



**CITY OF PHOENIX, ARIZONA
OFFICE OF THE CITY ENGINEER**

REQUEST FOR QUALIFICATIONS

**PHOENIX SKY HARBOR INTERNATIONAL AIRPORT
TERMINAL 4 INFRASTRUCTURE FIRE ALARM REPLACEMENT
DESIGN-BUILD SERVICES
AV21000102**

**PROCUREPHX PRODUCT CATEGORY CODES 912000000, 925000000
RFX NUMBER 6000001093**

REQUEST FOR QUALIFICATIONS

The City of Phoenix is seeking a qualified Design-Build team to provide design services and complete construction services for the Phoenix Sky Harbor International Airport Terminal 4 Infrastructure Fire Alarm Replacement Design-Build (DB) project. The DB team shall provide a turn-key solution for the replacement of the current fire alarm/voice evacuation system in Terminal 4, to equip the terminal with newer equipment and updated technologies to provide a safer passenger experience. This project site is located at Terminal 4 of Phoenix Sky Harbor International Airport. The combined estimated cost for both design and construction is \$9.5 million.

SECTION I - PROJECT DESCRIPTION

The project proposes to replace the existing Terminal 4 Fire Alarm (FA)/Voice Evacuation system within a three-year time frame, with a newer, more updated system. The existing Honeywell EBI/XLS1000 fire alarm system in Terminal 4 has been in place since 2003, some parts of the system much longer than that. The fire alarm product in place has reached the end of the manufacturer's expected life span. To minimize the impact on terminal operations, this project will proceed in a segmented manner for modernization to take place while the existing system stay active. Night work and multiple shifts to expedite the work will be required at certain locations.

SECTION II – SCOPE OF WORK

The DB Team will be responsible for the design and the replacement of the current fire alarm and voice evacuation system located at Terminal 4 of Phoenix Sky Harbor International Airport. The design and/or construction process shall include engineering, permitting, fire alarm and audio panel replacements, device replacements, and final testing. The selected Design-Build team will be responsible for the planning, design and engineering, procurement and installation, programming and testing of FA/Voice evacuation system. Specific tasks shall include, but are not limited to:

- Verify existing as-built condition against record drawing.
- Provide options and recommendation for the new FA/Voice evacuation system. The new system MUST be able to communicate with the existing Honeywell EBI network. This shall include all individual Fire Alarm addressable devices and their status.
- Identify code related upgrade, if any.
- Responsible for design, engineering and permitting of entire FA system.
- Develop project schedule and detailed phasing plan with stakeholder input.
- Develop cost estimates and GMP that is within City's budget.
- Execute construction plan in coordination with various stakeholders.
- Existing Fire Alarm System shall remain operable during all phases of the project to allow continuous occupancy and use of the facility.

The DB Team will be responsible for the design and construction of complete project requirements for the Phoenix Sky Harbor International Airport Terminal 4 Infrastructure Fire Alarm Replacement Design-Build (DB) project. The project will include the supply of all materials, equipment, and labor for installation, acceptance testing, commissioning, and warranty with record documents. The DB Team will control the costs and will be responsible for the project schedule and may compete to self-perform certain work.

The selected DB Team will begin by confirming project scope requirements with the City of Phoenix and preparing a conceptual design along with phasing plan adequate to provide Guaranteed Maximum Price (GMP) pricing. Following this phase, the DB Team shall provide final design documents sealed by a professional registered in the State of Arizona. At some point prior to construction, the DB Team will assume the risk of delivering the project through a fixed lump sum or GMP contract. **The GMP must be submitted in MAG or CSI format or it will not be accepted.**

The preferred DB Team should have the following capabilities:

- Experience in performance of Design-Build contracts;
- Experience in large Fire Alarm/Voice Evacuation system installation and replacement.
- Experience in working in a Sterile and Secured airport environment;
- Demonstrated experience in design and multi-phased construction of similar projects;
- Expertise in managing projects within a fixed, guaranteed maximum price, with either no change orders or only client requested changes;
- Understanding of the dynamics of Design-Build for construction operations that include coordination with various City of Phoenix departments, other agencies, utility companies, etc.;
- Participate with the City in a process to set goals for local and SBE subcontracting participation prior to the construction phase of this project and implement the local SBE process. Final goals will be set during the design phase of this project and will be based on SBE subcontractor availability.
- Knowledge of the local subcontracting community, specifically with SBE subcontractors to meet or exceed the City's goals;
- Fiscal capacity to obtain the necessary bid and performance bonds;
- Planning, scheduling, and permitting; and
- Demonstrated knowledge and enforcement of strict on-site safety standards.

