



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

REQUEST FOR QUALIFICATIONS

**TRANSPORTATION 2050
PROGRAM MANAGEMENT CONSULTANT
PROFESSIONAL SERVICES
PROJECT NO. ST85100368 AND PT00170023**

**PROCUREPHX PRODUCT CATEGORY CODE 925000000
RFx 6000001088**

REQUEST FOR QUALIFICATIONS

The City of Phoenix is seeking a qualified consultant to provide professional services required for program management staff support and to provide oversight for the Transportation 2050 (T2050) Program. Contract services are on an as-needed basis with the Public Transit and Street Transportation Departments. The contract term will be for five years.

SECTION I – PROJECT DESCRIPTION

The City of Phoenix Public Transit and Street Transportation Departments (COP) require the services of a firm with a local office within Maricopa County to provide program management staff support with respect to the City's T2050 program. The selected firm will serve as the T2050 Program Manager (PM) and will provide a wide variety of services to support COP staff in the planning, programming and implementation of the T2050 program.

The selected PM firm should have a strong background and experience in working with the City, specifically in the areas of transportation, including public transportation and the delivery of large transportation projects. As such, the selected PM firm should have a familiarity and understanding in working with federal (ie. Federal Transit Administration (FTA) and Federal Highway Administration (FHWA)), state (ie. Arizona Department of Transportation (ADOT)), and regional (ie. Maricopa Association of Governments (MAG), Maricopa County Department of Transportation (MCDOT) and Valley Metro) transportation agencies. Specific services to be provided under this agreement are further detailed in Section II - Scope of Work. As the T2050 program is a capital intensive program, the selected PM firm must be knowledgeable of how the City delivers its Capital Improvement Program (CIP) projects, especially with regards to the various project delivery methods used by the City. This includes the application of creative financing solutions to these delivery methods.

The PM firm shall identify and assign a Managing Principal to oversee the firm's efforts on the contract, and a Senior Project Manager position to manage day-to-day activities and operations in support of the contract services provided by the PM firm. The Senior Project Manager shall be an Arizona licensed professional civil engineer, or may hold a similar license in another state, but obtain a license in Arizona prior to execution of the contract, or a Transportation Planner with significant transportation planning experience. The selected PM firm will not be able to substitute individuals for the Senior Project Manager position without the COP's prior consent and approval.

Additionally, the PM firm must have the ability to provide qualified individuals to augment COP staff for the following classifications: project managers, schedulers, estimators, inspectors, and administrative assistants. Additional classifications for staff support services may be identified during the term of the agreement. The PM firm may propose a consultant team to provide these COP staff augmentation services, but the Managing Principal and Senior Project Manager positions shall be employees of the PM firm.

Although the contract will likely include a level of service provided continually by the PM firm, the majority of the work provided under the contract will be executed through task orders for specific projects and/or services on an as-needed basis.

The selected PM firm may provide up to a maximum of 60 percent of the required staff and services under this agreement if it is in the best interest of the City. The balance of the staff and services provided by the PM firm under this agreement shall be provided through a Qualified Vendor List (QVL) selection process. The QVL will be created, managed, and administered by the PM firm, with the assistance of and coordination with COP staff. The PM firm will utilize the QVL to provide subconsulting opportunities through a City-approved subconsultant selection process.

Generally, design services provided under this contract by the selected PM firm will be limited to preliminary engineering under this contract. However, additional design services may be performed under this agreement by the PM firm and/or by firm(s) selected off the QVL. The selected PM firm may pursue select design services procured by the City separately outside this contract, as identified and permitted by COP staff.

