



CITY OF PHOENIX, ARIZONA  
OFFICE OF THE CITY ENGINEER

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**REQUEST FOR QUALIFICATIONS**

**PHOENIX SKY HARBOR INTERNATIONAL AIRPORT  
TERMINAL 4, S-1 CONCOURSE**

**DESIGN SERVICES**

**PROJECT NO. AV21000097-1**

**MAYOR**

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**CITY MANAGER ED ZUERCHER  
CITY ENGINEER KINI L. E. KNUDSON, PE**

# REQUEST FOR QUALIFICATIONS

## PHOENIX SKY HARBOR INTERNATIONAL AIRPORT TERMINAL 4, S-1 CONCOURSE DESIGN SERVICES PROJECT NO. AV21000097-1

The City of Phoenix is seeking a qualified architectural consultant team to provide design services and possible construction administration and inspection services for a new concourse, connector/transfer bridges and necessary terminal improvements, including: ticketing, baggage, and security checkpoint expansion at Terminal 4 (T4) of Phoenix Sky Harbor International Airport (PHX). The project construction cost is estimated to be approximately \$180 million.

### **SECTION I – PROJECT DESCRIPTION-**

On October 25, 2016, the Phoenix City Council approved construction and funding of T4 S-1, the eighth and final concourse at Terminal 4. During peak periods, the existing gates at Terminal 4 are all occupied, diminishing customer service activity. T4 S-1 would add up to eight new gates at PHX T4 and would allow for additional and newer facilities to enhance customer service, more easily serve passengers and support long term airline activity.

### **SECTION II – SCOPE OF WORK**

This new Concourse will be located to the southwest of the main terminal, opposite the existing concourse, with gates A-15 through A-30.

The scope of work may include but is not limited to:

- A new 3-4 level concourse (basement, apron and passenger levels) with approximately 30,000 square feet per level; mezzanine potential.
- Connector bridge with moving walkways, approximately 30,000 square feet.
- Transfer bridge with moving walkways, approximately 30,000 square feet.
- Aircraft apron and hydrant fueling system for 8 gates.
- Security screening checkpoint expansion at Checkpoint D.
- Ticketing counter and baggage claim carousel expansion within the T4 Terminal.
- Outbound baggage handling system inclusive of new conveyors, carousel(s) and EDS expansion to service T4 S1 and T4 S2 demand.
- Aircraft parking plan.
- Public Restrooms.
- Associated structural, electrical, mechanical and civil work.
- Retail and food and beverage shell spaces.
- Potential International Facilities.
- Passenger boarding bridge and gate equipment.
- Airside, landside access and loading dock.
- Service road below taxiways.

The construction administration and inspection services scope of work may include but is not limited to:

- Run regular periodic construction meetings.
- Preparation and response to meeting minutes, RFI's and submittal review/approvals.
- Timely uploading and archiving of project related documentation into the City's Project Management System.
- Certification of progress payments.
- Prepare FAA Monthly Construction Progress Reports.

- Review contractor's proposed proposal requests and change orders.
- Close-out related services.
- Participate in the 11 ½ month warranty inspection.

### **SECTION III - PRE-SUBMITTAL CONFERENCE**

A pre-submittal conference will be held on Tuesday, June 6, 2017, at 2:00 p.m., local time, at Phoenix Sky Harbor International Airport Facilities & Services Building, 2<sup>nd</sup> Floor Conference Rooms A & B, located at 2515 E. Buckeye Road, Phoenix, Arizona. At this meeting, staff will discuss the scope of work, general contract issues and respond to questions from the attendees. As City staff will not be available to respond to individual inquiries regarding the project scope outside of this pre-submittal conference, it is strongly recommended that interested firms send a representative to the pre-submittal conference.

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

A Firm will be selected through a qualifications-based selection process based on the following criteria:

#### **A. General information (10 points)**

1. Provide a general description of the firm or team that is proposing to provide services for the project.
2. Provide the following information:
  - a. List the professional licenses held by the team and the key personnel who will be assigned to this project.
  - b. Identify the location of the lead firm's principal office and the home office location of key staff on this project.
  - c. Provide an organization chart showing key personnel.