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

- The Design-Builder 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 Design-Builder will be required to utilize in the fulfillment of the contract requirements.
- The Design-Builder shall provide a computerized networked office platform with broadband internet connectivity.
- UNIFIER training will be provided through the City of Phoenix to firms under contract.

SECTION III – SMALL BUSINESS ENTERPRISE (SBE) REQUIREMENTS

By submitting its Statement of Qualifications, the Submitter, acknowledges that an SBE goal will be established for this contract at a later time, and hereby certifies that it will exercise good-faith efforts to meet or exceed the City-required SBE goal and will exercise good-faith efforts to comply with all SBE Program post-award program requirements and reporting obligations.

In consultation with the successful Submitter, an SBE goal will be established during the design phase of this project and will be based on the availability of SBE subcontractors, subconsultants, and suppliers. The participation of a Phoenix-certified SBE firm will be counted towards the SBE utilization if the SBE firm performed a commercially useful function on the

contract. The SBE goal attainment is expressed as the total countable SBE participation in all phases of the contract divided by the final overall contract value.

SECTION IV - PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at 9:30 a.m., Phoenix time on Thursday May 27, 2021, via WebEx. 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 V - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

DB Team 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. General Information (50 points)

1. Provide a general description of the team that is proposing to provide construction management services and general construction services. Explain the legal organization of the proposed firm or team. Provide an organization chart showing key personnel.
2. Provide the following information:
 - a. List the Arizona contractor licenses held by the team 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 Design-Builder 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.

B. Experience and Qualifications of the Team (125 points)

1. Identify at least three comparable projects in which the team served as either designer of record, general contractor, or member of a DB team. Special consideration will be given to teams that have led Design-Build teams on similar successful projects. For each project identified, provide the following:
 - a. Description of the project
 - b. Role of the firm (specify whether Design-Builder, Construction Manager or General Contractor. If Design-Builder, or General Contractor, identify the percent of work self-performed. Also specify services provided during design phase, i.e. cost estimating, scheduling, value engineering, etc.)
 - c. Project's original contracted construction cost and final construction cost.
 - d. Construction dates

e. Project owner

2. List of all City of Phoenix projects where the team provided DB services, Construction Manager at Risk, agency construction management, or general construction services in the last five years, either completed or ongoing.

C. Experience of Key Personnel to be Assigned to This Project (125 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 original construction cost and final construction cost
 - d. Construction dates
 - e. Project owner
2. List any proposed consultants, including key staff names and the experience and qualifications of these individuals.

D. Understanding of the Project and Approach to Performing the Required Services (200 points)

1. Discuss the major issues your team has identified on this project and how you intend to address those issues.
2. Attached to this Request for Qualifications is the City of Phoenix general subcontractor selection plan (see Exhibit A). Describe how you intend to implement this subcontractor selection plan including your recommendations for subcontractor trades to be selected by qualifications only vs. qualifications and bids; and discuss the benefit that your subcontractor selection plan provides to the project.
3. Describe your team's project management approach and team organization during design and construction phase services. Describe systems used for planning, scheduling, estimating, and managing construction. Briefly describe the firm's experience on quality control, dispute resolution, and safety management.

E. Reference Check (maximum 75 points*)

Use the form provided (Exhibit B) to obtain at least three references (it is preferred no more than one be a City of Phoenix project). If your team 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 500 points for the SOQ.

SECTION VI - SUBMITTAL REQUIREMENTS

Electronic Submittal Process: Teams 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://eprourement.phoenix.gov/iri/portal> to login and access the electronic solicitation.

- The product category code for this RFQ is 912000000 and 925000000, and the RFX number is 6000001093.**

Submittals:

- Experience Modification Rate (EMR) – provide current rating; the awarded company will be asked to provide verification upon contract execution.
 - 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 **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, local time, on Friday, June 11, 2021.**
 - 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*).

- Bonding Statement:** Upload as a separate attachment to your SOQ submittal a **statement of the firm’s bonding capacity from a Surety Company** (A- or better for the prior four quarters). *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.

GROUNDS 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 team will be selected through a qualifications-based selection process. Interested teams will submit a SOQ. A Selection Panel will evaluate each SOQ according to the criteria set forth in Section V above. Finalists from the SOQ evaluation will be invited to participate in detailed interviews. An invitation letter to each finalist will contain the evaluation criteria to be used during the interview presentation. Interview evaluations to select the highest qualified team include scores from the SOQ evaluation process. The City may conduct a due diligence review on the team receiving the highest evaluation.

The City expects to create a final list of at least three, but not more than five teams for this project. The City will enter into negotiations with the selected team and execute a contract upon completion of negotiation of fees and contract terms for City Council approval.

The following tentative schedule has been prepared for this project. Teams interested in this project must be available on the dates as specified below.

