



City of Phoenix

DESIGN AND CONSTRUCTION PROCUREMENT
200 W. Washington Street, 5th Floor
Phoenix, Arizona 85003-1611

ARCHITECTURAL ON-CALL SERVICES CALENDAR YEARS 2022-2023 PROCUREPHX PRODUCT CATEGORY CODE 906000000 RFX 6000001101

NOTIFICATION LETTER #1

August 12, 2021

This notification letter shall become a part of the Request for Qualifications for the above referenced project.

1. Request for Qualifications – Page 4 – **Information Sheet**: has been updated to remove the wording “Do not include any additional information” to “List the categories and associated services for which the firm is qualified and interested in providing to the City”.
2. PowerPoint Presentation- Slide 15- has been updated to remove the wording “Do not include any additional information” to “List the categories and associated services for which the firm is qualified and interested in providing to the City”.

Questions and Answers:

Q. What is the project number that you require on the information sheet?

A. There is no project number for this procurement.

Q. If experience of key personnel (Section B) is the same as experience of the firm (Section A), can we just list the project name and role of person as that project information will be the same?

A. Yes. If the project selected for a key person is the same as the one selected for the firm, provide just the project name and the role of the key personnel.

Q. Are pictures allowed on the cover or would that be considered "evaluation criteria"?

A. Yes, pictures are allowed. Do not use the City of Phoenix logo or your firm's name on a City of Phoenix project site as that becomes a border line potential ratable criterion based on other projects that your company may have worked on. Pictures are good if they are neutral.

Q. Is there a maximum file size we can submit on to the portal/system?

A. We are not aware of any limitation. The 15 pages should keep the files size within limits. However, do not use any symbols or a long title for your document. Just SOQ for your file name is fine.

Q. Will we get a confirmation that our submittal was uploaded?

A. No, you do not get an email stating your submittal was uploaded. It will show on your Display RFX Response screen once you have submitted. If you are not sure that your SOQ was submitted, you can email the contracts specialist and they will let you know if it was received.

Q. Are the categories that should be references the city departments or the scope of work?

- A. List the scope of work categories that your firm is interested in providing to the City.
- Q. Do you expect firms to provide all services in the scope of work, or can we team with a qualified subconsultant for specific services?**
- A. The SOQ response is for the prime firm only. Once you receive a project from the City you can propose subconsultants.
- Q. Is there a due date for additional questions?**
- A. No, there is no due date but the sooner the better so we can get the information out in a Notification.
- Q. Will the FCA portion of this RFQ take the place or replace the existing QVL for FCA firms?**
- A. FCA is a Facility Condition Assessment that could be its own project/task for a firm.
- Q. Will solar design be considered a part of this RFQ response?**
- A. Solar design would probably be under Engineering On-Call. When we do the next Engineering On-Call that will be included in the RFQ. You can add it into your SOQ in case we have a project come up for solar. Solar is usually handled outside the architectural and is handled by our Goods and Services procurement team.
- Q. If updates are made to the RFQ, will an email alert be sent out that changes have occurred?**
- A. Yes, you should receive an email that changes have been made if you have checked the participate button in the eProcurement system, but it is your responsibility to go into the solicitation and check for notifications.
- Q. When does the QVL list come up for renewal for FCAs?**
- A. QVL is done through the Public Works Department and you will need to reach out to them regarding when the next upcoming procurement will be.
- Q. Would building automated systems (BAS) design be a part of this response or is that in Engineering?**
- A. It could be done through the Engineering On-Calls or might be a separate stand-alone procurement.
- Q. Will Public Transit be part of an on-call services?**
- A. Yes, they could be part of an on-call but at this time we do not know which departments will be submitting a request for services.
- Q. Does it matter if the SOQ page orientation is portrait or landscape?**
- A. No, it is not page oriented so you can use either one.
- Q. The RFQ requests for: Project's original contract value, final contract value when answering to Section A (Experience of the Firm) and Section B (Experience of the Key Personnel). Can you clarify on whether the "Contract Value" is the project's construction cost or firm's contract amount?**
- A. Original contract value is what the intended original contract was initiated for. The final contract value is the value including any change orders or contingencies or task adjustments, etc. that came about during the course of the project that essentially may have made it go over budget.

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