



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

REQUEST FOR QUALIFICATIONS

**CITYWIDE ENGINEERING / CONSULTING
ON-CALL SERVICES
FOR CALENDAR YEARS 2021-2022**

**PROCUREPHX PRODUCT CATEGORY CODE 925000000
RFx 6000000960**

REQUEST FOR QUALIFICATIONS

The City of Phoenix is seeking up to 64 qualified consultants to provide Engineering/Consulting On-Call services citywide on an as-needed basis from January 1, 2021 through December 31, 2022. Interested firms may submit on any or all the services listed below. **Firms must specifically identify in the Statement of Qualifications (SOQ) Information Sheet the categories and associated services for which the firm is qualified and interested in providing to the City.**

SECTION I – SCOPE OF WORK

The Consultant will be responsible for providing services to various City departments including, but not limited to: Aviation, Convention Center, Fire, Parks & Recreation, Public Works, Street Transportation, and Water Services. The scope of work for the on-call projects may include studies, plan review, special inspections, project programming, project or program management, master plans, design, construction document development (plans, specifications and cost estimates) and construction administration and inspection services. Categories for services are:

Construction & Project Management (up to 4 firms)

- Cost Estimating
- Project Management Services
- Construction Inspection

Data Sciences (up to 1 firm)

Utilization of data, analytics, and algorithms to provide advanced forecasting and decision-making information related to:

- The design, construction, operations, and maintenance of public infrastructure, systems, and assets;
- Cost information and procurement activities related to the executions of the City's capital improvement program (CIP); and
- Other data collection, research, analysis, and forecasting efforts as needed or requested.

Electrical/Energy (up to 3 firms)

- Energy Management – Building and Transportation Facilities
 - Solar
- Electrical Engineering
- Lighting/Sports Field Lighting

Fire and Life Safety (up to 2 firms)

- Security Systems Design
- Fire and Life Safety Design

General Civil (up to 17 firms):

- Paving, Grading, and Drainage
- Transportation Engineering
- Transportation Planning
- Groundwater Hydrology
- Geotechnical
- Civil Engineering and AutoCAD Drafting
- Multimodal/Active Transportation (see Attachment A)

Landscape Architecture (up to 4 firms):

- Planting and Irrigation Plans
- Parks and Streetscape Design
- Inventory and Salvage Plans
- Site Analysis

Mechanical/Plumbing (up to 3 firms):

- Mechanical Engineering

- Elevators and Moving Walkways
- Plumbing
- HVAC

Public Information (up to 3 firms):

- Public Information and Outreach (PIO)

Structural (up to 4 firms):

- Structural Engineering – Bridges
- Structural Engineering – Building Facilities
- Structural Engineering – Water / Wastewater Facility Infrastructure

Survey (up to 3 firms):

- Construction Staking
- Property Boundary Surveys
- ALTA Surveys

Traffic Engineering (up to 4 firms):

- Traffic Control Device Design (Traffic Signal Plans, Signing and Striping Plans)
- Traffic Signal Optimization Projects (Signal corridor studies & re-timing)
- Traffic investigations/Studies/Reports Special Events, Warrant Analysis, Crash Analysis, etc.)
- Parking Studies/Analysis

Water/Wastewater (up to 16 firms):

- Water – Treatment and Distribution Systems
- Wastewater – Collection and Treatment Systems
- Instrumentation and Controls Integration / SCADA / Control Systems
- Electrical for Water/Wastewater Facilities
- Energy Management for Water/Wastewater Facilities
- Water / Wastewater Facility Construction and Rehabilitation Cost Estimation (Generic or Specific)
- Monitoring and Modeling of Water / Wastewater Flows (Individual Site to Regional Levels)
- Water Supply Options, Costs, and Risk Analysis
- Water Meter Technology, Data Collection, and Billing (including Smart Meters)
- Economic/Financial Analysis Associated with Water/Wastewater Services (Including impact Fees)
- Water Customer Auditing, Demand Profiles and Characteristics
- 33 USC 408 Permit Services, Permitting for USACE Civil Work Project Areas

SECTION II - PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at 10:00 a.m., Phoenix time on Friday, July 17, 2020, via WebEx (video or call-in). 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. See Attachment C for Webex video or call-in instructions.

