REQUEST FOR QUALIFICATIONS

BUS RAPID TRANSIT
PLANNING, CAPITAL SYSTEM DEVELOPMENT,
COMMUNITY EDUCATION AND ENGAGEMENT,
AND PRELIMINARY ENGINEERING

PROJECT NO. PT00400001-1

MAYOR
GREG STANTON

CITY COUNCIL
DISTRICT NO. 1 – THELDA WILLIAMS
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DISTRICT NO. 3 – DEBRA STARK
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DISTRICT NO. 7 – MICHAEL NOWAKOWSKI
DISTRICT NO. 8 – KATE GALLEGO

CITY MANAGEMENT
CITY MANAGER    ED ZUERCHER
CITY ENGINEER   KINI L. E. KNUDSON, PE
The City of Phoenix is seeking highly qualified consultant teams to assist the City in developing a nationally recognized BRT program, which is a major component of the Transportation 2050 (T2050) Program. Consultant teams for this effort will engage in transit network, operation, capital vehicle and infrastructure planning, capital system design and development, community education and engagement, and preliminary engineering.

The T2050 BRT Program identified the following five corridors for implementation:

- Thomas Road (91st Avenue to 44th Street) – an 18.5-mile corridor
- Baseline Road (59th Avenue to I-10) – a 14-mile corridor
- 19th Avenue (Baseline Road to Camelback Road and Dunlap Avenue to Happy Valley Road) or 35th Avenue (Baseline Road to Happy Valley Road) – a 20-mile corridor
- 24th Street (Baseline Road to Biltmore Fashion Park) – a 10-mile corridor
- Bell Road (51st Avenue to Scottsdale Road) – a 15-mile corridor

This Request for Qualifications (RFQ) includes two packages:

- Package A includes planning, capital development, and community education and engagement for the BRT system (one firm will be selected for Package A)
- Package B includes preliminary engineering for a BRT corridor (up to three firms will be selected for Package B)

Teams can propose on: Package A only, Package B only, or Packages A and B. Selection of a team for Package A does not preclude selection of the same team for a Package B corridor. No individual team will be selected for more than one preliminary engineering (Package B) corridor. The contract term will be for three years with one three-year extension option. Individual firms may participate on multiple team submittals as team members or subconsultants.

SECTION I – PROJECT DESCRIPTION – PACKAGE A

The City of Phoenix Public Transit Department and Street Transportation Department (COP) require the services of a team with strong national BRT experience to lead the planning, capital system development, and community education and engagement services in support of the T2050 BRT Program. A strong background and experience working in the areas of public transit planning and BRT operations, intelligent transportation system (ITS) design, design of transit vehicles, facilities and stations, transportation funding and finance, community education and engagement and specifically, the delivery of high-capacity transit projects that integrate multiple modes and services connecting neighborhoods and activity centers is preferred.

The project team shall have a strong understanding of Bus Rapid Transit planning, design, and operations, and have a keen focus on how BRT can be integrated within Phoenix’s overall transportation system and traffic control system to prioritize transit mobility, safe access to stations, and multimodal integration. Key elements of expertise include transit signal priority, passenger station design, specialized BRT vehicles and component systems, urban design, multimodal integration, system branding, fare collection, and design of various dedicated running-way configurations and priority treatments, signage, and integrated public art.
Capital system development will result in a unified brand, system design for stations and passenger amenities, vehicle specifications, intermodal connection standards, fare collection and boarding protocols, signage, and technology strategies for transit priority, real-time information systems, and coordination with Valley Metro and COP. The team will be expected to work closely with signal technology staff at the COP, provide components for testing and integration, and develop corridor solutions supporting progression, transit signal priority and multimodal integration.

The Proposer shall have a strong team of education, communication and community engagement professionals to work successfully in all areas of the City with diverse backgrounds and varying community objectives. Expertise working with grass-roots and community based organizations will be vital. Key efforts will be educating the community about this new service and working to successfully integrate the improvements with the inclusion of local neighborhood objectives. The team shall include experienced communication staff that has significant transit experience working in the arenas of community education and engagement, collaboration, inclusive outreach, and stakeholder problem-solving. Key strategies of the community engagement include:

- Educating neighbors and businesses about Bus Rapid Transit, what it is, and how it works to benefit the community
- Providing data-driven, graphic-oriented messaging that is easily understandable without being overly technical
- Maintaining ongoing community engagement throughout the various project stages, rather than just at project and design milestones
- Communicating primarily at community members’ meetings and events
- Conduct inclusive outreach to and with:
  - Neighborhood and business groups
  - Ethnic and/or language groups
  - Human Service agencies and targeted media for traditionally underrepresented groups
  - Traditional and social media platforms
  - Website and webpage development and management
  - Private development project representatives along the corridors

The communication and engagement effort will also support COP staff with presentations to the Citizens Transportation Commission and other City boards, commissions, and the Phoenix City Council.

