



**REQUEST FOR STATEMENT OF QUALIFICATIONS**

**CITY OF GLENDALE**

**2016 - 2017**

**ON-CALL CONSULTING SERVICES**

**City of Glendale  
Engineering Department**

October 2015

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**CITY OF GLENDALE**  
**REQUEST FOR STATEMENT OF QUALIFICATIONS FOR**  
**2016-2017**  
**ON-CALL CONSULTING SERVICES**

**INTRODUCTION**

The City of Glendale is seeking qualified Engineering and Architectural Firms to provide general engineering/architectural design and construction administration services. The on-call list will be in effect for two years, with an option of renewal for two (2) additional one-year periods, if determined to be in the City's best interest.

The on-call services may include federal aid projects. If selected to participate on a federal aid project the consultant and any proposed sub-consultants must certify in writing that they are not currently debarred and/or suspended and excluded from participation in federal programs.

**SECTION I – CONSULTING SERVICE CATEGORIES:**

The following is a list of the types of projects that the City typically seeks services for. This list of project categories is not comprehensive and the City reserves the right to add related engineering/architectural services as necessary.

1. **General Engineering** – May include the following services:
  - Site grading and drainage
  - Area drainage master studies and flood plain mapping
  - Storm drain design, hydrology and hydraulic analysis for storm drains
  - Pavement management
  - Large and small area GIS/Mapping
  - Aquifer recharge of effluent or surface water; including on-site conveyance systems, site characterization studies, and installation of monitoring equipment
  - Storm Water Pollution Prevention Plans (SWPPPs)
  - Water system modeling studies
  - Water and wastewater transmission and distribution systems
  - General survey services: boundary surveys, construction staking, legal descriptions, as-built surveying, and topographic surveys.
  - Architectural Landscape, including arborist services
  - Construction administration, inspection, oversight of construction activities, start-up & commissioning, training, and project close-out documents (e.g.: Record Drawings, O&M manuals, etc.)

**Note: Six firms will be selected to provide the required services for this category.**

2. **Water/Wastewater** – May include projects related to the following:
  - Water and wastewater treatment plants
  - Sanitary sewer lift stations and odor control
  - Treated effluent pumping systems and effluent line systems
  - Water and wastewater system modeling studies
  - Pumping and storage systems
  - Water transmission and distribution systems
  - Wastewater collection systems
  - Electrical and mechanical design specific to Water and Wastewater facilities
  - Groundwater Wells (permitting, design, rehab), hydrologic investigations, and groundwater modeling studies
  - SCADA system design, programming, and integration specific to Water and Wastewater facilities

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- Utility security services in the areas of critical infrastructure studies, security vulnerability assessments, emergency response, hazard impact analysis, risk reduction studies, and building and security design services
- Review of water and wastewater system studies, master planning, and design drawings for new development projects
- Construction administration, inspection, oversight of construction activities, start-up & commissioning, training, and project close-out documents (e.g.: Record Drawings, O&M manuals, etc.).

**Note: Eight firms will be selected to provide the required services for this category.**

**Water/Wastewater Specialty Categories** - May include projects related to the following:

2.a. **Hydrogeology**

**Note - One firm will be selected to provide the required services for this category.**

2.b. **SCADA System Integration and Maintenance**

**Note - One firm will be selected to provide the required services for this category.**

2.c. **Electrical Engineering, specific to Water/Wastewater Facilities**

**Note - One firm will be selected to provide the required services for this category.**

2.d. **Mechanical Engineering, specific to Water/Wastewater Facilities**

**Note - One firm will be selected to provide the required services for this category.**

3. **Roadway/Transportation** –May include projects related to the following:

- Full street/roadway improvements; including new medians, street lights, traffic signals, striping and signage, landscaping, and other associated street improvements
- Pavement management
- Right of way acquisition and easement development
- Surveying services; construction staking, legal descriptions, as-built surveying, and topographic surveys
- Street lighting/ pedestrian lighting, ITS facilities
- Transportation Planning
- Construction administration and oversight of construction activities

**Note: Four firms will be selected to provide the required services for this category.**

4. **Transportation Studies** –May include projects related to the following:

- Speed Studies
- Traffic Impact Analysis
- Safety Studies
- Road Safety Assessments
- Studies related to school safety, circulation and access
- Study relating to Signal and ITS facilities
- Neighborhood Traffic Studies

**Note: Four firms will be selected to provide the required services for this category.**

5. **Traffic Engineering** - –May include projects related to the following:

