



REQUEST FOR QUALIFICATIONS

**Intake and Pipeline Project - Environmental and
Design Services**

RFQ # 26-01-W

**CITY OF PAGE
DBA, PAGE UTILITY ENTERPRISES
640 HAUL ROAD
P.O. BOX 1955
PAGE, AZ 86040-1955**

RFQ PUBLIC RELEASE DATE: APRIL 15, 2026
PRE-SUBMITTAL MEETING: APRIL 29, 2026, AT 2:00 PM (Arizona Time)
DEADLINE FOR QUESTIONS: MAY 6, 2026, AT 4:00 PM (Arizona Time)
AGENCY RESPONSE TO QUESTIONS: MAY 13, 2026
RESPONSE DEADLINE: **MAY 27, 2026, AT 4:00 PM (Arizona Time)**

Background

The City of Page, DBA, Page Utility Enterprises (hereafter “City” or PUE” or “Agency”) is seeking a qualified consultant team to provide Environmental and Design (Engineering) services for INTAKE Pump Station Work (“Phase 1”) and the PIPELINE from the Intake Pump Station to the Water Treatment Plant, collectively referred to as the Project (“Project”). Services will include environmental analyses, technical studies, and clearances; and design / engineering services to create construction documents. This project site is located proximate to 640 Haul Road, Page, Arizona. The estimated total cost of construction for this Project is \$44 million.

The successful implementation of this Project will provide reliable and sustained access to clean drinking water for the City of Page and the Navajo Tribal Village of LeChee. Without this Project, the PUE water pumping system is at risk of failure, which could result in loss of all access to the only local water source. The Project will improve the effectiveness and reliability of the intake structure and the pipeline to the water treatment plant, thereby safeguarding the public health and prosperity of the area’s communities.

Project Description

The intake facilities in Glen Canyon Dam and the 18-inch transmission pipeline were both constructed in the 1950's and are well past the end of their useful life. These pipes are also inaccessible for inspection, maintenance, replacement, and expansion due to their location within the dam. Due to these factors, the water supply infrastructure cannot reliably support the City’s, and the LeChee Navajo Community’s, water demands because of its age, condition, and construction restrictions. Therefore, a new raw water intake and transmission pipeline are necessary to be environmentally cleared, designed, and constructed.

Scope of Work

Interested firms are invited to submit a Statement of Qualifications (“SOQ”) to provide the following services in support of the Project. All work performed is expected to be done in close coordination with City staff. The general scope of work includes providing environmental and design-related services, as well as, support with associated federal funding clearance processes for the Project.

Design services for civil, mechanical, structural, architectural, electrical and instrumentation and control (I&C) for the project which also includes a draft and final preliminary design report (PDR) and 60%, 90%, and 100% design plans and specifications. The PDR will effectively represent the 30% design stage. Plans and specifications must be developed in compliance with the City standards and applicable building codes. Other activities may include facilitation of meetings and workshops; data collection including geotechnical/soil investigation and survey services; coordination of other Agency affected utilities; development of opinion of probable construction cost estimates at each milestone; preparation and coordination of plans for maintaining facility operation during construction; preparation of technical documents required to achieve applicable clearances from federal funding agencies. A hydraulic and transient modeling analysis of the intake structure and pipeline is to be performed.

As such, the following is a list of Project elements and related services expected to be performed by the selected consultant team:

Design of the Intake Structure (Phase 1)

The provision of a draft and final preliminary design report (PDR) and 60%, 90%, and 100% design plans and resulting construction documents for a new raw water intake structure at the Lake Powell pump station. The intake structure shall include a shaft drilled deep into the sandstone below the

