



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

REQUEST FOR QUALIFICATIONS

**PUBLIC WORKS DEPARTMENT
SOLID WASTE SUPPORT
ON-CALL SERVICES**

**PROCUREPHX PRODUCT CATEGORY CODE
925000000 and 926000000
RFx 6000000831**

REQUEST FOR QUALIFICATIONS

The City of Phoenix is seeking qualified consultants to provide solid waste support on-call services on an as-needed basis for the Public Works Department Solid Waste Management Division. Possible services may include, but are not limited to: modifications to existing Solid Waste Facility Permits, groundwater monitoring, environmental documentation and permitting, and survey services. Up to eight firms may be selected for a five-year contract term. Selected consultants will be utilized on an on-call basis with task orders ranging up to \$100,000. The cap for all contracts is \$3 million over the course of 5 years.

Interested firms may submit on any or all service categories for the Solid Waste Support On-Call Services contracts. **Firms must specifically identify in the Statement of Qualifications (SOQ) information sheet each Service Category for which the firm is qualified and interested in providing to the City.**

SECTION I – PROJECT DESCRIPTION

The Solid Waste Management Division manages five closed unlined solid waste landfills and one active landfill containing excavated slopes in soils and engineered final caps over closed cells, storm water systems consisting of excavated channels, retention/detention basins, energy dissipaters, and scour/erosion control features, two solid waste transfer stations / Materials Recovery Facility (MRF), four hauling yards and hauling maintenance facilities. The active landfill, transfer stations and hauling yards include fuel dispensing facilities, temporary waste storage, storage of petroleum-based lubricants, and light maintenance/repair activities. The list of Solid Waste facilities includes, but is not limited to:

- Del Rio Landfill
- 19th Avenue Landfill
- Skunk Creek Landfill
- SR-85 Landfill (Out of City)
- 27th Avenue Landfill
- North Gateway Transfer Station / MRF
- 27th Avenue Transfer Station / MRF
- Deer Valley Landfill / Cave Creek Golf Course
- Wells associated with locations above

SECTION II – SCOPE OF WORK

The Consultants will be responsible for providing services for Solid Waste landfills, transfer stations, MRFs, and wells. The scope of work for the Solid Waste Support On-Call Services projects may include assessment, design, construction administration and inspection, groundwater monitoring, survey services, studies, plan review, special inspections, programming, construction document development (plans, specifications and cost estimates), project management, and other related support services to accomplish the mandated requirements for Solid Waste facilities to maintain compliance with City, County, State, and Federal regulations.

Individual projects will be identified by City of Phoenix (City) Solid Waste staff for implementation and will differ in size, scope and complexity. At any given time, there may be multiple projects that the selected firm will be required to manage simultaneously, while also coordinating with City Solid Waste staff, contractors and potentially other agencies.

The consultant will provide vehicles, fuel, technical references, 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.

The Consultant may be required to work with City staff to evaluate selected activities, identify applicable requirements, and develop and implement an appropriate response.

Firms may submit for one or more Service Categories. The City is looking for a variety of firms to ensure we have consultants available to meet the diverse needs of Solid Waste projects.

The four Service Categories are:

Service Category 1: Engineering Services (up to 3 firms may be selected)

Engineering Services for Landfills and Transfer Stations may include, but are not limited to:

- Design, construction administration and inspection services for the SR85 Landfill cells excavation, lining and closure of various phases.
- Design, construction administration and inspection services for the five Closed Landfills including repair of final cover, drainage improvements, site security, and end use planning.
- Design, construction administration and inspection services for the North Gateway and 27th Avenue Transfer Stations and MRFs.
- Sequencing Plans Development for SR85 landfill operations.
- Drawings and sketches in support of SR85 landfill operations.
- Slope Stability Calculations.
- Landfill Volume Calculations (Airspace Used, Solid Waste to Soil Ratio, and Waste Density).
- Estimate Future Air Space/Day based on Current Tons/Day.
- Estimate waste disposal to landfill capacity.
- Estimated date to landfill capacity.
- Calculations on soil usage during landfill operations.
- Minor/major environmental/operational permit modifications.
- General engineering services for landfills and waste transfer stations.
- Cost estimating for various construction activities at landfills and waste transfer stations.
- Related surveyor services and interpretation.
- Permitting assistance.
- Other services as requested.

Service Category 2: Environmental Professional Services (up to 2 firms may be selected)

Environmental Professional Services for Landfill and Transfer Stations may be of a general technical or regulatory nature include, but not limited to:

- Compliance reviews.
- Site or project assessments.
- Operations hazard assessments.
- Identification of alternative approaches.
- Department staff training.
- Obtaining regulatory compliance.
- Permitting assistance.
- Public Outreach.
- Reporting and document preparation.
- Application for funding, and other associated services.
- Compliance programs development.
- Other environmental consulting related services as requested.