- ITS Infrastructure PS&E
- Traffic Signal PS&E
- Streetlight PS&E
- Signing and striping PS&E
- Other design items that relate to traffic engineering

**Note: Four firms will be selected to provide the required services for this category.**

6. **Parks & Recreation** - May include projects related to the following:
- Master Planning Parks and Trails
  - Aquatic System Evaluations
  - Demographic Studies
  - Recreation Facility Assessments
  - Architectural Landscape, including arborist services

**Note: Two firms will be selected to provide the required services for this category.**

7. **Geotechnical Engineering** – May include the following services:
- General geotechnical services: reports, construction and materials testing/sampling (field & laboratory), QA/QC, subsurface investigations and reports, subsidence investigations and reports, geotechnical designs, geotechnical special inspections, and forensics. Laboratory should be AMRL certified, with ATTI certified field technicians.

**Note: Two firms will be selected to provide the required services for this category.**

8. **Environmental Consulting** - May include the following services:
- Phase I & Phase II environmental site assessments
  - Characterization/investigation and remediation services
  - Assessment and abatement of asbestos, lead-based paint and mold
  - Permit applications, reports and other compliance assistance activities
  - NEPA studies and investigations

**Note: Three firms will be selected to provide the required services for this category.**

9. **Structural Engineering** – May include the following services:
- General structural engineering services
  - Structural ratings and calculations, bridge and building designs, and special inspections.
  - Construction administration and oversight of construction activities

**Note: Two firms will be selected to provide the required services for this category.**

10. **Architectural** – May include the following services:
- General architectural services
  - Programming development
  - Conceptual design
  - Development of architectural drawings and specifications
  - Interior space planning and interior design
  - Energy code calculations and design
  - Construction administration and oversight of construction activities

**Note: Two firms will be selected to provide the required services for this category.**

11. **Electrical Engineering** – May include the following services:
- General electrical engineering services
  - Construction administration and oversight of construction activities

**Note: Two firms will be selected to provide the required services for this category.**

12. **Mechanical Engineering** – May include the following services:
- General mechanical engineering services: HVAC, plumbing, and gas utilities
  - Construction administration and oversight of construction activities

**Note: Two firms will be selected to provide the required services for this category.**

13. **Construction Management** – may include the following services:

- General construction administration
- Inspection and oversight of construction activities
- Management of construction costs
- Monitor construction schedule
- Implement quality control procedures

**Note: Two firms will be selected to provide the required services for this category.**

14. **Public Relations Consultants** – May include the following services:

- General Public Information services
- Public announcements, public meetings, newsletters, door hangers, door to door contact with the public, phone hotlines, and web hotlines

**Note: Three firms will be selected to provide the required services for this category.**

15. **Property Management** – May include the following services:

- Assistance in the acquisition and negotiations of real property
- Prepares estimates of property values; performs or reviews property appraisals
- Assistance in the management of real property
- Performs inspections of properties for environmental compliance and other reasons
- Reviews title reports, deeds and other property documents

**Indicate experience in following categories:**

- Federal regulation compliance – experience with ADA, CFR's, Davis Bacon, Section 3 regulations required by federal funding
- Safety regulation
- Customer survey services

**Note: Two firms will be selected to provide the required services for this category.**

## **SECTION II - SCOPE OF WORK**

The developed scope of work will be specific to the requirements of the project. However, the following information is presented as a general description for design and construction administration services that the Consultant may be required to perform. The services listed may include, **but are not limited to**, the following:

A. General Project administration may include, but are not limited to, the following services:

1. Coordinating with the City Project Team during all phases of the project. The City Project Team could vary depending on the nature of the project.
2. Conducting project meetings as necessary to maintain the project budget and schedule, chairing periodic regular meetings and any additional meetings as requested by the City; setting agendas, and preparing and distributing meeting minutes. Meetings under basic services may include:
  - a. Meetings with the City Project Team, client departments, City management and Council.
  - b. Meetings with oversight committees.
  - c. Meetings required for obtaining review approvals and permits.
  - d. Meetings with Utility companies.
  - e. Meetings with general public, property and business owners, etc.

