



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

REQUEST FOR QUALIFICATIONS

READVERTISEMENT TALKING STICK RESORT ARENA RENOVATIONS OWNER'S REPRESENTATIVE SERVICES ED20000003

PROCUREPHX PRODUCT CATEGORY CODE
962580000 RFX 60000000717

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REQUEST FOR QUALIFICATIONS

The City of Phoenix is seeking a qualified consultant team to provide Owner's Representative Services for an approximately \$230 million renovation to the City-owned and Suns-managed Talking Stick Resort Arena (TSRA). The successful submitter will contract directly with the City to assist the City in monitoring the renovation and expenditures, ensure all items in the project scope are completed, and to provide regular status reports to the City Manager and the City Council. The Owner's Representative will operate as an extension of staff on behalf of the City, and will collaborate with arena management, the Phoenix Suns, and the design team, contractor, and arena stakeholders. The project site is located at 201 E. Jefferson Street.

SECTION I – PROJECT DESCRIPTION

Talking Stick Resort Arena (TSRA) opened in 1992 in downtown Phoenix. The arena is owned by the City of Phoenix (City) and managed by Phoenix Arena Development Limited Partnership (Arena Operator), which is affiliated with the Phoenix Suns. The facility is presently home to the Suns, as well as the Phoenix Mercury and Arizona Rattlers, plus a variety of concerts, family shows, conventions and other events.

Renovations in 2003 added the glass atrium and office space on the north/northwest portion of the site, as well as an outdoor paseo on the east side. Some infrastructure work was also completed in 2012, and in 2017 limited renovation work began on select plumbing systems and the arena's rigging grid. A parking garage is attached to the arena on the west side. An independent historic building resides on the southeast corner of the site, utilized primarily by Steward Health Care as a clinical facility; this is not anticipated to be part of the renovation project, but must be protected in place. A pedestrian bridge is also located on the eastern edge of the site, connecting to the Jefferson Street Garage across 3rd Street; the pedestrian bridge and Jefferson Street garage are not anticipated to be part of the renovations.

At less than 600,000 square feet, the TSRA is one of the smallest National Basketball Association (NBA) arenas. The facility requires significant infrastructure upgrades, from replacement of major plumbing systems, to reworking of vertical transportation. This renovation seeks to provide additional square footage within the existing footprint, modern amenities, and functional, reliable, and efficient Mechanical/Electrical/Plumbing (MEP) systems. Existing practice facilities within the arena will be relocated off-site as part of a separate project. This practice space and other areas will be reprogrammed as part of the renovation to improve the fan experience and facility operations. See attached Exhibit A – Proposed Talking Stick Resort Arena Renovation Items.

SECTION II – SCOPE OF WORK

The Owner's Representative will begin by reviewing existing documentation of the proposed renovation items and assisting the City with providing feedback to the Arena Operator, the design team, and the contractor (procured by the Arena Operator). The Owner's Representative will work side-by-side with City staff. This is a complex project that will require collaboration with City staff, the design team, contractor, arena management, and others, such as the NBA and members of the public, as needed.

Preliminary program work has been completed, which is anticipated to evolve with guidance from the Owner's Representative and stakeholders. Work related to the design process, construction schedule, and project budget will begin immediately after procurement. The construction schedule will be impacted by the operational needs of a busy multi-purpose arena in the active downtown of America's 5th largest city. It is anticipated that portions of the project will be initiated immediately, with certain work to occur year-round as appropriate with

substantial completion of the project scheduled for August 1, 2021. Project close out shall occur prior to commencement of the 2021 NBA season. Elements of the project that require hard closure of the arena will be limited to the NBA off-season.

The Owner's Representative will represent and advise the City throughout the life of the TSRA renovation to ensure the project is completed on time, City funds are used appropriately, and the required program elements are included and successfully implemented.

