



Meeting will start soon

Please MUTE your microphone & turn off your camera to assist with transmission quality.

**SHARED MICROMOBILITY PROGRAM
RCS 63-2213
PRE-SUBMITTAL MEETING**

CITY OF PHOENIX

REVENUE CONTRACT SOLICITATION

STREET TRANSPORTATION DEPARTMENT

SEPTEMBER 15, 2022 11AM

WELCOME AND INTRODUCTIONS

- Dana Garr, Goods & Services Procurement Manager

Point of Contact for Submittals and RCS Questions

dana.garr@phoenix.gov

602-495-7930

MEETING OVERVIEW

The Attendance sheet and PowerPoint will be posted on the City of Phoenix website:

<https://solicitations.phoenix.gov/>

To be added to the Attendance sheet, send an email today to: dana.garr@phoenix.gov with the following:

RCS 63-2313 Attendance, your Name, Firm Name, Phone Number, and E-Mail Address

It is your responsibility as a RCS holder to determine, prior to submittal, if any Addendums have been issued.

This is your **ONLY** opportunity to discuss this solicitation with City staff.

EOD OVERVIEW

Equal Opportunity Department (EOD) is responsible for ensuring contractors and consultants achieve full compliance with all applicable federal regulations during all phases of this project/contract:

- Solicitation
- Bid
- Subcontract Approval
- Compliance Monitoring



Small Business Outreach

- ❑ Phoenix imposes **Small Business Outreach** requirements in lieu of DBE Goals (RGN/ Race Gender Neutral measure)
- ❑ Four Elements of Small Business Outreach (demonstration of Good Faith Efforts):

1. *Identify Opportunities*
2. *Communicate Broadly*
3. *Evaluate Proposals*
4. *Constructive Feedback*



SBE -DBE PROGRAM (MICROBILITY)

No Submittal Requirements

At time of submission, there are no Small Business Outreach documents to be submitted with initial response

SBE -DBE PROGRAM (MICROBILITY)

Post-Award Submittal Requirements

Due within 60 days of award or a date determined by the City

1. FORM EO2: Small Business Outreach Efforts
 2. Supporting documentation for FORM EO2
 3. FORM EO3: Proposed Statement of Small Business Participation
- * Good Faith Effort Documentation



Submit to EOD for review and approval

**Disadvantaged Business Enterprise (DBE) Program
DBE-Race & Gender Neutral (Non-Negotiated)
Form EO2 SMALL BUSINESS OUTREACH EFFORTS**



| | | |
|-------------------------------------|--|--|
| Bidder's Name: [Redacted] | Contract # / Project #: [Redacted] | Contract Name: [Redacted] |
| Email: [Redacted] | Phone #: [Redacted] | Point of Contact: [Redacted] |

Each bidder must conduct outreach efforts and submit documentation of those outreach efforts as described in the Disadvantaged Business Enterprise (DBE) Program Race & Gender Neutral Contract Clause. Detailed instructions for this form are included in the Contract Clause. Supporting documentation is required for Columns D and F. Bidders should make additional copies of this form as needed for their submittal.

