ISSUE DATE: August 5, 2016

The following questions were asked at the pre-submittal meeting.

1. Question:
In the past, Construction Administration and Inspection Services (CA&I) were listed under the Project Management Category of Service. Since CA&I Services are no longer specifically listed under a Category of Service, do we now need to show our CA&I Services expertise under each category that we are qualified and interested in providing to the City.

Answer:
The firm should provide example experience for CA & I Services for the various categories the firm would like to provide to the City. In a project advertisement RFQ, the City will request firms demonstrate both their Design experience and the CA & I experience. If a firm provides CA & I information only in the Project Management category then they have to provide information on a category that a firm otherwise may not be interested in submitting. If a firm can provide the CA & I experience relative to the category that they are interested in providing, it will enable the panel to better evaluate the firm on both the Design and CA & I experience, as these firms will likely be used for both.

2. Question:
In the scope of work section, under Water/Wastewater, can you define Water Resources? What constitutes Water Resources?

Answer:
These are the types of a scope of work items are what the COP is looking for from a firm that would provide water resources related services.
• Water/Wastewater Demand Management and Conservation Activities
• Water Supply and Water Rights
• Water Use Projects
• Wastewater Generation Projections
• Groundwater Hydrology Activities
3. Question:
What is the Scope of Work under the Public Information On-Call Contracts?

Answer:
The scope of work for this category is as follows:
• Manage the Project Hotline
• Develop Flyers about the Project with affected Community
• Develop Communication Plans, which will be shared with City Council
• Organize and facilitate public meetings
• Prepare “Business Walks” for the projects with traffic concerns to discuss the impacts to the community business
• Assist City staff and contractors with interaction with the affected community; and
• Use public involvement guidelines for all projects managed by the City of Phoenix.

4. Question:
What is considered a discipline? Please give a specific example.

Answer:
Category and discipline mean the same; such as Water / Wastewater, General Civil, Survey, Structural, Project Management, Public Information, Landscape Architecture, Mechanical / Plumbing, and Electrical / Energy.

5. Question:
Will preference be given to firms submitting for all services under a specific discipline?

Answer:
No preference will be given.

6. Question:
Do you need to be able to provide all associated services by category?

Answer:
No, the firm will be evaluated on the experience it has within each category. The associated services are examples of work that could be needed under each category. Firms are not required to provide all of the listed services.

7. Question:
If a firm submits for multiple categories is it possible that we can be selected for only one of the categories?

Answer:
The firm will be evaluated on all categories submitted and will be selected for the category in which the firms ranks the highest. The firm could be utilized for any of the categories the firm is interested in providing for the City as indicated in the SOQ.
9. Question:
Slides state the Civil category will select up to 13 firms but the RFQ states 16.

Answer:
This has been corrected. Up to 16 firms will be selected for the Civil category for the General On-Call and two for the SBE On-Call.

10. Question:
We have a confidential client but the project is still a good one to show. Can we identify the client and reference as “confidential” or should we pick a new project?

Answer:
A firm can use the confidential client/project in the SOQ but the recommendation is to list projects that have available references.

11. Question:
Can we get a copy of the City’s contract for this procurement?

Answer:
This requires some additional research.

12. Question:
Will a project image on the cover count toward the page count if it does not identify or give a description of the project?

Answer:
A project image can be placed on the cover but no information can be given.

13. Question:
Is the project value of current on-call contract assignments specific to the City of Phoenix on-calls?

Answer:
YES

14. Question:
When you say “include all contracts currently on-going” Do you mean all City of Phoenix contracts?

Answer:
YES

15. Question:
Presentation slide said to show all previous jobs with the City of Phoenix and the RFQ states in the last two years. Which is it?

Answer:
Respond per the RFQ.

16. Question:
Just clarifying in Section D: List on-call contract number and value of awarded work in the past two years but no current contract under the on-call contract.

Answer:
List all contracts that have been awarded in the last two years. For on-calls, provide the total dollar amount of projects assigned under the current on-calls.

17. Question:
Can a project performed by the PM at a previous firm be used as B. Experience of Prime firm or only under C. Experience of Key Personnel?

Answer:
The Project Manager's experience must be submitted under C. Experience of Key Personnel. The experience was gained by the PM while at another firm.

18. Question:
My company merged with another firm under a holding company. Can we submit a combined package for multiple services?

Answer:
The city only contracts with Prime firms. Contracts will not be entered into with Joint Ventures.

19. Question:
Can you clarify the page limit on "Additional 3 pages per category/discipline?"

Answer:
Use seven pages to answer Criteria A, B and D. An additional three pages is permitted for each category the firm want to provide services to the City.

20. Question:
If you submit on all category areas, how many pages do you get for Criteria B?

Answer:
Each category is permitted three pages. If you submit for all nine categories, that will permit 27 pages for Criteria B in addition to the seven pages for Criteria A, C, & D. Seven plus 3 x 9 = 34.

21. Question:
Do the seven pages include resumes and additional content?

Answer:
Resumes and additional content are not required. If a firm wants to include resumes and additional content, it needs to be done within the allotted three extra pages per discipline.

22. Question:
In our proposal response - Do we include the page numbers on the categories pages?
Answer:
It is up to the firm to determine how to put together the SOQ.

23. Question:
Do resumes and other information all under the page count for A, C, and D. If not what is the maximum page count?