SECTION III - 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 300 points)

Describe the experience and qualifications of your prime firm in providing services for similar projects. Provide at least two comparable projects.

For each project listed, provide:

1. Description of the project including scope and project owner
2. Role of the firm
3. Contracted service dates and project fee

B. Experience of the Key Personnel (maximum 300 points)

Describe the experience and qualifications of the key personnel expected to be assigned in providing these services for similar projects. 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. **Identify the category(ies) for which each project applies.**

For each project listed, provide:

1. Description of the services including scope and project owner
2. Role of the key person
3. Contracted service dates and project fee

C. Project Management and Responsiveness (maximum 250 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 response times to inquiries
4. Prioritizing staffing in relation to importance of assigned projects and schedule requirements

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

Provide the following:

1. Team's availability and commitment to the contract
2. Team's plan to maintain continuity of the proposed services
3. Organization chart showing key personnel, current professional licenses or certifications
4. Identify the location of the lead firm's principal office and the home office location of key staff on this project

SECTION IV – COMMONLY ASKED QUESTIONS

See Attachment B

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 600000960.

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. Keep file naming simplistic. Do not use symbols or periods in file name.
- Clearly display the firm name, vendor number, project title, and RFx number on the cover of the SOQ.
- A maximum of **7 pages** is permitted to address **Criteria B, C and D** in the SOQ submittal. Unused pages for Criteria B, C, and D cannot be used towards any category in Criterion A.
- A maximum of **3 pages** is permitted per category to address **Criterion A** 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, July 31, 2020.**
- 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, and the name, title, email address and signature of your contact person for the project. Company logo is acceptable. Do not include a cover letter. 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, this only applies to Criteria B, C, and D*).

References: Not Required

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

Up to **64 firms** will be selected through a qualifications-based selection process. Interested firms will submit a SOQ. A Selection Panel will evaluate each SOQ per the criteria set forth in Section III 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 major categories for selection panel members to review. Firms will be final listed for the category in which they receive the highest ranking. When a firm's ranking places the firm on a final list for more than one category, the firm will be selected for the category in which the firm received the highest ranking. For the remaining 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 categories of work in which they are qualified.

The tentative schedule is:

Pre-submittal meeting	July 17, 2020
SOQs due	July 31, 2020
Selection Notification	Late September 2020

The City will enter into negotiations with the selected firms and execute a contract upon completion of negotiation of fees, contract terms, and City Council approval.

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

<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:

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 TTY 711. 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, Micheal Ricketson at (602) 256-5692 or email micheal.ricketson@phoenix.gov.

ATTACHMENT A
MULTIMODAL / ACTIVE TRANSPORTATION CONSULTANT RESOURCE LIST

Purpose

This Resource List contains information recommended by City of Phoenix Street Transportation Department and is a compendium of manuals, guides, recorded webinars, research studies, and websites intended to improve consultants' overall knowledge of the topics, focusing on multimodal and active transportation planning and facilities.

<u>Resource/Category</u>	<u>Source/Author</u>	<u>Resource Type</u>
Active Transportation/Planning		
Pursuing Equity in Pedestrian and Bicycle Planning	FHWA	webinar
Achieving Multimodal Networks tooledesign.com/project/fhwa-guide-for-achieving-multimodal-networks/	FHWA	research study
Achieving Multimodal Networks https://tooledesign.com/project/fhwa-guide-for-achieving-multimodal-networks/	FHWA	website/manual
City of Portland Neighborhood Greenways (Portlandoregon.gov/transportation/50518), "What is a Neighborhood Greenway?"	City of Portland, OR	website/video
Bicycle facilities/design		
Protected Bike Lane Series: Intersections and Protected Lanes	APBP	webinar
Protected Bike Lane Series: Accessibility and Protected Lanes	APBP	webinar
Bikeway Design 201: Don't Give Up at the Intersection	NACTO	webinar
They Didn't Give Up at the Intersection	NACTO	webinar
Incorporating Bicycle Networks into Resurfacing Projects	FHWA	webinar
Advisory Bike Lanes In North America https://altaplanning.com/wp-content/uploads/Advisory-Bike-Lanes-In-North-America_Alta-Planning-Design-White-Paper.pdf	Alta Planning	research study
Bicycle Facilities and the Manual on Uniform Traffic Control Devices	FHWA	manual
Urban Bikeway Design Guide	NACTO	manual/guide
Bikeway Selection Guide	FHWA	research study
Defining Connected Bike Networks	FHWA PBIC	manual
CROW Design Manual for Bicycle Traffic (https://crowplatform.com/#downloads)	CROW (Netherlands)	manual
City of Tucson Bicycle Boulevards (tucsonaz.gov/projects/bicycle-boulevards)	City of Tucson	website