| (A) Small Business Name and Contact Information | (B) Business Status | (C) Scope(s) of Work Solicited | (D) Solicitation Method | (E) Selection Decision* | (F) Communication Final Selection Outcome* |
|---|---|--|---|---|---|
| Name: [Redacted] Address: [Redacted] City, State, Zip: [Redacted] Number of Employees: [Redacted] Phone Number: [Redacted] Email or Fax: [Redacted] Number of Years in Business: [Redacted] Range of Annual Gross Receipts: [Redacted] | <input type="checkbox"/> DBE <input type="checkbox"/> SBC - Small Business Concern <input type="checkbox"/> SBE - City of Phoenix Certified <input type="checkbox"/> Unknown | List Scope(s) of Work Estimated percentage of total contract value: [Redacted] % | <input type="checkbox"/> E-mail Blast <input type="checkbox"/> Phone Call <input type="checkbox"/> In-Person <input type="checkbox"/> Newspaper <input type="checkbox"/> Website <input type="checkbox"/> Trade Listing <input type="checkbox"/> Outreach Event <input type="checkbox"/> Other | <input type="checkbox"/> Firm was selected Dollar Value: [Redacted] <input type="checkbox"/> Firm was not selected Provide explanation of why firm NOT selected _____ _____ | Date Firm was Notified: [Redacted] Method used to Communicate Selection: <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Letter <input type="checkbox"/> In person |
| Name: [Redacted] Address: [Redacted] City, State, Zip: [Redacted] Number of Employees: [Redacted] Phone Number: [Redacted] Email or Fax: [Redacted] Number of Years in Business: [Redacted] Range of Annual Gross Receipts: [Redacted] | <input type="checkbox"/> DBE <input type="checkbox"/> SBC - Small Business Concern <input type="checkbox"/> SBE - City of Phoenix Certified <input type="checkbox"/> Unknown | List Scope(s) of Work Estimated percentage of total contract value: [Redacted] % | <input type="checkbox"/> E-mail Blast <input type="checkbox"/> Phone Call <input type="checkbox"/> In-Person <input type="checkbox"/> Newspaper <input type="checkbox"/> Website <input type="checkbox"/> Trade Listing <input type="checkbox"/> Outreach Event <input type="checkbox"/> Other | <input type="checkbox"/> Firm was selected Dollar Value: [Redacted] <input type="checkbox"/> Firm was not selected Provide explanation of why firm NOT selected _____ _____ | Date Firm was Notified: [Redacted] Method used to Communicate Selection: <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Letter <input type="checkbox"/> In person |



City of Phoenix

Disadvantaged Business Enterprise (DBE) Program

FORM EO3 SMALL BUSINESS UTILIZATION COMMITMENT (RGN)
(Due within 60 calendar of award or a date determined by the City)

| | |
|-----------------|----------------|
| Project Number: | Project Title: |
|-----------------|----------------|

On behalf of the Successful Bidder, I certify under the penalty of perjury that the information submitted herein is true and correct:

1. The firms indicated as "Selected" in Form EO2 Small Business Outreach Efforts, will participate in this contract;
2. The Successful Bidder will comply with the Race- and Gender-Neutral post-award compliance requirements as stated in the DBE contract clause;
3. Successful Bidder understands and agrees that any and all changes or substitutions to subcontracts with DBE's and Small Businesses must be authorized by the Phoenix DBE Compliance Specialist prior to implementation; and
4. The following statements are true and correct:

The Proposed Total Small Business percentage on this contract will be:

_____ %

Company Name: _____

Company Mailing Address: _____

Representative Name: _____

Title: _____

Email Address: _____

Phone Number: _____

Signature: _____ Date: _____

EQUAL OPPORTUNITY DEPARTMENT



For Assistance contact:



Karina Matthiessen

**Contract Compliance Programs
Assistant**



karina.matthiessen@phoenix.gov

623-760-8052



QUESTIONS



AGENDA

Questions are welcome after each presentation

Enter your questions into the Chat Box and Identify yourself

Welcome and Small Business Outreach Overview

Meeting Overview

Contract Description / Scope of Services

Submittal Requirements (Page Count, Disqualifications)

Selection Process

Important Dates: Selection Schedule

Websites

Vendor Registration

MEETING OVERVIEW

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CONTRACT DESCRIPTION

- Goods and services revenue contract procurement process
 - Proposal evaluation
 - Contract negotiation
- Contracts are up to 5 years
- Revenue to the City