At a minimum, the team shall identify and assign a Managing Principal to oversee the overall contract, a BRT Program Manager to manage the day-to-day activities of the planning and program, a Capital System Development Lead, and a Community Education and Engagement Lead to direct communication and overall community engagement. The BRT Program Manager should be a transit and community planner with strong experience and a record of working successfully with diverse communities and stakeholders on both transit capital and operational planning and network restructuring. It is desired that the Managing Principal, BRT Program Manager, Capital System Development Lead and the Community Education and Engagement Lead are dedicated to this program with a local presence through completion of the contract.

The team shall have a familiarity and understanding of working with federal, state, and regional transportation agencies and have strong experience in transportation finance and developing funding plans to leverage the opportunities of the multi-corridor program.

SECTION II – SCOPE OF WORK – PACKAGE A

Program Management and Capital System Development
The team will develop a comprehensive Program Management Plan (PMP) that provides a clear roadmap for successful implementation of the T2050 BRT Program. The PMP shall include an oversight structure, a phasing, operation and implementation program, a financial and funding strategy, program goals, objectives, performance measures and a timeline for implementation with major program milestones.

The PMP will provide a framework for the development of all BRT system-wide elements, including but not limited to: stations (including shade, accessibility, and passenger amenities), right-of-way design and channelization, multimodal connections (including new shared mobility opportunities and technologies),
The consultant will provide ongoing support through completion of the contract, including managing all aspects of the technical analysis, community education and engagement, supporting COP staff and coordinating with agency partners, other COP consultants, and assisting in delivering the BRT Program.

**Program Development, Network Analysis and an Operation Plan**

The consultant team will be tasked to develop a robust work program leading to a program development roadmap supported by network analysis and operational objectives. This roadmap will include, at a minimum:

- An assessment of the criteria used for the initial selection of corridors to ensure that previous conditions are still valid for our current and future transit system
- An assessment of corridor segments for viability in the Federal Transit Administration (FTA) Capital Investment Grant program; this includes land use and economic development factors critical to the success of individual corridors
- A network plan, with any proposed phasing or coordinated implementation with other T2050 projects such as the South Central Extension (light rail), street improvements, and multimodal investments. The network plan will require a specific work plan to evaluate and advance either the 19th Avenue or 35th Avenue corridor
- A shared mobility strategy that leverages BRT ridership and access by accommodating new shared use technologies, services, facilities and uses, partnerships, personal technology (such as card readers, smart phones, etc.), as well as addresses first/last mile connections, health, safety, and comfort of the customer
- Defined BRT service and performance goals
- Corridor analysis including, but not limited to, ridership forecasts, productivity analysis, value of investment over time, travel time savings, peak hour speeds, economic and environmental benefits. This analysis will include visual and operational simulations of alternatives and comparison of various levels of capital investments over the span of the T2050 horizon.
- An operating plan that addresses specific BRT operation strategies, routing, layover, interlining, or overlap with local bus service and tactics to address bunching or other inefficiencies
- A clear definition of the BRT tools to be implemented on the corridors, which, in combination will provide a premium, frequent, and reliable service
- Transit supportive strategies addressing emerging technologies, economic, social and environmentally sustainability that leverage the BRT investment and community benefits
- A public art strategy and implementation plan for BRT, developed in coordination with staff from the City’s Office of Arts and Cultural and the Public Transit Department
- A corridor development process or processes from concept development, through construction
- A program timeline and funding assumptions for each corridor

It is expected that the consultant team will work with COP staff to tailor the corridor capital and operating budgets to best match the needs to achieve the defined service and performance goals, attain social equity for traditionally underrepresented communities, and maximize benefits to the greatest number of Phoenix residents and transit riders. The team will also work closely with Street Transportation Department and other City staff to coordinate and leverage related projects to provide cost savings, minimize construction impacts, and increase grant leveraging opportunities for the BRT program.

