



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

**ARCHITECTURAL ON-CALL SERVICES**  
**CALENDAR YEARS 2020-2021**  
**PROCUREPHX PRODUCT CATEGORY CODE 906000000**  
**RFX NUMBER 6000000730**

**NOTIFICATION LETTER #2**

**AUGUST 5, 2019**

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

Questions asked and submitted to the Contract Specialist are as follows:

- 1. Can you please clarify the “projects” referenced in section B. Experience of Key Personnel? For the “each project listed”, is this meaning the projects listed in the previous section A “Experience of the Firm” or is this meaning the individual projects listed for each person? Projects on their resumes.**

For each Key Project Team Member expected to be assigned, provide detail of the projects they worked on.

- 2. It was mentioned at the pre-proposal meeting that letters of recommendations could be included for a bonus of 75 points. Can you confirm this? Would this be included within the 15-page count? Or can it be attached as an appendix?**

References will no longer be required; see Notification #1.

- 3. For the 12 selected firms, will there be a master contract signed? Or will there be individual contracts signed for each task orders? Can we get a copy of the contract?**

There will be a Master Contract then a Notice To Proceed (NTP) will be executed with each project assigned. A proposal will be required for each project assigned.

The City has standard template language for terms and conditions, indemnification, and insurance. See Attached. There may be additional requirements for badging that will vary by location.

- 4. Is there a minimum or maximum dollar amount of projects that might be awarded through this on-call?**

There is no minimum established. Projects more than \$500,000 are typically formally advertised.

- 5. Do you have an example list of projects that have been issued through this on-call in past years?**

Yes. Example contracts per department are:

- Aviation: ADA Transition Plan-Rental Car Center and Sky Train Stations
- Arts and Culture: Phoenix Art Museum (Study and Assessment)
- Fire Department: DPS/SRP Hanger Fire System Upgrades

- Historical Preservation: Various ADA Assessments at Family Service Centers throughout the City.

6. **In Section A, the RFQ asks for description, role of the firm, contract values, and start and completion dates. However, in Section B, the project experience of each team member requires the same information. If the projects we show in Section A are the same projects in Section B, can we say in Section B resumes to refer to the appropriate page in Section A? I'd rather not duplicate all the same information, and perhaps if I can refer back to Section A I can actually include more projects in the resumes.**

If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person.

7. **I just wanted to clarify what the project number was as the RFQ requires it to be reflected on the cover and information sheet.**

No project number required; See Notification No. 1.

8. **Under Section IV Statement of Qualifications Evaluation Criteria, Item A. Experience of the Firm: Item No. 4 is requiring the project's start and completion dates. Since Item No. 3 reflects the architectural services contract information, does item No. 4 reflect the start/completion date of the architectural design services, or the start/completion dates of the project construction? Please clarify what the start date and completion date should reflect.**

These dates should reflect the duration of your firm's contract duration for design and construction administration.

9. **Do the resumes count toward the 15 page limit or are the counted separate?**

Yes. See RFQ, Section V – Submittal Requirements, Additional Content.

CITY OF PHOENIX  
DESIGN & CONSTRUCTION PROCUREMENT



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