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3. Coordinating with private, public and City utilities (i.e., APS, SRP, Qwest, Southwest Gas, Cox Communications, City Information Technology Department, Water and Sewer Services Department, etc.) regarding standard technology and utility issues and incorporating pertinent information in the plans.
4. Submitting and retrieving all required contract documents to the various required reviewing agencies.
5. Preparing and maintaining a project schedule after meeting with the designated City Project Team. Determine appropriate submittal deadlines and to coordinate project submissions. The Consultant will be responsible for the master scheduling through the design phase. Once the construction phase begins the master scheduling, responsibilities will be transfer to the contractor with the assistance of the Consultant.
6. Obtaining all federal, state, county, local and utility approvals required for permitting purposes necessary for the completion of the Project. The contractor will be required to obtain the necessary permits associated with construction of the Project, including City Building Safety, NPDES, Dust Control, and others. As the Project progresses, the Consultant will furnish to the City copies of all communications between the Consultant and the respective agency or department and all approvals and permits for the Project.
7. Submitting a written monthly progress report and updated project schedule to the City and Project Team during the entire period of the project, through both design and construction. Submitting projected monthly billing consistent with the project tasks, the project schedule and the fee proposal. Also, submitting a quarterly project cash flow schedule for both design and construction phases. The quarterly cash flow schedule will be submitted to Engineering Administration for the entire period of the project, through both design and construction.

B. Design Services may include, but are not limited to, the following:

1. Preparing design documents. The design documents shall include, but may not be limited too, design concept reports, project assessment studies, schematic design studies, construction cost estimating, and final permit ready design drawings, specifications and bid documents (construction documents). These documents will fix and illustrate the size and character of the entire Project including the kinds of materials; type of structures; and such other work as may be appropriate.
2. Designing the Project so that construction conforms to all applicable building codes and standards, city design guidelines, City Building Standards Manual, and other applicable statutes and regulations.
3. Preparing drawings using computer programs and formats as dictated by the City of Glendale Engineering Department. Final bid specifications shall be prepared as dictated by the City of Glendale Engineering Department.
4. Design drawings shall comply with all applicable federal, state, and local laws and codes in effect at the time the drawings, plans and specifications are approved by the City.
5. Upon completion of the design drawings, specifications and contract documents, the Consultant shall provide a specified number of sets of all construction documents and applicable design calculations for review and approval by the appropriate City agencies and/or other applicable authorities. These documents must be sealed and signed by the appropriate responsible party. With the submission of the construction plans, specifications and contract documents, the Consultant shall submit a detailed Project cost estimate.
6. Coordinating the applicable permit process and assist in filing the required documents to secure approval of all governmental authorities having jurisdiction over the design of the Project. All original filing and approval fees shall be paid by the City or reimbursed to the Consultant if paid by the Consultant. The Consultant shall ensure that the plans prepared by the utility companies have been incorporated into the final plan set, if applicable. The Consultant shall submit to the City a copy of all correspondence between the Consultant and utility companies, including utility review submittals and conflict notices.

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7. Incorporating all corrections received from the reviewing entities into the final bid set of contract documents. If required, the Consultant shall resubmit the revised plans for final approval. Additionally, if required by the Project Manager, the Consultant shall review and revise the cost estimate, reflecting the modifications made for the final submittal.
8. Upon approval of the final construction documents the Consultant shall deliver to the City the final reproducible drawings on Mylar and the original copy of the final specifications. These documents shall be sealed and signed by the appropriate responsible party.
9. For federal aid projects Consultant services may include the completion and approval of the following submittal documents:
  - Project Assessment (PA) or Design Concept Report (DCR)
  - PS&E (30%, 60%, 95%, and 100% stage submittals)
  - Required clearances (Environmental, Right-of-Way, Utilities, and Materials)

