



**CITY OF PHOENIX, ARIZONA
OFFICE OF THE CITY ENGINEER
DESIGN AND CONSTRUCTION PROCUREMENT**

REQUEST FOR QUALIFICATIONS

**PHOENIX SKY HARBOR OPERATIONS AND POLICE FACILITY
ARCHITECTURAL SERVICES**

OPENGOV ID NO. AV17000060

The City of Phoenix Aviation Department is seeking a qualified consultant to provide full architectural and program services, as well as construction administration and inspection for a new office facility for the Phoenix Sky Harbor International Airport (PHX) Aviation Department Operations Division and PHX Police Airport Bureau. Aviation Department Operations Division and the PHX Police Airport Bureau. The proposed site is located at the eastern portion of the 25th Street Sky Train Station parking lot at 3400 E. Sky Harbor Blvd. The desired date for completion of the construction and start of beneficial use is July 1, 2029. The estimated construction costs is \$40 million.

It is anticipated that this project will be implemented through a Construction Manager at Risk (CMAR) contract.

Project Description

The City of Phoenix Aviation Department has a need to build an approximate 40,000 square-foot shared office facility for the PHX Aviation Department Operations Division and the PHX Police Airport Bureau. The new facility will accommodate the space needs of the City of Phoenix Aviation Department's Airport Operations Division and Phoenix Police Airport Bureau combining them into a single consolidated facility. This project serves as an enabling component for the development of the new PHX West Terminal. The construction of the new facility will allow for demolition of the existing buildings paving way for the new terminal.

The programming and design work will include but is not limited to the following:

- Geotechnical/Soils Reporting
- Grading and Drainage
- Site Planning
- Building Programming and Design
- Site Landscaping & Lighting
- Parking lot design
- IT Systems
- Safety and Security Systems
- Security Walls and Fencing

Scope of Work

The Consultant scope of work will include services for the programming, design and bid phases with the possibly for construction administration/inspection phase. After selection, the Consultant shall prepare, submit, and collaborate with the City on the draft scope of services, list of deliverables, and preliminary schedule. This scope of work may include but not be limited to the following:

General Project Administration:

- Coordinate with the City and the CMAR during the design of the project

- Attend all project meetings as necessary to maintain the project objectives
- Submit and retrieve all required documents to and from various agencies
- Coordinate all permits and approvals from federal, state, county, and local utility authorities
- Prepare and submit written monthly progress reporting during entire design period
- Perform all design services under this contract for each/multiple design package
- Provide Design Team to deliver complete project including integrated technology specialties
- Collaborate and coordinate with the Aviation Department's Construction Manager at Risk (CMAR), issue documents for -review, scheduling, estimating, bidding and GMP development
- Develop and update project directory and coordinate monthly distribution with City
- Verify LEED requirements/certification level and Aviation Department sustainability goals

Programming Phase (Pre-Design)

- Conduct Stakeholder interviews: airport authorities, division/bureau managers, user groups, IT, operations, and security teams.
- Develop functional needs assessment: office functions, operations rooms, conference rooms, secure areas, employee amenities, archives, training rooms, etc.
- Develop Space planning requirements: net/gross areas, relationships between spaces, adjacency diagrams.
- Complete a Workflow + operations analysis: passenger-facing separation (if any), personnel access flows, back-of-house support routes, and 24/7 operational considerations.
- Identify regulatory constraints: FAA, NFPA, IBC, ADA, City of Phoenix and PHX Aviation design guidelines, blast/security requirements, and sustainability mandates.
- Evaluate site access, utilities, airside/landside constraints, noise exposure zones, safety clearances, and potential expansion.
- Identify technology needs: secure IT rooms, redundant power, communications infrastructure, AV systems.
- Develop and document sustainability and resilience goals: LEED, energy modeling targets, redundancy, and mission-critical resilience.
- Develop preliminary project budget + schedule.

- Programming deliverable: a written program book summarizing space needs, room data sheets performance criteria, adjacencies, FFE and technical requirements.