SCOPE OF SERVICES

- ❑ History of micromobility in Phoenix

 - ❑ GRID Bike Share Program

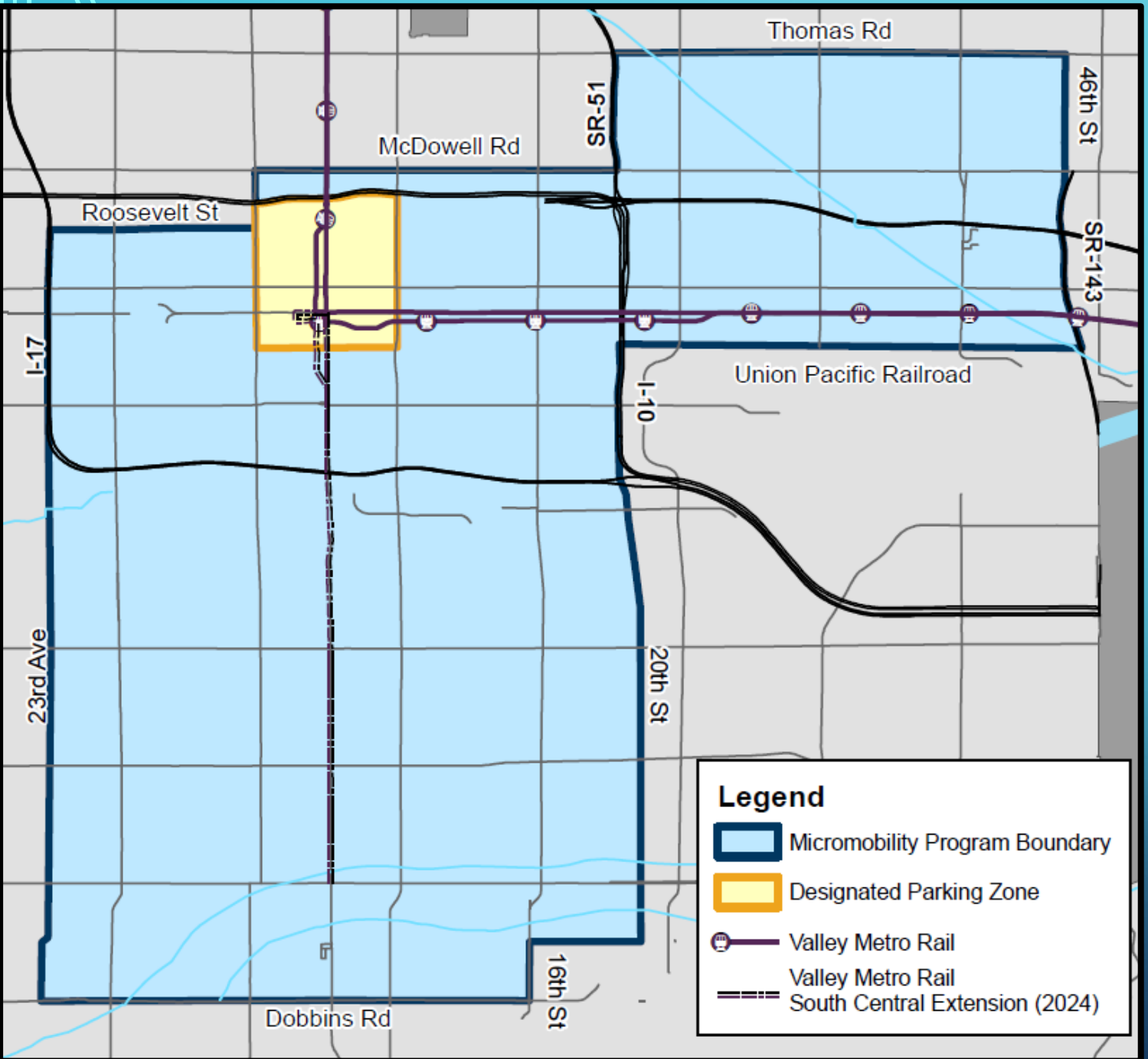
 - ❑ E-Scooter Pilot Program

- ❑ Shared Micromobility Program

 - ❑ Two to three vendors to operate and maintain a program

 - ❑ Provide a diverse fleet for shared use

 - ❑ Replace E-Scooter Pilot Program



Legend

- Micromobility Program Boundary
- Designated Parking Zone
- Valley Metro Rail
- Valley Metro Rail South Central Extension (2024)

SCOPE OF SERVICES – PROGRAM BOUNDARIES

SCOPE OF SERVICES

Vehicles

Parking

Geofencing Technology

Mobile Application

Equity Zones

Staffing

Vehicle Maintenance

Marketing and Community

Outreach

Reporting

End User Data and Security

SCOPE OF SERVICES

Vehicles

- E-scooters (Standing and seated)
- E-bikes (Class I only)
- Traditional bikes
- Adaptive bikes/vehicles

Fleet size

- 1,500 vehicles per vendor
- 20% must be bikes or e-bikes

SCOPE OF SERVICES

Parking

- Designated parking area in downtown core
- Lock-to requirement outside of downtown core
- Vendors will install and maintain parking corrals downtown
- Provide bike racks to support lock-to



