



City of Phoenix
OFFICE OF THE CITY ENGINEER
DESIGN AND CONSTRUCTION PROCUREMENT
200 West Washington Street, 6th Floor
Phoenix, Arizona 85003-1611

**PLANNING AND DEVELOPMENT DEPARTMENT
RESIDENTIAL AND COMMERCIAL
BUILDING FIELD INSPECTION
ON-CALL SERVICES**

**PROCUUREPHX PRODUCT CATERGORY CODE 925000000, 906000000
RFx 6000000786**

NOTIFICATION LETTER NO. 2

ISSUE DATE: November 14, 2019

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

Questions and Responses:

Question: Is IRC background preferred?

Answer: See below for revision to RFQ under section II.

Question: Item C.3. does not appear to be applicable to this RFQ (RFx 6000000786, Residential and Commercial Building Field Inspection) since the RFQ is for “inspection services” and not “plan review services”. If the City deems that this item is not applicable to this RFQ, will the item be removed from the evaluation criteria?

Answer: See below for revision to the RFQ.

Question: What safety equipment is needed for Residential Field Inspections?

Answer: Hard hat, glasses, vest, steel-toe shoes; shorts are permissible in the Summer months

Section II – Scope of work delete the first paragraph in its entirety and replace with the following:

The firms will be responsible for providing services including, but not limited to, field inspections of new construction, alterations, and repairs submitted by commercial and residential property owners for compliance with the Phoenix Building Construction Code and Fire Codes. Interested firms must have experience conducting inspections for new construction, alterations, or repairs in local jurisdictions. Conducting inspections for residential projects require the inspector to have an IRC background in all inspection disciplines. Commercial projects require inspectors to have individual code discipline background for the code discipline they will be inspecting. The consultant will provide vehicles, fuel, code books, laptop/tablet, cellular phones and personal protection equipment for the field inspection team. Cell phones and laptop/tablet must have full

field internet connectivity. Inspections must be entered in real time during the workday and consultant must provide technical support for their equipment.

Section IV – Statement of Qualifications Evaluation Criteria delete Criteria C. in its entirety and replace with the following:

C. Project Management, Approach, and Responsiveness (350 points)

Understanding and approach to the services, including a discussion of the important considerations in providing the services, and the teams approach to the following:

1. Describe proposed procedure for communicating between Planning and Development Department staff, the inspection team, and the customer
2. Describe the team's availability and plan to maintain continuity of the proposed services
3. Team's plan for responding to requests for additional qualified staff for short-term needs

Section IV – Statement of Qualifications Evaluation Criteria delete Criteria D. in its entirety and replace with the following:

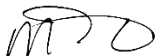
D. Staffing Information for Key Personnel (maximum 150 points)

Provide the following:

1. Organization chart showing key personnel, current professional licenses or certifications
2. Identify how many inspectors will be provided with appropriate certification for each discipline
3. Identify the location of the lead firm's principal office and the home office location of key staff on this project

All other terms and conditions remain unchanged.

Exhibit A delete in its entirety and replace with the attached.



Micheal Ricketson
CITY OF PHOENIX
DESIGN AND CONSTRUCTION PROCUREMENT

*******END OF NOTIFICATION NO. 2*******