The COP desires a screening of the project corridors for FTA or other grant and funding opportunities as part of the BRT Systems’ financial strategy. As part of the operating plan approach, the consultant team will be expected to develop operating scenarios that reflect expected ridership, travel time and frequency growth as ridership matures over the 30+ year funding horizon. This plan will support and leverage neighborhood goals, social equity, planning and economic development objectives for the community, as T2050 BRT corridors are advanced into design and construction. It is expected that the consultant team will recommend innovative approaches and strategies to advance the BRT Program and employ efficiencies for cost and time savings in all aspects of the work program.
Funding Strategy and FTA Documentation
The team shall assist the COP in the development of a holistic capital and operating funding strategy. This will include consideration of regional, state, and local funding opportunities and coordination with partner agencies. A key focus will be consideration of Fixing America’s Surface Transportation Act (FAST) opportunities including the program of interrelated projects, Small Starts, Transportation Investments Generating Economic Recovery (TIGER), and other federal grant opportunities. Additionally, the team shall be prepared to evaluate value capture, tax and private funding and finance options, naming rights, joint development and Transit Oriented Development (TOD), Transportation Infrastructure Finance and Innovation Act (TIFIA), and Public-Private Partnerships where available/applicable. The consultant team shall also consider corridor refinements, adjustments and operating scenarios to maximize grant opportunities or leverage other efficiencies and city programs.

Environmental Analysis
The team shall assist the COP with National Environmental Policy Act (NEPA) compliance and documentation for one or more corridors. This will include conducting environmental review and preparing documentation at a programmatic and corridor level, including sufficient documentation to meet NEPA requirements for the FTA Small Starts process or other applicable federal programs. The consultant team will lead the environmental effort, with Street Transportation Department environmental staff assisting with the review.

Community Education and Engagement
The team shall include a staff of experienced public involvement specialists to support all aspects of this contract. The team will be tasked with developing an education and engagement plan that defines how the BRT program will be developed with meaningful resident education and engagement including businesses and stakeholders that will be served by this new service. This work effort, including significant education and outreach methods, will be critical to the success of the overall program. As such, the evaluation criteria include a significant value on the related strategies identified in Section I.

The City of Phoenix is committed to advancing a workforce development program with the objective of engaging, growing and creating genuine opportunities for local community members, organizations and businesses. The goal of this initiative is to generate long-lasting opportunities by bringing jobs, workforce training and economic benefits to the communities served by the planned capital projects.

Consultants are required to actively lead and engage in workforce development for this effort with the COP. COP and the awarded team will identify appropriate activities during the planning, design, and construction phases. Examples of past activities include job symposiums, trade education seminars and community engagement events throughout the project’s duration. Activities that engage diverse and traditionally hard-to-reach populations are highly encouraged. Coordination of these efforts with community education and engagement activities shall be an included element of this solicitation. The COP expects the consultant team to coordinate and include opportunities in conjunction with the Workforce Investment Act. For more information about the Business and Workforce Development Program, refer to:


SECTION III – PROJECT DESCRIPTION – PACKAGE B

The City of Phoenix Public Transit Department and Street Transportation Department (COP) require the services of engineering firms with experience conducting preliminary engineering for BRT corridors. The work includes civil and traffic engineering for all aspects of the corridor and transit service, including, but not limited to: utilities, street design, traffic signals, transit signal priority and intelligent transportation system (ITS), stations and passenger amenities, multimodal integration, landscape and urban design. The proposing teams shall have a strong understanding of, and experience designing transit priority corridors in alignment with the principles and strategies defined in the National Association of City Transportation Officials (NATCO) Transit Street Design Guide and Urban Street Design Guide.

The three teams selected will each develop preliminary engineering (up to 15% design completion) for one assigned corridor. The three corridors and project development schedule will be solidified through initial planning and program implementation work. For this RFQ selection process, the top scoring team
will be assigned the Thomas Road corridor. The Thomas Road corridor exhibits the greatest local transit ridership, significant educational and medical employment centers, active retail centers, and economic factors to implement a nationally recognized BRT project.

With the South Central light rail extension scheduled to open in 2023, the Baseline Road corridor is very likely to emerge as one of the first three corridors to move into preliminary engineering. The third likely BRT corridor is a north/south corridor on either 19th Avenue or 35th Avenue. Initiation of preliminary engineering will be directed by the project development schedule at the discretion of the COP. These two corridors (Baseline Road and 19th Avenue or 35th Avenue) may be assigned to the highest evaluated teams based upon the program development schedule and team experience.

