



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

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**REQUEST FOR QUALIFICATIONS**

**91<sup>st</sup> AVENUE WASTEWATER TREATMENT PLANT SOLIDS  
REHABILITATION PHASE 1  
ENGINEERING SERVICES  
WS90100111**

**PROCUREPHX PRODUCT CATEGORY CODE 925000000  
RFx 6000000793**

# REQUEST FOR QUALIFICATIONS

The City of Phoenix is seeking a qualified consultant team to provide engineering services for the 91st Avenue Wastewater Treatment Plant Solids Rehabilitation project. Services may include engineering analyses, design, permitting, programming and possible construction administration services of piping systems, mechanical equipment, structures and supports, electrical feed and distribution systems, and control systems related to the solids treatment process, including thickening, digestion, and dewatering. This project site is located at 5615 South 91<sup>st</sup> Avenue. The estimated total construction cost for this project is \$46.1 million.

## **SECTION I – PROJECT DESCRIPTION**

The 91<sup>st</sup> Avenue Wastewater Treatment Plant (WWTP) is located on a 560-acre site just east of 91st Avenue, south of Broadway Road and north of Southern Avenue. The plant is owned by the Sub-Regional Operating Group (SROG) and operated by the City of Phoenix. The facility has the capacity to treat 230 million gallons per day (MGD). Portions of the facility were built in the early 1960's, and the facility has been expanded and modified since then. The facility treats the wastewater with various processes consisting of:

- Screening
- Grit removal
- Primary sedimentation
- Activated sludge with nitrification-denitrification
- Secondary sedimentation
- Disinfection by chlorine
- Dechlorination (sodium bisulfite)

Both primary and secondary solids are thickened using centrifuges in the Solids Thickening Facility prior to digestion in sixteen anaerobic digesters using multi-phase digestion. Solids are fed to an acid-phase digester then to multiple methane phase digesters. Digested sludge is dewatered using centrifuges in the Solids Handling Facility and then hauled off-site for land application.

The City intends to engage the services of an engineering consultant/consultant team to provide design and construction administration and inspection services for the rehabilitation of the facilities and equipment used to treat and process solids. This project will include the replacement of equipment throughout the solids treatment process, including, but not limited to, centrifuges, pumps, motors, heat exchangers, cake pumps, sludge hoppers, boilers, piping, valves, control instruments, control panels, and electrical equipment including panels, variable frequency drives, transformers, and motor control centers.

It is anticipated the design, construction administration and inspection, and construction necessary to complete the project scope will occur over multiple fiscal years with multiple design, construction, equipment procurement and equipment installation packages being required. The City intends to engage the services of construction team utilizing the construction manager at risk (CMAR) delivery method to complete the construction of the project.

## **SECTION II – SCOPE OF WORK**

Based on the 91<sup>st</sup> Avenue WWTP Facility Assessment previously completed, the selected engineering consultant will review and prioritize the project scope items and make recommendations for the rehabilitation and replacement of equipment, facilities, and systems necessary to meet the project goals.

Design services by the engineering firm may include, but are not limited to, the following:

- Prepare a basis of design including life-cycle cost analyses to determine whether replacement or rehabilitation should be implemented to address deficiencies within the following areas:
  1. Conduct an engineering review and analysis of the digester mixing systems to insure properly sized equipment and operation of the digester system is maintained

2. Conduct an engineering review and analysis of the hot water boilers, the hot water distribution system and appurtenant control systems to insure properly sized equipment and operation of the hot water system is maintained
  3. Conduct an engineering review and analysis of the solids thickening and solids dewatering processes and make recommendations for the improvement and enhancement of these processes
- In conjunction with City engineering, operations, maintenance staff, and the selected CMAR, the engineering firm will conduct field review(s) of the equipment, facilities and systems identified in the 91<sup>st</sup> Avenue WWTP Facility Assessment in the solids treatment process to identify, catalog, and prioritize the assets to be rehabilitated or replaced
  - In conjunction with City engineering, operations, maintenance staff, and the selected CMAR, the engineering firm will identify the scope, level and detail of construction drawings necessary to accomplish the project objectives. It is anticipated the replacement of most assets may require minimal construction drawings. At a minimum, only structural, electrical or control work requiring permitting will require construction drawings
  - In conjunction with City engineering, operations and maintenance staff, and the selected CMAR, the engineering firm will develop an initial schedule for the rehabilitation and replacement of the assets. Schedule shall be prioritized based on the results of the field review(s), shall include and be cognizant of plant operations and maintenance schedules, and incorporate input from the Construction Manager at Risk regarding need for detailed design packages, equipment procurement schedules, and construction timeframes
  - In conjunction with City engineering, operations and maintenance staff, and the selected CMAR, the engineering firm will perform necessary engineering and life-cycle cost analyses to provide recommendations for replacement equipment
  - Compile existing record drawings of the solids treatment process, and conduct field surveys as required, to provide accurate base drawings for those tasks requiring construction drawings
  - Develop a complete set of contract documents including construction drawings and specifications adhering to current City standards, regulatory guidelines, and requirements
  - Attend regular meetings with the project team to discuss, coordinate, and review the work progress and budget, resolve design issues, and document meeting minutes
  - Obtain all required permits for the construction and operation of the modifications
  - Provide all required services as necessary to implement alternative design reviews, constructability reviews, quality control reviews that may be performed by the CMAR
  - Provide design services including agency coordination, preparation of preliminary, pre-final and final plans and consultation regarding the CMAR models and final cost proposal, assistance in the bid evaluation and recommendation of contract award
  - Review and provide recommendations on value-engineering proposals developed by the CMAR; In conjunction with City engineering, operations, maintenance staff, WAM Core Team and the selected CMAR, the engineering firm will coordinate the updating of the WAM system and database and ensure the completeness and accuracy of information provided to the WAM system
  - In conjunction with City engineering, operations, maintenance staff, the engineering firm will provide necessary programming services to update and modify the facility's computer control and information systems as a result of work within this project
  - In conjunction with City engineering, operations, maintenance staff, and the selected CMAR, assist with the development of necessary maintenance of plant operations plans to avoid disruption of the treatment process

