



City of Phoenix, Arizona  
Office of The City Engineer

# **ARCHITECTURAL ON-CALL SERVICES**

## **CALENDAR YEARS 2020-2021 PRE-SUBMITTAL MEETING**

July 26, 2019  
City Hall Assembly Room A & B  
9:00 am



# WELCOME & INTRODUCTIONS

## City of Phoenix Representatives

- Eric J. Froberg, PE, City Engineer
- Kandi Kawolsky – Procurement Manager
- Dana Garr - Contracts Specialist Team Lead
- Kathleen Lewis - Contracts Specialist II  
Point of Contact for Submittals and RFQ Questions

[kathleen.lewis@phoenix.gov](mailto:kathleen.lewis@phoenix.gov)



# MEETING OVERVIEW

- Sign-in Please
- Sign-in sheet and PowerPoint will be posted on Procurement's website:  
<https://solicitations.phoenix.gov>
- Please hold questions until Q&A period at the end
- This will be your **ONLY** opportunity to discuss this project with City Staff





# AGENDA

- **Request for Qualification**
- **Consultant / Architect Services to City Departments**
- **Scope of Work**
- **Statement of Qualification Criteria**
- **Submittal Requirements**
- **Statement of Qualification Requirements**
- **Vendor Registration**
- **Grounds for Disqualification**
- **Notification**
- **Review of Solicitations Web Site and RFX**
- **Questions from Attendees**



# REQUEST FOR QUALIFICATION

- The City of Phoenix is seeking qualified consultants to provide Architectural On-Call Services Citywide
- The term of the contract will be on an as-needed basis from January 1, 2020 through December 31, 2021
- Up to 12 firms will be selected
- Qualifications-Based Selection



# REQUEST FOR QUALIFICATION

- No guarantee of work – City makes every effort to give work
- Projects as they come up – “As-needed” basis
- No partnering, sub-consultants, or joint venturing
- The City will not issue a separate solicitation to provide Small Business Enterprise Architectural On-Call Services opportunities.



# **CONSULTANT / ARCHITECT SERVICES** **TO CITY DEPARTMENTS**

- **Aviation**
- **Phoenix Convention Center**
- **Fire**
- **Library**
- **Office of Arts & Culture**
- **Parks & Recreation**
- **Police**
- **Public Works**
- **Other as needed**



# **SCOPE OF WORK MAY INCLUDE:**

- Design
- Construction Administration & Inspection
- Americans with Disabilities Act
- Project Management
- Facilities Assessment & Condition Survey
- LEED Consulting





## **SCOPE OF WORK MAY INCLUDE (CONT.):**

- Programming / Master Planning
- Plans Review
- Roof Repair, Replacement
- Space Analysis Studies
- Police and Fire Station Facility Renovations
- Museum Remodels
- Interior Space Planning



# **SCOPE OF WORK MAY INCLUDE (CONT.):**

- Systems Assessments
- Community Park Designs
- Airport Designs
- Exterior Facade
- Site Improvements
- Cost Estimating
- Historic Preservation
- Tenant Improvements

# STATEMENT OF QUALIFICATIONS CRITERIA

- ❑ EXPERIENCE OF THE FIRM (300 PTS.)
- ❑ EXPERIENCE OF KEY PERSONNEL (300 PTS.)
- ❑ PROJECT MANAGEMENT AND RESPONSIVENESS (250 PTS.)
- ❑ STAFFING INFORMATION FOR KEY PERSONNEL ( 150 PTS.)

# SUBMITTAL REQUIREMENTS

- ❑ ONE PAGE COVER LETTER
- ❑ STATEMENT OF QUALIFICATION DUE BY 12:00 PM LOCAL TIME
- ❑ PAPER SIZE 8 ½" X 11"
- ❑ FONT SIZE NOT LESS THAN 10 POINT
- ❑ EACH SIDE OF THE PAGE CONTAINING RESUMES, EVALUATION CRITERIA AND ADDITIONAL CONTENT WILL BE COUNTED TOWARDS MAXIMUM PAGE LIMIT
- ❑ PAGES HAVING PROJECT PHOTOS, CHARTS AND/OR GRAPHS WILL BE COUNTED TOWARDS THE MAXIMUM PAGE LIMIT

# **STATEMENT OF QUALIFICATIONS REQUIREMENTS**

- Maximum page count: 15 pages
- SOQ due: Electronically by 12:00 NOON – Phoenix time

**FRIDAY AUGUST 9, 2019**

ProcurePHX online portal





# **THE FOLLOWING WILL NOT BE COUNTED TOWARD THE MAXIMUM PAGE LIMIT**

- Front and back covers
- Information Sheet/Cover letter
- Table of Contents pages
- Divider (tab) pages

**\*UNLESS EVALUATION CRITERIA IS INCLUDED**

# STATEMENT OF QUALIFICATIONS SUBMITTAL REQUIREMENTS (CONT.):

- Submit the SOQ at:  
<https://eprocurement.phoenix.gov/irj/portal>
- SOQ package information sheet must contain firm name, vendor number, project title, and project number
- Information Sheet:
  - Firm Name
  - Address
  - Contact Name/Title
  - Phone Number
  - Contact Email Address
  - Project Title



# VENDOR REGISTRATION

- All firms should be registered in the vendor management system prior to submitting a proposal
- New firms, after registering, the City will send an email with a vendor number within two days
- Vendor number should be included on the cover of the statement of qualifications or on the bid proposal package/envelope. Information on how to register with the city is available at:

<https://www.phoenix.gov/financesite/Pages/EProc-help.aspx>



# 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

# NOTIFICATION

- Notification of change to the Request for Qualification will be posted on the following websites:

<https://www.phoenix.gov/streets/procurement/current-opportunities>

and

<https://eprocurement.phoenix.gov/irj/portal>

- It is your responsibility as an RFQ holder to determine, prior to submittal, if a Notification has been issued
- Any additional questions requiring a response will be issued by a Notification





# REVIEW OF SOLICITATIONS WEB SITE AND RFX

- ProcurePHX online portal

<https://www.phoenix.gov/financesite/Pages/EProc-help.aspx>

- New Vendors

<https://eprocurement.phoenix.gov/irj/portal>

- Currently registered Vendors

<http://solicitations.phoenix.gov/awards>

- Selection outcome “Tabulations, Awards, and Recommendations”



# QUESTIONS?

**OPEN FOR QUESTIONS  
&  
*THANK YOU FOR ATTENDING***

Email all questions to:  
[kathleen.lewis@phoenix.gov](mailto:kathleen.lewis@phoenix.gov)