Corridors 24th Street (Baseline to Biltmore Fashion Park) – a 10-mile corridor and Bell Road (51st Avenue to Scottsdale Road) – a 15-mile corridor are not anticipated to be initiated into preliminary engineering at this time. However, changes directed by the COP could change the corridors assigned to consultants selected under Package B.

The COP desires consultant teams that include multiple firm participation and representation from small and disadvantaged business enterprises (SBE/DBE). The preliminary engineering teams shall identify an experienced BRT Design Project Manager that shall be an Arizona licensed professional engineer, or may hold a similar license in another state but must obtain a license in Arizona prior to execution of the contract. All design aspects shall be developed with internal coordination with the Public Transit and Street Transportation Departments, as well as insight from Planning and Development Department, Community and Economic Development Department, Neighborhood Services Department, Water Services Department and other City staff.

The team will be directed to unify design standards and systems to make the best use and efficiency of project budgets, standard fleet operations, and a unified brand and design for stations and passenger amenities. Specific services to be provided under this procurement are further detailed in Section IV – Scope of Work.

**SECTION IV – SCOPE OF WORK – PACKAGE B**

**Preliminary Engineering**

The scope of work includes preliminary engineering up to 15% design for up to three corridors, conducted by three different lead teams. The teams working on Package B will need to support and coordinate with ongoing Package A activities that can range from planning and environmental activities to design coordination and construction cost estimates.

One or more of the five corridors may proceed into the Federal Transit Administration (FTA) Capital Investment Grants program. In this case, the preliminary engineering will be scoped with ongoing planning activities to increase work efficiencies and avoid duplication of effort by Package A and B teams.

Preliminary engineering may require the development of project options and alternatives in support of a locally preferred alternative. This work will also require close coordination with team members conducting community education and engagement. Preliminary engineering will prioritize transit mobility in the corridor, safe access to stations, and intermodal transit connections in the multifunctional streets, which also serve shared modes such as ride hailing services and bike share, freight, and general purpose automobile trips.

Preliminary engineering will require close attention to major utility assets in the corridors, supporting placemaking, multimodal connections, shade and comfort for riders walking to transit stops, street furniture, stations and utility cabinets. In some corridors, infrastructure gaps and accessibility shortcomings will need to be identified and addressed. The designers shall also be responsive to program requirements for public art and community initiatives.

**SECTION V - PRE-SUBMITTAL MEETING**

A pre-submittal meeting will be held on Thursday, October 26 at 8:00 a.m., local time, at Phoenix City Hall, 5 West Conference Room, located at 200 W. Washington Street, 5th Floor, Phoenix, Arizona. At this meeting, COP staff will discuss the scope of work, general contract issues and respond to questions from
the attendees. As COP staff will not be able to respond to individual inquiries regarding the project scope outside of this pre-submittal meeting, it is strongly recommended that interested firms send a representative to the pre-submittal meeting.

SECTION VI - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

PACKAGE A

One firm will be selected through a qualifications-based selection process based on the following criteria for Package A:

A. General information (10 points)

1. Provide a general description of the team that is proposing to provide services for Package A. The Proposer shall provide sufficient information on each individual firm to allow the COP to fully understand the composition of such Proposer.

2. Identify the location of the prime firm’s principal office.

3. Provide a project team matrix which illustrates the key elements of the organizational structure proposed to accomplish the scope of work. The Proposer shall identify the Managing Principal, BRT Project Manager, Capital System Development Lead, Community Education and Engagement Lead and other key staff. Key technical personnel within each discipline shall also be identified. Other items to be included in the project team are:

   A. Provide staffing capabilities relative to resources of the firm’s offices to provide the requested services and any other offices’ personnel that would be assigned to provide the services to the COP.
   B. Staffing availability and 1/2-page resumes of the Managing Principal, BRT Project Manager, Lead Capital System Development Lead, Community Education and Engagement Lead.
   C. List the professional licenses held by the team.