Construction administration and inspection (CA&I) services by the engineering firm may include, but is not limited to, the following:

- Conduct pre-construction conference and hold subsequent meetings, as necessary, with the project team
- Perform on-site examination of materials, equipment, and workmanship as necessary during normal construction hours
- Keep the City informed of the progress of the work, and will guard the City against defects and deficiencies in such work and will disapprove or reject work failing to conform to the contract documents

- Provide quality control services during construction to assure that the overall technical correctness of the construction phase services is being followed and that construction schedule is being met
- Arrange and coordinate special inspection for structural, mechanical, and electrical work, as required
- In conjunction with City engineering, operations, maintenance staff, and the selected CMAR, the engineering firm will coordinate the tagging of rehabilitated or replaced assets and with the WAM Core Team, to update the WAM system and database and ensure the completeness and accuracy of information provided to the WAM system
- In conjunction with City engineering, operations, maintenance staff, the engineering firm will provide necessary programming services to implement updates and modifications to the facility's computer control and information systems as a result of work within this project
- In conjunction with City engineering, operations, maintenance staff, and the selected CMAR, assist with the execution of necessary maintenance of plant operations plans to avoid disruption of the treatment process
- Review operations and maintenance manuals for completeness and adherence to City standards and requirements
- Provide start-up assistance and training services
- Prepare and review project documents (e.g. correspondence, schedules, submittals, shop drawings, test data, project data, contractor progress payments, change orders; etc.); and
- Conduct a substantial and final completion inspection
- Upon the completion of the commissioning phase of work, conduct an analysis of the solids treatment capacity for the purposes of determining the facility's new treatment capacity

### **SECTION III - PRE-SUBMITTAL MEETING**

A pre-submittal meeting will be held for design and CMAR services at 10:00 a.m. on Friday, October 4, 2019, at 200 W. Washington Street, City Hall, 9<sup>th</sup> Floor Training Room. 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 consultants 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**

A Firm 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.

#### **A. Design Experience of the Prime Firm (maximum 150 points)**

Describe the experience and qualifications of the prime firm in providing design services for solids treatment at a wastewater treatment plant. Identify projects the submitting firm has completed. City of Phoenix project experience is not required. For each project listed, provide:

1. Description of the project including scope, delivery method and project owner
2. Capacity of Wastewater Treatment Plant
3. Role of the firm and explain how this relates to the services being solicited
4. Project's original contract value, final contract value, and reason for variance
5. Project's start date and finish date and if the project schedule was met

#### **B. Construction Administration and Inspection Experience of the Prime Firm (maximum 150 points)**

Describe the experience and qualifications of the prime firm in providing construction administration and inspection (CA&I) services for similar projects. Identify projects the submitting firm has completed. Include assigned CA&I personnel if different from personnel performing design services. City of Phoenix project experience is not required. 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 finish date and if the project schedule was met

**C. Design Experience of the Key Personnel and Subconsultants (maximum 125 points)**

Describe the experience and qualifications of the specific project team expected to be assigned to this project in providing design services for a project involving solids treatment at a wastewater treatment at a wastewater treatment plant. Identify each team member's role in the projects provided. City of Phoenix project experience is not required. 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

**D. Construction Administration and Inspection Experience of Key Personnel and Subconsultants (maximum 125 points)**

Describe the experience and qualifications of the project team expected to be assigned to this project in providing construction administration and inspection services for similar projects. Identify each team member's role in the projects provided. Include assigned CA&I personnel if different from personnel performing design services. City of Phoenix project experience is not required. For each project listed, provide:

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

**E. Project Understanding and Approach (maximum 300 points)**

Describe your firm's understanding of this project. Discuss important considerations such as project issues and challenges the team has identified. Describe the team's approach to accomplishing the project, including how the team intends to address the issues and challenges previously identified. Describe the team's project management approach and its organization during design and construction. Describe systems the team will use for managing the planning, scheduling, and implementation of multiple design, construction, equipment procurement and equipment installation packages. Describe how the team will develop cost estimates and how the team will maintain budget.