The Owner's Representative will also be responsible for:

- Providing responsive and available staff with the agility to respond immediately to the needs of the project;
- Helping establish and maintain an overall project schedule and budget;
- Reconciling construction schedule priorities;
- Overseeing planning, design, and physical renovation work, which may include a variety of vendors;
- Obtaining consensus and approvals from the stakeholders and representing the City's best interests;
- Delivering regular, timely and accurate reports to the City;
- Providing high-level professional presentations and communications to citizens and council and media;
- Otherwise working to ensure a successful, timely and cost-effective renovation that minimizes impact to ongoing arena operations, meets or exceeds all NBA standards and guest expectations, and maximizes economic activity in downtown Phoenix, while protecting the City's interests;
- Maintaining team-oriented delivery approach in support of City;
- Reviewing pay apps and change orders to ensure City funds are expended appropriately and the agreed-upon program is implemented;
- Providing technical support to assist the City's decisions;
- Facilitating solutions in City's interests and protecting City's interests throughout life of the project;
- Conducting and/or participating in regular meetings to review schedule, program, and budget;
- Managing the owner's log for change orders and scope changes to facilitate and reconcile differences for the City;
- Managing documentation for the City, including material testing and inspections, program change analysis, schedule reconciliation, construction administration efforts, and treatment of design errors or omissions;
- Assisting with project close-out, including ensuring City has final as-builts and warranty records

SECTION III – MINIMUM QUALIFICATIONS

Each firm must have successfully completed a project valued at \$75 million or more performing as an Owner's Representative. Each firm must demonstrate in its proposal that it meets the minimum qualifications, or its proposal will be deemed as non-responsive and disqualified. The selection panel will not review proposals deemed non-responsive.

Submit at least one project with the following information of past experience. The City recommends submitting more than one project with the following:

- Facility name and location
- Dates of work

- Project budget
- Role of firm
- Contact information of project owner

SECTION IV – ADDITIONAL INFORMATION AVAILABLE

For firms that meet the minimum qualifications listed in Section III above, the Arena Operator will make available a draft Project Document on a temporary basis for informational purposes only. Reviewing this document is not a requirement to submit a proposal for this RFQ. The City's selection panel will not see or review the Project Document prior to selection and recommendation for award.

To obtain access to the Project Document, the Arena Operator has requested the City obtain satisfactory proof that the interested firm has successfully performed as an Owner's Representative and completed a project of sufficient scale being valued at least \$75 million. Firms intending to propose, and who wish to obtain access to the document via the FTP site, must email a request that includes the items from Section III above to the Contracts Specialist at kandi.kawolsky@phoenix.gov.

The request for the Project Document shall include a signed Non-Disclosure Agreement (NDA), downloadable from <http://www.talkingstickresortarena.com/business-opportunities/rfq>, as well as the information in Section III for Minimum Qualifications and an email address of one individual point-of-contact to access the FTP site.

Please allow two business days for processing of the request. All requests must be submitted no later than close of business on April 29, 2019. The City of Phoenix is not managing the other procurement opportunities found on the TSRA webpage.

SECTION V - PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at 9:00 a.m. on Monday, April 22, 2019, via WebEx. Interested parties must email the Contracts Specialist at kandi.kawolsky@phoenix.gov to receive the WebEx/conference call access information. At this meeting, City staff will discuss the scope of work, general project requirements, and respond to questions emailed to kandi.kawolsky@phoenix.gov prior to the pre-submittal meeting. It is strongly recommended that interested firms participate in the pre-submittal meeting teleconference. Inquiries regarding the project scope outside of this pre-submittal meeting teleconference must be sent by email to the Contracts Specialist.

SECTION VI - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

Firms will be short-listed for interviews 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.

The successful firm may not contract, be part of a contract, or be a subcontractor/subconsultant to any contract with the Arena Operator, the Arena Operator's selected firm for the Architect Services RFQ or the Arena Operator's selected firm for the Construction Manager at Risk RFQ. Additionally, the successful firm shall not hold a contract with a competing interest between the projects offered by the City and/or by the Suns, the Arena Operator, their subsidiaries, affiliates, or partners, owners, joint ventures, parent companies, subconsultants, contractors, board or committee members, stakeholders or stockholders as more fully described in Exhibit C.

