



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

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**REQUEST FOR QUALIFICATIONS**

**PLANNING AND DEVELOPMENT DEPARTMENT  
RESIDENTIAL, COMMERCIAL AND  
FIRE BUILDING PLAN REVIEW  
ON-CALL SERVICES**

**PROCUREPHX PRODUCT CATEGORY CODES  
925000000 AND 906000000  
RFx 6000001203**

# REQUEST FOR QUALIFICATIONS

The City of Phoenix is seeking up to ten qualified consulting firms to provide Residential, Commercial and Fire Building Plan Review On-Call Services for the Planning and Development Department from May 1, 2022 through April 30, 2024.

## **SECTION I – SCOPE OF WORK**

The firms will be responsible for providing services including, but not limited to, reviews of plans for new construction, alterations, and repairs submitted by commercial and residential property owners for compliance with the Phoenix Building Construction Code and Fire Code. Interested firms must have experience conducting code reviews of, or preparing plans for new construction, alteration, and repair for submission to local jurisdictions. Individuals accepting this assignment will work under the direction of the Planning and Development Department.

Categories of work include:

### Residential

- Building
- Plumbing / Mechanical
- Electrical
- Energy
- Fire
- Structural
- Other plan review services as needed

### Commercial

- Building
- Plumbing / Mechanical
- Electrical
- Energy
- Fire
- Structural
- Other plan review services as needed

**Residential firms will review single family and duplex residencies as well as their accessory structures. Commercial firms will review all other building structures other than residential structures.** Interested residential reviewer firms will be required to provide plan review services for all categories listed.

**Interested commercial reviewer firms must specifically identify in the Statement of Qualifications Information Sheet the category(ies) and associated service(s) for which the firm is qualified and interested in providing to the City.**

Required insurance coverage includes General Liability and Professional Liability/Errors and Omissions of not less than \$1,000,000 per claim and an annual aggregate of \$2,000,000; statutory workers' compensation insurance and automobile insurance is required.

Firms must also provide a single point of contact person to coordinate the plan review process between the City of Phoenix and the consultant. The fee for these project/permit specific assignments will not exceed 75% of the prevailing plan review fee as authorized by the Phoenix City Code, Appendix A.2.

Licenses and Certifications shall meet the requirements of the City of Phoenix and the State of Arizona. No out of state travel will be paid.

The service contract contains a Conflict-of-Interest clause prohibiting the consultant from engaging in the review of any plans for buildings which plans have been prepared by the consultant or any member of the consultant's firm for design services for commercial construction within the City of Phoenix boundaries during the contract term.

## **SECTION II - PRE-SUBMITTAL MEETING**

A pre-submittal meeting will be held at 10:30 a.m., Phoenix time on Thursday, January 13, 2022, 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.

The pre-submittal meeting will include five additional Planning and Development On-Call Services.

### **PRE-SUBMITTAL MEETING WEBEX INFORMATION:**

#### **Join from the meeting link**

<https://cityofphoenix.webex.com/cityofphoenix/j.php?MTID=mcc69a8766b3cc9e6854368fa40bf2ab8>

#### **Join by meeting number**

Meeting number (access code): 2454 074 2217

#### **Join by phone**

+1-415-655-0001 US Toll

Need help? Go to <https://help.webex.com>

### **SECTION III - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA**

Firms 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 (maximum 250 points)**

Describe the experience and qualifications of the firm in performing plan reviews or preparing plans for review by local jurisdictions for similar projects. Provide at least two comparable projects.

For each project listed, provide:

1. Description of the services including scope and project owner
2. Role and responsibility of the firm
3. Contract service dates and contract value

#### **B. Experience of the Key Personnel Performing the Plan Review (maximum 250 points)**

Describe the experience and qualifications of the key personnel expected to be assigned to actively conduct the plan review work. 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. Description of the services including scope and project owner
2. Role of the key person
3. Knowledge and experience using current City of Phoenix Construction Codes including Building, Plumbing, Mechanical, Electrical, Energy and Fire codes
4. Certification information such as professional licenses and plan review certification and indicate any applicable minimum certifications as detailed in **Exhibit "A"** (Structural reviewer must be Arizona Registered Civil or Structural Engineers).
5. Contracted service dates and contract value

#### **C. Project Management, Approach and Responsiveness (maximum 350 points)**

Understanding and approach to the services, including a discussion of the important considerations in providing the services, and the teams approach to the following:

1. Describe proposed procedure for communicating between Planning and Development Department staff, the inspection team, and the customer
2. Describe the team's availability and plan to maintain continuity of the proposed services
3. Indicate if the firm has staff available to review plans within the city offices
4. Team's plan for responding to requests for additional qualified staff for short-term needs.
5. Describe your firm's understanding of the City's need for this project, including important considerations such as project issues and challenges.

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

Provide the following:

1. Organization chart showing key personnel, current professional licenses or certifications
2. Identify how many plan reviewers and inspectors will be provided with appropriate certification for each discipline
3. Identify the location of the lead firm's principal office and the home office location of key staff on this project.

**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 codes for this RFQ are 925000000 and 906000000 and the RFx number is 6000001203.**

**Submittals:**

- Submittals must be uploaded to the ProcurePhx website by the submittal due date and time.
- Submit only one 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 electronically the Statement of Qualifications by **12:00 noon, Phoenix time, on Friday, January 28, 2022.**
- 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**

Up to ten firms will be selected through a qualification-based selection process. Interested firms will submit a SOQ. The firms will be selected through a qualifications-based selection process. A selection panel will evaluate each SOQ per the criteria set forth in Section III above.

The City will select firms based on the SOQs received; no formal interviews will be conducted. The City may conduct a due diligence review on the firms receiving the highest evaluation.

The City expects to create a final list of the firms receiving the highest evaluation for this project. The City will enter into negotiations with the selected firms 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	January 13, 2022
SOQs due	January 28, 2022
Selection Notification	Mid-March 2022

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

The selected Consultant should expect to comply with the Arizona State Statutes Title 34 and City of Phoenix Design and Construction Procurement’s contract provisions.

## **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, Annette Perez at (602) 534-1423 or email [annette.perez@phoenix.gov](mailto:annette.perez@phoenix.gov).

**EXHIBIT A**  
**CERTIFICATION REQUIREMENTS**

<b>REVIEW TYPE</b>	<b>REQUIRED CERTIFICATIONS</b>
Architectural / Building	<ul style="list-style-type: none"> <li>• ICC Building Plans Examiner</li> </ul>
Structural	<ul style="list-style-type: none"> <li>• Registered Professional Engineer / Structural or Civil (PE)</li> </ul>
Electrical	<p><b><u>ONE</u></b> of the following certifications:</p> <ul style="list-style-type: none"> <li>• IAEl Electrical Inspector, Plan Review, <b>OR</b> ICC Electrical Plans Examiner</li> </ul>
Plumbing / Mechanical	<p><b><u>ONE</u></b> of the following certifications:</p> <ul style="list-style-type: none"> <li>• ICC Plumbing Plans Examiner <b>OR</b> IAPMO Plumbing Plans Examiner</li> <li>• ICC Mechanical Plans Examiner <b>OR</b> IAPMO Mechanical Plans Examiner</li> </ul>
Fire	<ul style="list-style-type: none"> <li>• ICC Fire Plans Examiner</li> </ul>
Residential Building Plan Review	<ul style="list-style-type: none"> <li>• ICC Residential Plans Examiner</li> </ul>