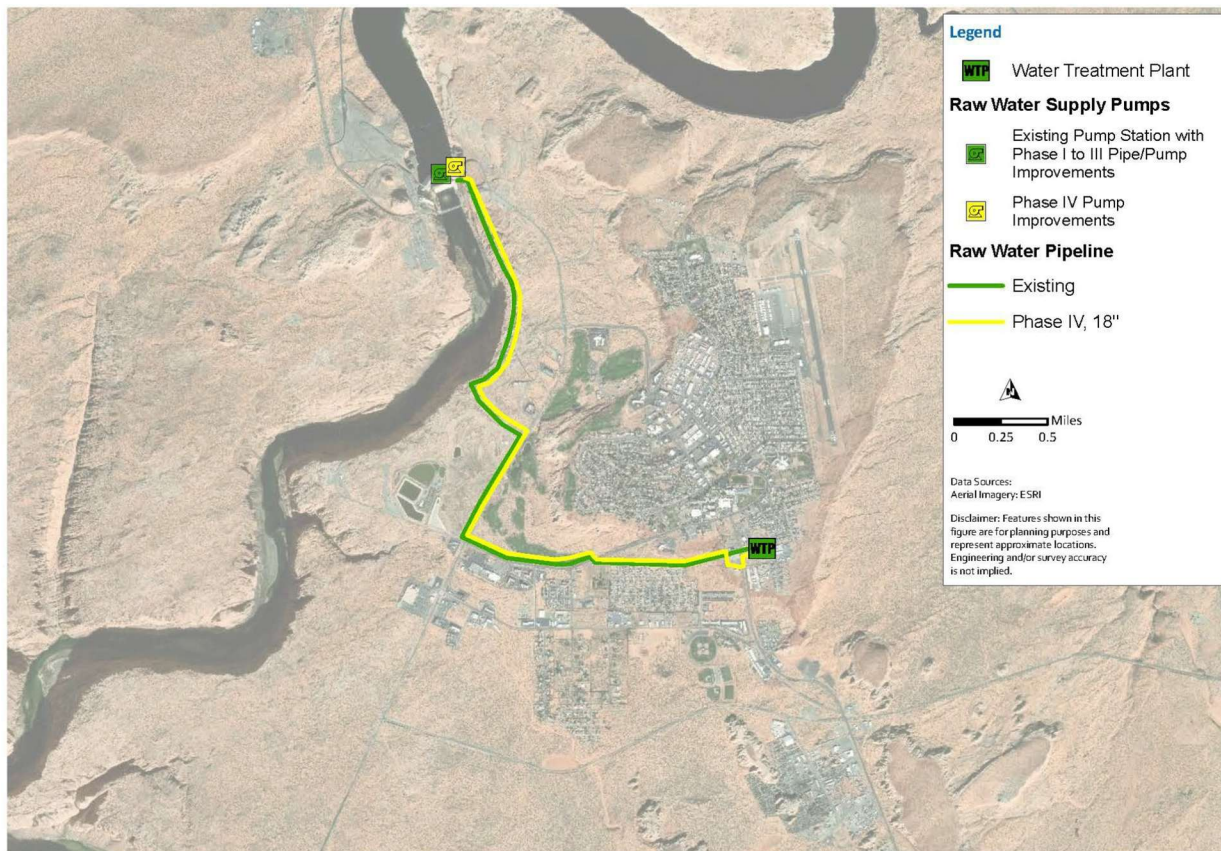
lowest projected lake level. Pumps are required to be located within the shafts and designed to lift at least 6.6 MGD of water over 1,000 feet from Lake Powell for conveyance to the water treatment plant for final treatment and distribution.

Environmental Analysis of the Intake Structure (Phase 1)

Completion of necessary environmental compliance studies and resulting documents to meet regulatory requirements. The Federal Agency having primacy (currently the Environmental Protection Agency) over the environmental clearance process has determined that the level of environmental assessment for this Project is a Categorical Exclusion to meet National Environmental Policy Act (NEPA) requirements. Portions of the environmental assessment may include Endangered Species Act requirements, National Historic Act requirements, and further Tribal Review / Consultation.

Design of the Pipeline (Phase 2)

The provision of a draft and final preliminary design report (PDR) and 60, 90, and 100 percent design plans and resulting construction documents for a 25,500 foot, 18-inch conveyance pipeline that will transfer raw water from the intake pump station to the City's surface water treatment plant. The image below shows the expected route for the conveyance pipeline.



Environmental Analysis of the Pipeline (Phase 2)

Completion of necessary environmental compliance studies and resulting documents to meet regulatory requirements. The Federal Agency having primacy (currently the Environmental Protection Agency) over the environmental clearance process will determine the level of environmental assessment, which could be a Categorical Exclusion, Environmental Assessment or Environmental Impact Statement to meet National Environmental Policy Act (NEPA) requirements. Portions of the environmental assessment may include Endangered Species Act requirements, National Historic Act

requirements, and further Tribal Review / Consultation. The environmental assessment of Phase 2 elements may be completed simultaneously with the environmental assessment of the Phase 1 elements.