SCOPE OF SERVICES – CORRALS / DESIGNATED PARKING AREAS



Sidewalk Corral



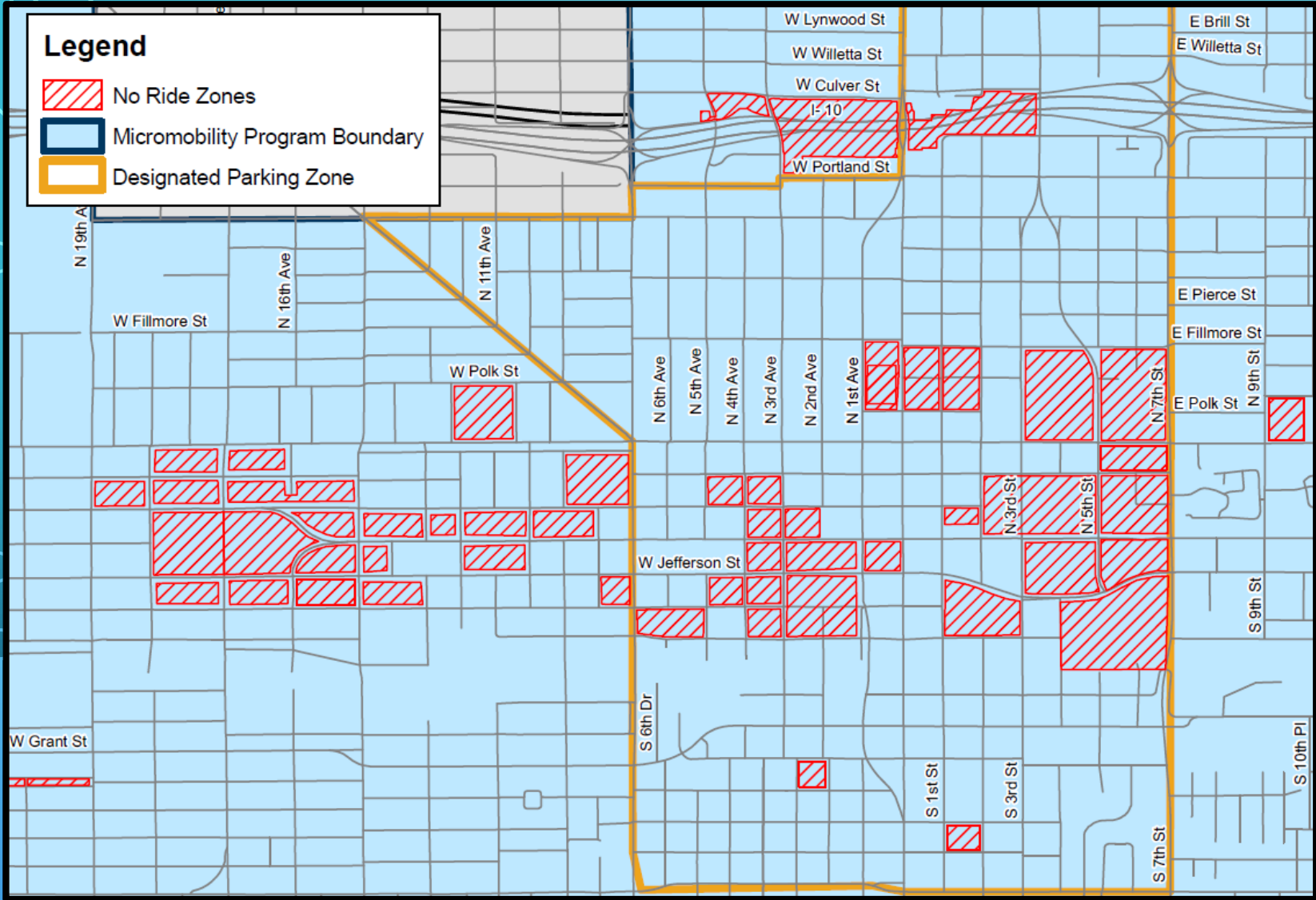
On-street Corral

SCOPE OF SERVICES

Technology

- No-ride zones and slow zones (at a minimum)
- Sidewalk riding*
- Double riding*
- Riding while intoxicated*





