



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

**WATER & WASTEWATER
TECHNICAL ASSISTANCE FOR DEVELOPMENTS
ON-CALL SERVICES**

WS85500466 and WS90500319

NOTIFICATION LETTER NO. 1

AUGUST 8, 2024

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

SECTION IV – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA – add the following paragraph:

D. 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.

QUESTIONS FROM PRE-SUBMITTAL MEETING

Q1. Section IV, B.1: “The key personnel have technical experience in performing a minimum three of the four major tasks. Include project examples within the past three years.”

a. Please clarify. Is this that one individual, a key person, must have experience in performing a minimum 3 of the four major tasks OR is it that the prime firm must complete a minimum 3 of the four major tasks?

Answer: This will be the key personnel who performs that major task. It could be one person or a group of people. You could also have different key personnel for different major tasks.

Q2. If we will be using subconsultants for this project, where in the RFQ criteria do we list their information?

Answer: List your subconsultants in Criteria B under Technical Experience of the Key Personnel.

Q3. Have you ever had a contract like this project before or is it a new project?

Answer: No, this will be a new project.

Q4. Is there an annual cap on this project or on the tasks?

Answer: Yes, there is a total cap for the awarded firms of \$1 million dollars per year for approximately five years.

All other terms and conditions remain unchanged.



Heather Roye
Contracts Specialist
CITY OF PHOENIX
DESIGN AND CONSTRUCTION PROCUREMENT

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