Conceptual Design

Utilizing the project program provide:

- Develop site planning options: building massing, orientation, parking, airside access (if applicable).
- Develop test fits + blocking diagrams.
- Develop conceptual plans and sketches: form, circulation strategy, security zoning, vertical circulation, and daylight strategies.
- Complete a sustainability and structural concept narrative.
- High-level MEP concept integration plan: outlining redundancy strategies, emergency power, cooling loads for mission-critical spaces.
- In coordination with the CMAR, develop a conceptual cost estimate.
- Presentations to the division/bureau and airport executives for approval.

Schematic Design - 30%

- Translate concepts into a more refined preferred architectural solution.
- Develop schematic floor plans, typical workspace layouts, and stacked diagrams.
- Develop schematic elevations, sections, and 3D modeling.
- Refined site plan and campus integration.
- Select structural system.
- Select preliminary MEP system + sizing.
- Develop and document the security strategy: credentialed access zones, controlled doors, CCTV layouts, visitor management.
- Perform a code analysis: egress, accessibility, occupancy classifications.
- Coordinate and review design with aviation-specific standards (FAA, TSA, ICAO, City of Phoenix).
- In coordination with the CMAR, update the cost estimate and provide value engineering revisions as needed to remain within the approved budget.
- Present design solutions to the Operations Division/Police Bureau and airport executives for decision on a preferred alternative approval.

- Perform Facilitated schematic design plan reviews with PHX Facilities & Operations Divisions and Police bureau
- Document and respond to facilitated review comments

Design Development - 60%

- Further develop the preferred design for constructability and coordination.
- Provide detailed architectural layouts, materials, and assemblies.
- Coordinate mechanical/electrical/plumbing systems with architectural design
- Finalize IT/communications and mission-critical operations room design.
- Complete furniture and workspace planning (desks, collaboration areas, break rooms).
- Provide detailed façade design.
- Coordinate Security systems (access control, intrusion detection, CCTV) with architectural design.
- Coordinate AV systems at conference rooms, operations centers, training rooms.
- Review design with fire marshal and permitting agencies.
- Final design presentation (presentation to include 3d model renderings, architectural animation, presentation site and building plans) to the division/bureau and airport executives for approval.
- Hold facilitated design development plan reviews with PHX Facilities & Operations Divisions and Police bureau
- In coordination with the CMAR, update the cost estimate and provide value engineering revisions as necessary to remain within the approved budget

Construction Documents - 100%

- Complete, coordinated, detailed drawings and technical specifications.
- Architectural plans, sections, details, schedules.
- Furniture and fixture (FFE) plans
- Structured coordination with engineers (structural, MEP, civil, fire protection).
- Specifications for all materials and systems.
- Final code compliance documentation.
- In coordination with the CMAR, develop construction phasing and tenant move plans.
- Coordinate and submit bid packages to CMAR for Guaranteed Maximum Price development.

Bidding & GMP Negotiation Support

- Respond to CMAR and sub-contractor RFI's.
- Issue addenda as necessary.
- Review sub-contractor bid tabulations and provide recommendations.
- Review GMP(s) and provide recommendations to the city
- Prepare final conformed construction documents and provide print/electronic copies for construction

Use of UNIFIER, an Application Service Provider (ASP) web-based project management database, may be required. The following information provides a guideline for utilization. Any questions related to the requirements of UNIFIER should be directed to the Project Manager.

The Consultant will be required to maintain all project records in electronic format.

- The City provides an ASP web-based project management database which the Consultant will be required to utilize in the fulfillment of the contract requirements.
- The Consultant shall provide a computerized networked office platform with broadband internet connectivity.
- UNIFIER training will be provided through the City of Phoenix to firms under contract.

Pre-Submittal Meeting

A pre-submittal meeting will be held at 1:00 pm, Phoenix time on Tuesday, September 15, 2026, at Aviation DCS Building, 500 S. 24th Street, Phoenix, AZ 85034, Suns Conference Room ---- **AND** via Teams. At this meeting, City staff will discuss the scope of work, general project requirements, and respond to questions from the attendees. It is strongly recommended that interested firms attend the pre-submittal meeting. Inquiries regarding the project scope outside of this pre-submittal meeting must be directed to the Contracts Specialist.