Professional services by the contracted firm during the environmental and design phases may include, but are not limited to, the following:

- Development of a comprehensive set of contract documents as described above including construction plans and specifications adhering to current City standards, regulatory guidelines, and requirements
- Development of a PDR in both draft and final format that documents the design conditions of the intake structure and pipeline.
- Attendance at regular meetings with the Project team to discuss, coordinate, and review the work progress and budget, resolve design issues, and document meeting minutes
- Obtain all required permits for the construction and operation of the Project elements
- Provide all required services as necessary to implement alternative design reviews, constructability reviews, quality control reviews that may be performed during construction
- Provide services including agency coordination; preparation of preliminary, pre-final and final plans for environmental clearance processes; development of final cost estimates, assistance in the construction bid evaluation and recommendation of contract award; and
- Provide value-engineering recommendations to ensure the Project will meet both the targeted budget and implementation schedule

Professional services by the contracted firm during the construction phases may include, but are not limited to, the following:

- Conduct pre-construction conference and hold subsequent meetings, as necessary, with the project team
- Attend and / or conduct project-related construction progress meetings
- Confirm contractors' work progress
- Provide quality control services during the course of construction to ensure that the overall technical correctness of the construction phase services are being followed
- Arrange and coordinate special inspection for structural, mechanical, and electrical work, as required
- Prepare and review Project documents (e.g. correspondence, schedules, submittals, shop drawings, requests for information (RFIs), test data, project data, cost proposals, change order requests; etc.)
- Review contractor as-builts, including documentation of size, locations, and orientation of facilities and pipeline and facilitate the delivery of final record drawings to the City; and
- Conduct final inspections of a technical nature to ensure compliance with regulatory permit requirements and prepare punch list of corrective work to be performed by contractor and any subsequent reinspection.

The contracted firm will provide an individual to manage and lead their team and will commit this individual to the Project for its duration. This individual will serve as the City's representative during construction and will work with, and under the direction of, the City's project manager.

NOTE: The Agency intends to issue separate solicitations for Construction Assurance and Construction Management services to be performed during the construction phase of the Project.

Pre-Submittal Meeting

A pre-submittal meeting will be held at 2:00 PM, Arizona time on April 29, 2026, through a virtual meeting platform. At this meeting, City staff will discuss the scope of work, base project requirements, and respond to general 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 Agency’s designated representative.

Statement of Qualifications Evaluation Criteria

Firm(s) will be selected through a qualifications-based selection process in accordance with the criteria below. Sub criteria are listed in order of importance in relation to Project services. City of Page project experience is not required.

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Technical Experience of the Prime Firm</p> <p>Describe the experience and qualifications of the prime firm in providing professional services for similar projects. Identify projects the submitting firm has completed. For each project listed, provide:</p> <ul style="list-style-type: none"> 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	<p>200</p> <p><i>(20% of Total)</i></p>

2.	<p>Design Experience of the Key Personnel and Subconsultants</p> <p>Describe the experience and qualifications of the specific team members expected to be assigned to this project. 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:</p> <p>A. Description of the project including scope and project owner</p> <p>B. Role of the team or team member and explain how this relates to the services being solicited</p> <p>C. Project's original contract value, final contract value, and reason for variance</p> <p>D. Project's start date and completion date</p>	Points Based	300 <i>(30% of Total)</i>
No.	Evaluation Criteria	Scoring Method	Weight (Points)
3.	<p>Project Understanding and Approach</p> <p>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.</p>	Points Based	350 <i>(35% of Total)</i>
4.	<p>Staffing Information for Key Personnel</p> <p>Provide the following:</p> <p>A. Team's availability and commitment to the project, including subconsultants</p> <p>B. Team's plan to maintain continuity of the proposed services</p> <p>C. Organization chart showing key personnel, current professional licenses or certifications, and assigned roles for both Environmental and Design phases of the project</p> <p>Identify the location of the lead firm's principal office and the home office location of key staff on this project.</p>	Points Based	150 <i>(15% of Total)</i>
Subtotal of Points for Technical Criteria			Maximum Subtotal 1,000 points