A. Project Understanding and Approach (maximum 200 points)

Describe the firm's understanding of the City's need for an owner's representative on this project, including important considerations such as project issues and challenges. Describe the firm's approach to the project, including important considerations such as scope, schedule, and budget:

1. Describe the communication and coordination strategy when there are several stakeholders
2. Describe how your firm will handle competing interests and priorities and communicate those to the project owner
3. Describe how the firm will prioritize the City's interests as the owner
4. Describe differences in representation during the design phase as compared to the construction phase
5. Describe the benefit to the City of owner's representation for this scale of project considering the role of government, public optics, and the public private partnership
6. Describe how you will ensure no conflicts of interest exist between the arena renovation projects and the responsibility of acting as the City's Owner's Representative

B. Owner's Representative (Design Phase) Experience of the Prime Firm (maximum 100 points)

Describe the experience and qualifications of the prime firm in providing owner's representative services for similar projects during the pre-construction phase. Identify projects the prime firm has completed including a(n):

1. Description of the project, scope, and project owner
2. Overview of the firm's role and how it relates to the services being solicited
3. Overview of the project's original design contract value, final design contract value, and reason for variance
4. Explanation of the challenges and how they were addressed
5. Narrative of the benefit added to the owner during the design phase and how the prime firm coordinated with the designer

C. Owner's Representative (Construction Phase) Experience of the Prime Firm (maximum 100 points)

Describe the experience and qualifications of the prime firm in providing owner's representative services for similar projects during the construction phase. Identify projects the prime firm has completed. Include assigned construction administration and inspection services personnel if different from personnel performing services during the design phase. For each project listed, provide a(n):

1. Description of the project including scope and project owner
2. Overview of the firm's role and how it relates to the services being solicited
3. Overview the project's original design contract value, final design contract value, and reason for variance
4. Explanation of the challenges and how they were addressed
5. Narrative of the benefit added to the owner during the construction phase and how the prime firm coordinated with the CMAR team

D. Owner's Representative Experience of the Key Personnel and Subconsultants (maximum 50 points)

Describe the experience and qualifications of the specific project team expected to be

assigned to this project in providing owner's representation for similar projects. 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

E. Staffing Information for Key Personnel (maximum 50 points)

Provide the following:

1. Team's availability and commitment to the project, including subconsultants
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 Owner's Representation during Design, Construction Administration and Inspection, and Construction Services for the project
4. Identify the location of the lead firm's principal office and the home office location of key staff on this project
5. Describe the firm's staffing plan to ensure on-site, immediate availability and responsiveness for the duration of the project.

F. Reference Check (maximum 75 points*)

Use the form provided (Exhibit B) 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 VII - 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 962580000 and the RFx number is 6000000716.**
- 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 15 **pages** is permitted to address all content 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 Thursday, May 2, 2019.**
- Upload one complete version of the SOQ addressing all the criteria. Upload format is .PDF.
- Page size must still 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. 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.

Conflict of Interest & Solicitation Transparency Disclosure Form (Exhibit C): This form must be signed and submitted with the SOQ. (*Content shall NOT be counted as part of the permitted maximum page limit*).

SECTION VIII – 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
- Failure to submit the Conflict of Interest & Solicitation Transparency Disclosure form
- Failure to comply with the executed Non-Disclosure Agreement
- Failure to meet the minimum qualifications listed for the RFQ

SECTION IX - SELECTION PROCESS AND SCHEDULE

Interested firms will submit a SOQ. A selection panel will evaluate each SOQ per the criteria set forth in Section VI above.

Finalists from the SOQ evaluation will be invited to participate in detailed interviews. A letter to each finalist will contain the evaluation criteria to be used during the interview presentation. Interview evaluations to select the highest qualified firm include scores from the SOQ evaluation process. The City may conduct a due diligence review on the firm(s) receiving the highest evaluation.

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 firm(s) 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. Firms interested in this project must be available on the dates as specified below.

Pre-submittal meeting	April 22, 2019
SOQs due	May 2, 2019
Firms notified for interview	May 9, 2019
Interview	May 17, 2019
Scope Meeting	May 20, 2019

If the City is unsuccessful in negotiating a contract with the best-qualified firm, 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.