Pre-Submittal Meeting Teams Information:

<https://teams.microsoft.com/meet/279951856898352?p=Dmml1LlhkBtyWyK1yr>

Statement of Qualifications Evaluation Criteria

A firm will be selected through a qualifications-based selection process based on the criteria below. Subcriteria are listed in order of importance in relation to project services. City of Phoenix project experience is not required.

No.	Evaluation Criteria	Scoring Method	Weight (Points)
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1.	Design Experience of the Prime Firm Describe the experience and qualifications of the prime firm in providing design services for similar projects. Identify projects the submitting firm has completed. For each project listed, provide: A. Description of the project including scope and project owner B. Role of the firm and explain how this relates to the services being solicited C. Project's original contract value, final contract value, and reason for variance D. Project's start date and completion date	Points Based	50 (11.9% of Total)
2.	Construction Administration and Inspection Experience of the Prime Firm Describe the experience and qualifications of the prime firm in providing construction administration and inspection (CA&I) services for similar projects. Identify projects the submitting firm has completed. Include assigned CA&I personnel if different from personnel performing design services. For each project listed, provide: A. Description of the project including scope and project owner B. Role of the firm and explain how this relates to the services being solicited C. Project's original contract value, final contract value, and reason for variance D. Project's start date and completion date	Points Based	50 (11.9% of Total)

3.	Design Experience of the Key Personnel and Subconsultants Describe the experience and qualifications of the specific project team expected to be assigned to this project in providing design services for similar projects. For each key person identified, list their length of time with the firm. List each key person's role in the projects provided. 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 each project listed, provide: A. Description of the project including scope and project owner B. Role of the team or team member and explain how this relates to the services being solicited C. Project's original contract value, final contract value, and reason for variance D. Project's start date and completion date	Points Based	100 (23.8% of Total)
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4.	Construction Administration and Inspection Experience of Key Personnel and Subconsultants Describe the experience and qualifications of the project team expected to be assigned to this project in providing construction administration and inspection services for similar projects. For each key person identified, list their length of time with the firm. List each key person's role in the projects provided. 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. Include assigned CA&I personnel if different from personnel performing design services. For each project listed, provide: A. Description of the project including scope and project owner B. Role of the team or team member and explain how this relates to the services being solicited C. Project's original contract value, final contract value, and reason for variance D. Project's start date and completion date	Points Based	50 (11.9% of Total)
5.	Project Understanding and Approach Describe your firm's understanding of the City's need for this project, including important considerations such as project issues and challenges. Describe the team's approach to the project, including important considerations such as scope, schedule, and budget.	Points Based	100 (23.8% of Total)

6.	Staffing Information for Key Personnel Provide the following: A. Team's availability and commitment to the project, including subconsultants B. Team's plan to maintain continuity of the proposed services C. Organization chart showing key personnel, current professional licenses or certifications, and assigned roles for both Design and Construction Administration and Inspection Services for the project D. Identify the location of the lead firm's principal office and the home office location of key staff on this project.	Points Based	50 (11.9% of Total)
7.	Reference Checks Use the form provided in the Attachments section to obtain at least three references. It is preferred no more than one be a City of Phoenix project. If your firm has not completed prior projects with other agencies, you will not be penalized. It is recommended there be references outside the City of Phoenix. *These points are in addition to the 400 points for the SOQ. Interviews are an additional 600 points. Scores from the SOQ evaluations carry over to Interviews.	Points Based	21 (5% of Total)

Submittal Requirements

Electronic Submittal Process: Firms interested in this project must submit a Statement of Qualifications (SOQ) electronically through the City's Procurement Portal at <https://procurement.opengov.com/portal/phoenix>.

Submittal requirements are as follows:

Vendor Information: All firms must be registered in the City's Vendor Management System prior to submitting a proposal. 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/financesite/Pages/EProc-help.aspx>

If your firm is already registered with the City of Phoenix's Procurement system, please visit <https://procurement.opengov.com/portal/phoenix> to login and access the electronic solicitation.

Submittals:

- Submit only one SOQ electronically, in .PDF format only, addressing all evaluation criteria. No hard copies will be accepted.
- Clearly display the firm legal name, vendor number, project title, and project number on the cover of the SOQ.
- A maximum of **20 pages** is permitted to address all content in the SOQ submittal. ***(Maximum page limit includes evaluation criteria and all additional content. It does not include information sheet.)***
- Submit electronically the Statement of Qualifications by **12:00 pm, Phoenix time, on Friday, September 25, 2026.**
- Page size must meet requirements of 8½" x 11".
- Font size must not be less than 10 point.
- Content count:
 - 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, information sheet, 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.

