



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

REQUEST FOR QUALIFICATIONS

STREET TRANSPORTATION DEPARTMENT
BRIDGE ASSET MANAGEMENT AND INSPECTION
ON-CALL SERVICES
ST85110009

PROCUREPHX PRODUCT CATEGORY CODE 925000000
RFx 6000000720

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REQUEST FOR QUALIFICATIONS

The City of Phoenix is seeking up to two qualified consultants experienced in National Bridge Inspection Standards to provide bridge asset management and inspection services in support of the Street Transportation Department's Non-National Bridge Inventory Bridge Asset Management and Inspection Program. This contract will be for six years.

SECTION I – PROJECT DESCRIPTION

The program is to manage and maintain the City's bridges that do not qualify to be on the National Bridge Inventory (NBI) registry, and are referred to as Non-NBI bridges. These bridges are inspected every two years. The Non-NBI bridges are located at City of Phoenix Aviation Department structures, Valley Metro structures, and Phoenix Convention Center structures. Inspection services may include an average of 110 bridge structure inspections per year across the city and inspections may only be performed between September and April on an annual basis.

The City's agreement with ADOT specifies that only consultants that meet the City's Bridge Inspection qualifications be allowed to inspect the City's Bridge Inventory.

Services will be on an as-needed basis, citywide, and may include assessment, project management, inspection and other related support services to accomplish the mandated requirements within this program. Individual projects will be identified by Street Transportation staff for implementation under the City's Non-NBI Bridge Asset Management and Inspection Program. Projects will differ in size, scope and complexity. At any given time, there may be multiple projects that the selected firms will be required to manage simultaneously, while also coordinating with Street Transportation staff, contractors and potentially other agencies.

SECTION II – SCOPE OF WORK

The consultant will be responsible for anyone performing bridge inspections to be certified as required through the National Highway Institute, have fractured critical bridge inspection certification, have OSHA trained and certified compliant rescue team, have certification for confined space entry, and have maximum risk and background screening. See Exhibit A for Certification Requirements.

All structures will be inspected in accordance with the Federal Highway Administration's National Bridge Inspection (NBI) program. New structures will be entered into AASHTO'S latest version of Bridge Management Software (BrM) and rated with AASHTO's latest version of Bridge Rating (BrR) software.

The program will use the latest version of AASHTO's Bridge Management Software (BrM). The Consultant will identify all elements for each structure, establish sub-elements and collect element level data for each new bridge. Integrate all elements to generate error free reports as required by FHWA through its required chain of data submittal. BrR will need maintenance and the consultant must be familiar with its structure and be able to generate Asset Management Reports in the software, or other software format outputs for asset maintenance.

The inspection team will consist of at least one qualified Bridge Inspector from the consultant (a team leader meeting the Federal Highway Administration definition of team leader as outlined in "23 CFR—Part 650 § 650.309 Qualifications of personnel") and will include a City of Phoenix Bridge Inspector. The consultant's Team Leaders and Project Manager must also have at a minimum, a professional engineer's license and five years of "Bridge Inspection Experience" as defined in "23 CFR—Part 650 § 650.305 Definitions" and have completed a comprehensive training course based on the "Bridge Inspector's Training Manual", preferably NHI Course # 13055.

Consultant services shall include, but not limited to the following:

- Perform bridge inspection according to the National Bridge Inspection Standards
- Perform bridge inspections per the City of Phoenix Scope of Work Bridge Asset Management and Inspection Program
- Perform operations in accordance to ADOT Bridge Inspection Guidelines and City of Phoenix Bridge Inspection Policy and Procedures, Street Transportation Department (latest version)
- Show proof of appropriate certifications