B. Experience of the Prime Firm and Team (30 points)

1. Describe the experience and qualifications of the prime firm in providing transit services for: (a) high-capacity transit projects (b) a transit project that demonstrated significant and innovative community education and engagement efforts and successful outcomes, and, (c) a project that demonstrates innovative funding and finance expertise resulting in a successful project. For each project listed, provide:

   A. Description of the project
   B. Role(s) of the firm(s)
   C. Project Manager and key staff
   D. Project's original contracted budget and final costs
   E. Active dates of the contract
   F. Project owner
   G. Reference information (two current names with telephone numbers per project)

2. Summarize any relevant experience working with transportation agencies and other governmental bodies such as, FTA, Federal Highway Administration, Arizona Department of Transportation, Maricopa Association of Governments, Maricopa County Department of Transportation, and Valley Metro.

3. Describe the prime firm’s management and coordination experience. Include information relative to the firm’s experience providing management and coordination services similar to the services expected of the selected BRT Project Manager. This description shall specifically address the Proposer’s record in delivering completed projects on time and on budget. Project information previously furnished in response to other sections shall be summarized or incorporated by reference, rather than repeated in whole.
4. Provide a list of the key staff assigned to develop and provide integrated signal technologies supporting the BRT program and provide a brief summary of their experience on similar BRT corridors or transit corridor projects.

**C. Experience of the Education and Community Engagement Personnel (20 points)**

1. Describe the experience, qualifications, and availability of the staff conducting education, communication, and community engagement.

   For each 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:
   
   A. Description of project
   B. Role of the person
   C. Project Owner
   D. Reference information (one current name with telephone number per project)

2. Describe how your team will address the education and community engagement key strategies identified in Section I.

3. Describe how your team will address supporting the overall program and individual corridors. Address your approach to working with varying stakeholders and communities that differ widely from corridor to corridor.

**D. Workforce Development Program (10 points)**

1. Describe how the project team has incorporated community education and engagement elements to partner with the workforce development program to provide opportunities for the Adult or Youth Programs of the Workforce Investment Act.

2. Describe how the technical project elements are supported by, or suggested to include workforce development programs specific to businesses, residents, or students living, working or studying along transit corridors.

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

1. Describe your team’s project approach to achieve the City’s scope of work. Include:

   A. A demonstrated understanding of a comprehensive program and approach
   B. How your approach is efficient, effective, innovative and in alignment with desired outcomes
   C. How your work is reflective of working with diverse communities and neighborhoods
   D. How your team approach addresses potential skeptics or opponents of Bus Rapid Transit or investments in transit and multimodal projects
   E. How you can guide this program to be a nationally recognized BRT system

2. Describe how your team will specifically address the program development, network analysis and development of an operating plan for this program that is specifically tailored to the City of Phoenix, which controls use and management of the right-of-way and is the operator of the future system.

3. Describe your approach to developing various operating scenarios for evaluation.

4. Describe how the capital system development design process will support the BRT program development and community education and outreach activities.

5. Describe your approach to branding, identifying vehicle needs, and station development.
6. Describe your approach in developing a viable long-term funding strategy in partnership with the FTA, as well as other non-governmental partnerships.

7. Describe innovative or other approaches your team may wish to offer, which may not be evident in this RFQ.

**PACKAGE B**

Up to three firms will be selected through a qualifications-based selection process based on the following criteria for Package B:

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

1. Provide a general description of the team that is proposing to provide services for Package B. The Proposer shall provide sufficient information on each individual firm to allow the COP to fully understand the composition of such Proposer.

2. Identify the location of the prime firm’s principal office and list professional licenses held by the firm and team.

3. Provide a project team matrix which illustrates the key elements of the organizational structure proposed to accomplish the scope of work. The Proposer shall identify a Managing Principal, Design Project Manager and Deputy Design Project Manager (if applicable). Key technical personnel within each discipline required of a transit corridor preliminary engineering effort shall also be identified. Other items to be included on the project team are:
   
   A. Staffing capabilities of the firm
   B. Staffing availability and 1/2-page resumes of the Managing Principal and Design Project Manager.