Information Sheet: Provide an information sheet that includes project title, OpenGov ID number, **legal firm name (not a trade name)**, address, phone number, vendor number, and the name, title, email address and signature of your contact person for the project. Do not include any additional information.

Evaluation Criteria: Address the SOQ evaluation criteria.

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:

- Submitting a Statement of Qualifications for a different project.

- Violating the “Contact with City Employees” policy contained in this RFQ.

Selection Process and Schedule

Interested firms will submit a Statement of Qualifications (SOQ). The firm will be selected through a qualifications-based selection process. A Selection Panel will evaluate each SOQ per the criteria set forth above.

Finalists from the SOQ evaluation will be invited to participate in detailed interviews. A letter to each finalist will contain the evaluation criteria to be used during the interview presentation. Interview evaluations to select the highest qualified firm include up to 400 points from the SOQ evaluation process. The City may conduct a due diligence review on the firm receiving the highest evaluation.

The City expects to create a final list of at least three, but not more than five teams for this project. The City will enter into negotiations with the selected team and execute a contract upon completion of negotiation of fees and contract terms for City Council approval.

The following tentative schedule has been prepared for this project.

Pre-submittal Meeting	1:00 pm on Tuesday, September 15, 2026
SOQs Due	12:00 pm on Friday, September 25, 2026
Firms Notified for Interview	October 13, 2026
Interview	October 27, 2026
Selection Notification	Early November 2026
Scope Meeting	Mid-November 2026

If the City is unsuccessful in negotiating a contract with the best-qualified firm, the City may then negotiate with the next most qualified firm until a contract is executed, or the City may decide to terminate the selection process. Once a contract is executed with the successful firm, the procurement is complete.

The firm selected 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 City of Phoenix’s Procurement Portal:

<https://procurement.opengov.com/portal/phoenix>

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.

Changes to Request for Qualifications. *Any changes to this Request for Qualifications (RFQ) will be in the form of a Notification.* The City of Phoenix shall not be held responsible for any oral instructions. Notifications are available on both the Current Opportunities and City's eProcurement Portal at <https://procurement.opengov.com/portal/phoenix>.

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 web page or call the Contracts Specialist (listed below) to ascertain if a Notification has been issued for this project.

Alternate Format. For more information or a copy of this publication in an alternate format, contact O'cie Hendricks (602)534-1423 - Voice or TTY 711. Requests will only be honored if made within the first week of the advertising period.

Release of Project Information/Public Records Request. 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. To submit a Public Records Request, visit phoenix.gov/pr.

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. 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.**

Beginning on the date the RFQ is issued and until the date the contract is awarded or the RFQ withdrawn, all persons or entities that respond to the RFQ, including their authorized employees, agents, representatives, proposed partner(s), subcontractor(s), joint venture(s), member(s), or any of their lobbyists or attorneys (collectively the Proposer), will refrain from any direct or indirect contact with any person (other than the designated Contract Specialist) who may play a part in the selection process, including members of the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department heads, the Mayor and other members of the Phoenix City Council. As long as the RFQ solicitation is not discussed, Proposers may continue to conduct business with the City and discuss business that is unrelated to this RFQ solicitation with City staff.

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 procurement officer) 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 procurement officer 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 above), conducted in person at 200 W. Washington, Phoenix, Arizona 85003, and are posted as open meetings with the City Clerk at least twenty-four (24) hours prior to the scheduled meetings. The City Clerk will be responsible for posting the meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

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.

Protest Procedures. Firms responding to disqualification or a procurement outcome are referred to the Code of the City of Phoenix Chapter 2, Article XII, Section 2-187 to 2-190.4, 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/>

A copy of the Protest Policy is also available online at:

<https://www.phoenix.gov/administration/departments/streets/careers/business-opportunities.html>

Questions - Questions pertaining to this selection process or contract issues should be submitted via the Procurement Portal.

Vendor Questionnaire

*Response required