B. Construction Services may include, but are not limited to, the following:

1. Upon acceptance of the bid and contract award for the construction of the project, the Consultant shall provide construction management services. The services involved shall include, but are not necessarily limited to, the following:
2. Preconstruction Conference: Conduct a preconstruction conference with the Contractor, the City and other interested parties prior to issuance of the Notice to Proceed. The Consultant will be required to notify all interested parties and affected utilities of the date and time of the preconstruction conference to be held at City Hall. In addition to conducting the meeting, the Consultant will take minutes and issue them to all attendees.
3. Quality Acceptance: The Consultant could be required to provide quality acceptance services to perform inspection and acceptance testing of all items of work required by the construction documents. The Consultant shall monitor construction for compliance with the project plans and specifications.
  - a. The Consultant could be required to provide an on-site representative to observe all phases of construction activities. The on-site representative's time shall be based on the requirements of the project and the Contractor's construction schedule. The on-site representative shall be a full-time employee, a professional engineer/architect, licensed by the State of Arizona, with two years minimum construction inspection experience or a construction inspector, with five years minimum experience in the architectural, engineering and/or construction profession, and shall have had prior quality acceptance experience on a project of comparable size and scope. The City shall be provided the resumes of a minimum of two candidates for review and approval.
  - b. The Consultant shall bring any deficiencies in the work or materials to the attention of the City and Contractor. Reports of these deficiencies shall be forwarded to the City Project Manager for review. The Consultant will resolve any construction-related problems, conflicts or discrepancies, and will recommend remedial actions, but shall take no action without the prior approval of the City Project Manager.
4. Construction Schedule Review: The Consultant shall review the construction schedule with particular emphasis on assuring that reasonable time allowances have been made for the work required. The Consultant shall observe construction progress and maintain and issue a monthly construction observation report based upon information observed. Review construction progress with the Contractor and compare that progress with known activities on the site to the monthly progress pay request issued by the Contractor. Review the monthly progress pay request and submit comments and/or recommendations to the Contractor and the City for their action. The final monthly pay requests will be approved and processed by the City.

The Consultant will prepare a "Contractor Schedule Review" statement. The "Contractor Schedule Review" statement must be signed by the Consultant and submitted to the City Project Manager for

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approval. All updated schedules must be reviewed and approved prior to issuance of monthly progress payments to the Contractor. The Consultant shall initiate any required correspondence necessary to assure the Contractor remains on schedule.

5. Schedule Review and Utility Coordination: The Consultant shall review the Contractor schedule with particular emphasis on insuring that reasonable time allowances have been made for work required by the various utility companies, prior to approval. The Consultant will assist in the resolution of any utility conflicts discovered. The consultant shall initiate any required correspondence to insure that the Contractor remains on schedule.
6. Coordination of Submittal Reviews: The Consultant shall review the contract documents, prepare a list of all required submittals, and provide the list to the Contractor. The Consultant shall maintain a submittal log and coordinate all reviews and any necessary resubmittals.
7. Show Drawing Review: The Consultant shall review all shop drawings to verify Contractor's compliance with the project plans and specifications.
8. Conduct Project Meetings: The Consultant shall conduct construction project meetings, prepare an agenda and minutes of the meeting, and distribute to all attendees. The Consultant will provide update reports to the City Project Manager. The update reports can be in the form of construction meeting minutes.
9. Special Inspections: The Consultant shall coordinate with the Contractor and the City all special installation inspections. In addition to the special inspections required by the City's Building Safety Department, the special inspections shall include roofing and structural inspections. Special inspections shall be performed during installation by a qualified professional, certified or registered by the State of Arizona and approved by the City.
10. Landscape Inspections: A qualified Landscape Architect shall inspect and approve plant material at the source, inspect the soil preparation and planting, inspect and test the irrigation and sprinkler system, and monitor the landscape during the plant establishment and guarantee period. The Landscape Architect will coordinate the activities required.
11. Value Engineering: The Consultant will review and make recommendations on any value engineering proposals, which the Contractor may submit during the project. No value engineering proposal shall be implemented without the prior approval of the City Project Manager.
12. Change Order Requests: The Consultant shall review and make recommendations on all change order requests from the Contractor. No change order shall be implemented without the prior approval of the City Engineer. The Consultant shall prepare all necessary documents and submit to the City Project Manager for approval.
13. Final Inspection and Payment: The Consultant will maintain a running deficiency list during the course of the project and keep the Contractor informed as to its current status. The Consultant will conduct, with the assistance of the City, a final inspection and prepare a final punch list, including all items remaining on the deficiency list, as well as any additional items discovered during the final inspection. Subsequent inspections should be anticipated in order to insure completion of all identified deficient items.
14. Project Closeout: The Consultant will compile a list of required final submittals, including, but not necessarily limited to: record drawings, warranty and guarantee documents, lien waivers, product manuals, maintenance and operation manuals, and any spare parts and training required to be provided by the Contractor. The Consultant shall review the project closeout documents for final approval.
15. As-Built Drawings: The Consultant shall prepare record as-built drawings of the completed work based upon markups from the Contractor's record drawings and deliver the drawings to the City upon completion of the work. The Consultant will provide one set of hard copy record drawings (inked on 24"x36", 3 mil. double matte Mylar); one set of digital record drawings (both in PDF format and AutoCAD format). The signed seal of the engineer/architect of record must be on the final hard copy record drawings. The final record drawings, both digital and hard copy, will be the property of the City.