Firms on the short list for interviews for this project will be notified directly by the City. Notification to all other firms on the status of a short list for this project will be posted on the City of Phoenix's "Tabulations, Awards, and Recommendations" website:

<http://solicitations.phoenix.gov/awards>

All submitting firms will be notified of the 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 firm should expect to comply with the Arizona State Statutes Title 34 and City of Phoenix Design and Construction Procurement's contract provisions.

SECTION X – 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 Contracts Specialist, Kandi Kawolsky at (602) 256-4108 or email kandi.kawolsky@phoenix.gov.

EXHIBIT A
PROPOSED TALKING STICK RESORT ARENA RENOVATION ITEMS

FIVE PAGES - ATTACHED

ATTACHMENT A

Proposed Talking Stick Resort Arena Renovation Preliminary Cost Estimates

January 17, 2019

Building Area / Item	Preliminary Cost Estimate (in millions)	Description
Seating Bowl	\$14.81	<p>The majority of arena seats are located in the seating bowl. Proposed improvements in the seating bowl include replacing (as needed) and resurfacing/recoating the treads and risers (stairs and platforms where the seats are located) in the lower level and upper level of the arena. The seats are mounted to the concrete treads and risers within the seating bowl. As part of the replacing and resurfacing/recoating the treads and risers, there will be some resulting seat replacement required due to damage to seats during the process.</p> <p>In addition, new vomitories (hallways / entrances to seating sections) will be added, as well as opening the concourse in the corners of the arena to provide views to the event floor. Other proposed improvements include ADA upgrades, new or repaired railings, and a new house reduction system which will allow for various event configurations and a potential increase in the number of non-sporting events.</p> <p>A significant portion of this scope of work reflects arena infrastructure and/or safety-related improvements.</p>
Event Level	\$13.17	<p>The event level includes areas of the arena locker rooms, practice facility (current), storage areas, star lounges/green rooms for concert performers, and courtside seats/clubs. Proposed renovations in this area include improved storage and other operational / logistical needs, such as circulation improvement. This scope also includes renovated locker rooms, VIP/premium spaces, and the repurposing of the current practice courts to allow space for other programming, including much needed storage and circulation.</p>

Proposed Talking Stick Resort Arena Renovation

Preliminary Cost Estimates

January 17, 2019

Building Area / Item	Preliminary Cost Estimate (in millions)	Description
Main Concourse	\$9.80	<p>The main concourse encircles the main level of the arena, providing the majority of circulation for the arena. It is the primary access point for lower level seats and contains many fan amenities and concessions. At less than 600,000 square feet, the arena is small by current NBA arena standards. This renovation will address constrained concourses by expanding to the east and west, creating more space where it is most needed by fans. Renovations on this level include much needed logistical improvements, like a new commissary and food loading dock. In addition, the concourse will be significantly expanded with more concessions and improved circulation critical for loading and unloading the arena.</p> <p>A significant portion of this scope of work reflects arena infrastructure improvements.</p>
Lower Suite Level A	\$7.21	<p>Some suite inventory will be converted into new, more in-demand large common areas. This scope also includes club upgrades and logistical renovations such as improved circulation and back-of-house spaces.</p> <p>This scope of work reflects suite level improvements. The Suns would be responsible for suite improvements.</p>
Upper Suite Level B	\$4.21	<p>Proposed improvements include connecting current clubs and lounges with a new seating area. In addition, access, storage and circulation will be improved, and finishes will be refreshed.</p> <p>This scope of work reflects suite level improvements. The Suns would be responsible for suite improvements.</p>

Proposed Talking Stick Resort Arena Renovation

Preliminary Cost Estimates

January 17, 2019

Building Area / Item	Preliminary Cost Estimate (in millions)	Description
Upper Concourse	\$4.88	Proposed improvements to the upper concourse include improved circulation by widening the concourse. This portion of the renovation will greatly improve movement and patron access to seating, concessions, and restrooms. Other proposed improvements include improving access to the arena commissary, new and renovated concession stands, and storage improvements. A significant portion of this scope of work reflects arena infrastructure improvements.
Roof and Structural Upgrades - Rigging System	\$5.01	Structural building repairs to strengthen the arena steel roof trusses and upgrades to support an improved rigging system, which is a critical component of staging concerts, family shows, etc. Also proposed are essential roof repairs.
Exterior Wall and Building Envelope	\$17.63	This proposed scope of work will improve building efficiency and enhance the architecture and streetscape appeal of the facility. The proposed improvements are expected to reduce energy demand by providing a new building skin to the exterior envelope that self-shades the arena, while also improving the pedestrian experience.
Technology & Security	\$18.65	Much of the current technology at the arena has exceeded its useful life. Many technology items in the facility are more than a decade old and require replacement. Proposed improvements include CCTV security system upgrades, new multi-function video board, ribbon board, and digital control room.