5.	<p>Reference Checks</p> <p>Use the form provided for Consultant Reference Checks to obtain at least three references. (up to 20 points each)</p> <p>*These points are in addition to the 1,000 points for the Technical SOQ.</p>	Points Based	60
	Points Assigned for Criteria		Total Maximum Points 1,060 points

Submittal Requirements

Submittal Process: Firms interested in this Project must submit a Statement of Qualifications (SOQ) to the Agency’s designated representative via the submittal processes outlined below:

Agency’s Designated Contact

Donna Roberts, Office Manager
Page Utility Enterprises
Email: donna@pageutility.com
Phone: (928) 645-2419

Submittal Details:

No electronic copies will be accepted. There are five (5) methods by which BIDDERS can submit a SOQ package to PAGE UTILITY ENTERPRISES: Regular U.S. Postal Service (No delivery to Page Utility Enterprises Office-Use P.O. Box); U.S. Postal Express Mail (No delivery to Page Utility Enterprises Office-Use P.O. Box); Federal Express; United Parcel Service; hand delivery. Facsimile submittals shall not be accepted. NOTE: *Mail service can be variable, so please allow extra days to ensure on-time mail deliveries.*

The mailing address for Page Utility Enterprises is as follows:

Page Utility Enterprises - General Manager
P.O. Box 1955
Page, AZ 86040

The physical address for Page Utility Enterprises is as follows:

Page Utility Enterprises - General Manager
640 Haul Road
Page, AZ 86040

- Clearly display the firm’s legal name, project title, and project number on the cover of the SOQ.
- A maximum of **10 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 sheets.)***
- Submit the Statement of Qualifications package by **4:00 PM, Arizona time, on May 27, 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 (tabs) 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 Agency’s selection panel.

Information Sheet: Provide an information sheet that includes Project title, Agency’s solicitation number, **legal firm name (not a trade name)**, address, phone 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” section contained in this RFQ.

Selection Process and Schedule

Interested teams will submit a Statement of Qualifications (“SOQ”) and one (1) team will be selected through a qualifications-based selection process. A Selection Panel will evaluate each SOQ per the criteria set forth in applicable sections above.

The Agency will select a team based on the SOQ’s received; no formal interviews are anticipated, but the City reserves the right to conduct interviews as deemed necessary. The Agency may conduct a due diligence review on the team receiving the highest evaluation.

The Agency will enter into negotiations with the selected team and execute a contract upon completion of negotiation of fees and contract terms for approval by the Agency’s governing body.

The following tentative schedule has been prepared for this project.

RFQ Release to Public	April 15, 2026,
Pre-submittal Meeting	April 29, 2026, at 2:00 PM (AZ time)
Deadline to Submit Questions	May 6, 2026
Submittal Response Deadline	May 27, 2026, at 12:00 PM

If the City is unsuccessful in negotiating a contract with the best-qualified team, the City may then negotiate with the next most qualified team 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 considered complete.

The firm selected for this project will be notified directly by the Agency. Notification to all other firms on the selection status will be provided via email by the Agency's designated representative

General Information

Changes to Request for Qualifications. Any changes to this Request for Qualifications (RFQ) will be in the form of a Notification. The City shall not be held responsible for any oral instructions. Notifications will be provided via email by the Agency's designated representative or posted on the Agency's Notices webpage at: <https://pageutility.com/notices/>

It shall be the responsibility of responding firms to determine, prior to the submittal of the Statement of Qualifications, if a Notification has been issued by the Agency.

Federal Funding Requirements. All, or portions, of this phase of the Project is anticipated to leverage federal funds. The following comprises the additional requirements to ensure compliance:

- A. Advertisement Duration – This solicitation will be advertised for a minimum of 30 days.
- B. Qualifications-Based Selection (40 U.S.C. 1101 et seq.) - The policy of the Federal Government is to publicly announce all requirements for architectural and engineering services and to negotiate contracts for architectural and engineering services on the basis of demonstrated competence and qualification for the type of professional services required and at fair and reasonable prices.
- C. Anti-Lobbying (31 U.S.C. 1352; 40 C.F.R. Part 34) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- D. Civil Rights Act of 1964 (P.L. 88-352, STAT 241) - The Contractor and any subcontractors shall not, on the grounds of race, color, or national origin, or sex, exclude from participation in, deny the benefits of, or subject to discrimination, any person under any program or activity receiving federal financial assistance.
- E. Disadvantaged Business Enterprises (40 C.F.R. Part 33) - The contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under Environmental Protection Agency financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