Assistance for various disciplines, includes, but not limited to:

- Archaeology.
- Historic preservation.
- Biology and natural resources.
- Clean Water Act / sections 404, 401, and 402, including, but not limited to:
 - State and federal wastewater and Stormwater permitting assistance.
 - Regulatory reporting and document preparation (e.g. annual reports, Stormwater management Plans, Pretreatment Program Plans etc.).
- Environmental assessments, studies, and technical support (e.g., pollutant loading estimates, pollutant source evaluations, drainage area studies, etc.).
- Green infrastructure.

- National Environmental Policy Act (documentation and related supporting technical analyses and reports).
- Clean Air Act, including, but not limited to:
 - Permitting.
 - Monitoring, modeling, source testing, etc.

Service Category 3: Groundwater Monitoring (up to 2 firms may be selected)

Groundwater Monitoring Services may include, but are not limited to:

- Conduct Groundwater monitoring at the City Landfills boundaries per the Landfill Groundwater Monitoring Manual and QA/QC Plan.
- Maintain compliance with State and Federal regulations regarding monitoring the quality of the groundwater at the boundaries of the City Landfills.
- Monitor quality of groundwater at boundary of City landfills for data that is representative of actual site conditions in the uppermost aquifer.
- Monitor static water level in the monitoring wells to determine direction of the regional groundwater flow beneath the City landfills.
- Report findings to State and Federal agencies as required.
- Conduct remediation studies and propose activities (if determined to be needed).
- Providing other services as requested.
- Perform the following requirements when needed:
 - Perform and coordinate groundwater sampling at City landfills, including physically collecting all samples in the field, coordinating with Arizona Department of Health Services-certified laboratory for sampling parameters and supplies, preparing all paperwork, reviewing bottle orders, ensuring all sampling parameters are met, etc. Environmental monitoring and sampling to be performed in accordance with applicable rules, regulations and legal requirements and in compliance with industry standard sampling protocols and procedures.
 - Complete groundwater well sounding (depth measurements) and purging of groundwater monitoring wells.
 - Prepare groundwater monitoring reports for the City landfills for submittal to Arizona Department of Environmental Quality (ADEQ) signed and sealed by a registered professional. Review analytical monitoring data to determine if Exceedance Conditions exist, complete monthly monitoring if needed due to Exceedance Conditions, and prepare Exceedance Reports, if needed.
 - Perform statistical analysis from the analytical laboratory for Skunk Creek, 27th Avenue, 19th Avenue, and SR 85 landfills for submittal to regulatory agencies.
 - Review and revise as necessary the sampling and monitoring plans to stay in compliance with regulatory requirements.
 - Complete sampling of landfill leachate and condensate as needed.
 - Stay up-to-date with environmental regulations on landfill groundwater monitoring, etc. by reviewing: Federal Register notices; Arizona Administrative Register; and regulations (40 CFR, Title 18 AAC, City of Phoenix Sewer Code, etc.) to ensure all requirements are met.
 - Interact and consult with regulatory agencies (ADEQ Solid Waste Division on 40 CFR 258 and other groundwater monitoring regulations, and ADEQ Superfund Programs Section on 19th Avenue Landfill groundwater monitoring requirements).
 - Work alone in remote field conditions under severe weather conditions and lifting heavy objects.

Service Category 4: Survey Services (up to 1 firm may be selected)

Survey Services may include, but are not limited to:

- Survey (Legal Boundary, Topographic, Control, As-Built, Hydrographic, Elevation, etc.).
- Mapping.
- Data collection.
- Construction staking and layout.
- Must be a registered Land Surveyor.

SECTION III - PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at 10:00 a.m. on Thursday, November 21, 2019, at 200 West Washington Street, 5th Floor Conference Room 5 West. 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

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 125 points)

Describe the experience and qualifications of the prime 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

If you are submitting for **Service Category 1, Engineering Services**, discuss the experience and qualifications of the prime firm in providing Type III; Type IV Modifications, or new applications to Solid Waste Facility Plans (reference Arizona Administrative Code R18-13. 701 and 702) for projects located in Arizona. List projects completed since 2009 and 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

If you are submitting for **Service Category 3, Groundwater Monitoring**, provide a list of at least 3 unlined solid waste landfills in the southwest (Arizona, New Mexico, California, Utah, or Nevada) at which your firm has performed groundwater monitoring related services. 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 150 points)

Describe the experience and qualifications of the specific project team expected to be assigned to this project in providing services for similar projects. For each key person identified, list their length of time with the firm. List each key person's role in the projects provided. 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. 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