SECTION II – SCOPE OF WORK

As identified in Section I - Project Description above, the selected PM firm will provide program management services in support of COP staff. The scope of services provided by the PM firm under this agreement may include the following:

A. Typical Primary (Core) Program Management Services

- 1) T2050 planning, programming, and prioritization
- 2) T2050 Annual Report Preparation
- 3) Feasibility studies and conceptual design
- 4) Grant application preparation and submittal
- 5) Bus rapid transit system and corridor planning and implementation
- 6) Federal, state, and local agency coordination
- 1) Procurement support and advice
- 2) Land use and development analysis
- 3) Traffic studies and engineering
- 4) Geographic information systems
- 5) Performance management, controls, and metrics
- 6) Website and social media communication and marketing
- 7) Multi-modal transportation planning
- 8) Transportation project design services
- 9) Public involvement, education, and outreach
- 10) Asset management
- 11) Transit ridership collection, research and analysis
- 12) Long-range transportation planning
- 13) Providing other services as required to support staff in executing the multi-modal T2050 program of projects.
- 14) Utilizing a Qualified Vendor List, which includes local engineering firms for projects and program support.

B. Potential Secondary Program Management Support Services

- 1) Advanced project development
- 2) Project management
- 3) Construction management
- 4) Scheduling
- 5) Estimating
- 6) Contract negotiation
- 7) Cost and price analysis
- 8) Technical and legal evaluation of alternative financing options
- 9) Added value alternatives
- 10) Inspection
- 11) Right of way and property acquisition
- 12) Environmental assessments and services
- 13) Subsurface utility engineering
- 14) Roadway pavement, cross-section, and structure design
- 15) Roadway drainage/stormwater management preliminary engineering and design
- 16) Roadway pavement management
- 17) Project design document (plans and specifications) coordination

The Senior Project Manager shall be co-located with COP staff in a COP facility.

SECTION III - PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held on Tuesday, April 20, 2021 at 10:00 a.m., local time, via WebEx (video or call in), 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.

WebEx video or call-in instructions:

Meeting number (access code): 133 927 5543
Meeting password: F2JmWWSdG74

[Join meeting](#)

Tap to join from a mobile device (attendees only)
[+1-415-655-0001,1339275543## US Toll](tel:+1-415-655-0001,1339275543)

SECTION IV - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

A Firm 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 250 points)

1. Describe the experience and qualifications of the prime firm in providing program management services for similar projects accomplished within the last five years. For each project listed, provide:
 - a. Description of the project including scope and project owner
 - b. Role of the firm and explain how this relates to the services being solicited
 - c. Project's original contract value, final contract value, and reason for variance
 - d. Project's start date and completion date
2. Discuss the prime firm's experience relevant to Transportation and Transit Projects. Provide:
 - a. Total firm billings for the five years preceding calendar year 2020 in performing services on transportation and transit projects, and briefly identify those projects.
 - b. Project information provided in response to Item B1 above should be summarized or incorporated by reference, rather than repeated in whole.
3. Discuss the prime firm's Local and Regional Experience. Include information relative to the capabilities and resources of the firm's offices to provide the requested services and any other offices' personnel that would be assigned to provide the services to the COP. Summarize any relevant experience working with transportation agencies and other governmental bodies operating in this region and/or with which the COP would regularly work or interact, including other agencies, the FHWA, the FTA, ADOT, MAG, MCDOT and Valley Metro.
4. Discuss the prime firm's Management and Coordination Experience. Include information relative to the firm's experience providing management and coordination services similar to the services expected of the selected PM. This description should specifically address the firm's record in delivering completed projects on time and on budget. Once again, project information previously furnished in response to other sections should be summarized or incorporated by reference, rather than repeated in whole.
5. Discuss the prime firm's Innovative Program Delivery and Alternative Financing Experience. Include information relative to the firm's experience providing technical and legal evaluation of alternative financing options and interaction with other authorities, institutional investors, rating agencies, trustee banks and investment banks. This description should specifically address the firm's record in evaluating and delivering under these options along with oversight and monitoring of the design, development and delivery for the projects. Project information previously furnished in response to other sections should be summarized or incorporated by reference, rather than repeated in whole.

B. Experience of the Key Personnel (maximum 250 points)

Describe the experience and qualifications of the specific project team expected to be assigned to this project in providing program management 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

Personnel on retainer contracts or part-time employees will not be considered as employees of the prime firm. Special emphasis should be given to personnel with extensive prior experience in design of transportation and transit systems conforming to standards adopted by governmental agencies such as COP, ADOT, FHWA and FTA.

