



City of Phoenix

OFFICE OF THE CITY ENGINEER
DESIGN AND CONSTRUCTION PROCUREMENT

200 West Washington Street, 5th Floor Phoenix, Arizona 85003-1611

PLANNING AND DEVELOPMENT DEPARTMENT ON-CALL SERVICES 2022-2024

NOTIFICATION LETTER NO. 1

JANUARY 26, 2022

This notification letter shall become part of the Request for Qualifications (RFQ) and applies to each of the following six (6) Requests for Qualifications:

- RFX 6000001203 Residential, Commercial, and Fire Building Plan Review
- RFX 6000001204 Residential & Commercial Building Field Inspections
- RFX 6000001205 Commercial AFP Plan Review and Inspection
- RFX 6000001206 Civil Plan Review
- RFX 6000001207 Civil Field Inspection
- RFX 6000001208 Residential and Commercial Landscape, Hillside, Slope Analysis and Inventory /Salvage Plan Review and Inspections

RFQ posted on solicitations webpage and City of Phoenix's ProcurePHX system:

Response to Questions:

QUESTION: Does the City pay mileage?

ANSWER: No, mileage is not reimbursable.

QUESTION: If working at City Hall, would the City equipment be used for review, i.e. computer, and software?

ANSWER: The preference is to use your own equipment as you may be working remotely as well.

QUESTION: What percentage of plan review is required to be completed in person and/or electronically?

ANSWER: Plan reviews are conducted both in person and electronically. The percentage of plan review in person and/or electronically is at the discretion of the Planning and Development Department.

QUESTION: Are subconsultants allowed under the prime for these on-call programs?

ANSWER: No.

QUESTION: Clarify, for the record, which of these contracts allow use of sub-consultants within the project team. Are subs allowed under prime consultants? If yes, can you also be a sub if priming?

ANSWER: Subconsultants are not to be presented nor allowed under any of the Planning and Development On-Call programs.

QUESTION: Can a cover page be included before the information sheet and not be part of the page count, as long as it doesn't include evaluation criteria?

ANSWER: Yes. A cover page is not included in the maximum page count unless it contains evaluation criteria.

QUESTION: Will you need to submit an SOQ for each on-call services program for which they want to submit?

ANSWER: Yes, each on-call program is separate and distinct and interested categories identified.

QUESTION: If the City does bring its employees back to City Hall, do you see continuing to allow contract reviewers to work remotely?

ANSWER: Yes. We are already working remotely and will be able to continue to do that.

QUESTION: Clarify for the record whether work for any contracts, other than Landscape, requires all work to be completed in-state.

ANSWER: A majority of the work is field work, so there is a need to be here in Arizona to do the work.

QUESTION: Is PE / SE license from other states given reciprocity?

ANSWER: You will have to apply for reciprocity on your own.

QUESTION: Do all SE engineers need AZ license for City of Phoenix?

ANSWER: Our preference is to have an AZ license. However, someone working under a contracted firm, and is already working under their AZ license, is acceptable.

QUESTION: Is preference given to firms with local office locations?

ANSWER: No preference is given. The office location is identified in Evaluation Criteria D in the RFQ, so the submitting firm's response to this criterion, is what will be evaluated.

All other terms and conditions remain unchanged.



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*****END OF NOTIFICATION NO. 1*****