16. Warranty Corrections and One Year Warranty Inspection: The Consultant will work closely with the City through the one-year warranty period on all warranty work. The Consultant will prepare and submit all warranty requests and follow-up with the City and the Contractor to insure all warranty corrections have been completed in a timely manner. The Consultant will attend and conduct, with the assistance of the City, a one-year warranty inspection. The Consultant will prepare a punch list of deficient items discovered during the one-year inspection. The Consultant should anticipate subsequent inspections in order to insure completion of any identified deficient items discovered during the one-year inspection.
17. Other Services that may be required:
  - a. Make recommendations regarding requests for substitutions.
  - b. Coordinate project requirements with other agencies, including Maricopa County Department of Environmental Services.
  - c. Coordinate project with other vendors or contractors (i.e., furniture and equipment providers, City telecommunications and information technology representatives, cable installers, etc.).
  - d. If requested by the City, coordinate the installation of any materials/items not provided under the construction contract.

### **SECTION III – CONTRACT PROVISIONS**

An example of the City's Professional Services Agreement (PSA) is available for downloading and reviewing on the City's website at [http://www.glendaleaz.com/engineering/documents/Master\\_PSA\\_Revised.pdf](http://www.glendaleaz.com/engineering/documents/Master_PSA_Revised.pdf). **Acknowledge in the cover letter that the City's Professional Services Agreement has been reviewed by the firm submitting the SOQ and that the firm agrees to execute this agreement as written.**

### **SECTION IV – REQUEST FOR QUALIFICATIONS SELECTION CRITERIA**

**A separate Statement of Qualifications (SOQ) shall be submitted of each category of services that the firm wishes to be considered for. Firms are to submit their individual qualifications and experience for each category. No team submittals will be accepted.**

**NOTE:** For the convenience of the review committee, responses to the RFQ criteria, items A through C below, shall be limited for each category to four (4) pages (8.5" x 11", with 1" margins), using Times New Roman 10 point font. SOQ's shall be black and white, and shall not include any pictures, graphs, etc. Firms shall provide responds to items A through C, in alphabetical order, for each separate SOQ. Appendices with additional information shall not be included and are not allowed.

Firms interested in being selected for the City of Glendale 2016-2017 On-Call Consulting services list should submit a response addressing the specified SOQ criteria, as listed below. Parties interested in being selected for the On-Call list must address the following issues:

#### **A. FIRM INFORMATION (1 Page Limit):**

##### **General information of Firm**

1. Provide the following information, which will serve as the cover page of your SOQ.
  - Name of Firm
  - Brief description of firm
  - Category your firm wishes to be considered for
  - Home office location and the location of the office that will be performing the majority of the work
  - Number of employees in the office that will be performing the majority of the work
  - Name of Primary contact and title, including phone number and email
  - Legal organization of the firm
  - Arizona business and/or professional licenses/registrations held by the firm
  - Contract(s) or subcontract(s) which have been terminated within the last five years.
  - Any litigation or arbitration actions within the last three years. Briefly describe the circumstances and the outcomes.
2. Describe how your firm will support the team and project in the following ways.

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- Financial and leadership resources
  - Project management systems and tools
3. List the category elements that will be performed in-house and elements that require the services of a sub-consultant. For any sub-consultant services provide the name (only) of one firm.

**B. EXPERIENCE OF FIRM (1 Page Limit):**

1. List only projects awarded to your firm in the last two years per the following:
- Should include similar elements as the category you want to be considered for.
  - Must be in Arizona
  - Contracts must be under \$400,000. State if contract was for design services only or if CA services were also included
  - One sentence project description
  - Contract amount
  - Completion or estimated completion date
  - Procurement method (direct select, selected by RFQ, On-Call list)
2. Provide at least two general references, with contact information (phone number and/or email).

