



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

**AVIATION DEPARTMENT
ENVIRONMENTAL CONSULTING ON-CALL SERVICES
FISCAL YEARS 2025/26 TO 2028/29**

**PROCUREPHX PRODUCT CATEGORY CODES:
92600000 AND 925000000
RFX 6000001693**

NOTIFICATION NO. 1

February 3, 2025

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

Response to Questions:

1. **QUESTION:** Do you have a system that must be utilized or does the consultant need to provide a system for use?

ANSWER: The City has its own systems and can provide consultant access if needed for specific project work. These systems include 1) UNIFIER, an Application Service Provider web-based project management database 2) EMIS, a Software as Service web-based environmental management system, 3) GIS, and 4) a stormwater database developed and maintained by another contractor. However, if the City doesn't have a system for the project work to be performed or the Consultant performs data preparation for upload to City systems, then the Consultant may need to provide the system needed to accomplish work.

2. **QUESTION:** Is offline use of the data required?

ANSWER: Offline use of web-based inspection forms may be required for certain locations. Because the Aviation Department is working 365 days a year and 24 hours a day, offline access to data would be required if the system was down for updates and maintenance.

3. **QUESTION:** What access is required for non-contractor staff? What type of security will be required if non-contractor personnel need access?

ANSWER: Each person accessing the airport secure area without a badge is limited to 10 total escorts by a badged person. The escorted person(s) must remain within 10 feet of their escort. If work requires access to airport secure areas - refer to this webpage for more information on Security and Badging <https://www.skyharbor.com/airport-business/security-badging/>.

4. **QUESTION:** What types of environmental media will need to be captured?

ANSWER: Past projects have sampled: soil, groundwater, drywell contents, tank contents, products, and soil vapor. If consultant holds AHERA and Lead credentials, the consultant may collect representative building materials that will be disturbed when the sampling occurs.

5. **QUESTION:** What type of historical data will need to be loaded? And can you provide examples?

ANSWER: Groundwater analytical data, soil vapor analytical data, pipe camera data, Phase I/II/III Reports, and location and attribute data for GIS.

6. **QUESTION:** Does the City of Phoenix allow non-US citizens to work on their projects?

ANSWER: The firm will need to sign a Sensitive Security Information Acknowledgement Form if working with Security Sensitive Information. Refer to this webpage for more information on Security and Badging <https://www.skyharbor.com/airport-business/security-badging/>.

7. **QUESTION:** For the category approach, do we need to write to the examples in the RFQ, or is the City of Phoenix Aviation more interested in our approach to the bullets we are going after?

ANSWER: Please write the project understanding and approach for the Example Scenario(s).

8. **QUESTION:** Do you have any criteria on availability? Does the data need to be available 24 -7, 99% of the time, that type of thing. (If we provide the system)

ANSWER: The system should support the Aviation Department working 365 days a year and 24 hours a day. If the consultant provides a system, AVN Technology will review the scope and provide criteria on availability and other technology requirements.

9. **QUESTION:** Does a cover letter count toward page limit?

ANSWER: Per the RFQ, submit an Information Sheet only. This will alleviate any rateable criteria on a cover letter.

10. **QUESTION:** Are we to assume the entire 8,000 cubic yards of soil planned for excavation is actually impacted by aviation fuel compounds, meaning there was a delineation effort previously done?

ANSWER: No.

11. **QUESTION:** If submitting for both Scope Categories, should firms submit one combined submittal or two separate submittals? If one combined submittal for both Scope Categories, does the maximum page limit of 15 pages still apply?

ANSWER: One submittal per firm as the RFQ states to specifically identify in the SOQ Information Sheet the Scope Category(ies) for which the firm is qualified and interested in providing the City.

12. **QUESTION:** Are firms able to be awarded for both Scope Categories, or will firms only be awarded one of the two Scope Categories?

ANSWER: Firms are eligible to be awarded for both categories.

13. **QUESTION:** Is there a M/WBE participation goal or other diversity requirements for this RFQ?

ANSWER: No.

14. **QUESTION:** Regarding the required Information Sheet, is there a standard Information Sheet template maintained by the City of Phoenix that firms should follow, or are firms to generate their own Information Sheet?

ANSWER: No template is available. Firms generate the Information Sheet with the specific information stated per the RFQ.

15. QUESTION: Is there a deadline for additional questions to be asked regarding this RFQ?
ANSWER: Yes, seven days before the SOQs are due, which was January 31, 2025.

All other terms and conditions remain unchanged.

A handwritten signature in black ink, appearing to read 'Annette Perez', with a horizontal line underneath.

Annette Perez
Contracts Specialist
CITY OF PHOENIX
DESIGN AND CONSTRUCTION PROCUREMENT

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