Pre-submittal meeting	May 27, 2021
SOQs due	June 11, 2021
Teams notified for interview	June 29, 2021
Interview	July 12, 2021
Scope Meeting	Mid-August, 2021

If the City is unsuccessful in negotiating a contract with the best-qualified team, the City may then negotiate with the next most qualified team 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.

Teams on the short list for interviews for this project will be notified directly by the City. Notification to all other firms on the status of a short list for this project will be posted on the City of Phoenix’s “Tabulations, Awards, and Recommendations” website:

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

Team 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:

The selected Design-Builder 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 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 Solicitations 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 notifications have been issued. Registered RFQ holders may refer to the webpage or call the Contract Specialist (listed below) in order 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. 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), 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. Teams 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>

Questions. Questions pertaining to this selection process or contract issues should be directed to the Contracts Specialist, Samantha B. Ansmann at (602) 681-5361 or by email at samantha.ansmann@phoenix.gov.

EXHIBIT A
CITY OF PHOENIX SUBCONTRACTOR SELECTION PLAN
(EXCERPT FROM DESIGN-BUILD CONTRACT)

2.10 Major Subcontractor and Major Supplier Selections

2.10.1 The selection of major Subcontractors and major Suppliers may occur prior to submission of a GMP Proposal. Major Subcontractors may be selected based on qualifications or a combination of qualifications and price. Subcontractors shall not be selected based on price alone. Except as noted below, the selection of major Subcontractors/Suppliers is the responsibility of the Design-Builder. The Design-Builder is solely responsible for the performance of the selected Subcontractors/Suppliers.

2.10.1.1 The Design-Builder will prepare a Subcontractor/Supplier selection plan and submit the plan to the City for approval. This subcontractor selection plan shall identify those subcontractor trades anticipated to be selected by qualifications only per Section 2.11.2 and those subcontractor trades anticipated to be selected by qualifications and competitive bid in accordance with Section 2.11.3. This plan will also identify those subcontractors that will not be selected through a formalized qualifications-based selection process. The subcontractor selection plan must be consistent with the selection requirements included in this Contract.

2.10.2 Selection by qualifications only - The City may approve the selection of a Subcontractor(s) or Supplier(s) based only on their qualifications when the Design-Builder can demonstrate it is in the best interest of the Project.

2.10.2.1 Qualification based selection of a Subcontractor(s)/Supplier(s) should only occur during the design phase to achieve maximum benefit of the subcontractors' involvement prior to the submittal of the GMP Proposal.

2.10.2.2 The Design-Builder shall apply the approved subcontractor selection plan in the evaluation of the qualifications of a Subcontractor(s) or Supplier(s) and provide the City with its review and recommendation.

2.10.2.3 The Design-Builder must receive City approval of the selected Subcontractor(s)/Supplier(s).

2.10.2.4 The Design-Builder will negotiate costs for services/supplies from each Subcontractor/Supplier selected under this method.

2.10.3 Selection by qualifications and competitive bid - The Design-Builder shall apply the subcontractor selection plan in the evaluation of the qualifications of a Subcontractor(s) or Supplier(s) and provide the City with its process to pre-qualify prospective subcontractors and suppliers. All Work for major subconsultants and major suppliers shall then be competitively bid to the pre-qualified subcontractors unless a Subcontractor or Supplier was selected pursuant to paragraph 2.11.2 above. Competitive bids may occur prior to or after the GMP Proposal(s).

2.10.3.1 The Design-Builder will develop Subcontractor and Supplier interest, submit the names of a minimum of three qualified Subcontractors or Suppliers for each trade in the Project for approval by the City and solicit bids for the various Work categories. The

Design-Builder will identify the WBE or SBE Subcontractors and Suppliers and during the bidding process keep the City informed on the progress of meeting the desired SBE goal. If there are not three qualified Subcontractors/Suppliers available for a specific trade or there are extenuating circumstances warranting such, the Design-Builder may request approval by the City to submit less than three names. Without prior written notice to the City, no change in the recommended Subcontractors/Suppliers will be allowed.

2.10.3.2 If the City objects to any nominated Subcontractor/Supplier or to any self-performed Work for good reason, the Design-Builder will nominate a substitute Subcontractor/Supplier that is acceptable to the City.

2.10.3.3 The Design-Builder will distribute Drawings and Specifications, and when appropriate, conduct a pre-bid conference with prospective Subcontractors and Suppliers.

2.10.3.4 If the Design-Builder desires to self-perform certain portions of the Work, it will request to be one of the approved Subcontractor bidders for those specific bid packages. The Design-Builder's bid will be evaluated in accordance with the process identified below. If events warrant and the City concurs that in order to insure compliance with the Project Schedule and/or cost, the Design-Builder may self-perform Work without bidding or re-bidding the Work.