**C. Experience of Key Personnel (2 Page Limit)**

1. Provide an organization chart showing all key personnel that could be performing work under this On-Call consultant services contract. Include lines of authority and their home office location.
2. For each key person identified list the following:
- Industry and firm tenure
  - License/registrations
  - Their primary role and duties in 30 words or less.
  - Two general references (outside of firm), with contact information (phone number and/or email).
3. For each key person identified above provide two projects with similar elements as the category you want to be considered for. 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 projects other than one selected for the firm provide the following:
- One sentence project description
  - Role and responsibility of the key person
  - Contract amount
  - Completion or estimated completion date
  - Procurement method (direct select, selected by RFQ, On-Call list)

**SECTION V - SUBMITTAL REQUIREMENTS**

**In a one page cover letter, submitted with your Statement of Qualifications (SOQ) packet, indicate which category(s) of services your firm wishes to be considered for. Firms may submit SOQ's on as many categories as they wish, however, no firm will be selected for more than two categories when the selection process is complete.**

**A separate SOQ shall be submitted of each category of services that the firm wishes to be considered for. The SOQ will be submitted on a separate computer disk (CD), in PDF format. Each CD will be labeled with the RFQ title above, the firm name and the category the firm wishes to be considered for. Firms are to submit their individual qualifications and experience for each category. No team submittals will be accepted.**

Interested firms should submit a qualifications packet addressing the specified Request for Qualifications (SOQ) criteria. On the submittal packet, please display the firm name and RFQ title. In the SOQ packet include the one page cover letter and **six copies of the SOQ on Computer Disk** for each category the firm wishes to be considered for, **no later than 3:00 p.m., Friday, November 20, 2015**, to:

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Engineering Department  
Third Floor, City Municipal Complex  
5850 West Glendale Avenue, Suite 315  
Glendale, Arizona 85301  
Attention: Bill Passmore

Please be advised that **failure** to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified date and time.
- Six (6) Computer Disks for each category that the firm wishes to be considered for.
- Adherence to maximum page requirement.
- Deposit of submittal in correct location.
- Acknowledgement in the cover letter that the City's Professional Services Agreement has been reviewed by the firm submitting the SOQ packet(s) and the firm's assurance to execute this agreement as written.

Adherence to the maximum page criterion is critical. Submittals are **not** returnable and will become the property of the City of Glendale.

All questions regarding this Statement of Qualifications are to be addressed in writing or by e-mail to:

Bill Passmore  
City of Glendale  
Engineering Department, 3<sup>rd</sup> Floor  
5850 W. Glendale Avenue, Suite 315  
Glendale, AZ 85301-2599  
E-Mail: bpassmore@glendaleaz.com

#### **SECTION VI - SELECTION PROCESS AND SCHEDULE**

Your SOQ will be evaluated based on your firm's responses to the SOQ criteria and the quality of the SOQ.

A Selection Committee organized for this On-Call RFQ will review and evaluate the submittals and will use a forced ranking system. No individual points will be assigned to the criteria above. The results of the individual rankings will be submitted to a City Management Team for final review and selection. Firms with 20 employees or less may be given special consideration if determined by the City Management Team to be in the City's best interest. There will be no oral interviews as part of the selection process. The qualifying Consultants, as determined by the City Management Team, will be notified in writing within four to five weeks of the submittal deadline.

The City intends to select the number of qualified on-call consultants as listed in Section I.

The city annually has projects that fit the above needs. The city will maintain an assignment list and will assign projects based on city needs and selected firm's experience. It is our intent to rotate the projects among consultants to equally distribute the projects among the selected firms.

Staffing substitutions must be approved by the city in writing prior to execution of a contract. Additional contract details are available in the city's PSA as described elsewhere in this request.

The intent of this process is to provide an opportunity for qualified firms wishing to work for the City and to provide for equitable distribution of work for those selected firms. Firms selected for the on-call list are free to pursue any other RFQ/RFP publicly advertised by the City without jeopardizing their on-call status.

It is not the City's intention to discontinue requesting RFQs/RFPs for projects, if determined to be in the City's best interest.

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No reimbursement will be made by the City for any costs incurred for this SOQ submittal process. The City also reserves the right to reject any and all proposals and re-solicit or cancel this procurement if deemed by the City to be in its best interest.

**On-Call Consultant Selection Schedule:**

Statement of Qualifications Submittal deadline:	November 20, 2015
Panel Review:	mid- December 2015
Notification to Consultants:	late-December 2015

**SECTION VII – PROTEST OF SOLICITATIONS AND CONTRACT AWARDS**

In the event that a protest is lodged in connection with the subject procurement, the City will follow the policy and procedures of the Arizona Department of Administration, with the City Principal Engineer serving as Chief Procurement Officer, the City Engineer as Procurement Administrator, and the Executive Director of Public Works as Director. In the event that a protest cannot be resolved at the Director level, the Procurement Administrator will appoint an independent “Reviewer” to serve as “administrator law judge” in the appeal process.