



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

**Public Transit Department  
High-Capacity Transit  
Materials Testing and Construction Administration and Inspection  
On-Call Services for Calendar Years  
2026-2030**

**NOTIFICATION LETTER NO. 2**

**4/22/2025**

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

1. Q. Is it possible to get a detailed description for the position of Sr. Project Coordinator?

A: The Senior Project Coordinator reports directly to the COP Light Rail Project Manager (Plan Review and Inspection Coordinator)

Responsibilities may include, but are not limited to:

- **Project Oversight:** Tracking progress and providing updates to leadership, ensuring projects stay on schedule and within budget.
- **Quality Control:** Reviewing materials and inspection reports, identifying discrepancies, and recommending corrective actions.
- **Stakeholder Coordination:** Working with contractors, engineers, and other teams to address and resolve concerns.
- **Regulatory Compliance:** Ensuring adherence to safety regulations and best practices during construction activities.
- **Documentation & Reporting:** Maintaining detailed records of inspection activities, findings, and corrective actions taken. Assisting with reports, presentations, and other documentation as needed.
- **Risk Management:** Identifying potential risks, developing mitigation strategies, and escalating concerns when necessary.
- **Resource Allocation:** Ensuring teams have the necessary tools and support to achieve project objectives.
- **Meeting Facilitation:** Organizing and leading project meetings, preparing agendas, and documenting minutes.
- **Team Support:** Providing guidance to foster a collaborative and productive work environment.
- **External Communication:** Managing interactions with consultants and contractors to ensure alignment with project goals and objectives.
- **Collaboration & Process Improvement:** Working with other departments to enhance inspection processes and overall project quality.

2. Q. Is the Plan Reviewer position a remote position, or does the person need to be on site/working at City offices full-time?

A: The Plan Reviewer position is not a remote position. The person selected would be on site.

3. Q. Are the only positions being requested for the CA&I contract those which were on presentation slide 17?

A: There are many other positions that will be negotiated after the firms are selected. Below is an example of the positions that may be negotiated.

Registered Engineer (PE).....
Staff Engineer/Field Engineer.....
EIT .....
Project Manager.....
Office Engineer (Administrator) .....
Sr. Document Control Specialist.....
Document Control Specialist .....
Sr. Project Coordinator (Office) .....
Project Coordinator (Office) .....
Administrative Assistant.....
Construction Specialist (Bridge, Structural, Track) ..
Construction Inspection Supervisor .....
Chief Construction Inspector .....
Sr. Construction Inspector .....
Field Inspector .....
Registered Landscape Architect (RLA) .....
Survey Manager.....
Registered Land Surveyor (RLS).....
Right of Way Appraiser (Acquisitions) .....
Right of Way Relocation Specialist (Acquisitions) ..
Third Party Utility Inspector.....
Labor Compliance Specialist .....

4. Q. While it was stated in the pre-submittal meeting, we'd like to confirm that only the Prime firm is required to complete the FTA Certifications forms.

A: That is correct.

**\*\*No more questions will be accepted.**

All other terms and conditions remain unchanged.

Elena Rozenblum  
Contracts Specialist  
CITY OF PHOENIX  
DESIGN AND CONSTRUCTION PROCUREMENT

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