- Prepare reports for each bridge inspected and shall include where applicable, but not be limited to, the complete City of Phoenix Structure Inventory and Appraisal Sheet, Structure Inspection form, Structure Repair Report, Scour Data Sheet when appropriate, clearance report for structures over roadways, channel profile, load rating report and element level data
- Input report inspection and coding inventory data into bridge management software
- Inspection reports to be sealed by an Arizona Registered Professional engineer
- Coordinate and attend meetings to plan bridge inspections
- Manage and schedule bridge inspection teams
- Secure permits and right of entry necessary to complete inspections
- Provide off duty officers, major traffic control and minor traffic control
- Coordinate among/between other City Departments, City Staff and other governmental agencies
- Provide lift equipment, boat rental, water access pontoon boat w/bucket with safety and rescue attendants, an Underbridge Inspection Unit and tactical rescue teams (Swift Water Ops) for inspections (as requested)
- Provide other services as required to accomplish the mandated requirements, and support successful completion of the work and City's interest

The consultant will provide vehicles, fuel, code books, cellular phones, laptops/tablets, printer, digital camera, and other equipment deemed necessary to complete the tasks. Cell phones and laptop/tablet must have full field connectivity. Consultant must provide technical support for their equipment.

ADOT Bridge Inspection Guidelines: follow this link and then click on Bridge Inspection Guidelines:

<https://www.azdot.gov/business/engineering-and-construction/bridge/guidelines/guidelines-bridge-inspection>

City of Phoenix Bridge Inspection Policy and Procedures, Street Transportation Department 2016:

See RFX Attachment A

SECTION III - PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at 2:00 p.m., Phoenix time on Monday, June 3, 2019, at 200 W. Washington Street, City Hall, 5th floor, Conference Room 5 West, Phoenix, Arizona. At this meeting, City staff will discuss the scope of work, general project requirements, and respond to questions from the attendees. It is strongly recommended that interested firms attend the pre-submittal meeting. Inquiries regarding the project scope outside of this pre-submittal meeting must be directed to the Contracts Specialist.

SECTION IV - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

Firms will be selected through a qualifications-based selection process based on the criteria below. Sub-criteria are listed in order of importance in relation to project services. *City of Phoenix project experience is not required.*

A. Experience of the Prime Firm (maximum 225 points)

Describe the experience and qualifications of your firm in providing services for similar projects. Identify projects the submitting firm has completed. For each project listed, provide:

1. Description of the project including scope and project owner
2. Role of the firm and explain how this relates to the services being solicited
3. Project's original contract value, final contract value, and reason for variance
4. Project's start date and completion date

B. Experience of the Key Personnel (maximum 225 points)

Describe the experience and qualifications of the specific project team expected to be assigned to this project in providing these services 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
4. Project's start date and completion date

C. Project Management, Approach and Responsiveness (maximum 300 points)

1. Describe your firm's understanding of the City's need for this project, including important considerations such as project issues and challenges.
2. Describe your bridge inspection experience and bridge program management experience.
3. Describe the team's approach to the project, including important considerations such as scope, schedule, and budget.
4. Describe your communication protocol and responsiveness with city staff.
5. Provide a description in more technical detail of at least one primary project completed within the last three years. This project should demonstrate working knowledge and experience regarding the requested services.
 - a. Describe the approach and methodology used, including any equipment or special software.
 - b. Identify the specific level of work that was performed, services that were completed for the project, and the work products that were produced.
 - c. Discuss any extraordinary aspects of the project/contract and how they were managed.
 - d. Describe any supplemental tasks that were deemed necessary, recommended or provided (solicited or unsolicited), which enhanced outcome, reduced cost, or expedited delivery.
 - e. Include a brief discussion of your approach to project issues such as troubleshooting, dispute resolution, submittal of reports, inspection issues, communication and response to customer concerns, and any other pertinent matters.
 - f. If this project is different than projects provided in Experience of the Firm above, provide owner name, and contracted services dates.

D. Staffing Information for Key Personnel (maximum 200 points)

Provide the following:

1. Team's availability and commitment to the project, including sub-consultants.
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 this project.
4. Identify the location of the lead firm's principal office and the home office location of key staff on this project.

E. Sample Project Report (maximum 50 points)

Include a sample bridge inspection report completed in last three years and identify the lead and the agency the bridge inspection report was completed for.

