



City of Phoenix, Arizona  
Office of the City Engineer  
Design and Construction Procurement

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## **REQUEST FOR QUALIFICATIONS**

### **CITYWIDE FIRE SPRINKLER SERVICE JOB ORDER CONTRACT 4108JOC190**

**PROCUREPHX PRODUCT CATEGORY CODE 91200000  
RFx 6000000870**

# REQUEST FOR QUALIFICATIONS

The City of Phoenix is seeking qualified contractors to do business on an on-call basis to provide Citywide Fire Sprinkler Job Order Contracting (JOC) Services as described below. Up to three contractors may be selected for this JOC.

In addition to the City and with approval of the Contractors selected under this procurement, the results of this procurement may be extended for use by other eligible municipalities and government agencies under Arizona Revised Statutes title 34.

A Small Business Enterprise goal of 2.5% has been established for this project.

## **SECTION I – PROJECT DESCRIPTION**

At a minimum, the Contractor will be expected to successfully perform the following construction services, including, but not limited to:

- Wet sprinkler systems
- Double interlock pre-action systems (no single interlock shall be allowed)
- Dry systems
- Gas Systems
- Clean Agent Suppression
- Kitchen Suppression Systems
- Nitrogen Generators
- Standpipe systems, both manual and automatic
- Fire pumps and all associated piping with all fire pumps.
- Underground fire line supply and fire hydrants
- Fire sprinkler supply – Backflow preventers
- Fire hoses and all associated equipment

The scope of work shall consist of the following:

- New Construction - Any ground up project or addition that requires all new piping and materials for a new building.
- Tenant Improvements - Any projects related to facility renovations or improvements to existing facilities; this could involve changing out one sprinkler head to adding, removing and relocating sprinkler heads, piping or systems.
- System replacements - Any facility or area wherein the system has been deemed deficient or non-compliant and requires replacement in whole, or part.
- Retrofit - Any existing facility that is adding a sprinkler system to the structure.
- Repairs - Any part of a system that is requiring repairs to bring it into code or based on a requested repair.

Codes and Standards to be followed for this JOC (will always refer to latest adopted version of each code section per the City of Phoenix adopted codes)

- NFPA 13
- NFPA 13D
- NFPA 13R
- NFPA 14
- NFPA 20
- NFPA 25
- NFPA 30
- City of Phoenix IFC plan

This will be for a 36-month duration or \$3,000,000 per JOC, whichever occurs first. The JOC will include an option to renew, based on the Contractor's satisfactory performance, the City's need for additional services, and funding availability. The option to renew will be for an additional 24-month term or the balance of the maximum contract amount of \$5,000,000, including all JOC amendments. The City intends that each Job Order performed under this JOC will not exceed \$1,000,000 in construction costs, but in no event will any Job Order exceed \$1,000,000 subsequent to Council approval of the change in limits.

The Contractor is required to provide performance and payment bonds for the amount of each Job Order proposal prior to executing the Agreement.

During the term of the JOC, work is performed as a series of individual Job Orders. Each Job Order, initiated by the City, is defined cooperatively by the City and the Contractor. A scope, schedule, and price are agreed upon, and the Contractor is directed to proceed with the work. Job Orders may include pre-construction services, construction work, project management and contract administration as comprised within the Contractor's construction management plan.

## **SECTION II – SCOPE OF WORK**

The scope of work will vary with each Job Order. Minor design services may be required for some Job Orders, however, most will be designed through consultants under a separate contract with the City. City staff may design some projects.

For Job Orders that may require design services, the Contractor shall seek the services of an Arizona registered professional architect and/or engineer to prepare plans for permitting. It is the responsibility of the Contractor to provide cost estimating, project scheduling for design, construction and/or maintenance, and obtain permits if needed from the appropriate City departments. The Contractor is also responsible for:

- Knowledge of and compliance with current City of Phoenix adopted codes
- All other work as it relates to this JOC, and
- All work incidental to this JOC

Prior to each Job Order Agreement, a scope of work conference may be scheduled to define design and construction services required of the Contractor.

The City of Phoenix will provide construction administration, inspection, and acceptance material testing for the Job Orders.

Assumptions about Job Orders:

- All sites will be in the State of Arizona.
- The Contractor will furnish all necessary tools and test equipment required for the performance of its work in accordance with the scope of work.
- All customer-provided documentation is obtained within a reasonable time at project start.
- All customer-required approvals are provided within a reasonable and mutually agreed upon time frame.
- Any work required at each site outside of this scope of work will be performed in accordance with the adjustment process.

