



EXECUTIVE SUMMARY
RFQ-A&E No. 222849
On Call Plan Review Services

SOLICITATION OVERVIEW

Project Title	On Call Plan Review Services
Project ID	222849
Project Type	Request for Qualifications
Release Date	April 14, 2022
Due Date	May 23, 2022
Procurement Agent	Maritza Felix
Evaluators	Juan Garcia, Jennifer Peel Davis, John Stiffey

INTRODUCTION

The City of Tucson issued the above referenced one-step Request for Qualifications to select up to eight (8) consultants to perform expedited plan review services. The City of Tucson has partnered with OMNIA Partners to make the resultant contracts from this solicitation available to other public agencies through OMNIA Partners' cooperative purchasing program. The solicitation was publicly posted on the City's website and notices were emailed to all registered vendors who have indicated that email is their preferred delivery method. The solicitation was publicly advertised in the Daily Territorial on 3/31/22 and 4/7/2022.

Summary

Notice is hereby given that the City of Tucson, hereinafter referred to as "COT" is conducting a competitive ONE-STEP process to retain approximately EIGHT (8) CONSULTANTS to perform expedited plan review on an "as-needed", "if-needed" basis, as specified herein. The successful consultants may perform Internal 2nd Party Plan Review, Bundled 2nd Party Plan Review, and/or External 3rd Party Plan Review for the Planning and Development Services Department (PDS) at COT. The successful consultants may also perform similar work for Participating Public Agencies as well as other engineering or non-engineering services. The scope of services provided by successful consultants can vary based on the expertise of each consultant.

The estimated annual budget for this project is \$3,000,000 . The estimated annual budget is not a cap; Participating Public Agencies do not have a not to exceed cap unless established by that Participating Public Agency. Services will be requested on an as-needed, if-needed basis and the resultant contract is neither exclusive nor a commitment by COT that the Consultant's services will be required.

Contact Information

Maritza Felix

Senior Contract Officer
 201 N Stone Avenue
 6th Floor North
 Tucson, AZ 85701

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Phone: [\(520\) 837-4107](tel:(520)837-4107)

Department:

Planning & Development Services

SOLICITATION STATUS HISTORY

Date	Changed To	Changed By
Mar 10, 2022 11:17 AM	Draft	Maritza Felix
Mar 10, 2022 12:05 PM	Review	Maritza Felix
Mar 24, 2022 11:19 AM	Final	Maritza Felix
Mar 24, 2022 11:19 AM	Post Pending	Maritza Felix
Apr 14, 2022 9:00 AM	Open	OpenGov Bot
May 23, 2022 2:00 PM	Pending	OpenGov Bot
May 24, 2022 8:20 AM	Evaluation	Maritza Felix

PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
Submitted	Brown & Associates Certified Inspection Service, Inc.	Katie Brown katie@brownandassociates.net	May 23, 2022 12:54 PM
Submitted	Bureau Veritas North America, Inc.	David Meloy david.meloy@bureauveritas.com	May 23, 2022 11:56 AM
Submitted	Institute for Building Technology and Safety (IBTS)	Amy DeCantis adecantis@ibts.org (703) 727-8042	May 23, 2022 1:17 PM
Submitted	Kimley-Horn	Angela McHugh mt.marketing@kimley-horn.com (602) 944-5500	May 23, 2022 11:16 AM

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Status	Vendor	Contact Info	Submission Date
Submitted	Nova Performance Group, LLC	Mustafa Ghaith ghaith.m@nova-pg.com (703) 344-3180	May 21, 2022 3:51 PM
Submitted	Psomas	Vanessa Martinez vanessa.martinez@psomas.com (520) 292-2300	May 23, 2022 12:56 PM
Submitted	SAFEbuilt	Jessica Koehler proposals@safebuilt.com	May 23, 2022 9:31 AM
Submitted	STANTEC CONSULTING SERVICES INC.	Joel Svoboda joel.svododa@stantec.com (520) 275-8944	May 23, 2022 11:11 AM
Submitted	Shums Coda Associates	Christine Godinez marketing@shumscoda.com (925) 463-0651	May 23, 2022 11:23 AM
Submitted	Verde Valley Consulting Engineers, PLLC	Robert Winiecke vnce@att.net (480) 229-1575	May 22, 2022 10:32 PM
Submitted	Willdan Engineering	Autumn Wollmann rfps@willdan.com	May 23, 2022 11:15 AM

VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	Blue Cross Blue Shield of Arizona, Inc.	Brown & Associates Certified Inspection Service, Inc.	Bureau Veritas North America, Inc.	Deep Canyon, LLC	Institute for Building Technology and Safety (IBTS)
Forms to be filled out.	No Response	No Response	No Response	No Response	No Response
Cover Letter	No Response	Pass	Pass	No Response	Pass
Statement of Qualifications in response to the Evaluation Criteria	No Response	Pass	Pass	No Response	Pass
Offer Page	No Response	Pass	Pass	No Response	Pass
Business License	No Response	No Response	No Response	No Response	No Response
Does your firm have a business license?	No Response	Pass	Fail	No Response	Pass
If yes, please upload the business license here.	No Response	Pass	No Response	No Response	Pass
Question Title	Kimley-Horn	Nova Performance Group, LLC	Psomas	SAFEbuilt	STANTEC CONSULTING SERVICES INC.
Forms to be filled out.	No Response	No Response	No Response	No Response	No Response
Cover Letter	Pass	Pass	Pass	Pass	Pass

Question Title	Blue Cross Blue Shield of Arizona, Inc.	Brown & Associates Certified Inspection Service, Inc.	Bureau Veritas North America, Inc.	Deep Canyon, LLC	Institute for Building Technology and Safety (IBTS)
Statement of Qualifications in response to the Evaluation Criteria	Pass	Pass	Pass	Pass	Pass
Offer Page	Pass	Pass	Pass	Pass	Pass
Business License	No Response	No Response	No Response	No Response	No Response
Does your firm have a business license?	Pass	Fail	Pass	Pass	Pass
If yes, please upload the business license here.	Pass	No Response	Pass	Pass	Pass
Question Title	Shums Coda Associates	Verde Valley Consulting Engineers, PLLC	Willdan Engineering		
Forms to be filled out.	No Response	No Response	No Response		
Cover Letter	Pass	Pass	Pass		
Statement of Qualifications in response to the Evaluation Criteria	Pass	Pass	Pass		
Offer Page	Pass	Pass	Pass		
Business License	No Response	No Response	No Response		
Does your firm have a business license?	Fail	Fail	Pass		
If yes, please upload the business license here.	Pass	No Response	Pass		

QUESTIONS AND ANSWERS

1. Provide a response to the national or regional program.

May 23, 2022 8:53 AM

Question:

Should we provide our response in the Tucson Proposal under "Experience and Qualifications of Team" or with a separate proposal for the OMNIA program?

May 20, 2022 4:26 PM

Answered by Maritza Felix:

We don't need a separate response for the OMNIA component. That's not part of the evaluation. Participation will be addressed during negotiations.

May 23, 2022 8:53 AM

ADDENDA & NOTICES

ADDENDA ISSUED:

No Addenda issued.

NOTICES ISSUED:

No Notices issued.

EVALUATION

A committee was formed to evaluate the SOQs based upon the selection criteria set forth in the RFQ. The committee was comprised of the following members and Committee Member Statements were acknowledged by all.

