



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

REQUEST FOR QUALIFICATIONS

**100 W. WASHINGTON RENOVATION
OWNER'S REPRESENTATIVE SERVICES
CP10500007**

**PROCUREPHX PRODUCT CATEGORY CODES
925000000, 906000000, and 962580000
RFx 6000001273**

REQUEST FOR QUALIFICATIONS

The City of Phoenix is seeking to retain a highly qualified, capable firm to act as the Owner's Representative ("Owner's Rep") for the 100 W. Washington Renovation project. Services may include providing expertise, advice, cost estimating, and value engineering during the design/pre-construction phases, as well as monitoring of the renovation and expenditures during the construction phase for the 27-story, approximately 500,000 square foot office tower and parking structures.

The selected Owner's Rep will work as a team with the Architect, Construction Manager at Risk (CMAR), and City staff to ensure an efficient and effective design, build-out, and close-out for the project. The project is located at 100 W. Washington Street. The estimated total project cost is approximately \$90 million.

SECTION I – PROJECT DESCRIPTION

The City of Phoenix ("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 W. 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. 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The City's current Police Department Headquarters (PDHQ) is outdated and insufficient: at 156,000 square feet, it was built when Phoenix had one-third its current population.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. 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.

The following attachments are part of this RFQ and are available on the eProcurement/RFx 6000001273 project site:

ATTACHMENT A (THREE REPORTS) - FACILITY CONDITION ASSESSMENT AND MANAGEMENT AND MAINTENANCE REVIEW – DATED 2/3/2022; WELLS FARGO PLAZA / 2ND AVENUE PARKING GARAGE – FACILITY CONDITION EVALUATION – DATED 6/11/2021; WELLS FARGO PLAZA AND 2ND 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 Owner's Rep will assist the City throughout planning, design and completion of the 100 W. Washington Renovation project. Work is expected to begin immediately upon contract award. The preferred Owner's Rep will have 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 Architect and CMAR will be required to deliver a timely, efficient, and effective 100 W. Washington Renovation project ("Project") for the City.

The Owner's Rep will also assist the City to ensure all 100 West project scope / program elements are completed in a timely, quality manner from kick-off to punch walks, and will provide the City regular written and verbal status reports. In addition, the Owner's Rep shall facilitate the timely delivery of as-builts and warranty documentation in the format desired by the City, at the conclusion of the project. These services will be specified more fully in a contract agreement to be negotiated after selection.

The City anticipates a contract which will include the services noted above. If any are required, the selected respondent will identify and select the appropriate subconsultants; however, City reserves the right to approve proposed subconsultants that will be associated with the Project. In addition, the work will include, at a minimum, the following components:

1. Analysis of the 100 West facilities and all documents provided as part of this solicitation, with an initial report and feedback delivered to the City at a meeting within 10 business days of contract execution.
2. Advise City on strategies and prepare systems or processes to ensure all key elements of the Master Plan are implemented, as amended by the City, in an effective and efficient manner.
3. Facilitate the Project Team (City, Architect, CMAR, and other Project consultants) and advise the City, making recommendations on the Project schedule. As the schedule is developed and implemented, the Owner's Rep shall work to ensure the Project remains on schedule and will timely report to City regarding any evidence the Project schedule may not be on-track, including specific recommendations to get the schedule back on-track.
4. Collaborate with the Project Team during the preconstruction / design phase and throughout construction, including attending Owner's Rep – Architect - CMAR and other meetings as needed, and responding timely to RFIs and other Project correspondence.
5. Advise the City on a likely draw schedule and budget updates as appropriate; suggest updates to the City based on the Project's current status and market conditions.
6. Attend all regularly scheduled Project meetings, and any other meetings as needed when available or provided reasonable notice.
7. Advise the City on requests to make of the Project Team regarding plans, drawings, budgets, schedules, analyses, studies, reports or other reasonable information requests that may be useful to the Project, or which may be necessary or beneficial for the City.
8. Achieve consensus with the Project Team whenever practical, within the City's established goals, and advise the City on alternative approaches or positions at all other times in a timely manner.
9. Advise the City regarding any comments to any Project documents or decisions that are in the City's best interests.
10. Provide technical support to the City to assist in decision-making and facilitate solutions that benefit the City throughout the Project.
11. Assign knowledgeable staff to observe Project progress and timely opine to the City regarding the quality of the work and materials as well as any real or potential impacts to the Project's program, budget, safety, quality or schedule.
12. Provide constructability reviews of design and construction documents and make recommendations to the City.
13. Review all prospective change orders or other Project modification requests and provide timely feedback to the City.
14. Evaluate and suggest design alternatives, value engineering proposals, scheduling efficiencies and other work modification proposals, providing timely recommendations to City.
15. Interpret Project reports, plans, specifications, and construction documents and provide the City reports as requested; assist City with presentations for diverse stakeholders as needed; at a minimum, provide monthly written Project reports to City.
16. Review and analyze all Project pay requests for appropriateness, including supporting documentation such as detailed invoices and conditional lien waivers. Provide timely analysis to City, including verification that the labor and materials have been successfully provided; suggest edits or clarifications as appropriate.
17. Routinely inspect the 100 West facilities and Project work throughout construction. Verify conformance with Project plans, safety protocols and quality expectations. Provide timely updates to the City on such observations and communicate directly with the Project Team as appropriate.
18. Facilitate punch list development prior to substantial completion, providing clear direction to Project Team and advice to the City as needed to ensure successful execution of the Project. Inspect resolution of punch list work and report back to City.

