



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

REQUEST FOR QUALIFICATIONS

**AVIATION DEPARTMENT
STORMWATER CONSULTING SERVICES
6663111072, 6663112072, 6663113072, 6663111093**

**PROCUREPHX PRODUCT CATEGORY CODE 925000000,
926000000
RFx 6000001118**

REQUEST FOR QUALIFICATIONS

The City of Phoenix is seeking a qualified consultant team to provide stormwater pollution prevention program services for the City's Aviation Department. Services may be required at all three City of Phoenix Airports: Phoenix Sky Harbor International Airport (PHX), Phoenix Deer Valley Airport (DVT) and Phoenix Goodyear Airport (GYR). The City will contract with the selected firm for a period of two years with the option to extend for up to three additional one-year periods.

SECTION I – SCOPE OF WORK

The preferred consultant shall have experience in an active airport operations area, and be able to demonstrate qualifications in providing stormwater pollution prevention program services in accordance with the 2020 Environmental Protection Agency's (EPA's) Multi-Sector General Permit (MSGP), the current and any future update of the Arizona Department of Environmental Quality's (ADEQ's) MSGP, and the City's Municipal Separate Storm Sewer System (MS4) Permit. City and business partners also are subject to Construction General Permit (CGP) and Pesticide General Permit (PGP) requirements. Consultant may provide any or all of the following services:

- Assist with running a Pollution Prevention Team (PPT) comprised of more than 100 members including Aviation staff and Aviation's business partners
- Develop and perform annual updates to the Stormwater Pollution Prevention Plans (SWPPPs).
- Schedule and perform annual and/or educative site compliance inspections of co-permittee and non-permittee facilities
- Observe and report on at least one de-icing event monthly between November 1 and February 28 or February 29, annually, or as needed
- Update the existing stormwater databases with relevant information
- Assist with review of future or proposed stormwater and de-icing regulations from the EPA and/or the ADEQ and provide written recommendations
- Update Aviation's SWPPPs, as needed, to meet MSGP or MS4 or CGP or PGP requirements or to support compliance with these other permits
- Provide a minimum number of inspectors with the necessary equipment (including software and tablets with internet access) to perform annual compliance inspections within 15 days of the start of the inspection period
- Maintain and update tablet-based inspection forms as needed
- Prepare and track PPT, Notices of Intent, Notices of Termination, No Exposure Certifications, and letters of termination to reflect PPT changes and updates
- Provide 24-hour/7-day a week staff trained in Hazardous Waste Operations (40-hour HazWOper and 8-hour Site Supervisor) for assistance for emergency response oversight for spills
- Drainage surveys and GIS mapping at commercial and/or general aviation airports
- Public meetings and training multiple stakeholders (e.g., co-permittees and non-permittees).
- Stormwater permitting at regulated facilities: Sector S - Air Transportation Facilities, MS4 regulated municipalities, and other MSGP sector facilities
- National leadership in aviation stormwater issues. Relevant experience at other relevant Transportation Research Board Airport Cooperative Research Program projects
- Develop project newsletters and training presentations where needed

SECTION II - PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at 1:00 p.m. on Thursday, September 16, 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.

Pre-Submittal WebEx Meeting Information:

When it's time, join your Webex meeting here:

Join from the meeting link

Pre-Submittal Meeting number (access code): 2453 220 9004

Join by phone

+1-415-655-0001 US Toll

SECTION III - 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 Firm (80 points)

Provide a description in more technical detail of at least two primary projects completed within the last three years. These projects should demonstrate working knowledge and experience regarding the Stormwater consulting services requested above. For each project listed, provide:

1. Description of the project including scope and project owner
2. Role of the firm and explain how this relates to the services being solicited
3. Contracted service dates and project value
4. Provide examples of project newsletters and training presentations.

B. Experience of the Key Personnel (80 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. For each project listed, provide:

1. Stormwater consulting experience, relevant experience and years of experience with the development and implementation of stormwater pollution prevention programs.
 - a. Identify key personnel who will be assigned to this project, including subconsultants and their primary office location.
 - b. List local team qualifications and experience of the project manager and inspectors.
2. Experience with public meetings, training workshops, engaging project newsletters, and working with multiple stakeholders (e.g., co-permittees and non-permittees).
3. Knowledge of EPA and ADEQ (or other state) MSGP programs and MS4 permit programs.
4. Include the number and type of airport and/or other industrial stormwater management projects the project manager and/or team members completed within the past 5 years.

C. Project Management, Approach, and Responsiveness (200 points)

Demonstrate ability to perform each task included in the Scope of Services described in Exhibit A, as well as provide your team's understanding and approach to the project, including a discussion of approach to becoming familiar with DVT, GYR, PHX and the PPT.

