



CITY OF CHANDLER, ARIZONA

**PRE-QUALIFIED TECHNICAL REGISTRANTS LIST
FOR
CIVIL ENGINEERING DESIGN AND RELATED SERVICES
ADDENDUM NO. 2**

Date: November 13, 2024

1. Pre-Submittal Presentation PDF from November 6, 2024, is attached.
2. Summarized Questions/Responses from pre-submittal meeting and email is attached.
3. Sign-in Sheets from pre-submittal meeting are attached.

E-mail all questions to PreQual.Questions@chandleraz.gov.

DIRECT CONTACT WITH SELECTION COMMITTEE MEMBERS OR ANY CITY EMPLOYEE, OTHER THAN THE CONTRACT SERVICES REPRESENTATIVE, CONCERNING THIS RFQ, AT ANY TIME IS STRICTLY PROHIBITED.

Daniel Haskins

Daniel Haskins, P.E.
CIP City Engineer
Public Works & Utilities Dept. – Capital Projects



CHANDLER
arizona

Pre-Qualified Technical Registrants Lists

Capital Projects/Public Works & Utilities

Housekeeping

- This is a virtual meeting, please be mindful of camera usage and mic mute-functions
- Turn your phones on mute or airplane mode
- This meeting is not being recorded
- Please make sure to fill out the sign in sheet in the back. If you are online post your name, email address and firm name in the chat
- Fun Fact



Overview

- Current Process – On-Call Pre-Qualified Firms Lists
- New Process – Pre-Qualified Technical Registrants Lists
- Benefits of the New Process
- What's NEW
- Next Steps
- Questions



Current Process

- On-Call Pre-Qualified Firms Lists since 2021 RFQ
- Consultant lists were determined by Selection Panels by ranking the Statements of Qualifications (SOQs)
- Consultants have been selected for projects in the order from the spreadsheet list
- Process was effective, but wanted to offer more options to Owner groups and more opportunities for design firms



New Process

- New RFQs for Pre-Qualified Technical Registrants - 12 Categories
- New Lists will be available for Owner groups to review/evaluate SOQs for projects
- Direct Selection Procurement Method to be used after agreed Scope and Fee is negotiated
- \$500K Limit still applies
- Lists would be available for up to 5 years



Benefits

- Owners have more flexibility when selecting a consultant
- Smaller or Niche firms may be used
- Possibility of working with firms we have not worked with previously
- Shortlists may be requested for interviews for Owners to choose best consultant for project



New RFQs

- Google Form to capture information from the Firms and put into a searchable document
- Lists, Database and SOQ's will be available for Owners use
- SOQ Content
 - Overall Capability of Firm
 - Familiarity with Local Practices
 - Qualifications of Local Staff
 - Relevant Experience
 - 2025-2034 CIP Plan Project Interest

Google Form

Pre-Qualified Technical Registrants List Submission

Thank you for your interest in being a part of the City of Chandler Pre-Qualified Technical Registrants List. The City of Chandler invites qualified technical registrants (Firms) to submit qualifications for consideration in the development of a list of pre-qualified technical registrants to complete designated projects (Projects). The selected Firms will be placed on a list which the City of Chandler will utilize for the direct selection of the appropriate Firms for Projects.

The City of Chandler does not guarantee that a Firm placed on the list of pre-qualified technical registrants will ever be awarded an agreement.

Submitting this google form is the first step in a 2-step submittal process.

You must submit 1 Google Form per SOQ submittal. Firms must also submit their SOQ via email (PreQual.Submittals@chandleraz.gov) as instructed in the RFQ advertisement found at the following link:

<https://www.chandleraz.gov/business/vendor-services/capital-projects/request-for-qualifications>

BOTH STEPS MUST BE COMPLETED TO SUCCESSFULLY COMPLETE THE SUBMITTAL PROCESS.

BE AWARE you may only submit an SOQ, if you can answer "yes" to the 5 questions in Section 1 – Pre-Questionnaire below.

****** Make sure once you click submit on this Google form, that you see the message: "Your response has been recorded." You will NOT receive a confirmation e-mail after your Google form is submitted.******

CATEGORY SELECTION: Which category are you submitting this application for? *
Choose your category for this SOQ submission.

Architectural

Section 1 - PRE-QUESTIONNAIRE (The purpose of these 5 questions is for your firm to know if they qualify/should complete Section 2) *

Question 1: Does your firm have the required professional registrants for the scope of services based on your answer to question "CATEGORY SELECTION:?"

