



City of Phoenix
OFFICE OF THE CITY ENGINEER
DESIGN AND CONSTRUCTION PROCUREMENT
200 West Washington Street, 5th Floor
Phoenix, Arizona 85003-1611

**STREET TRANSPORTATION DEPARTMENT
ENVIRONMENTAL ON-CALL CONSULTING SERVICES
FOR FISCAL YEARS
2020/21 & 2021/22**

**PROCUREPHX PRODUCT CATEGORY CODES
926000000 / 925000000**

NOTIFICATION NO. 1

ISSUE DATE: March 9, 2020

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

QUESTIONS AND ANSWERS:

- 1. QUESTION:** Section II in RFQ – 2nd paragraph is missing part of the statement.
ANSWER: Delete 2nd paragraph and replace with: Each responding firm must demonstrate a capability to successfully complete the Phase I and Phase II assessment scopes of services.
- 2. QUESTION:** Criteria C. Project Management, Approach and Responsiveness:
ANSWER: Delete first paragraph and replace with: Provide a description in more technical detail of at least two primary Phase I and II projects completed within the last three years. These projects should demonstrate working knowledge and experience performing Phase I's and evaluating the findings for Phase II & III work.
- 3. QUESTION:** Under Criteria A. Experience of the Prime Firm, being a Sub to a Prime, one of the projects examples/reports we are providing for Section C is a project the 2 subs teamed on w/o the Prime. Therefore, are the contents of Criteria A limited only to the Prime, or should we include information on the Prime and the 2 subs in Criteria A?
ANSWER: Criteria A is only for Primes.
- 4. QUESTION:** Criteria D. Subconsultant reference is not clear.
ANSWER: The prime may identify subconsultants and their roles as needed.
- 5. QUESTION:** Does the prime have to have Biological In-house NEPA Qualifications or can this be sub-contracted?
ANSWER: Not necessary to have full NEPA Qualifications in-house for Biology. There will be opportunities to sub-contract for NEPA for Biology and other areas too.
- 6. QUESTION:** What level does the prime need to address for Stormwater Monitoring?

ANSWER: Projects and services will vary. Phase I and II is the bulk of work required. Just provide response to stormwater work such as outreach, various testing's, and investigative work.

7. QUESTION: Criteria D, Subconsultant reference in this evaluation criteria is not clear.

ANSWER: The prime may identify subconsultants and their roles as needed but it is not required to list subconsultants.

8. QUESTION: How should the prime present projects? Example question under Criteria C.

ANSWER: The firm will determine what projects to list for Phase 1, Phase 2, and Phase 3.

9. QUESTION: How are the tasks awarded? Do all the firms have to bid for each task?

ANSWER: Consultants will not 'bid' on projects/task requests. One firm will be reached out to for each project (requested on a project by project basis), and based on needs of the project, qualifications of a firm for the project, etc. There is not a rotating basis for opportunities, not a preferred selection list, nor guarantee of work.

10. QUESTION: References – when can references send in their information? Is there a way to check if references were sent?

ANSWER: References can be sent in anytime but must be received by SOQ cutoff due date and time. Advise to send request to more than 3 references but the Contracts Specialist takes and scores from the first three references received. Call the references to find out if references were sent in and/or contact Elena via email to verify.

11. QUESTION: May the firms redact "client" information in listing projects?

ANSWER: Yes, the firm may redact for confidentiality purposes, so long as the information is clear in the SOQ when answering the questions.

12. QUESTION: Are Sample Reports counted in the Page Count requirement of the SOQ?

ANSWER: No, Sample Reports are not part of the SOQ page count but are part of the Appendix. Sample Reports to be attached separately. Sample Reports must have the Table of Contents and the body of the report. The complete EDR is not required. Submit only what was included on the original report. The firm must ensure that the information provided is only what is required on a Report and does not contain any addition information.

13. QUESTION: Is the City going to require "Pollution" on the Certificate of Insurance?

ANSWER: Yes, "Consultant's Pollution Liability" will be required.

All other terms and conditions remain unchanged.

CITY OF PHOENIX
DESIGN AND CONSTRUCTION PROCUREMENT

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*****END OF NOTIFICATION*****