



**City of Phoenix**  
OFFICE OF THE CITY ENGINEER  
DESIGN AND CONSTRUCTION PROCUREMENT  
200 West Washington Street, 5<sup>th</sup> Floor  
Phoenix, Arizona 85003-1611

**FIRE STATION NO. 7 – GO BOND  
ARCHITECTURAL SERVICES  
FD57100030**

**PROCUREPHX PRODUCT CATEGORY CODES  
906000000 and 925000000  
RFx 6000001728**

**NOTIFICATION LETTER 1  
JANUARY 30, 2025**

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

**QUESTIONS AND ANSWERS:**

1. Question: Are resumes required to be provided? If so, are they required to include all subconsultant staff?  
Answer: Refer to overall RFQ and to Criteria F. It is up to you how or if you submit resumes for firm personnel or subconsultants. All content must be within the page count.
2. Question: Can a link be provided to the Phoenix Fire Department Station A/E Guide?  
Answer: It will not be provided at this time.
3. Question: There is a note for a Resident engineer for the Construction Administration phase, does this mean a full-time onsite member from the Architect?  
Answer: Resident engineer on-site will not be needed.
4. Question: Are there any off-site signalizing anticipated for this project?  
Answer: Not currently. It will most likely be provided through a standalone project.
5. Question: Will there be any restrictions on the timing or release of funds, given the bond revenue sources?  
Answer: No issues are anticipated.
6. Question: Is there a possibility of an alternate delivery method?  
Answer: At this time, it will be delivered via a CMAR, but over the next couple of months the City may look at Design-Bid-Build delivery method.
7. Question: What is the anticipated schedule for construction?  
Answer: Construction project schedule is 12-14 months.
8. Question: Do subconsultants need to register as vendors or just the prime firm?  
Answer: Only the prime submitting/who will be entering into a contract with City needs to be registered as a vendor.

9. Question: Regarding Section F., item 4 of the proposal requirements. Do all positions listed here need to be licensed in the state of AZ (e.g. cost estimator, project designer)?

Answer: Delete item 4 in its entirety and replace with:

4. Identify the following key personnel: Lead Project Manager, Cost Estimator, Civil/Site, Structural and MPE Engineers of Record, Architect of Record (if different from Lead), Project Designer (if different from lead), Project Architect (if different from lead) and Landscape Architect. Note: Project Architect, Civil, Structural and MPE Engineers must be licensed in the State of Arizona. The Firm may also include resume data for other personnel that you consider key.

All other terms and conditions remain unchanged.



Debra Russell  
Contracts Specialist II – Team Lead  
CITY OF PHOENIX  
DESIGN AND CONSTRUCTION PROCUREMENT

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