**Each Job Order Agreement must be submitted in MAG or CSI format or it will not be accepted.**

If the Project Manager has determined that use of PROMIS may be required during this JOC, the following information provides a guideline for utilization. Any questions related to the requirements of PROMIS should be directed to the Project Manager.

- The Contractor will be required to maintain all project records in electronic format.
- The City provides an Application Service Provider (ASP) web-based project management database which the Contractor will be required to utilize in the fulfillment of the JOC requirements.

- The Contractor shall provide a computerized networked office platform with broadband internet connectivity.
- PROMIS training will be provided through the City of Phoenix to firms under this JOC.

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

A pre-submittal meeting will be held at 9:00 a.m., Phoenix time on Tuesday, February 18, 2020, at 200 W. Washington Street, City Hall Conference Room 6 West, Phoenix, Arizona. 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 firms 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**

The JOC Contractor will be selected through a one-step qualifications-based selection process, based on the following criteria: Subcriteria are listed in order of importance in relation to project services. City of Phoenix project experience is not required.

#### **A. General Information (150 points)**

1. Provide a general description of the firm that is proposing to provide the requested services under this Job Order Contract. Explain the legal organization of the proposed firm or team.
2. Provide the following information:
  - a. List the Arizona contractor licenses held by the firm and the key personnel who will be assigned to this Project. Provide the contractor license number. Reference the appropriate licenses held, if needed. In order to be considered for this Project, the contractor must hold the correct license as deemed appropriate by the Arizona Registrar of Contractors prior to submitting a Statement of Qualifications (SOQ) for this project in accordance with Arizona Revised Statute §32-1151.
  - b. Identify the location of the firm's principal office and the home office location of key staff on this project.
  - c. Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract which resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.
  - d. Provide an organization chart showing the qualifying contractor, and the contractor's key personnel down to the superintendent level. If a specific subcontractor will be utilized for all work of a certain type include information on this subcontractor. (The organizational chart is included in the page limitation.)

#### **B. Experience and Qualifications of the Firm (250 points)**

1. Identify at least three comparable projects in which the firm played a major role. The projects listed should show the breadth of the firm's experience and demonstrated capabilities and show the experience in managing multiple trade subcontractors, vendors, and suppliers. For each comparable project identified, provide:
  - a. Description of project
  - b. Role of the firm either as prime or subcontractor
  - c. Project's construction cost
  - d. Construction dates (identify if this included phased construction)
  - e. Project Owner
2. List all City of Phoenix projects by name only where the firm provided general construction services in the last five years either completed or ongoing.

#### **C. Experience of Key Personnel to be Assigned (250 points)**

1. For each key person identified, list their length of time with the firm and at least two comparable projects in which they have played a primary role. 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 other projects provide the following:
  - a. Description of project
  - b. Role of the person
  - c. Project's construction cost
  - d. Construction dates
  - e. Project Owner
2. List any proposed subcontractors, including key staff names and the experience and qualifications of these individuals.

**D. Approach to Performing the Required Services (350 points)**

1. Describe the firm's project management approach including its perspective and experience on partnering, quality control, project scheduling, claims, dispute resolution, changes in the scope of work, and construction safety.
2. Describe systems used for planning; project engineering; and scheduling, estimating, and managing construction.
3. Provide a proposed subcontractor selection plan. The selection plan must select subcontractors based on qualifications alone or on a combination of qualifications and price and shall not select subcontractors based on price alone. Describe how you intend to implement this subcontractor selection plan. Discuss the benefit that your subcontractor selection plan provides to the project.

**E. Reference Check (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 – SBE REQUIREMENTS**

This JOC will be subject to the City of Phoenix Code, Chapter 18, Article VI, pertaining to participation of Small Business Enterprises (SBE) firms in subcontracting opportunities on the Project. Firms that have been certified by the City of Phoenix Equal Opportunity Department are eligible to meet the SBE subcontracting goals.

An SBE utilization goal for this JOC has been established. The goal is based on the City's evaluation of the availability of certified SBE firms in all subcontracting trade areas where work will be performed. Firms should strongly consider how entering into project team or subcontract arrangements will impact their ability to meet the utilization goal.

During the term of this JOC, the JOC Contractor is expected to meet an annual **SBE utilization goal of 2.5%**, which will be reviewed on a semi-annual basis.

SBE goals must be met or a waiver requested in order to perform a job order under the JOC. For further information, contact the Equal Opportunity Department at 602-534-1279.

