

**CITY OF TOLLESON
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ON-CALL ARCHITECTURAL SERVICES**

The City of Tolleson is seeking qualified firms or individuals to be considered for on-call architectural services to the City of Tolleson during the 2022-2023 through 2025-2026 Fiscal Years. The selected firms/individuals shall be knowledgeable in all areas of commercial building facilities design and project delivery. Extensive knowledge of local building and zoning codes is necessary. Qualifications shall be submitted in the form of a Statement of Qualifications (SOQ).

The City of Tolleson may award a Professional Services Contract, renewable annually, for an overall period not to exceed three years, to one or more Consultants. The City shall issue a purchase order or authorization for services under the Contract for specific tasks and projects. It is expected that no Consultant will be tasked with more than \$150,000 per contract year in aggregate value of services.

The RFQ related to this notice will be listed on and available for download from the City's website: www.tolleson.az.gov under Business – Bid Opportunities – Construction/Design Projects.

Submittals must be received electronically via the City of Tolleson's Dropbox folder.

IMPORTANT: All interested parties must contact the City Engineer, Chris Hamilton, at chris.hamilton@tolleson.az.gov to register for this RFQ. All registered parties will receive a link to the City's Dropbox folder for submittals.

Questions must be in writing by email no later than Tuesday, June 21, 2022 directed to: chris.hamilton@tolleson.az.gov.

All submittals must be fully uploaded no later than 2:00 p.m. (local time, Phoenix, AZ) on Tuesday, June 28, 2022. It is the respondent's responsibility to confirm the City's receipt of their RFQ.

LATE SUBMITTALS WILL NOT BE ACCEPTED.

THE CITY OF TOLLESON RESERVES THE RIGHT TO REJECT ANY AND ALL SUBMITTALS.

DIRECT CONTACT WITH SELECTION COMMITTEE MEMBERS OR ANY CITY EMPLOYEE CONCERNING THIS RFQ AT ANY TIME IS STRICTLY PROHIBITED.

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