1. Describe the approach and methodology that will be used, including any equipment or special software
2. Identify the specific level of work that will be performed, services that will be completed for the project, and the work products that will be produced to demonstrate ability to perform each task included in the Scope of Services described in Exhibit A.
3. Identify regulatory risks to the City and potential measures to address the risks
4. Include a brief discussion of your approach to project issues such as troubleshooting, dispute resolution, submittal of reports, submittal of samples, and any other pertinent matters.

D. Staffing Information for Key Personnel (40 points)

Provide the following:

1. Team's availability and commitment to the project
2. Organization chart showing key personnel, current professional licenses or certifications
3. Team's plan to maintain continuity of the proposed services
4. Identify key personnel and subconsultants trained in Hazardous Waste Operations (40-hour HazWOper and 8-hour Site Supervisor) to be assigned to provide 24-hour/7-days a week assistance for emergency response oversight for spills.
5. Identify key personnel trained in MSGP, CGP and PGP and provide their certifications, experience with stormwater database development and GIS database, analytics, tools and data representations.
6. 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 21 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 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 400 points for the SOQ.

SECTION IV - 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, 926000000 and the RFX number is 6000001118.**
- 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, October 1, 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 V – 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 VI - 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.

Finalists from the SOQ evaluation will be invited to participate in detailed interviews. A letter to each finalist will contain the evaluation criteria to be used during the interview presentation. Interview evaluations to select the highest qualified firm include scores from the SOQ evaluation process. The City may conduct a due diligence review on the firm(s) receiving the highest evaluation.

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. Firms interested in this project must be available on the dates as specified below.

Pre-submittal meeting	September 16, 2021
SOQs due	October 1, 2021
Firms notified for interview	October 18, 2021
Interview	October 29, 2021
Scope Meeting	Early December 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.

Firms 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>

Firm 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:

SECTION VII – 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, Samantha Ansmann at (602) 681-5361 or email samantha.ansmann@phoenix.gov.

EXHIBIT A

SCOPE OF SERVICES

Under the terms of this Agreement, and in accordance with the 2020 Environmental Protection Agency's (EPA) Multi-Sector General Permit (MSGP), the pending update of Arizona Department of Environmental Quality's (ADEQ's) MSGP, and the City's Municipal Separate Storm Sewer System (MS4) Permit, Consultant may provide any or all of the following Services on behalf of the City's Aviation Department (Aviation), including Phoenix Sky Harbor International Airport (PHX), Phoenix Deer Valley Airport (DVT), and/or Phoenix Goodyear Airport (GYR).

1. PPT Pollution Prevention Team (PPT): Assist Aviation's Planning & Environmental (P&E) staff in running a PPT Pollution Prevention Team, including developing and conducting pollution prevention training for PPTs and Aviation personnel responsible for implementing Control Measures (CMs), preventative maintenance and inspection programs at PHX, DVT and GYR.
 - a. Aviation has the option to request new training materials be prepared for online training and training materials to be posted to Aviation's Learning Management System for online training and request consultant lead on-line or classroom 'ask the expert' sessions.
 - i. Alternately, at Aviation's sole discretion, in-person Training shall be conducted at least annually and may be required up to twenty-one (21) classroom events per year.
 - ii. PPT classroom training shall consist of a minimum of four (4) sessions at PHX, one (1) session each at DVT and GYR, scheduled to accommodate different work shifts, and shall be conducted at a site to be determined by the City.
 - b. The training may also be made available to PPTs and Aviation staff via the City's website at www.skyharbor.com/stormwater.
 - c. Remedial training may be required upon request.
 - d. Training materials shall be updated annually to engage PPTs using innovative ideas.
2. Stormwater Pollution Prevention Plans (SWPPPs): Develop and perform annual updates to the Stormwater SWPPPs based on site or activity or regulatory changes and the data obtained from site inspections, inspection forms, and the City. Administratively update the SWPPPs each quarter with maps and lists to reflect changes and provide in one document for posting.
3. Site Compliance Inspections: Schedule and perform annual and/or quarterly routine site inspections of PPT (co-permittee and non-permittee) facilities to evaluate existing CM effectiveness, identify and assist with implementation of new CMs and pollution controls, and to identify new pollutant source areas. The use of an inspection form, frequent correspondence, and site visits will be necessary. Information obtained from the inspections will be compiled into the existing stormwater database and summarized in the Annual Reports for PHX, DVT, and GYR. Quarterly reports will be provided to Aviation and include recommendations to improve compliance.
4. De-icing Event: Observe and report on at least one de-icing event monthly between November and February, or as required, in accordance with the current MSGP and SWPPP.
5. Stormwater Database: An existing stormwater database contains existing data. A 2012 Structured Query Language (SQL) server database engine and a Microsoft .Net 3.5 user interface are currently utilized to provide customization and additional functionality for the application. The web application and server database have been hosted on a secure server that is accessible to Aviation consultants and other team members
 - a. If requested, upload and migrate the existing stormwater database for PHX, DVT, and GYR relevant information pertaining to PPT contacts, CMs, inspections, spills, leaks, other sources of non-stormwater discharges, PPT activities, and associated documents to either the Consultant database engine or to City's Environmental Information Management System (EMIS). The database is used to track response to compliance findings and ensure responses are received within the required timeframe. The database software and server database shall be hosted on a secure server that is accessible to Aviation consultants, Aviation staff, and PPT.