Intersections

Bikeway Design 201: Don't Give Up at the Intersection	NACTO	webinar
Improving Intersection Safety for All Road Users	FHWA	webinar (slides)

Pedestrian facilities/design

Accessible Shared Streets: Notable Practices and Considerations for Accommodating Pedestrians with Vision Disabilities	FHWA	manual
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Planning/Design Manuals

Introduction to NACTO's Urban Street Design Guide	NACTO	webinar
Urban Street Design Guide	NACTO	manual
Urban Bikeway Design Guide	NACTO	manual
Transit Street Design Guide	NACTO	manual
Designing for All Ages and Abilities	NACTO	manual

Roundabouts

Designing Multimodal Roundabouts: Making Them Safe and Efficient for All	TRB	research study
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Safety/speed

Improving Intersection Safety for All Road Users	FHWA	webinar
Speed Management on Silent Streets: Tools & Tactics for Reducing Speeds	NACTO	webinar

Street/roadway design

Urban Street Design Guide	NACTO	manual/guide
Small Town & Rural Design Guide (ruraldesignguide.com)	FHWA	research study
NCHRP Report 855 A New Functional Classification System to Aid Contextual Design	TRB	research study
NCHRP 15-52 Development of a Context Sensitive Functional Classification System for More Flexibility in Geometric Design	TRB	webinar (slides)

Miscellaneous

Streetmix.net		design tool
NCHRP 15-52 Development of a Context Sensitive Functional Classification System for More Flexibility in Geometric Design	TRB	research study

ATTACHMENT B **COMMONLY ASKED QUESTIONS**

Q: Within the category of expertise, are we required to address all bulleted items within that category?

A: No, it is not required.

Q: Does a firm have to be able to perform all services under each category or can they just perform one or more? For example – under structural, does a firm need to show experience and perform structural services for bridges, building, and water/wastewater or can they submit only under one category. If all services under each category are required, are sub-consultants acceptable?

A: A firm is not required to provide the full range of services to be selected within a category. All subcategories listed under a Category of service, are not required to submit for that Category. Therefore, sub-consultants should not be identified.

Q: Will sub-consultants qualifications be considered as part of the evaluation?

A: No.

Q: I am a former City of Phoenix Employee who left less than a year ago. Would there be a Conflict of Interest if awarded a contract?

A: The only requirement under City Regulations states at least six months must elapse between retirement from the city, and an agreement or contract for reemployment. This applies to any person as the owner of a firm, not as an employee of firm for which you are not the owner.

Q: Of the 64 firms to be selected will you be allocating a certain amount to SBEs?

A: This solicitation is open to all firms, SBEs and non-SBEs. We encourage all firms to submit for this procurement. We are not allocating a certain number of contracts for SBEs. There is the possibility of a future SBE On-Call Opportunity.

Q: Is there a maximum file size for our attachment?

A: No maximum file size has been defined.

ATTACHMENT C **WEBEX VIDEO OR CALL-IN INSTRUCTIONS**

The public will be able access Webex to view or listen to the Pre-submittal meeting live, as follows:

Pre-submittal Meeting number (access code): 133 567 0227
Meeting password: P8mRdPJJg84

Friday, July 17, 2020
10:00 am | (UTC-07:00) Arizona | 2 hours

[Join meeting \[cityofphoenix.webex.com\]](https://cityofphoenix.webex.com)

Join by phone
Tap to call in from a mobile device (attendees only)
+1-415-655-0001 US Toll
Global call-in numbers [cityofphoenix.webex.com]

Join from a video system or application

Dial 286778440@cityofphoenix.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business
Dial 286778440.cityofphoenix@lync.webex.com

Need help? Go to <http://help.webex.com> [help.webex.com]