**B. Preliminary Engineering Experience of the Prime Firm and Team (45 points)**

1. Describe the experience and qualifications of the firm providing preliminary engineering services for two similar BRT corridors or transit corridor projects. For each of the projects, please provide:

   A. The name of the Managing Principal, Design Project Manager and Deputy Project Manager (if applicable)
   B. Name, location, and description of two BRT corridors or transit corridor design projects led by the Managing Principal, Design Project Manager or Deputy Project Manager, which indicates the size, complexity and similar services requested herein
   C. A brief summary of experience for each of the key discipline leads on the team.
   D. Innovations or best practices that where incorporated into the design or that led to client efficiencies and project success
   E. How Complete Street or multimodal improvements were incorporated
   F. How capital system design reduced operating costs or increased efficiencies
   G. Role of the firm
   H. Other key staff supporting the Design Project Manager
   I. Project Owner
   J. Reference information (two current names with telephone numbers per project)

Personnel on retainer contracts or part-time employees will not be considered as employees of the Proposer(s). Special emphasis shall be given to personnel with extensive prior experience in design of transportation and transit systems conforming to standards adopted by governmental agencies such as COP, Arizona Department of Transportation, Federal Highway Administration and FTA, as well as designers experienced in the strategies and best practices promoted by the National Association of City Transportation Officials (NACTO) such as those illustrated in the *Urban Street Design Guide* and *Transit Street Design Guide*. 

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**BUS RAPID TRANSIT (BRT) PLANNING, CAPITAL SYSTEM DEVELOPMENT, COMMUNITY EDUCATION & ENGAGEMENT, AND PRELIMINARY ENGINEERING**

**PROJECT NO. PT00400001-1**

Design RFQ Rev. 3/17
C. Project and Program Coordination (40 points)

1. Explain your approach to project management as it relates to communicating and coordinating with subconsultant firms, the team selected for Package A, community education and engagement staff, and city staff.

2. Explain how your team proposes to address coordination with staff representing operational requirements, constructability, and utilities.

3. Explain what tools and techniques your team can provide the COP to expedite or introduce efficiencies to design, agency review, or approval processes.

4. Understanding and alignment with City of Phoenix 2015 General Plan core values and long term sustainability goals.

D. Overall evaluation of the team and its perceived ability to provide the required services (5 points)

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

SECTION VII - SUBMITTAL REQUIREMENTS

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

All firms should 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 should be included on the cover of the SOQ. Information on how to register with the City is available at:

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

☑ Cover Letter: Provide a cover letter which includes full firm company name, address, phone number, vendor number, and the email address of your contact person for the project.
  ▪ The cover letter must clearly indicate if the submittal is a response to: A) Package A, or B) Package B.
  ▪ If submitting on both Package A and B, submit two individual SOQ submittals (one for each Package).
  ▪ Do not include any additional content.

☑ Resumes: 1/2-page maximum for each resume.

☑ Evaluation Criteria: Address the SOQ evaluation criteria for Package A, or, Package B, and include a project organizational chart for your team.

☑ Additional Content: Other information may be included (content shall be included within the permitted maximum page limit).

☑ Submittals:
  ▪ 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 6th 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 Debra Russell
    200 W. Washington Street, 6th Floor
    Phoenix, AZ 85003-1611
- **Package A Submittal (if applicable):**
  - Provide **one original hardcopy submittal** and a thumb drive with submittal in **.pdf format** of the Statement of Qualifications
  - **Package A**: A maximum of **25 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.)*
- **Package B Submittal (if applicable):**
  - Provide **one original hardcopy submittal** and a thumb drive with submittal in **.pdf format** of the Statement of Qualifications
  - **Package B**: A maximum of **18 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.)*
- **Package A and B Submittal:**
  - If submitting for both packages, submit Package A and Package B as separate submittals.
  - Submit the Statement of Qualifications by **12:00 noon, local time, on Friday, November 17, 2017**
  - Formatted pages 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
  - 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. Use of divider (tab) pages is not encouraged in the .pdf submittal format.

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

**GROUNDS 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 VIII - SELECTION PROCESS AND SCHEDULE**

The successful firms 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 VI 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 **two,** but not more than **three** firms for Package A and a final list of at least **four,** but not more than **five** firms for Package B. The City will enter into negotiations with the selected firms and execute contracts 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: October 26, 2017
SOQs due: November 17, 2017
Firms notified for interview: December 4, 2017
Interviews: December 18 and 19, 2017
Notice of Award to Consultant: December 29, 2017

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.

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 Design and Construction Procurement’s “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 Design and Construction Procurement’s “Preliminary Bid Results and Recent Awards” website:

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

SECTION IX – 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.

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 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. 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 a Notification has 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), 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 Contracts Specialist) 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 Contracts Specialist 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 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 Consultant certifies that they are not currently engaged in, and agrees for the duration of the Contract to not engage in, a boycott of Israel, as defined in the state statute.
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, Debra Russell at (602) 262-3444 or debra.russell@phoenix.gov.