- F. Discrimination (P.L. 93-112, STAT 355; REHABILITATION ACT OF 1973 AND AGE DISCRIMINATION ACT OF 1975) - The contractor and any subcontractors shall not on the grounds of race, color, national origin, or sex, exclude from participation in, deny the benefits of, or subject to discrimination any person under any program or activity funded in whole or in part with Federal funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1073 shall also apply to any such program or activity. The contractor shall carry out applicable requirements of 40 C.F.R. Part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.
- G. Drug-free Workplace Act (41 U.S.C. 81) - For every contract over \$10,000 the contractor must maintain a drug-free workplace. During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
- H. Equal Employment Opportunity (41 C.F.R. Part 60-1.4(b) in accordance with Executive Order 11246 as amended by Executive Order 11375) - During the performance of this contract, the contractor and all subcontractors agree to the following.
1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
 2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or

national origin.

3. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

4. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

6. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

7. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part, and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

8. The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

- I. Legal Remedies (41 U.S.C. 1908) - Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency

Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Alternate Format. For more information or a copy of this publication in an alternate format, contact the City of Page Human Resources Director at (928) 645-4231. Requests will only be honored if made within the first week of the advertising period for this solicitation.

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. Public Records Requests will be accommodated in compliance with the Arizona Public Records Law.

Agency Rights. The Agency 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 Agency's Employees. This standard 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 Agency's designated representative) who may play a part in the selection process, including members of the evaluation panel, the Agency staff and the Agency's governing body. As long as the RFQ solicitation is not discussed, Proposers may continue to conduct business with the City and discuss business with City staff that is unrelated to this RFQ solicitation.

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 Agency's staff and the Agency's governing body (including in each case their assigned staff, except for the Agency's designated representative) 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 City of the City's intent to reissue the same or a similar solicitation.

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 Agency's governing body or any court.

Protest Procedures. Firms responding to disqualification or a procurement outcome are referred to the process outlined below, which governs protest procedures utilized throughout the selection process.

Protest Process:

- A. Proposing Firms, hereafter the Protester, may protest the contents of a solicitation no later than seven (7) days before the solicitation deadline when the protest is based on an apparent alleged mistake, impropriety, or defect in the solicitation. Protests filed regarding the solicitation may be addressed by an amendment to the solicitation or denied by the City. If denied, the opening and award will proceed unless the City determines that it is in the City's best interests to set new deadlines, amend the solicitation, cancel, or re-procure.
- B. Therefore, unless otherwise notified by a formal amendment, the Protester must adhere to all solicitation dates and deadlines, including timely filing of an SOQ, regardless of filing a protest.
- C. Firms may protest an adverse determination issued by the City, regarding minimum qualifications, within seven (7) days of the date the Firm was notified of the adverse determination.
- D. Firms may protest an award recommendation if the Protester can establish that it had a substantial chance of being awarded the contract and will be harmed by the recommended award. The Agency will deliver electronic notifications with recommendations to award the contract(s) to a Firm(s). Firms must submit award protests within seven (7) days after the posting of the award recommendation, with exceptions only for good cause shown, within the City's full and final discretion.
- E. All protests will be in writing, filed with the Agency's designated representative identified in the solicitation and include the following:
 - 1. Identification of the solicitation number;
 - 2. The name, address and telephone number of the Protester;
 - 3. A detailed statement describing the legal and factual grounds for the protest, including copies of relevant documents;
 - 4. The form of relief requested; and
 - 5. The signature of the Protester or its authorized representative.
- F. The Agency will render a written decision within a reasonable period after the protest is filed. Request to the Agency's governing body to authorize award the contract will not be made by the Agency until the protest process is complete. All protests and appeals must be submitted in accordance with process outlined in the solicitation, and any protests or appeals not submitted within the time requirements will not be considered.

Vendor Questions

Questions - Questions pertaining to this solicitation, selection process, or contract related issues should contact the Agency's designated representative.