If you are submitting for **Service Category 1, Engineering Services**, discuss the experience and qualifications of the specific project team expected to be assigned in providing Type III; Type IV Modifications, or new applications to Solid Waste Facility Plans (reference Arizona Administrative Code R18-13. 701 and 702) for projects located in Arizona. 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. List projects completed since 2009 and 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

If you are submitting for **Service Category 3, Groundwater Monitoring**, provide a list of at least 3 unlined solid waste landfills in the southwest (Arizona, New Mexico, California, Utah, or Nevada) at which the specific project team expected to be assigned has performed groundwater monitoring related services. For each key person identified, list their length of time with the firm. List each key person's role in the projects provided. 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.

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 and Responsiveness (maximum 275 points)

As part of our selection process, the City has the responsibility of considering the possibility of the firm receiving multiple task assignments under this contract overlapping the same time-period, in addition to any other on-going work the firm may have.

Provide how your firm will approach:

1. Managing multiple task assignments under the On-Call Contract
2. Providing expedited services on requests for proposals and deliverables
3. Providing quick turn-around times to inquiries
4. Prioritizing staffing in relation to importance of assigned projects and schedule requirements

D. Project Understanding and Approach (maximum 300 points)

Describe your firm's understanding of the City's need for this project, including important considerations such as project issues and challenges. Describe the team's approach to the project, including important considerations such as scope, schedule, and budget.

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

Provide the following:

1. Team's availability and commitment to the project
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 Design, Construction Administration and Inspection, Environmental, and Groundwater Monitoring 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

F. 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 926000000 and the RFX number is 6000000831.**

- 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 **Evaluation Criteria C, D and E** in the SOQ submittal.
- A firm can submit **an additional 3 pages per Service Category** to address **Evaluation Criteria A and B** 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, December 6, 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, RFX number, firm name, address, phone number, vendor number, the name, title, email address, and signature of your contact person for the project. Your Firm's Logo is optional. **List the Service Categories and associated services for which the firm is qualified and interested in providing to the City. Include if your firm is a Small Business Enterprise (SBE).** 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. Up to 8 firms total 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 firms 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.

For evaluation purposes, SOQs are divided into the four service categories for the selection panel members to review. Firms will be final listed for the service category in which they receive the highest ranking. When a firm’s ranking places the firm on a final list for more than one service category, the firm will be selected for the service category in which the firm received the highest ranking. For the remaining service categories, the next highest ranked firm will be added to the final list. Final listed firms for the on-call contracts may provide services for all service categories of work in which they are qualified.

The following tentative schedule has been prepared:

Pre-submittal meeting	November 21, 2019
SOQs due	December 6, 2019
Selection Notification	January 2020

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/>

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, George Goodale at (602) 534-8352 or email George.Goodale@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:

sog.referencechecks@phoenix.gov

The procurement identifier is:

RFX 6000000831

Attention: Contracts Specialist, George Goodale

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 12:00 pm Phoenix time on **December 6, 2019** to:

soq.referencechecks@phoenix.gov

Reference in Subject Line: RFx #6000000831

For questions, contact George Goodale, Contracts Specialist at 602-534-8352.

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.

**PUBLIC WORKS SOLID WASTE SUPPORT SERVICES
ENGINEERING SERVICES
PROJECT NO. 7060101000**

**PROCUREPHX PRODUCT CATEGORY CODE 925000000 and 926000000
RFx 6000000831**

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?	4 3 2 1	Comments:
WAS THE TEAM PRESENTED IN THE PROPOSAL THE TEAM THAT WORKED ON THE PROJECT TO COMPLETION?	4 3 2 1	Comments:
WAS STAFF PROACTIVE IN SOLVING PROBLEMS THAT MAY HAVE OCCURRED ON THE PROJECT?	4 3 2 1	Comments:
WAS THE CONTRACTED SCOPE OF SERVICES COMPLETED ON TIME AND WITHIN BUDGET?	4 3 2 1	Comments:
HOW WOULD YOU RATE THE QUALITY OF WORK PERFORMED BY THIS FIRM ON YOUR PROJECT?	4 3 2 1	Comments:

DID THE FIRM RECOMMEND EFFICIENCIES OR PROVIDE INNOVATIVE IDEAS OR SUGGESTIONS?	4 3 2 1	Comments:
WOULD YOU BE WILLING TO CONTRACT WITH THIS FIRM AGAIN? (YES = 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 December 6, 2019 by 12:00 pm Phoenix time to:

soq.referencechecks@phoenix.gov

***EMAIL SUBJECT LINE SHOULD REFERENCE RFx NUMBER 600000831 – George Goodale, Contracts Specialist**

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.