



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

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**REQUEST FOR QUALIFICATIONS**

**100 W. WASHINGTON RENOVATION  
ARCHITECTURAL SERVICES  
CP10500007**

**PROCUREPHX PRODUCT CATEGORY CODE 906000000  
RFx 6000001271**

# REQUEST FOR QUALIFICATIONS

The City of Phoenix is seeking a qualified Architect to provide programming, study, assessment, engineering, design and construction administration and inspection services for the renovation of 100 West Washington facilities. The selected Architect will work as a team with the Construction Manager at Risk (CMAR) and City staff to ensure an efficient and effective design for the project. The project is located at 100 West Washington Street. The estimated construction cost is \$90 million.

## **SECTION I – PROJECT DESCRIPTION**

The City of Phoenix, Arizona ("City") acquired a 27-story, approximately 500,000 square foot office tower, two parking structures and ancillary property from Wells Fargo in October 2021. These assets are primarily located at 100 West Washington Street in downtown Phoenix and are now referred to as "100 West".

The 100 West properties were built in the early 1970s and have been generally well maintained. See Attachment A, consisting of three documents regarding facility conditions). A variety of tenant improvements and building updates have occurred over the years. The tower is largely vacant except for property management, security staff and vendors conducting maintenance. The bank branch will remain in use by Wells Fargo through approximately September 2022, at which time that space will become vacant. The parking structures are anticipated to remain active through the project.

The City's current Police Department Headquarters (PDHQ) is outdated and insufficient: at 156,000 square feet, it was built when Phoenix had one-third its current population. A Needs Assessment was completed in 2019 and this study was updated in 2022 (see Attachment B, City of Phoenix Police Headquarters Master Plan). This study has a 20-year horizon and anticipates approximately 470,000 square feet of space to accommodate the long-term needs of the City's PDHQ functions.

It is among the first and highest priorities for the City to develop functional, efficient space that caters to the unique needs of the dedicated staff who provide 911 services to the community. Additional planning efforts, including conceptual floor plans have been completed and can be reviewed in Attachment C, City of Phoenix Police Department Communications Bureau Program Document.

The following attachments are part of this RFQ and are available on the eProcurement/RFx 6000001271 project site:

**ATTACHMENT A (THREE REPORTS) - FACILITY CONDITION ASSESSMENT AND MANAGEMENT AND MAINTENANCE REVIEW – DATED 2/3/2022; WELLS FARGO PLAZA / 2<sup>ND</sup> AVENUE PARKING GARAGE – FACILITY CONDITION EVALUATION – DATED 6/11/2021; WELLS FARGO PLAZA AND 2<sup>ND</sup> AVENUE PROPERTY CONDITION ASSESSMENT – DATED 3/9/2021**

**ATTACHMENT B - CITY OF PHOENIX POLICE HEADQUARTERS MASTER PLAN**

**ATTACHMENT C - CITY OF PHOENIX POLICE DEPARTMENT COMMUNICATIONS BUREAU PROGRAM DOCUMENT**

**ATTACHMENT D - ONGOING WORK, EARLY PROCUREMENT AND CORE INFRASTRUCTURE RENOVATION ACTIVITY AT 100 WEST**

## **SECTION II – SCOPE OF WORK**

The City proposes to retain highly qualified, capable firm(s) to act as the Architect / Engineer / Design team ("Architect") throughout planning, design and completion of the 100 West renovation project. Work is expected to begin immediately upon contract award. The City will give prime consideration to respondents with significant, current experience in the development, design and renovation of public safety facilities as well as urban high-rises and municipal facilities. Significant collaboration with the City's Construction Manager and Owner's Rep will be required to deliver a timely, efficient and effective 100 West renovation project ("100 West Project") for the City.

The City anticipates a contract which will include schematic design, detailed project drawings, production of computer generated renderings, cost estimates for each phase of the project and documents for submittal through the City's Annual Facilities Program (AFP) (for more information on AFP, visit <https://www.phoenix.gov/pdd/services/inspections/annual-facilities-program>) to obtain the appropriate building permits.

