



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

OFFICE OF CITY ENGINEER

**CITYWIDE ENVIRONMENTAL SITE ASSESSMENT
ON-CALL CONSULTING SERVICES**

NOTIFICATION LETTER NO. 1

February 14, 2025

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

Section III - Statement of Qualifications Evaluation Criteria – Criteria C – Project Management and Responsiveness - Sub - Section: Information Required to Qualify for Aviation Department Projects if Interested - delete fourth and fifth items in their entirety and replace with the following:

For property acquisitions ESA examples requested for firm and personnel in Sections III A & B, examples should include current work and or previous work (within the last three years) for airports (list the names of the airports).

For Section III C, current work and/or previous work of the firm (within the last three years) with airports (list the names of the airports), work in or around industrial sites/users, Voluntary Remediation Project sites and Superfund sites. Samples requested should include executive summaries.

Questions and Answers:

- 1. QUESTION:** Does a firm need to disclose if there could be a potential conflict of interest?

ANSWER: Yes, if there could be a potential conflict of interest, the firm must disclose that they are representing a company that might currently have any on-going conflicts with any of the three airports. Just because there might be conflict of interest with one airport location, does not exclude firm from working on projects at the other airport locations.

- 2. QUESTION:** Do Phase I's have to be sealed by a registrant?

ANSWER: No

- 3. QUESTION:** In Section A: Experience of the Firm – what are you asking for in this section?

ANSWER: Provide a brief summary of relevant projects that describe breadth of firm's experience.

4. **QUESTION:** Is there a number of project examples of the firm or key personnel that you are looking for?

ANSWER: Yes, we would like to see at least three examples of relevant projects.

5. **QUESTION:** To what extent do sub-consultants need to be listed in the SOQ?

ANSWER: We are looking for prime firm's abilities to make sure prime is able to do the bulk of work themselves and not using subconsultants to do the bulk of the work.

6. **QUESTION:** Can we redact information from report examples?

ANSWER: Yes

7. **QUESTION:** Is there a time frame for key personnel for when projects were completed for project examples?

ANSWER: No

8. **QUESTION:** If Aviation client example wants to stay confidential, is that permitted?

ANSWER: No

9. **QUESTION:** In Staffing information section of the SOQ – can you clarify what you mean when you are asking for team's availability & commitment to assigned projects?

ANSWER: The City wants to make sure firm has the staff available and capacity to meet the needs of the contract.

10. **QUESTION:** Can portions of the Statement of Qualifications, specifically the report examples, be made classified.

ANSWER: Information can be redacted but should not hurt the intent and understanding of the report.

11. **QUESTION:** Is it possible to consider the entire example report section confidential? We do not have an issue with information included in the example reports being reviewed by City of Phoenix personnel but would not like the example reports released as part of a public records request in the future.

ANSWER: No, City RFQs are part of public records per procurement requirements. Confidential information can be redacted but we cannot omit specific sections of an SOQ.

12. **QUESTION:** Is the bulk of the work Phase I and II, or Phase II and III?

ANSWER: Main project work is Phase I, II, & III's. The other items referenced in the RFQ such as stormwater, outreach efforts, SWPPPS, and UST removals are not the bulk of the work.

13. QUESTION: Are references required?

ANSWER: Only provide information as requested regarding contact for projects. References not required.

14. QUESTION: Why does AVN had their own RFQ for environmental on-call (RFx ending in 1693 when this subject RFx has a component for environmental on-call that is specific to AVN.

ANSWER: City of Phoenix Administrative Regulations requires ESA for acquisitions to go through the Office of City Engineer (OCE) Environmental Section.

15. QUESTION: The City has indicated the potential scope of services under this contract will include Phase I, II, and III Environmental Site Assessments (ESAs). Phase III ESAs can include remedial actions which have to be performed by a licensed contractor (i.e., remediation of impacted soil which is considered improvement of a property). If a firm has two related entities that can provide these services – a consulting / engineering firm and a contracting firm, can one City of Phoenix contract be issued to both entities with the consulting / engineering firm providing the environmental consulting services on most projects and the contracting firm providing Phase III ESA services requiring a licensed contractor?

ANSWER: No. We cannot award separate contracts to related entities on the same contract. However, the consulting company can subcontract the engineering company or the engineering company can subcontract with consulting company, depending on which entity you chose to submit the SOQ for.

16. QUESTION: If issuing the contract to both entities is not an option, can the contract be issued to the contracting firm with all of the consulting services provided by the consulting / engineering firm (Phase I and Phase II ESAs) as pass-through services?

ANSWER: You would list them as your regular subcontractor for the specified services.

17. QUESTION: Under Section III D (Staffing Information for Key Personnel), item 1, the City has asked the submittal include a discussion of the “Team’s availability and commitment to assigned projects”, could you please expand what information the City is requesting be included in the submittal such as percentage of time personnel would be available to perform work on City projects or a statement of commitment to City project?

ANSWER: The firm’s availability to provide services, considering personnel to this contract. Many provide this information as a percentage.

18. QUESTION: With regards to interest in performing the City’s Aviation projects, if firm has not worked on a project related to an airport property acquisition in the last three years, should firm decline the opportunity to perform Aviation projects?

ANSWER: You do have the option to decline. However, if you do not decline, based on your SOQ, it is always possible that Aviation could still reach out to you if they deem your experience applicable to their needs.

19. QUESTION: Clarify executive summary reports under “Information Required to Qualify for Aviation Department Projects” section does not count towards overall SOQ page count.

ANSWER: Correct. It does not count towards page count.

All other terms and conditions remain unchanged.



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