C. Project Understanding and Approach (maximum 350 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.

1. T2050 Program (Macro) Level Services
The T2050 Program is a 35-year multi-modal program with a number of published goals and objectives. Throughout its duration, the program will need to be fiscally constrained, and will need to account for the priorities of all elements of the T2050 program. The Citizens Transportation Commission will provide citizen oversight to the prioritization of projects and the expenditure of program funds to support those projects. Describe the added value a PM consultant will provide to assist the City in ensuring the T2050 Program meets its stated goals and objectives, as well as its approach to coordination and communication among stakeholders, methods to ensure innovation in the implementation of the T2050 program, and ideas to leverage T2050 program funds with regional, state or local funding sources.
2. T2050 Project (Micro) Level Services
As the T2050 Program is a collection of various projects and service improvements, the prime firm will be expected to provide project level support to the City in the implementation of the T2050 program of projects. Services may include project management, inspection, cost estimating, engineering services, and related technical support services. Of particular interest are the prime firm's methods used to deliver successful, timely, and on-budget transportation and transit projects, as well as project monitoring tools, quality control and assurance programs, budget and schedule management, cost growth and project change management, and project closeout and acceptance procedures and documentation control.
3. Performance Metrics
The T2050 Program is a 35-year multi-modal program with a number of published goals and objectives. Performance metrics and evaluation tools will be needed to track and report on the implementation of the T2050 program, and whether it is meeting its intended goals and objectives. The gathered information will be used to communicate with City management, the Citizens Transportation Commission, the Mayor and City Council, residents and the media. The prime firm shall address how it will assist the City in the successful development, tracking, monitoring, and reporting of T2050 Program performance metrics.
4. Qualified Vendor List
The services to be provided under this contract are broad, but focused on providing support to the City in the implementation of the T2050 program. The services are not intended to be accomplished solely by the successful firm and/or team, as indicated in the 60 percent limitation in Section I. The prime firm will be responsible for managing a Qualified Vendor List (QVL) to

assist in providing contract services. Firms on the QVL may be selected directly or may compete with other QVL firms for task order work. The QVL will be updated regularly or as needed. The prime firm shall discuss how it plans to implement, manage and use a Qualified Vendor List on this contract in the most fair, equitable, and most prudent manner for the best results for the execution of the T2050 Program.

5. Small Business Enterprise

The City strongly supports small businesses in its contracting efforts, and has established a Small Business Enterprise (SBE) Program to formalize this support. Although this contract will not have a City required SBE utilization goal, the City is interested in how the prime firm will incorporate the utilization of SBE firms in the delivery of contract services. The prime firm should identify how it will encourage the utilization of SBE firms working under this contract.

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

Provide the following:

1. Team's availability and commitment to the project, including sub-consultants.
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 program management 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.

E. 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 the RFx number is 60000001088.

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 **20 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 electronically the Statement of Qualifications by **12:00 noon, Phoenix time, on Friday, April 30, 2021.**
 - 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, 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.
- 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. The firm 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 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 fees, contract terms, and City Council approval.

The following tentative schedule has been prepared for this project.

Pre-submittal meeting	April 20, 2021
SOQs due	April 30, 2021
Selection Notification	Mid-May 2021

If the City is unsuccessful in negotiating a contract with the best-qualified firm, 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>

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, Annette Perez at (602) 534-1423 or email annette.perez@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 relevant 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

The procurement identifier is:

RFx 60000001088

Attention: Annette Perez

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 **April 30, 2021** to:

soq.referencechecks@phoenix.gov

Reference in Subject Line: RFx #60000001088

For questions, contact Annette Perez, Contracts Specialist at 602-534-1423.

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.

TRANSPORTATION 2050 PROGRAM MANAGEMENT CONSULTANT
 PROJECT NOS. ST85100368 AND PT00170023
RFx: 60000001088

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. 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 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 April 30, 2021 by 12:00 pm Phoenix time to:

soq.referencechecks@phoenix.gov

***EMAIL SUBJECT LINE SHOULD REFERENCE RFx NUMBER 6000001088**

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.