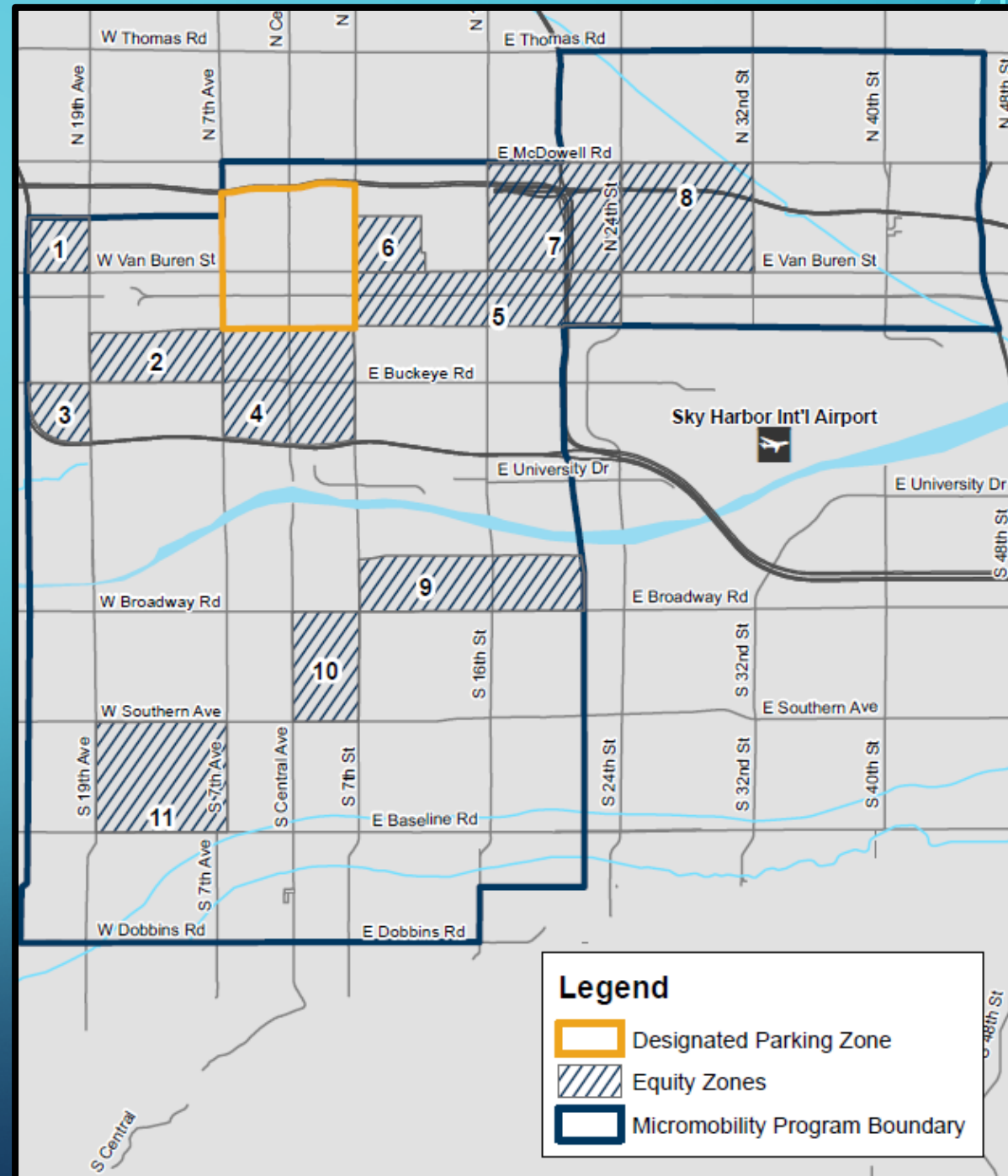
SCOPE OF SERVICES – NO-RIDE ZONES

SCOPE OF SERVICES

- ❑ Local staffing – preference for employees vs independent contractors
- ❑ Vehicle maintenance
 - ❑ Ensure 95% of deployed vehicles are in working order
- ❑ Marketing and community outreach
 - ❑ Reduce cultural and language barriers to micromobility

