not be selected.

22. Question: Can you define the scope for Administrative Assistant and Materials Supervisor?

Answer: LIGHT RAIL ADMINISTRATIVE ASSISTANT: The fundamental reason this classification exists is to assist the Project Manager-in-Charge (PMIC), Construction Inspection Supervisor and Materials Supervisor with day-to-day administrative duties. Work involves independent decision making, conducting research, gathering information, performing statistical analyses, studying administrative problems and developing improved systems, procedures, and forms. Work is performed under general supervision of the PMIC where considerable independence is allowed.

LIGHT RAIL MATERIALS SUPERVISOR: The fundamental reason this classification exists is to supervise the performance of material quality assurance work of Light Rail construction projects in the laboratory and field. Work includes training and supervising Chief Materials Technicians, Chief Materials Plant Inspectors, Senior Materials Technicians and Materials Technicians, interpreting construction plans, specifications, and in solving complex situations during construction.

All other terms and conditions remain unchanged.



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*****END OF NOTIFICATION NO. 2*****