The Architect will be required to perform the architectural and interior design services and will be required to retain and be responsible for all engineering and related disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, interior design, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated. The selected respondent is also required to identify and select the appropriate sub-consultants; however, City reserves the right to approve proposed sub-consultants that will be associated with the Project. The work will include, at a minimum, the following components:

- Analysis of the 100 West facilities and all documents provided as part of this solicitation.
- Development of a design plan for the 100 West Project to be a flexible, functional, efficient, cost effective, and sustainable City facility.
- Design of a project plan that allows for the phased implementation of the renovations and move-in of City functions and staff.
- Creative design and program solutions that will assist the City in attracting and retaining talent and yet are also cost-effective.
- Collaboration with the Construction Manager and Owner's Rep during the preconstruction design phase and throughout construction. Cooperation with the City and various City vendors who may still be working on certain early procurement and core infrastructure work. Refer to Attachment D, Ongoing Work, Early Procurement and Core Infrastructure Renovation Activity at 100 West.
- Coordination with City staff, 100 West facilities management and parking operations, as well as City vendors currently conducting work at 100 West, including a City-selected public artist.
- Delivery of design and construction documents, floor plans, renderings, technical specifications required to implement the project.
- Presentation of materials options and other interior design services to provide the City with options for finishes, including pricing and availability information, as well as collaboration with the CMAR and Owner's Rep on alternatives where appropriate.
- Construction administration and inspection services to ensure the design plans and intent are met in the field and provide quality control for the project.
- Timely response to RFIs and participation in regular Owner-Architect-Contractor meetings, and other communication and collaboration throughout the project.

### **SECTION III - PRE-SUBMITTAL MEETING**

A pre-submittal meeting will be held at 9:00 a.m. on Thursday, June 16, 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.

During this pre-submittal meeting, Owner's Representative Services and Construction Manager at Risk Services will also be discussed.

A brief City escorted in-person site visit will be available on Thursday, June 16, 2022, at 100 W. Washington Street.

Pre-scheduled meeting times are as follows:

- 12:45 p.m. – Owner's Representative Services
- 2:00 p.m. – Architectural Services
- 3:15 p.m. – CMAR Services

Each firm must pre-register no later than 12:00 p.m., on Tuesday, June 14, 2022, by emailing [debra.russell@phoenix.gov](mailto:debra.russell@phoenix.gov). Each firm is allowed a maximum of 2 people. Provide the email address of

each attendee and include the name, title, telephone number, and company name. You will receive an email confirmation of meeting time and a site map for meeting location.

There will not be a virtual option for the Site Visit.

**PRE-SUBMITTAL MEETING WEBEX INFORMATION:**

**Join from the meeting link**

<https://cityofphoenix.webex.com/cityofphoenix/j.php?MTID=ma70b8a3c60ba4eb508bb884f2e73afd3>

**Join by phone**

+1-415-655-0001 US Toll

**Meeting number (access code):** 2450 880 6445

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

**SECTION IV - 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. Design Experience of the Prime Firm (maximum 75 points)**

Describe the experience and qualifications of the prime firm in providing design services for similar projects. Identify at least three comparable projects which the firm has completed in the last seven years. The preferred prime firm will have experience providing such services on similar successful renovation projects for governmental and public safety facilities, as well as high-rise renovations in a downtown environment, preferably renovation and/or urban high-rise projects that exceeded \$25 million in total costs. For each project identified, provide the following:

1. Description of the project including scope and project owner and project images
2. Role of the firm and explain how this relates to the services being solicited
3. Project's original contract value, final contract value, and reason for variance
4. Project's start date, planned completion date, actual completion date, and reason for variance (or the anticipated completion date, if not yet complete)

**B. Construction Administration and Inspection Experience of the Prime Firm (maximum 50 points)**

Describe the experience and qualifications of the firm in providing construction administration and inspection (CA&I) services for similar projects. Identify projects the submitting firm has completed. Include assigned CA&I personnel if different from personnel performing design services. 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. Project's original contract value, final contract value, and reason for variance
4. Project's start date, planned completion date, actual completion date, and reason for variance (or the anticipated completion date, if not yet complete)