Yes

No

Question 2a: Is your firm registered with the Arizona State Board of Technical Registration? *

Yes

No

Question 2b: Provide your Firm's Registration Number *

XXXXXX

Question 3a: Does your firm have experience with industry design standards required for the scope of services, such as Maricopa Association of Governments Specifications and Details, Manual of Uniform Traffic Control Devices (MUTCD), International Building Code, etc? *

Yes

No

Question 3a: If you answered "yes" to question 3a, list your firm's experience with industry design standards required for the scope of services. *

LIST THEM HERE

Question 4: Does your firm consent to and certify the insurance requirements, as stated on Attachment 1 Certification included in the RFQ? *

Yes

No

Question 5: Does your firm agree to the City of Chandler Standard Form Professional Agreement, as stated on Attachment 1 Certification included in the RFQ? *

Yes

No

Section 2 - QUESTIONNAIRE (Complete Section 2 ONLY if you answered all previous 5 questions in Section 1 as "yes") *

Firm Name

XYZ Firm

Firm Website *

Your answer

Main Office - Street Address *

Your answer

 This is a required question

Primary Contact Name - First and Last Name *

Your answer

City *

Your answer

Primary Contact Phone Number *

Your answer

State *

Your answer

Primary Contact E-mail Address *

Your answer

Firm Main Office Phone Number *

Your answer



Google Form

Question 1a: Has your firm been terminated from any agreement within the last five years? *

- Yes
- No

Question 1b: If you selected "Yes", briefly describe the circumstances. *

Your answer

Question 2a: Has your firm encountered any claims arising from an agreement which resulted in litigation or arbitration within the last three years? *

- Yes
- No

Question 2b: If you selected "Yes", briefly describe the circumstances and outcomes. *

Your answer

Submit

Clear form

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Google Forms



Next Steps

- Solicitation Questions Due – November 12, 2024, by 5:00 pm.
- Statement of Qualifications Due – November 21, 2024, by 3:00 pm
- CIP has a new email address for Questions and Solicitation submittals. The Google form will automatically be submitted when you save.

Thank you!



Questions?

**Pre-Qualified Technical Registrants List
Addendum No. 2
SUMMARIZED QUESTIONS/RESPONSES**

Do the prime and the sub both submit a Google form?

- *No, only the prime submits the form.*

Should we submit our own SOQ or be a subcontractor for someone?

- *The decision is up to you, you can do either or both. You need to give you and your team the best opportunity to showcase what you can do. If you think that is to submit with a prime and work with a prime as a sub, then we recommend you do both.*

Do we have to submit our subcontractors?

- *You are not required to include subcontractors on your SOQ. If you choose to list subcontractors, you may include multiple ones with whom you have experience working with. However, for each project, you are not obligated to use the listed subcontractors and can select different ones based on the projects specific scope of work.*

How will the list be used?

- *The city will use the list for selecting firms when new projects come up that fall under a \$500K design fee limit. The firms on the list will be ranked on how they meet the needs of each specific scope of work.*

Will the firms be listed alphabetically?

- *The firms will be listed randomly in a spreadsheet; however, it will be sortable depending on how each owner group wants to view it.*

Do we have to submit an SOQ for each category or can we lump them all together?

- *Each firm will need to complete a Google form and submit an SOQ for each category they want to be considered for.*

Should we apply if we qualify for some of the category, but not for a specific scope?

- *It is up to each firm, but if you want to be considered for a project you need to submit an RFQ.*

Does the list of projects and programs we are interested in from the CIP Budget Book count toward the 10-page limit for the SOQ?

- *Yes, the list of projects and programs provide is included within the 10-page limit.*

For the project references from the last five years, do the projects need to be considered substantially complete at the time of SOQ submission?

- *No, you can list projects that are still ongoing, as long as they are relevant to the area you're submitting for.*

Where is the template for the SOQ located?

- *The RFQ contains the outline for the SOQ.*

Can we add subs in the future?

- *If you are considered for an agreement, subs will be determined during the negotiation stage. At that time, you will be submitting the team you intend to use on the project and will not be limited to only the subs submitted in your SOQ*

Do resumes count towards the ten-page max?

- *Resumes do not count towards the 10-page limit.*

If our reference projects are over \$500,000, should we not list it?

- *If the project is over \$500,000 the city will use the RFQ process. These projects may be used as a comparable project if a similar project becomes initiated.*

What is the suggested category for structural engineers?

- *It could be a function of both the civil or architectural categories. You can enter both of those categories or be listed as a sub for another firm.*

Is there a category for independent cost estimator?

- *Yes, it is listed as Cost Estimating and Related Services*

If the firm type is not listed, can we still apply? And how will the process work?

- *Yes, if you are qualified to do work in a category, then you may apply. If a project becomes initiated, we will do a search through our current list to see if we have a firm that can perform the needed work.*

Are more points given to architectural teams that have a previous history in working?

- *There will not be additional points for a work history with City of Chandler. Each owner may select firms that have direct experience related to each project.*

How many firms will be selected for each category?

- *The number selected will be based on how many qualified firms apply.*

Please confirm that separate SOQs are required for each scope of work.

- *Yes, a separate SOQ is required for each scope (category) that you want to be considered for.*

Is there a mini SOQ process in the RFQ?

- *In the event there are several qualified firms that rank high for a project, the city may send out a mini RFQ to request more information for the scope of work. The city may also hold an interview with the firms to help determine the best firm for the project.*

Can we submit the Google form now and then submit SOQ later before the due date and time?