2.10.3.5 The Design-Builder shall request the pre-qualified subcontractors to provide a detailed bid for the services requested. The subcontractor bid, provided on the subcontractors' letterhead, shall contain sufficient information (i.e. unit costs/amounts) to allow an evaluation of the reasonableness of bid costs. The Design-Builder shall receive, open, record and evaluate the bids. The apparent low bidders will be interviewed to determine the responsiveness of their proposals. In evaluating the responsiveness of bid proposals the Design-Builder, in addition to bid price, may consider the following factors: past performance on similar projects, qualifications and experience of personnel assigned, quality management plan, approach or understanding of the Work to be performed, and performance schedule to complete the Work. The final evaluation of Subcontractor/Supplier bids will be done with the City Representative in attendance to observe and witness the process. The Design-Builder will resolve any Subcontractor/Supplier bid withdrawal, protest or disqualification in connection with the award at no increase in the Cost of the Work.

2.10.4 The Design-Builder will be required to prepare two different reports on the subcontracting process.

2.10.4.1 Within fifteen Days after each major Subcontractor/Supplier bid opening process, the Design-Builder will prepare a report for the City's review and approval identifying the recommended Subcontractors/Supplier for each category of Work. The report will provide (a) the name of the recommended Subcontractor/Supplier and the amount of the Subcontractor/Supplier bid for each subagreement, (b) the sum of all recommended Subcontractor/Supplier bids received, (c) a copy of the bids received from each subcontractor, and (d) trade work and its cost that the Design-Builder intends to self-perform, if any.

2.10.4.2 Upon completion of the Subcontractor/Supplier bidding process, the Design-Builder shall submit a summary report to the City of the entire Subcontractor/Supplier selection process. The report will indicate, by bid process, all Subcontractors/Suppliers contacted to determine interest, the Subcontractors/Suppliers solicited, the bids

received and costs negotiated, and the recommended Subcontractors/Suppliers for each category of Work.

- 2.10.5** The approved Subcontractors/Suppliers will provide a Schedule of Values that reflects their final accepted bid proposal, which will be used to create the overall Project Schedule of Values.
- 2.10.6** If after receipt of sub-bids or after award of Subcontractors and Suppliers, the City objects to any nominated Subcontractor/Supplier or to any self-performed Work for good reason, the Design-Builder will nominate a substitute Subcontractor or Supplier, preferably if such option is still available, from those who submitted Subcontractor bids for the Work affected. Once such substitute Subcontractors and Suppliers are consented to by the City, the Design-Builder's proposed GMP for the Work or portion thereof will be correspondingly adjusted to reflect any higher or lower costs from any such substitution.
- 2.10.7** Promptly after receipt of the Notice of Intent to Award, the City will conduct a pre-award conference with the Design-Builder and other Project Team members. At the pre-award conference, the Design-Builder will (a) review the nominated slate of Subcontractors and Suppliers and discuss any concerns with or objections that the City has to any nominated Subcontractor or Supplier; (b) discuss City concerns relating to any proposed self-performed Work; (c) review the Design-Builder's proposed Contract Price for the Work during the construction phase; (d) discuss the conditions, if any, under which the City will agree to leave any portion of the remaining Design-Builder Contingency within the Contract Price for the construction phase Work; (e) resolve possible time frames for the Date of Commencement of the Contract time for the construction phase Work; (f) schedule the pre-construction conference; and (g) discuss other matters of importance.

EXHIBIT B
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 team 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

The procurement identifier is:

6000001093

ATTENTION: Samantha B. Ansmann

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 team 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 June 11, 2021** to:

soq.referencechecks@phoenix.gov

Reference in subject line: 6000001093 and Contracts Specialist: Samantha B. Ansmann

For questions, contact Samantha B. Ansmann, Contracts Specialist at 602-681-5361.

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 teams 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.

**Phoenix Sky Harbor International Airport Terminal 4
Infrastructure Fire Alarm Replacement
AV21000102**

RFx 6000001093

CONTRACTOR PERFORMANCE EVALUATION FOR _____
(firm name)

In the box below, provide the project title, contracted services provided by the team, and start and completion dates 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. **Please do not use N/A for scoring.**

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 **June 11, 2021 by 12:00 pm Phoenix time to:**

soq.referencechecks@phoenix.gov

***EMAIL SUBJECT LINE SHOULD REFERENCE:**

RFx NUMBER 6000001093 and Contracts Specialist: Samantha B. Ansmann

The document should reference the project number and team for which the reference check is being submitted. If no project number is available, reference the service and team for which the reference check is being submitted.