Proposed Talking Stick Resort Arena Renovation

Preliminary Cost Estimates

January 17, 2019

Building Area / Item	Preliminary Cost Estimate (in millions)	Description
Signage and Graphics	\$1.91	Proposed improvements include enhanced wayfinding, advertising, and other patron communications improvements throughout the arena.
Other		
FF&E / Artwork / Food Service & Equipment Upgrades	\$26.37	This portion of the scope replaces worn and non-functioning furniture, fixtures and equipment throughout the arena. Replace and add artwork throughout the facility. Repair food service areas and replace aged and inefficient equipment, providing essential food service infrastructure to support the new arena commissary on the main concourse as well as to replace and upgrade the food service equipment in each of the more than thirty concession stands throughout the arena.
Vertical Circulation (Elevators & Escalators)	\$11.67	New and repaired elevators and escalators for arena operations and patrons to improve vertical circulation throughout the arena.

Proposed Talking Stick Resort Arena Renovation

Preliminary Cost Estimates

January 17, 2019

Building Area / Item	Preliminary Cost Estimate (in millions)	Description
Mechanical, Electrical, Plumbing and Communication Systems	\$99.58	<p>This scope includes removal of existing and major repairs and replacement of mechanical, electrical and plumbing (MEP) systems throughout the arena. Many of the original systems are past their useful life. This includes, but is not limited to:</p> <ul style="list-style-type: none"> All new pipe, fittings, insulation, valves, instrumentation; Replacing existing air handling equipment and duct work; Replacing existing pneumatic controls to full direct digital control systems; Testing and balancing of new systems; Replacing existing transformers, adding additional circuits and show power; Replacing existing power receptacles and switches throughout the arena; Replacing communication systems: cabling, distributed antenna system, conduits; <p>Complete new LED lighting system with controls and relays;</p> <p>Replace existing sound system including hoists, speakers and acoustic panels; as well as replace aging video production equipment;</p> <p>New domestic water service and converting existing plumbing fixtures to low-flow to meet current building codes and improve sustainability;</p> <p>Replacing sanitary sewer lines, rainwater drain systems, and venting throughout;</p> <p>A significant portion of this scope reflects arena infrastructure improvements critical to the operations and function of any building. The city would fund a majority of these expenses.</p>
Preliminary Total Renovation Cost Estimate	\$234.90	

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

The procurement identifier is:

6000000717

Attention: Kandi Kawolsky

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 Contractor Performance Evaluation form and return by email the completed form by 5:00 pm Phoenix time on **May 2, 2019** to:

soq.referencechecks@phoenix.gov

Reference in Subject Line: RFx #6000000717

For questions, contact Kandi Kawolsky, Procurement Manager at 602-256-4108.

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.

**READVERTISEMENT
TALKING STICK RESORT ARENA RENOVATIONS
OWNER'S REPRESENTATIVE SERVICES
RFx: 600000717**

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 **May 2, 2019** by 5:00 pm Phoenix time to:

soq.referencechecks@phoenix.gov

***EMAIL SUBJECT LINE SHOULD REFERENCE RFx NUMBER 600000717**

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.