Briefly describe the firm's experience and systems for insuring quality control, resolution of disputes, and safety management.

**F. Staffing Information for Key Personnel (maximum 150 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 both Design and Construction Administration and Inspection Services for the project.
4. Identify the location of the lead firm's principal office and the home office location of key staff on this project.

**G. Reference Check (maximum 75 points\*)**

Use the form provided (Exhibit A) 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 600000793.

- 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 **10 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.**)
- Submit electronically the Statement of Qualifications by **12:00 noon, Phoenix time, on Friday, October 18, 2019.**
- Upload one complete version of the SOQ addressing all the criteria. Upload format is .PDF.
- Page size must still 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 firm 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.

Finalists from the SOQ evaluation will be invited to participate in detailed interviews. A letter to each finalist will contain the evaluation criteria to be used during the interview presentation. Interview evaluations to select the highest qualified firm include scores from the SOQ evaluation process. 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. Firms interested in this project must be available on the dates as specified below.

|                              |                   |
|------------------------------|-------------------|
| Pre-submittal meeting        | October 4, 2019   |
| SOQs due                     | October 18, 2019  |
| Firms notified for interview | November 12, 2019 |
| Interview                    | December 3, 2019  |
| Scope Meeting                | January 2020      |

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

Firms on the short list for interviews for this project will be notified directly by the City. Notification to all other firms on the status of a short list for this project will be posted on the City of Phoenix’s “Tabulations, Awards, and Recommendations” website:

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

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/>

A copy of the Protest Policy is also available online at:

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

**Questions** - Questions pertaining to this selection process or contract issues should be directed to the Contracts Specialist, Liz Blakley at (602) 495-3654 or email [elizabeth.blakley@phoenix.gov](mailto:elizabeth.blakley@phoenix.gov).

**EXHIBIT A**  
**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](mailto:soq.referencechecks@phoenix.gov)

The procurement identifier is:

6000000793

Attention: Liz Blakley

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 Contractor Performance Evaluation form and return by email the completed form by 12:00 pm Phoenix time on **October 18, 2019** to:

[soq.referencechecks@phoenix.gov](mailto:soq.referencechecks@phoenix.gov)

**Reference in Subject Line: RFX #6000000793**

For questions, contact Liz Blakley, Contracts Specialist at 602-495-3654.

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

Evaluate the consultant's contract performance in each of the rating areas listed below. On the Consultant Performance Evaluation form, circle the rating from 1 to 4 that most closely matches your evaluation of the consultant's performance. Comments are not required but appreciated. **Every rating area must be scored.**

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.

WS90100111

91<sup>st</sup> Avenue Wastewater Treatment Plant Solids Rehabilitation Phase 1

RFx: 600000793

**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.

|  |
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|  |
|--|

**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?              | 4<br>3<br>2<br>1 | Comments: |
| WAS THE TEAM PRESENTED IN THE PROPOSAL THE TEAM THAT WORKED ON THE PROJECT TO COMPLETION? | 4<br>3<br>2<br>1 | Comments: |
| WAS STAFF PROACTIVE IN SOLVING PROBLEMS THAT MAY HAVE OCCURRED ON THE PROJECT?            | 4<br>3<br>2<br>1 | Comments: |
| WAS THE CONTRACTED SCOPE OF SERVICES COMPLETED ON TIME AND WITHIN BUDGET?                 | 4<br>3<br>2<br>1 | Comments: |
| HOW WOULD YOU RATE THE QUALITY OF WORK PERFORMED BY THIS FIRM ON YOUR PROJECT?            | 4<br>3<br>2<br>1 | Comments: |
| DID THE FIRM RECOMMEND EFFICIENCIES OR PROVIDE INNOVATIVE IDEAS OR SUGGESTIONS?           | 4<br>3<br>2<br>1 | Comments: |

|  |               |                     |
|--|---------------|---------------------|
| WOULD YOU BE WILLING TO CONTRACT WITH THIS FIRM AGAIN? (YES = 1 point) | YES<br><br>NO | Comments:           |
| TOTAL SCORE  |               | (MAXIMUM 25 POINTS) |

Reference Evaluation Provided By:

Name and Title: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

***Email completed form by October 18, 2019 by 12:00 pm Phoenix time to:***

[soq.referencechecks@phoenix.gov](mailto:soq.referencechecks@phoenix.gov)

**\*EMAIL SUBJECT LINE SHOULD REFERENCE RFx NUMBER 600000793**

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.