- *Yes, the Google form and SOQ can be submitted at different times as long as both are submitted before the due date.*

To whom should we address the SOQ cover letter?

- *Address the proposal to Daniel Haskins, CIP Division Manager or to the City of Chandler.*

Will selected firms have to compete and/or interview for a selection on a particular project?

- *We may use direct select or we may invite a few firms to submit more information specific to a project or participate in an interview. Projects over \$500,000 must be procured by separate RFQ.*

Is there a list of projects outside of the CIP that will apply to this SOQ?

- *We do not foresee any projects outside the current CIP at this time, but we do have projects come up as part of our Programs out of necessity that may not be included.*

Does the firm have to be registered with the State Board of Technical Registration (BTR) to participate on this solicitation?

- *Yes, the firm will need to be registered with the state BTR to apply.*

Is an AZ technical registration number for our specific section required?

- *Yes. You will need an AZ technical registration number to work for the City of Chandler under this list.*

Does the city consider suggested changes to the terms and conditions?

- *Typically, this is not an option. By submitting this SOQ you agree to the terms and conditions of the contract.*

Exhibit A scope of services and Exhibit B fee schedule seems to be missing from the RFQ, what are the scopes?

- *Exhibits A and B will be provided by the project manager during the negotiation phase. They are not needed as part of the qualifications process; therefore, they are not included.*

Is the \$500,000 limit based per project or annually?

- *The \$500,000 is based on the total per each contract. The city cannot procure a designer for over \$500,000 for an individual contract. Therefore Design, Construction Management and Post Design services can each be up to \$500,000.*

Will the city share who the current incumbents are or share a list?

- *This is the first time the city has done this process, therefore there are no incumbent firms. If you would like a copy of the RFQ's that were selected as part of the previous Annual list, please submit an official public information request.*

Where's the link to the Google form?

- *The link to the Google form is in each of the RFQs.*

When do you think the City of Chandler will start using this list?

- *Our expectation is for the lists to be available by the middle of January 2025 to each of our owner groups.*

Is it possible to get on the pre-qualified list but not earn a project during the contract terms?

- *Yes. There are no guarantees that a firm will be awarded or selected from this list.*

Our firm provides structural primarily for water, wastewater projects as both prime and sub. Should we submit for structural under the water wastewater category in this case?

- *Yes. You want to provide the owners that will be reviewing your SOQ the opportunity to see the work that you can perform. So, if you work on water and wastewater facilities, then you want to submit under the water and wastewater category. You can also submit under the architectural category.*

Do we need to carry cyber insurance to submit an SOQ?

- *Cyber insurance will only be required on a case-by-case basis if your firm is selected for an agreement that requires cyber insurance based on the scope of work.*

What Application Form are you referring to on Page 4, Step 2, Resumes for Key Local Staff listed in Application Form?

- *There is no application form. Include resumes for team members included in your SOQ.*



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City of Chandler Capital Projects Division Meeting Sign in Sheet

Project Name:	Pre-Qualified Technical Registrants List		
Meeting Type:	Pre-Submittal Conference		
Meeting Date:	November 6, 2024	Meeting Time:	1:00 p.m.
Meeting Location:	City Council Chambers		

Name	Firm Name	Email	Phone
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City of Chandler Capital Projects Division

Meeting Sign in Sheet

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Meeting Date:	November 6, 2024	Meeting Time:	1:00 p.m.
Meeting Location:	City Council Chambers		

Name	Firm Name	Email	Phone
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JOHN AKIN	TRISTAR ENLARGED	JAKIN@TRISTAR-AZ.COM	602-568-4601
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Michelle Reeder	COC	michelle.reeder@chandleraz.gov	480-782-3308

City of Chandler Capital Projects Division

Project Name:	Pre-Qualified Technical Registrants List		
Meeting Type:	Pre-Submittal Conference		
Meeting Date:	November 6, 2024	Meeting Time:	1:00 PM
Meeting Location:	Online Attendees via Webex		

NAME / COMPANY	NAME / COMPANY
Aaron Cooper	Karen Ratliff
Alex San Andres	Kaycee
Alex Wilcox Alpha Geotechnical and Materials, Inc	Kuri Torres
alex@westpacre.com	Laura Cornell Norris Design
Annemarie Dunford	Logan Peters
Ben Lee	Maher Salah
Betsy Miller	Maria Michieli-Best
Carlos Guzman, MSCE, CEP	Matt Avila
Catherine Stevens Deutsch Architecture Group	McKenna Anderson
Cayden M.	N Wilkinson
Collette Frohlich	Nancy Davis FM Solutions
Coreyn	Rachel Kendrick
deann gates	Rebecca Rabano
Donna Smith, Tetra Tech	Robert (GH2)
Ed Junod	Ryan Gibson
France Allen, PCS	Scott Macpherson, RLB
Francesca Larson	Simone Goncalves
hdrinc.com	Spur Design Architecture and Engineering
Isabella Anglikowski	Stefanie Haggemuller
Jaimee Robinson	Steve Lohide