



ADDENDUM

Solicitation Number: RFQu 21-022 Addendum 1 3 Pages
Solicitation Due Date: Friday, October 23, 2020, 2:00 p.m. Local Arizona Time

CITY OF PHOENIX
Procurement Division
251 W. Washington Street
8th Floor
Phoenix, AZ 85003
Phone: (602) 262-7181

**SOLICITATION TITLE: RFQu 21-022 REAL ESTATE ACQUISITION SERVICES –
QUESTIONS AND ANSWERS:**

Q1. On page 56 of the RFP under 2. Offer Submittal Format, Tab 3 is called "Training Staff". Is this referring to the Contractor's staff?

A1. Yes.

Q2. Tab 4, References, is listed as a separate submittal section. However, the references section is contained within Tab 5 Submittal Section. Does the City want references provided in both locations?

A2. Yes

Q3. On page 10 of the RFP under 16.2, it says "Offeror will own or have assured access to (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the following key items or equipment in full working order, and must demonstrate that, based on known commitment, they will be available for use in the proposed contract." There is no equipment or items listed.

A3. Remove Section 1, item 16.2 from the Solicitation.

~~16.2 Equipment. Offeror will own or have assured access to (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the following key items or equipment in full working order, and must demonstrate that, based on known commitment, they will be available for use in the proposed contract. The applicant may also list alternative equipment which it would propose for the contract, together with an explanation of the offer.~~

Q4. On page 10 of the RFP, under 16.3, it says "For each position the applicant will supply information (in Form 5) on a prime candidate and an alternate, each of whom should meet the experience requirements specified below:". Is there a Form 5, or is this leftover language from a previous RFP?

A4. Remove Section 1, item 16.3 from the Solicitation.

~~Personnel Capabilities. The applicant shall provide suitably qualified personnel to fill the following positions. For each position the applicant will supply information (in Form 5) on a prime candidate and an alternate, each of whom should meet the experience requirements specified below:~~

<i>Position</i>	<i>Total experience (years)</i>	<i>In similar work (years)</i>	<i>As manager of similar work (years)</i>
<i>Project Manager (Acquisition)</i>			
<i>Project Manager (Relocation)</i>			
<i>Senior Acquisition Agent</i>			
<i>Acquisition Agent</i>			
<i>Relocation Specialist</i>			
<i>Property Manager</i>			
<i>Administrative Support</i>			



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Q5. Performance Surety: It is uncommon for real estate consultants to provide performance surety or bonds for the typical service contracts we enter with our clients. If the City requires a performance surety in the amount of 10% of the total contract amount, how will the City determine the contract amount, since this RFQ is not for a specific project, but rather for on-call professional services?

A5. Remove Section 1, item 25 from the solicitation.

~~25. PERFORMANCE BOND:~~

~~A performance surety in the amount of 10% of the total contract amount shall be provided by the Contractor immediately after notice of award. The City of Phoenix will not issue a written purchase order or give notice to proceed in any form until the surety is received by the Procurement Officer. The performance surety must be in the form of a bond, letter of credit, Certificate of Deposit, cashier's check, certified check or money order. Personal or company checks are not acceptable unless certified. If surety is in the form of a bond, the company issuing the surety must be authorized by the Insurance Department of Arizona to transact business in the State of Arizona or be named on the approved listing of non-admitted companies. If a Letter of Credit, the City only accepts from banks rated "A" or better by Moody's or Standard & Poor. Banks customarily maintain a standard format for Letters of Credit; the bank and format will need to be submitted to the City. Approvals from several departments may be required before final acceptance of the letter of credit or bond; this process may take up to 15 days. A Certificate of Deposit (CD) issued by a local Phoenix bank may also be used as a form of surety, provided that the CD is issued jointly in the name of the City of Phoenix and the Contractor, and that the Contractor endorses the CD over to the City at the beginning of the contract period. Interest earnings from the CD can be retained by the Contractor.~~

Q6. Contractor Licensing Requirements: Real Estate Consultants/Brokers/Agents engaging in acquisition, property management and related real estate services are required to have an active real estate license through the Arizona Department of Real Estate, but it is uncommon for real estate consulting firms to be licensed through the Registrar of Contractors. Will our active licensing information through ADRE be sufficient?

A6. Yes.

Q7. Arizona Sales Tax No., Use Tax No., City of Phoenix Sales Tax No.: It is uncommon for real estate consultants to have these sales tax numbers since we are in the business of providing professional services, and not the resale of goods. Would it be sufficient to simply write in Not-Applicable (N/A) where the Sales Tax Numbers are requested on the Offer form in the RFQ?

A7. TPT and PMC licenses may not be required unless the vendor is providing property management services. Unless these services are being provided, the vendor may respond with a "Not-Applicable" or "N/A" response.

Q8. Reference Section I, item 1: indicates contract will commence on or about January 1, 2020, is the correct commencement date January 1, 2021?

A8. Yes.

Q9. Is the submitting firm required to be a licensed brokerage in the State of Arizona at the time of SOQ submittal?

A9. Real Estate professionals engaging in acquisition, property management and related real estate services are required to have an active real estate license through the Arizona Department of Real Estate. Page 58 of the RFQ states: "Offeror shall comply with all statutes and rules of the State of Arizona... in accordance with A.R.S. 32-1151, and unless otherwise exempted..."



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Q10. Does the City require that the Relocation Agents hold a valid real estate license with the State of Arizona?

A10. Real Estate professionals are required to hold licenses in compliance with state statute.

Q11. Reference Section I, item 25: will the City require a performance bond of the selected firm even if there is no specified total contract amount?

A11. See answer for Q5.

Q12. How many contracts does the City intend to award?

A12. This will depend on the number of bids submitted. It may be one or multiple. See Section I – Instructions, Item 27 – Contract Award: “The City reserves the right to award a contract by individual line items, by group, all or none, or any other combination most advantageous to the City. Placement on a list is not a guarantee of work”.

Q13. It is our intention to follow the submittal format as described in Section I, item 13 as opposed to the submittal format described in Section VI, item 2. Is this acceptable?

A13. Both of these sections must be followed and all information requested be submitted by the offeror.

Q14. Reference Section VI, item 2: since we’ll be submitting our SOQ via email is it acceptable to use divider pages with only the name of the section on them vs actual tabbed dividers?

A14. Yes

Q15. Is it acceptable to submit a price range for services proposed by sub-consultants as there are so many variables that will determine their fees? The final fees for sub-consultants will be determined at the time that a definitive scope is given for a specific project.

A15. Yes.

Q16. Will the shortlist and selection be based solely on qualifications?

A16. Selection will be based on everything required in the RFQu, qualifications included.



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The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the bid or proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____