**C. Design Experience of the Key Personnel and Subconsultants (maximum 75 points)**

Describe the experience and qualifications of the specific project team expected to be assigned to this project in providing design services for similar projects in the last seven years. Identify at least three comparable projects. For each key person identified, list their length of time with the firm. List each key person's role in the projects provided. 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 project including scope and project owner
2. Role of the team or team member and explain how this relates to the services being solicited
3. Project's original contract value, final contract value, and reason for variance
4. Project's start date, planned completion date, actual completion date, and reason for variance (or the anticipated completion date, if not yet complete)

**B. Construction Administration and Inspection Experience of Key Personnel and Subconsultants (maximum 50 points)**

Describe the experience and qualifications of the project team expected to be assigned to this project in providing construction administration and inspection services for similar projects in the last seven years. Identify at least three comparable projects. For each key person identified, list their length of time with the firm. List each key person's role in the projects provided. 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. Include assigned CA&I personnel if different from personnel performing design services. 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. Project's original contract value, final contract value, and reason for variance
4. Project's start date, planned completion date, actual completion date, and reason for variance (or the anticipated completion date, if not yet complete)

**E. Project Understanding and Approach (maximum 125 points)**

Describe your firm's understanding of the City's need for this project, including important considerations such as project issues and challenges. Describe the team's approach to the project, including important considerations such as scope, schedule, and budget.

1. Discuss the major issues your firm has identified on this or similar projects and how you intend to or have addressed those issues.
2. Describe your firm's project management approach during design and construction phase services. Describe systems used for planning, scheduling, estimating, and managing the services.
3. Describe your firm's philosophy and approach to public safety facilities, including accessibility and security as well as tenant amenities. Use examples from comparable facilities and any issues that arose in the design, construction and development of those initiatives.

**F. Staffing Information for Key Personnel (maximum 25 points)**

Provide the following:

1. Team's availability and commitment to the project, including sub-consultants
2. Team's plan to maintain continuity of the proposed services
3. Organization chart showing key personnel, current professional licenses or certifications, and assigned roles for both Design and Construction Administration and Inspection Services for the project.
4. List any proposed subconsultants, including key staff names and the experience and qualifications
5. Identify the location of the lead firm's principal office and the home office location of key staff on this project.
6. State the extent to which the key staff assigned to this project will be available immediately upon contract award. Describe their intended/planned availability to work on this project for the remainder of 2022 as well as 2023 and into 2024.
6. Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract which resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.

7. Provide a schedule identifying the existing insurance amounts which would insure Architect's work on the Project.

**Reference Check (maximum 21 points\*)**

**Use the form provided** (Exhibit A) 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. Interviews are an additional 600 points, scores from the SOQ evaluations carry over to Interviews.

**SECTION V - 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/iri/portal> to login and access the electronic solicitation.

- The product category code for this RFQ is 906000000 and the RFx number is 6000001271.

**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 **15 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, July 8, 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 VI – 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 VII - 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 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	June 16, 2022
SOQs due	July 8, 2022
Firms notified for interview	August 1, 2022
Interview	August 18, 2022
Scope Meeting	Early September

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>

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 VIII – 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 Contract Specialist, Debra Russell at (602) 256-3444 or [debra.russell@phoenix.gov](mailto:debra.russell@phoenix.gov).

**EXHIBIT A**  
**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](mailto:soq.referencechecks@phoenix.gov)

The procurement identifier is:

6000001271

Attention: Debra Russell, Contracts Specialist

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 **July 8, 2022** to [soq.referencechecks@phoenix.gov](mailto:soq.referencechecks@phoenix.gov) attention:

**Reference in Subject Line: RFX #6000001271**

For questions:

Contracts Specialist: Debra Russell  
City of Phoenix, Office of the City Engineer, Design & Construction Procurement  
Email Address: [debra.russell@phoenix.gov](mailto:debra.russell@phoenix.gov)  
Telephone Number: 602-256-3444

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.

**100 W. WASHINGTON RENOVATIONS**  
**CP10500007**  
**RFx: 600001271**

**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 pt.); 2 = Poor (.50 pt.); 3 = Good (.75 pt.); 4 = Excellent (1.0 pt.)

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 July 8, 2022 by 12:00 pm Phoenix time to:***

[soq.referencechecks@phoenix.gov](mailto:soq.referencechecks@phoenix.gov)

**\*EMAIL SUBJECT LINE SHOULD REFERENCE RFx NUMBER: 6000001271**

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.