#### **B. Design Experience of the Prime Firm (20 points)**

Discuss the experience and qualifications of the prime firm in providing design services for similar projects. For each project listed, please provide:

1. Description of the project
2. Project's original contracted construction cost and final construction cost
3. Construction dates
4. Project owner
5. Reference information (two current names with telephone numbers per project)

#### **C. Construction Administration and Inspection Experience of the Prime Firm (15 points)**

Discuss the experience and qualifications of the prime firm in providing construction administration and inspection services for similar projects. For each project listed, please provide:

1. Description of the project
2. Project's original contracted construction cost and final construction cost
3. Construction dates
4. Project Owner
5. Reference information (two current names with telephone numbers per project)

#### **D. Experience of Key Personnel and Subconsultants (20 points)**

Experience and qualifications of the specific project team expected to be assigned to this project. Include sub-consultant, experience. Identify each team member's role in the projects identified.

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 other projects provide the following:

1. Description of project
2. Role of the person
3. Project's original contracted construction cost and final construction cost
4. Construction dates
5. Project Owner
6. Reference information (two current names with telephone numbers per project)

**E. Project Understanding and Approach (30 points)**

Understanding and approach to the project, including a discussion of the important considerations of the project and the teams approach to the project issues.

**F. Overall evaluation of the firm and its perceived ability to provide the required services (5 points)**

Overall evaluation of the firm's capability to provide the required services as determined by the selection panel members. No additional submittal response is required.

**SECTION V - SUBMITTAL REQUIREMENTS**

Firms interested in this project should submit a Statement of Qualifications (SOQ). Submittal requirements are as follows:

**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 DAYS OF SUBMITTING THE REQUEST. THE VENDOR NUMBER NEEDS TO BE INCLUDED ON THE COVER OF THE STATEMENT OF QUALIFICATIONS OR ON THE BID PROPOSAL PACKAGE/ENVELOPE. INFORMATION ON HOW TO REGISTER WITH THE CITY IS AVAILABLE AT:**

<https://www.phoenix.gov/finance/vendorsreg>

- Cover Letter:** Provide a one page cover letter which includes full firm company name, address, phone number and the email address of your contact person for the project.
- Evaluation Criteria:** Address the SOQ evaluation criteria and include a project organizational chart.
- Additional Content:** Resumes and other information may be included (*content shall be included within the permitted maximum page limit*).
- Submittals:**
  - Conflict of Interest Form
  - Clearly display the firm name, vendor number, project title, and project number on the cover of the SOQ and submittal package.
  - Submittals must be placed in the depository located in the reception area on the 6<sup>th</sup> Floor of Phoenix City Hall by the submittal due date/time.
  - All submittals must be addressed to:

City of Phoenix  
Kini L. E. Knudson, PE, City Engineer  
c/o Liz Blakley  
200 W. Washington Street, 6th Floor  
Phoenix, AZ 85003-1611

- Provide **10 copies** of the Statement of Qualifications.
- A maximum of **20 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 cover letter.**)
- Submit the Statement of Qualifications by **12:00 noon, local time, on Friday, June 16, 2017**
- Paper Size shall be 8½ " x 11"
- Font size may not be less than 10 point
- 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
- Conflict of Interest Form, Front and back covers, cover letter, 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

**Note: All pages exceeding the specified maximum page limit will be removed from the submittal and not considered in evaluating a submitted SOQ.**

**GROUNDINGS FOR DISQUALIFICATION:**

Please be advised that the following **will be grounds for disqualification**, and will be strictly enforced:

- Receipt of submittal after the specified cut-off date and time.
- Too few copies of the submittal.
- Deposit of submittal in the wrong location.
- Violating the "Contact with City Employees" policy contained in this RFQ.