EVALUATORS

Name	Title	Agreement Accepted On
Juan Garcia	Building Official	Jun 23, 2022 10:23 AM
Jennifer Peel Davis	Fire Plans Examiner	Jul 5, 2022 6:14 AM
John Stiffey	Project Coordinator	Jul 11, 2022 2:16 PM

NON-VOTING EVALUATORS:

Jessica Goforth- OMNIA Partners
Amy Smith- OMNIA Partners
Phil Santoro- OMNIA Partners
Scott Wilson- OMNIA Partners
Fred Flores- OMNIA Partners

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Experience and Qualifications of Team	Points Based	30 (30% of Total)
Services and Qualifications of Firm	Points Based	25 (25% of Total)
Available Resources to Complete the Project	Points Based	25 (25% of Total)
Firm Experience on Similar Projects	Points Based	20 (20% of Total)

AGGREGATE SCORES SUMMARY

Vendor	Juan Garcia	Jennifer Peel Davis	John Stiffey	Total Score (Max Score 100)
Brown & Associates Certified Inspection Service, Inc.	85	70	94	83
Bureau Veritas North America, Inc.	88	83	95	88.67
Institute for Building Technology and Safety (IBTS)	100	80	94	91.33
Kimley-Horn	89	44	100	77.67
Nova Performance Group, LLC	57	28	74	53
Psomas	89	44	100	77.67
SAFEbuilt	93	94	98	95
Shums Coda Associates	95	75	93	87.67
STANTEC CONSULTING SERVICES INC.	93	91	92	92
Verde Valley Consulting Engineers, PLLC	52	29	77	52.67
Willdan Engineering	91	84	100	91.67

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	<u>Experience and Qualifications of Team</u> Points Based 30 Points (30%)	<u>Services and Qualifications of Firm</u> Points Based 25 Points (25%)	<u>Available Resources to Complete the Project</u> Points Based 25 Points (25%)	<u>Firm Experience on Similar Projects</u> Points Based 20 Points (20%)	Total Score (Max Score 100)
Brown & Associates Certified Inspection Service, Inc.	24.3	20.7	21.3	16.7	83
Bureau Veritas North America, Inc.	26.7	22	21.3	18.7	88.67
Institute for Building Technology and Safety (IBTS)	26	23.3	23.3	18.7	91.33
Kimley-Horn	23	19	19.7	16	77.67
Nova Performance Group, LLC	19.3	16	11	6.7	53
Psomas	23	19	19.7	16	77.67
SAFEbuilt	29	23.7	24	18.3	95
Shums Coda Associates	25	23	24	15.7	87.67

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STANTEC CONSULTING SERVICES INC.	28	23.7	21	19.3	92
Verde Valley Consulting Engineers, PLLC	18.3	14	11.7	8.7	52.67
Willdan Engineering	28.7	24	23	16	91.67

NEGOTIATED VALUE:

Hourly rates were successfully negotiated with all (9) consultants. An analysis of the proposed rates indicates the rates are reasonable. A signed Letter of Concurrence was received by all (9) consultants confirming the fee schedule.

CONTRACT OFFICER RECOMMENDATION:

The RFQ stated we will award up to eight (8) firms. The final scoring had a tie at positions eight (8) and nine (9), therefore, the committee recommended award to nine (9) firms.

I attest that the evaluation process was conducted in accordance with the Tucson Procurement Code and all applicable rules and regulations. Based upon the evaluation committee's recommendation, it is recommended that this contract shall be awarded to:

- BROWN & ASSOCIATES CERTIFIED INSPECTION SERVICES, INC.**
- BUREAU VERITAS NORTH AMERICA , INC.**
- INSTITUTE FOR BUILDING TECHNOLOGY & SAFETY (IBTS)**
- KIMLEY-HORN**
- PSOMAS**
- SAFEBUILT**
- SHUMS CODA ASSOCIATES**
- STANTEC CONSULTING SERVICES, INC.**
- WILLDAN ENGINEERING**

Concurrence:

Matthew Sage for
 Nathan Daou, NIGP-CPP, CPPO, CPPB, C.P.M., A.P.P.
 Procurement Administrator

November 23, 2022
 Date