Answer:
Yes, resumes count toward the page count of A, C, and D. Each category gets three pages for Criteria B. If a firm responds for only one category then the total allowed page count is 10 pages. The resumes and additional information need to fall within that 10-page count.

24. Question:
In Section B, Some of the similar projects may include multiple categories. Can we reference a project from one category/discipline to another? Or can we span categories/disciplines across the three-page criteria?

Answer:
A separate panel will review each category. Each category should have its own project examples, even if that requires repetition.

25. Question:
Will each category be ranked separately?

Answer:
Yes, there is a variety of selection panels scoring the SOQs by category.

26. Question:
Can you discuss the composition of the review panels? Is it a different group for each category? Will the same people review all the submittals in a particular category?

Answer:
Yes, there is a variety of selection panels scoring the SOQs by category. Some people are on multiple panels. The same people will review all of the SOQs in individual categories.

27. Question:
Explain scoring in Criteria D - 10 points. Is this a plus or minus (no work = 10 points)

Answer:
A firm will not lose points for having a lot of work, nor will a firm get extra points for having a lot (or little) work with the City. The purpose of this criteria is for the firm to show that if it was awarded this contract, based on existing work and staff, that the firm would be able to provide the additional services needed for the on-call contract.

28. Question:
Our SBE renewal paperwork is under review. Can I submit for SBE for this On-Call?
29. Question:
Should SBE Firms also submit for the general on-call services?

Answer:
Yes, SBE firms should submit on both the general and SBE Engineering On-Calls, but if selected, the firm will only have one contract with the City of Phoenix.

30. Question:
Can a firm be considered for the SBE certification if the SBE applicants are in process but not approved?

Answer:
If a firm is in the process of receiving an initial SBE certification with the City of Phoenix, the firm is not able to show as a SBE on the SOQ unless the certification is complete and approved by the date the SOQs are due.

31. Question:
What is the SBE Firm effective and expiration date.

Answer:
If a firm has a current and active SBE certification and is in the renewal process, the firm may show on the SOQ that it is a certified SBE firm.

32. Question:
Under Project Management Services, is the firm required to stamp drawings, or just be responsible to show primary experience in those disciplines?

Answer:
Yes, the firm may be required to stamp and seal drawings.

33. Question:
May we add specialty rate sub-consultants to our firm's submittal? [i.e. estimating or irrigation specialist for key staff]

Answer:
The firm should provide key staff. If the firm is assigned a task order under the On-Call contract that requires sub-consultant work, it is at that time that the prime firm will provide subs for the work.

34. Question:
Will the Street Transportation Department be using this on-call for the Transportation 2050 project or will another on-call be issued specifically for Transportation 2050?
Answer:
Yes, the Engineering On-Call contracts will be used for Transportation 2050 projects another procurement will also occur for work under the T2050 program.

35. Question:
Some contacts are no longer in Municipalities, can one contacted be listed.

Answer:
Yes, a firm can list one contact but the RFQ requests two references. If a reference is no longer with the City of Phoenix, it is recommended to identify the City staff and show them as retired or no longer with the City.

36. Question:
Is it okay if the cover page and tabs are greater than 8 ½ by 11? We want to include tabs and they will be over the 8 ½ width.

Answer:
It is up to the firm how to put together the SOQ but the preference is that the pages are all the same width.

37. Question:
When a project needs the service of, let us say a structural firm, and there are four firms that are on this list, is a RFP then sent to each firm? Is the work alternated between firms? How is one firm chosen amongst the three others?

Answer:
The Project Manager may suggest a firm to be utilized from the On-Call list. The Procurement team may also make recommendations based on firm availability.

38. Question:
The RFQ states that we should submit 10 copies of our SOQ. If we are submitting to more than 1 category, do we need to submit 10 copies for each category, or submit 10 total? For example, if a firm submits a single SOQ for our firm outlining our qualifications for the “Mechanical/Plumbing” category and the “Electrical/Energy” category, does a firm need a total of 20 copies or only 10?

Answer:
Only submit 10 copies total. The Procurement staff will distribute the SOQs to all the selection panels for review.

39. Question:
About Sections B & C, each project listed is to have a “project’s original contracted construction cost and final construction cost” and “construction dates.” Due to the nature of the services under the categories, not all projects will have a construction cost or even construction dates. Even if a project/contract has a construction cost, it could be shelved for a significant period of time and never go to construction. Would it better serve the needs of the City, considering this is
for engineering and consulting services, to include the “original and final service costs” and “service dates” for each project? Those are figures that each consultant will be able to provide without question, and it would still give the City a metric for determining if consultants are staying within their scope, schedule, and budget.

Answer:
If the construction cost information is known, even if estimated, it should be provided in the SOQ. If the construction cost is unknown or not applicable because the project only went through the Study phase, place an “N/A” on Final Construction Cost and Construction Dates.

40 Question:
I heard a rumor that the due date for the Phoenix On-Call (not the SBE) has been revised from 8/12 to 8/19. Can you confirm this, and if so, where can I find that information on the website?

Answer;
The due date for the general On-Call Engineering / consulting professional services Statement of Qualifications is August 12, 2016 by 12:00 pm. The SBE On-Call Engineering / Consulting professional services Statement of Qualifications are due on August 19, 2016 at 12:00 pm. For details, please go to the following website:
https://www.phoenix.gov/streets/procurement/current-opportunities

END OF NOTIFICATION

Ellen Pimental
Contracts Specialist II