**SECTION VI - SELECTION PROCESS AND SCHEDULE**

The successful firm/s will be selected through a qualifications based selection process. Interested firms will submit a Statement of Qualifications (SOQ). A Selection Panel will evaluate each SOQ according to the criteria set forth in Section V above. Finalists from the SOQ evaluation will be invited to participate in detailed interviews. An invitation letter to each finalist will provide the evaluation criteria to be used during the interview presentation. Interview evaluations to select the highest qualified firm are final and do not include scores from the SOQ evaluation process. The City may conduct a due diligence review on the firms 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 and contract terms for 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 6, 2017
SOQs due	June 16, 2017
Firms notified for interview	July 12, 2017
Interview	July 26, 2017
Scope Meeting	September 2017

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 Street Transportation Department "Project Interviews" website:

<http://phoenix.gov/streets/procurement/project-interviews>

Firms selected for this project will be notified directly by the City. Notification to all other firms on the status of a selection on this project will be posted on the City of Phoenix Street Transportation Department "Preliminary Bid Results and Recent Awards" website:

<http://phoenix.gov/streets/procurement/bid-results>

## **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 (STR). Design and Construction Procurement coordinates the citywide consulting and construction contracting procurement processes.

**Planholder Lists.** All firms who download the Request for Qualifications packet for this project from the "Current Opportunities" webpage will be listed on the project's Planholder List. This report is available within the project folder. The website address is:

<http://phoenix.gov/streets/procurement/current-opportunities>

Firms receiving a copy of the Request for Qualifications (RFQ) through any other means must download the RFQ from the City webpage and register as a planholder for the project.

**Changes to Request for Qualifications.** **Any changes to this Request for Qualifications will be in the form of a Notification Letter.** The City of Phoenix shall not be held responsible for any oral instructions. Notification Letters are available within the project folder. The address is:

<http://phoenix.gov/streets/procurement/current-opportunities>

***It shall be the responsibility of the registered RFQ holder to determine, prior to the submittal of the Statement of Qualifications, if Notification Letters have been issued.*** Registered RFQ holders may refer to the webpage or call the Contract Specialist (listed below) in order to ascertain if Notification Letters have been issued for this project.

**Alternate Format.** For more information or a copy of this publication in an alternate format, contact the Contract Specialist (listed below) - Voice or 602-256-4286 – TTY. 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.** 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.

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 West 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.

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.**

**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.

**Data Confidentiality.** Except as specifically provided in the Contract, the Consultant or its subconsultants shall not divulge data to any third party without prior written consent of the City.

**Legal Worker Requirements.** The City of Phoenix is prohibited by A.R.S. § 41-4401 from awarding a contract to any firm who fails, or whose subconsultants fail, to comply with A.R.S. § 23-214(A). The firm and each subconsultant shall comply with all federal immigration laws and regulations related to their employees and compliance with the stated law. The City of Phoenix retains the legal right to inspect the papers of any firm or subconsultant employee who is awarded a contract to ensure that the firm or subconsultant is complying with the law.

**Lawful Presence Requirement.** Pursuant to A.R.S. §§ 1-501 and 1-502, the City of Phoenix is prohibited from awarding a contract to any natural person who cannot establish that such person is lawfully present in the United States. To establish lawful presence, a person must produce qualifying identification and sign a City-provided affidavit affirming that the identification provided is genuine. This requirement will be imposed at the time of contract award. This requirement does not apply to business organizations such as corporations, partnerships or limited liability companies.

**No Israel Boycott.** By entering into this contract, the Engineer/Contractor certifies that they are not currently engaged in, and agrees for the duration of the Contract to not engage in, a boycott of Israel.

**Worker Background Screening.** Consultant and its subconsultants awarded a contract for this project shall perform Background Screening for all employees providing services for the project. The Background Screening provided by Consultant and subconsultants shall comply with A.R.S. § 41-4401, and all applicable laws, rules and regulations. In addition to the Background Screening performed by the Consultant and subconsultants, the City reserves the right to require the Consultant and subconsultants provide fingerprints and execute other documentation as necessary to obtain criminal justice information pursuant to A.R.S. § 41-1750(G)(4) or Phoenix City Code § 4-22.

**Badge Access Requirements.** The Consultant and subconsultants shall not be allowed to begin work in a City facility without prior completion and City's acceptance of the required background screening; and when required, the Consultant's and subconsultant's receipt of and payment for a City issued badge.

**Protest Procedures.** Firms wishing to respond to disqualification or a procurement outcome may refer to The Code of the City of Phoenix Chapter 2, Article XII, Section 2-188 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/>

**Questions.** Questions pertaining to this selection process or contract issues should be directed to the Contract Specialist, Liz Blakley at (602) 681-5317.