SEE EXHIBIT B - SBE CLAUSE AND FORMS FOR MORE INFORMATION.

## **SECTION VI – 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 912000000 and the RFX number is 6000000870.**
- Submittals:**
  - Submittals must be uploaded to the ProcurePhx website by the submittal due date and time.
  - Submit only one 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 JOC number on the cover of the SOQ.
  - A maximum of **12 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 the Statement of Qualifications by **12:00 noon, Phoenix time, on Friday, February 28, 2020.**
  - 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 and include a project organizational chart.

- Additional Content:** Resumes and other information may be included (*content shall be included within the permitted maximum page limit*).

- Bonding Statement:** Upload a statement of the firm's bonding capacity from a Surety Company (A- or better for the prior four quarters) as a separate attachment to your SOQ submittal. (*This bond statement will not be counted towards the maximum number of pages*).

**Note: All pages exceeding the specified maximum page limit will be removed from the submittal and not considered in evaluating a submitted SOQ.**

## **GROUND FOR DISQUALIFICATION:**

Please be advised that 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
- Failure to provide bonding statement

## **SECTION VII – SELECTION PROCESS AND SCHEDULE**

The successful firm(s) will be selected through a qualifications-based selection process. Interested firms will submit a Statement of Qualifications (SOQ). A Selection Panel will evaluate each SOQ according to the criteria set forth in Section IV above. The City will select a firm based on the SOQs received; no formal interviews will be conducted. The City may conduct a due diligence review on the firm(s) 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 contract terms for City Council approval.

Pre-submittal meeting	February 18, 2020
SOQs due	February 28, 2020
Job Order Workshop	May 2020

If the City is unsuccessful in negotiating a JOC with the most-qualified firm(s), the City may then negotiate with the next most qualified firm until a JOC is executed, or the City may decide to terminate the selection process. Once a JOC is executed with the successful firm, the procurement is complete.

Firm(s) selected for this project will be notified directly by the City. Notification to all other firms on the status of a selection on this project will be posted on the City of Phoenix’s “Tabulations, Awards, and Recommendations” website:

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

## **SECTION VIII – GENERAL INFORMATION**

The selected Contractor should expect to comply with the Arizona State Statutes Title 34 and City of Phoenix Design and Construction Procurement’s contract provisions.

**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 (STR). 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 Contract 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** - 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.

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 West 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.

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.**

**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 anybody or agency, including but not limited to, the City Council of the City of Phoenix or any court.

**Protest Procedures** – Firms wishing to respond to disqualification or a procurement outcome may refer 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>

**Good Standing** - Any JOC Contractor that currently contracts with the City must be in good standing for its Statement of Qualifications (SOQ) to be considered responsive. For the purpose of the RFQ, good standing refers to compliance with all contractual provisions, including payment of financial obligations.

**Questions** - Questions pertaining to this selection process or contract issues should be directed to the Contract Specialist, Elena Garcia at (602) 634-5788.



**EXHIBIT A**  
**CONTRACTOR REFERENCE CHECK INSTRUCTIONS, FORM, AND SAMPLE LETTER**

The attached Contractor 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:

6000000870

Also attached is a sample performance evaluation cover letter that may be used when sending the reference check request.

## Sample Contractor 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 February 28, 2020** to [soq.referencechecks@phoenix.gov](mailto:soq.referencechecks@phoenix.gov) attention:

Contract Specialist Elena Garcia  
City of Phoenix, Office of the City Engineer, Design & Construction Procurement  
Email Address: [elena.garcia@phoenix.gov](mailto:elena.garcia@phoenix.gov)  
Telephone Number: 602-534-5788

Failure to submit the Contractor 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 CONTRACTOR PERFORMANCE EVALUATION

Evaluate the contractor's contract performance in each of the rating areas listed below. On the Contractor Performance Evaluation form, circle the rating from 1 to 4 that most closely matches your evaluation of the contractor'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 contractor or any other entity.**

Please submit the completed form to the address indicated on the bottom of the Contractor Performance Evaluation form. Thank you for your time and your cooperation.

## CITYWIDE FIRE SPRINKLER SERVICES

### CONTRACTOR 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. This form is to be completed by the Owner, or the Owner's representative directly responsible for oversight of the project. The project services evaluated must be relevant to the services of this project. Every rating area must be scored.

**RATINGS:** Summarize the Contractor'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 **February 28, 2020 by 12:00 pm Phoenix time to:***

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

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

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.

**EXHIBIT B**  
**SMALL BUSINESS ENTERPRISE CLAUSE AND FORMS**