b. Maintenance: stormwater consultant will perform database functions, perform database application backups, cleanups and maintenance regularly.

6. Review of Regulations Impacting Stormwater Quality: Assist Aviation with reviewing pending stormwater and de-icing regulations from the EPA and/or the ADEQ applicable to Aviation facilities and make recommendations for achieving compliance once these regulations are finalized. This may include: preparation of technical comments, recommendations, presentations, and other correspondence; processing of permit applications; and evaluation of inspection or monitoring results, if applicable. Review future EPA Emerging Contaminant List or any new upcoming regulations that could impact stormwater quality at Aviation facilities.
7. Update Aviation Stormwater Pollution Prevention Plans: Update Aviation's SWPPPs to meet ADEQ MSGP requirements as they become effective and annually to reflect any airport changes.
8. Stormwater Outfall Monitoring: Perform visual monitoring (currently on a quarterly basis) at stormwater outfalls at PHX, DVT, and GYR as required by the MSGP and SWPPP. Complete any necessary forms as prescribed by the City and provide photo documentation, if applicable.
9. Inspectors and Necessary Equipment: Provide a minimum number of inspectors with the necessary equipment (including software and mobile devices with internet access) to perform annual compliance inspections within 30 days of contract execution and quarterly compliance inspections within 60 days of contract execution, or prior to March 1, 2022. Four-wheel drive vehicles and specialized access equipment must be provided to access inspection sites or collect samples.
10. Inspection Forms: Maintain and update tablet and/or mobile device-based inspection forms, as needed.
11. Maintenance of Stormwater Information: Preparation of AVN of NOIs, NOTs, NECs and letters of termination and tracking of PPT NOIs, NOTs, NECs and letters of termination to reflect changes and updates. Track new PPTs through the Stormwater Applicability Checklist or similar, track PPT NOIs, assist with permitting, and update stormwater information.
12. Response Time Requirements: Provide 24-hour/7-day a week assistance for emergency response oversight for spills at PHX, DVT and GYR. Response time is within 1-hour after receiving notification of a spill. Phone call response time is within 5 minutes after leaving a message. At least half of all inspectors are expected to have completed 40-hour HAZWOPER and 8-hour HAZWOPER Supervisor Courses.
13. Project Quality Assurance & Quality Control: Within one month, provide a project quality assurance plan stating purpose and actions to take when deviations are noted in work products and inspections that ensures the following:
 - a. the timeliness of work products (e.g., meeting summaries, calendaring of inspections, newsletters, schedule for review of written drafts)
 - b. grammatically correct writing that presents a consistent voice and plain-language style that is jargon-free
 - c. design of support graphics that are relevant and legible
 - d. technical editor review of draft deliverables
 - e. comprehensive record-keeping and providing documentation of data checks and updates (e.g., updating databases for tracking PPT information, other stormwater related information)
 - f. methods to ensure consistency across inspectors and the data entry into the database

At the City's sole discretion, Consultant may also be called upon to:

14. Update existing stormwater drain system map and retention/detention basin maps.
15. Review the City's MS4 permit requirements and stormwater and surface water protection policies and update Aviation's SWPPP accordingly.

EXHIBIT B
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 7 points for a total of up to 21 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:

6000001118

Attention: Samantha B. Ansmann

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 **October 1, 2021** to:

soq.referencechecks@phoenix.gov

Reference in Subject Line: RFx #6000001118

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

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.

**AVIATION DEPARTMENT
STORMWATER CONSULTING SERVICES
6663111072, 6663112072, 6663113072, 6663111093
RFx: 600001118**

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 (.25 pts.); 2 = Poor (.50 pts.); 3 = Good (.75 pts.); 4 = Excellent (1.0 pts.)

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 7 POINTS)

Reference Evaluation Provided By:

Name and Title: _____

Agency/Organization: _____

Date: _____

Telephone Number: _____

Email completed form by **October 1, 2021** by 12:00 pm Phoenix time to:

soq.referencechecks@phoenix.gov

***EMAIL SUBJECT LINE SHOULD REFERENCE RFx NUMBER 6000001118**

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.