EXHIBIT C
CONFLICT OF INTEREST & SOLICITATION TRANSPARENCY DISCLOSURE FORM

<p>This form must be signed and submitted to the City and all questions must be answered (or N/A) or your offer may be considered non-responsive.</p>			
<p>1. Name of person submitting this disclosure form.</p>			
First	MI	Last	Suffix
<p>2. Contract Information</p>			
<p>Solicitation # or Name:</p>			
<p>3. Name of individual(s) or entity(ies) seeking a contract with the City (i.e. parties to the Contract)</p>			
<p>4. List any individuals(s) or entity(ies) that are owners, partners, parent, sublessees, joint venture, or subsidiaries of the individual or entity listed in Question 3. Please include all Board members, executive committee members and officers for each entry. If not applicable, indicate N/A.</p>			
<p>5. List any individuals or entities that will be subcontractors on this contract or indicate N/A.</p> <p><input type="checkbox"/> Subcontractors may be retained, but not known as of the time of this submission.</p> <p><input type="checkbox"/> List of subcontracts, including the name of the owner(s) and business name:</p>			
<p>6. List any attorney, lobbyist, or consultant retained by any individuals listed in Questions 3, 4, or 5 to assist in the proposal or seeking the resulting contract. If none, indicate N/A.</p>			

7. Disclosure of Conflict of Interest

A. City Code Section 43-34

Are you aware of any fact(s) with regard to this solicitation or resulting contract that would raise a “conflict of interest” issue under City Code Section 43-34?

“An elected City official or a City employee shall not represent any person or business for compensation before the City regarding any part of a procurement, including any resulting contract, if during the time the elected official is or was in office or the employee is or was employed by the City such elected official or employee played a material or significant role in the development of the solicitation, any other part of the procurement, or the contract award.”

- I am not aware of any conflict(s) of interest under City Code Section 43-34.
- I am aware of the following potential or actual conflict(s) of interest:

B. ARS Sections 38-501 et. Seq. & City Charter Chapter 11

State law and the Phoenix City Charter and Code prohibit public officers or employees, their close relatives, and any businesses they, or their relatives, own from (1) representing before the City any person or business for compensation, (2) doing business with the City by any means other than through a formal procurement, and (3) doing business with the City without disclosing that the person has an interest in the contract. This prohibition extends to subcontracts on City contracts and also applies to parent, subsidiary, or partner businesses owned by a public officer or employee. See A.R.S. Sections 38-501 through 38-511, for more information (City Charter, Chapter 11, applies the state conflict-of-interest law to City employees).

Please note that any contract in place at the time a person becomes a public officer or employee may remain in effect. But the contract may not be amended, extended, modified, or changed in any manner during the officer's or employee's city service without following city administrative regulations.

Are you aware of any fact(s) with regard to this contract that would raise a “conflict of interest” issue under A.R.S. Sections 38-501 through 38-511 (See Arizona Revised Statutes regarding conflict of interest at www.azleg.gov).

- I am not aware of any conflict(s) of interest under Arizona Revised Statutes Sections 38-501 through 38-511.
- I am aware of the following conflict(s) of interest:

8. Acknowledgements

A. Solicitation Transparency Policy – No Contact with City Officials or Staff During Evaluation

- I understand that a person or entity who seeks or applies for a city contract, or any other person acting on behalf of that person or entity, is prohibited from contacting city officials and employees regarding the contract after a solicitation has been posted.
- This “no-contact” provision only concludes when the contract is awarded at a City Council meeting. If contact is required with City official or employees, the contact will take place in accordance with procedures by the City. Violation of this prohibited contacts provision, set out in City Code Sections 2-190.4 and 43-36, by respondents, or their agents, will lead to **disqualification**.

B. Fraud Prevention and Reporting Policy

- I acknowledge that the City has a fraud prevention and reporting policy and takes fraud seriously. I will report fraud, suspicion of fraud, or any other inappropriate action to: telephone no. 602-261-8999 or 602-534-5500 (TDD); or aud.integrity.line@phoenix.gov.

The purpose of the fraud policy is to maintain the City's high ethical standards. The policy includes a way for our business partners to report wrongdoing or bad behavior. Suspected fraud should be reported immediately to the Phoenix Integrity Line. The City has adopted a zero-tolerance policy regarding fraud.

OATH

I affirm that the statements contained in this form, including any attachments, to the best of my knowledge and belief are true, correct, and complete. Should any of the answers to the above questions change during the course of the contract, particularly as it relates to any changes in ownership, applicant agrees to update this form with the new information within 30 days of such changes. Failure to do so may be deemed a breach of contract.

Print Name

Title

Signature

Date

Company (Corporation, LLC, Etc.) Name and DBA