19. Review record drawings, as-builts and warranty documentation for clarity and accuracy. Provide timely reports to City of any discrepancies or corrections required.
20. At City's request, return to Project approximately 11 months after completion, to facilitate one-year warranty site walk. Identify any defects or potential claims and assist City in their resolution, as requested by City.

Please note some early procurement and core infrastructure renovation activity has begun and may continue during and after this procurement. The selected Owner's Rep may be required to collaborate with various City vendors who may still be working on such early procurement and core infrastructure work at the time of contract award.

SECTION III - PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at 9:00 a.m., Phoenix time 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, Architectural 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 following the pre-submittal meeting. Site visit times are as follows:

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

Each firm must pre-register no later than 12:00 p.m. Tuesday, June 14, 2022 by emailing kandi.kawolsky@phoenix.gov. Each firm is allowed a maximum of two 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:

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

[Join meeting](#)

Join from the meeting link

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

Join by meeting number

Meeting number (access code): 2450 880 6445

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. Experience of the Prime Firm (maximum 100 points)

Describe the experience and qualifications of the prime firm in providing Owner's Representative or Program Manager services during design and construction phases for similar projects. Identify at least three comparable projects which the firm has completed in the last seven years. The preferred Owner's Rep 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
2. Role of the firm to include specific services provided during design phase and construction phase
3. Project's original quoted budget and the final actual costs associated to the project, along with a detailed description of the reasons for the cost variances and any value associated therewith
4. Project's originally scheduled completion date and the actual completion date and the reason for any variance.

B. Experience of the Key Personnel and Subconsultants (maximum 100 points)

Describe the experience and qualifications of the project team expected to be assigned to this project in providing Owner's Representative or Program Manager services during design and construction phases for similar projects completed in the last seven years. Identify at least three comparable projects. For each key person identified, list their length of time with the firm and each person's role in the projects provided. For each project identified, provide the following:

1. Description of the project including scope and project owner
2. Role of the team or team member to include specific services provided during design phase and construction phase and how those services relate to this project
3. Project's original quoted budget and the final actual costs associated to the project, along with a detailed description of the reasons for the cost variances and any value associated therewith
4. Project's originally scheduled completion date and the actual completion date and the reason for any variance.

C. Project Understanding and Approach (maximum 150 points)

Describe your firm's understanding of the City's need for Owner's Rep services for the Project. Describe the team's approach to the Project, including important considerations such as scope, schedule, and budget, and other unique challenges.

1. Discuss the major issues your firm has identified on this project and how you intend to address those issues.
2. Describe your firm's project management approach during design and construction phase services. Describe software systems used for planning, scheduling, estimating, and managing the services.
3. Describe your firm's communication and coordination strategies for this Project.

D. Staffing Information for Key Personnel (maximum 50 points)

Provide the following:

1. Team's availability and commitment to the project, including subconsultants
2. Team's plan to maintain continuity of the proposed services on this project for the remainder of 2022, throughout 2023, and into 2024
3. Organization chart showing key personnel, including subconsultants, current professional licenses or certifications, and assigned roles for both Owner's Representative Services for the project
4. 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 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/irj/portal> to login and access the electronic solicitation.

- The product category codes for this RFQ are 925000000, 906000000, and 962580000 and the RFx number is 6000001273.**

- 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 17, 2022
Scope Meeting	late August / 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, Kandi Kawolsky at (602) 256-4108 or kandi.kawolsky@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

The procurement identifier is:

6000001273

Attention: Kandi Kawolsky

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

Reference in Subject Line: RFx #6000001273

For questions, contact Kandi Kawolsky at 602-256-4108.

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 RENOVATION
CP10500007
RFx: 6000001273**

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

***EMAIL SUBJECT LINE SHOULD REFERENCE RFx NUMBER 6000001273**

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.