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 V - 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 925000000 and the RFx number is 600000720.
- 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 **12 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 or Section IV, E. Sample Project Report).**
 - Submit electronically the Statement of Qualifications by **12:00 noon, Phoenix time, on Friday, June 14, 2019.**
 - Upload one complete version of the SOQ addressing all the criteria. Upload format is .PDF.
 - Page size must 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.

SECTION VI – 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

SECTION VII - SELECTION PROCESS AND SCHEDULE

Interested firms will submit a SOQ. The firms will be selected through a qualifications-based selection process. A selection panel will evaluate each SOQ per the criteria set forth in Section IV above.

The City will select a firm based on the SOQs received; no formal interviews will be conducted. The City may conduct a due diligence review on the firms 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 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.

Pre-submittal meeting	June 3, 2019
SOQs due	June 14, 2019
Selection Notification	Late July 2019

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

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

SECTION VIII – 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 Contracts Specialist, Micheal Ricketson at (602) 256-5692 or email micheal.ricketson@phoenix.gov.

EXHIBIT A
CERTIFICATION REQUIREMENTS

MINIMUM CERTIFICATIONS REQUIRED

CITY OF PHOENIX QUALIFICATIONS OF PERSONNEL

- (a) A Consultant Project Manager must, at a minimum:
- (1) Be a registered professional engineer, and have two years' bridge inspection experience; and
 - (2) Successfully complete a Federal Highway Administration (FHWA) approved comprehensive bridge inspection training course.
- (b) There are five ways to qualify as a team leader. A team leader must, at a minimum:
- (1) Have the qualifications specified in paragraph (a) of this section; or
 - (2) Have five years' bridge inspection experience and have successfully completed an FHWA approved comprehensive bridge inspection training course; or
 - (3) Be certified as a Level III or IV Bridge Safety Inspector under the National Society of Professional Engineer's program for National Institute of Certification in Engineering Technologies (NICET) and have successfully completed an FHWA approved comprehensive bridge inspection training course, or
 - (4) Have all of the following:
 - (i) A bachelor's degree in engineering from a college or university accredited by or determined as substantially equivalent by the Accreditation Board for Engineering and Technology;
 - (ii) Successfully passed the National Council of Examiners for Engineering and Surveying Fundamentals of Engineering examination;
 - (iii) Two years of bridge inspection experience; and
 - (iv) Successfully completed an FHWA approved comprehensive bridge inspection training course, or
 - (5) Have all of the following:
 - (i) An associate's degree in engineering or engineering technology from a college or university accredited by or determined as substantially equivalent by the Accreditation Board for Engineering and Technology;
 - (ii) Four years of bridge inspection experience; and
 - (iii) Successfully completed an FHWA approved comprehensive bridge inspection training course.
- (c) The individual charged with the overall responsibility for load rating bridges must be a registered professional engineer.
- (d) An underwater bridge inspection diver must complete an FHWA approved comprehensive bridge inspection training course or other FHWA approved underwater diver bridge inspection training course.

BRIDGE INSPECTION EXPERIENCE

Active participation in bridge inspections in accordance with the NBIS, in either a field inspection, supervisory, or management role. A combination of bridge design, bridge maintenance, bridge construction and bridge inspection experience, with the predominant amount in bridge inspection, is acceptable.

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:

6000000720

Attention: Micheal Ricketson

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 Consultant Performance Evaluation form and return by email the completed form by 5:00 pm Phoenix time on **June 14, 2019** to:

soq.referencechecks@phoenix.gov

Reference in Subject Line: RFx #6000000720

For questions, contact Micheal Ricketson, Contracts Specialist at 602-256-5692.

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.

**STREET TRANSPORTATION DEPARTMENT
 BRIDGE ASSET MANAGEMENT AND INSPECTION ON-CALL SERVICES
 ST85110009
 RFx: 600000720**

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 **June 14, 2019** by 5:00 pm Phoenix time to:*

soq.referencechecks@phoenix.gov

***EMAIL SUBJECT LINE SHOULD REFERENCE:**

RFx NUMBER 600000720 and Contract Specialist: Micheal Ricketson

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.