	ADDENDUM 1	CITY OF PHOENIX Procurement Division 251 W. Washington Street 8th Floor Phoenix, AZ 85003 Phone: (602) 262-7181
	Solicitation Number: RFQu 22-029 Solicitation Due Date: Friday, December 10, 2021 by 2:00 p.m. AZ Time	

**RFQu 22-029 ARCHITECTURAL, ENGINEERING, LAND SURVEY AND GIS MAPPING
CONSULTING SERVICES**

—
REQUIREMENTS CONTRACT
[Addendum No. 1]

RFQu 22-029 is hereby amended as follows:

- 1. Section I, Instructions, Item 3, Schedule of Events' Offer Due Date is extended to December 10th, 2021 at 2:00 p.m.**
- 2. Section III, Special Terms and Conditions, Item, 1, is hereby revised and replaced to read as follows:**


PRICE: All prices submitted shall be firm and fixed for the initial three (3) years of the contract. Thereafter, price increases will be considered annually provided the adjustments are submitted in writing with thirty (30) days' notice to the Procurement Officer. Price increase requests shall be accompanied with written documentation to support the increase, such as a letter from the manufacturer, published price index, applicable change in law, etc. Price decrease requests do not require supporting documentation and are allowed at any time during the contract term.

The City will be the sole judge in determining the allowable increase amount. Price increases agreed to by any staff other than the Deputy Finance Director or Department Director are invalid. The Contractor acknowledges and agrees to repay all monies paid because of a requested price increase unless the increase was specifically approved, in writing, by the Deputy Finance Director or Department Director.

- 3. Section V, Scope's reference to *Attachment 1 – Price Sheet*, is corrected to read as *Attachment 2 – Price Sheet*.**
- 4. Section V, Scope, Item 2, Background, is hereby revised to read as follows:**

2. BACKGROUND

Neighborhood Services Department (NSD) preserves and revitalizes neighborhoods and helps residents access city services. Our approach is to emphasize partnerships between residents, business owners, elected officials, and city employees to build and preserve clean, safe neighborhoods that reflect the city's diverse population. Phoenix Neighborhood Services Department (NSD) is committed to partnering with residents in building to

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preserve, enhance and engage Phoenix neighborhoods.

Furthermore, NDS receives funding through grants by way of federal, city and state governments to help support revitalization and preservation projects that vary in size, scope, and complexity

5. Section V, Scope, Item 3, Objective, is hereby revised to read as follows:

3. OBJECTIVE

- 3.1. The City of Phoenix is seeking to establish a qualified vendor list for Contractors to provide general design and construction consultative services, on an as-needed basis, at various location within the City of Phoenix. The selected Contractors will be required to perform, land surveys, assessments, design, geospatial mapping and construction administration and inspection (CA&I), to support the work of Revitalization Construction Projects and Preservation Activities.
- 3.2. Utilization: One or more firms will be selected for each category of service for Architectural Support Services, Engineering Support Services and Land Survey Support Services. The estimated annual value to be performed through the Neighborhood Services Revitalization Programs and Preservation Offered Services is \$625,000 for this five-year contract

Example Projects may include: Federally Funded Commercial Rehabilitation Projects, and facades improvement, roof, HVAC windows and door replacement, lighting, landscaping and or any exterior building code or safety issues. Projects may also include Infill housing development and permitting.

6. Section VI, Submittals, Item, 7, is hereby revised and replaced with the following table:

Category of Services	Qualified (Y/N)
▪ Architecture Consultative Services	
▪ Engineering Consultative Services	
▪ Land Surveyor	
▪ Geographic Information System (GIS) Services	



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7. Section, VI, Submittals, Attachment 1 – Questionnaire, is hereby revised and replaced to read as follows:

1. Provide a narrative of your Company Profile and describe your experience and expertise in each of the services the offeror is proposing as outlined in Section 6, Scope of Services. The following subsections describe additional information to provide at a minimum: (limit your responses to no more than 5 pages)
 - a. History of the business including the date established, type of ownership or legal structure of the business (sole proprietor, partnership, corporation, etc.)
 - b. Length of time the firm has been operating as the legal entity
 - c. Length of time the firm has been providing the requested service
 - d. State your firm's experience in providing the comparable services to other government agencies.
 - e. Business Organizational Chart
 - f. Resumes of all key personnel identified in the narrative detailing their expertise, experience, certifications, and product knowledge
2. Provide a narrative for each Key personnel proposed to deliver the required services under each category of service. Fully explain their roles, responsibilities and applicable license or certifications. Provide resumes for each person identified. Please limit your narrative response to 2 pages and 3 pages per individual resume. At minimum, the following information must be included in the in the narrative and resumes:
 - a. Full Name, proposed role, description of duties/responsibilities in delivering the services hereunder
 - b. Education, including degrees and relevant certifications and the institution from which there were obtained.
 - c. Years of experience and employment history, particularly as they related to government and the requested services.
 - d. Specify the employment status of each Key Person (i.e., subcontractor, employee of the Contractor, etc.).
 - e. In addition, the offeror shall also submit copies of each narrative with personally identified information redacted. (i.e., mailing address, phone number, e-mail address)
3. Describe your firms' method and approach (inclusive of all software, tools, and resources) to providing the services listed below and as described in Section V, Scope of Work for which the Offeror is proposing:



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- a. Architectural Assessment and Design (limit responses to 5 pages)
 - i. Including Construction Administration and Quality Assurance Inspections
 - b. Engineering Assessment and Design (limit responses to 5 pages)
 - i. Including Construction Administration and Quality Assurance Inspections
 - c. Land Surveyor Services (limit responses to 5 pages)
 - d. Geographic Information System (GIS) Mapping (limit responses to 5 pages)
 - i. Include a description of proposed software.
4. Describe your firm's approach to manage multiple projects simultaneously that require coordination with internal and external stakeholders. In addition, describe the specific method(s) the project team will employ to ensure quality control for a specific project that is assigned to your firm. (Limit your Responses to 5 pages)

8. QUESTIONS AND ANSWERS

RFP Section	Question	Response
Section V, Scope	Is this solicitation also for forensic engineers/experts or is it only for design, repairs, and general planning?	The City's Neighborhood Department does not expect forensic engineering services. Refer to Section V, Scope, of the RFQu 22-029 solicitation documents.
Section, VI, Submittals	can we provide a cover letter with the submittal? can we include a table of contents with the submittal?	Refer to RFQu 22-029, Addendum 1, for page limits to Attachment 1 Statement of Qualifications and Item 2, Offer Submittal Format
Section VI, Submittals, Item, 7	On page 60 of the RFQ, it lists GIS services twice. Is one of those meant to be CA&I? Because in the scope of work section on page 49, Construction Administration and Inspection Services is listed as its own category of service.	Refer to this RFQu 22-029, Addendum 1.
Section I, Instructions, Item 3, Schedule of Events	Will the due date stay December 6th, or would the City consider additional time to compile our SOQ to respond to the adjusted RFQ requirements resulting from the Addendum?	Refer to this RFQu 22-029, Addendum 1.
Section V, Scope, Item 3, Objective	Can you provide some examples of types of projects that might be assigned under this on-call?	Refer to this RFQu 22-029, Addendum 1.



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RFP Section	Question	Response
Section V, Scope, Item 2, Background and 3, Objective	My question is in regard to Section V, 2. Background. The third paragraph states the estimate annual value is \$125,000. Multiple firms will be selected through this RFQ. Will the \$125,000 value be per firm or will it be the total for all firms, per year?	Refer to this RFQu 22-029, Addendum 1.
Section V, Scope	Can Architectural, Engineering, Land Survey and GIS Mapping Consulting Services be led by a Landscape Architecture firm?	Yes, if the Offeror meets the applicable professional credentials.

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

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____