SCOPE OF SERVICES

- Equity
 - Distribution requirements - 30% of fleet must be deployed to equity zones
 - Alternative payment systems
 - Low-income programs



PROGRAM FINANCING

- Program will be financially self-sufficient
 - Title sponsorship available to offset traditional bike operations
- Revenue share to the City - Minimum Annual Guarantee
- No trip surcharge fees

PROGRAM LAUNCH

- No later than **February 1st, 2023** (Superbowl 2023)
- E-scooter pilot program to continue until program launch
- Provide transition schedule – **critical**
- Launch event in downtown
- Host multiple outreach events early on to promote program



QUESTIONS

Evaluation Criteria

- A. Method of Approach – 400 points**
- B. Program Financing – 200 points**
- C. Company's Experience, Operations Team and Staffing – 100 points**
- D. Equity – 100 points**
- E. Marketing and Community Engagement – 100 points**
- F. Data – 100 points**

- Provide responses in the order listed in the RCS
- Be complete, be concise.

Submittal Requirements

- ❑ Information Sheet– 1 page, include project title, project number, firm name, address, phone number, vendor number, and the name, title, email address and signature of your contact person for the project
- ❑ Evaluation Criteria, address all criteria including project organizational chart
- ❑ Additional Content, may include resumes or other information
- ❑ Bonding Statement/Letter of Credit or other Financial Qualifications will not be counted towards the maximum pages permitted

Submittal Requirements (continued)

- MAXIMUM pages permitted is **40 pages**:
- Each side of a piece of paper with criteria information on it will be counted.
- Front and back covers, Table of Contents, Information sheet, and tab dividers will NOT be counted, **UNLESS** they include information that may be considered by the selection panel.

Submittal Requirements (continued)

 **PROPOSAL and REFERENCES due:**

5pm – Arizona local time

Monday, October 10, 2022

Submit only one proposal in PDF format only, addressing all evaluation criteria. No hard copies will be accepted.

Grounds for Disqualification

- Failure to submit by the due date and time
- Violating the “Contact with City Employees” policy
- Failure to meet minimum qualifications

SELECTION PROCESS

- ▶ Each proposal will be evaluated according to the evaluation criteria in the RCS.
- ▶ Interviews may be conducted. Proposers will be notified.
- ▶ BAFO discussions may occur as permitted.
- ▶ A contract will be executed upon completion of negotiations of contract terms and City Council approval.

Schedule of Events

| <u>ACTIVITY (All times are local Phoenix time)</u> | <u>DATE</u> | <u>DETAILS</u> |
|--|--------------------------|--|
| Issue RCS | <u>September 9, 2022</u> | https://www.phoenix.gov/procure click on the "solicitations" button Via WebEx (link): |
| Pre-Proposal Meeting at 11:00 a.m. | September 15, 2022 | |
| Submittal of Written Questions by 5:00 p.m. | September 19, 2022 | <u>Email to: dana.garr@phoenix.gov</u> |
| City Responses to Written Questions Proposal Submittal by 5:00 p.m. | TBD October 10, 2022 | By close of business <u>EMAIL SUBMITTAL:</u> <u>dana.garr@phoenix.gov</u> NOTE: Only an electronic copy is required (no paper copies) |
| Award Recommendation to Phoenix City Council | November 17, 2022 | https://solicitations.phoenix.gov/awards |

Street Transportation Department Procurement Section WEBPAGE

- Solicitation
- Notifications (if any)
- Pre-submittal Power Point Presentation
- Pre-submittal Sign-in Sheet
- Award

▶ <https://solicitations.phoenix.gov>

Questions After Today

E-mail questions to:

dana.garr@phoenix.gov

Dana Garr
Procurement Manager
(602) 495-7930

The background is a dark teal gradient. In the corners, there are decorative white line-art patterns resembling circuit boards or neural networks, with lines connecting to small circles.

OPEN FOR QUESTIONS
&
THANK YOU FOR ATTENDING



procurePHX

Have you
signed up?

VENDOR REGISTRATION

REGISTRATION HELP



Call Help Desk
(602) 262-1819
Email Help Desk
vendor.support@phoenix.gov

 **procurePHX**
Have you signed up?

BECOME A VENDOR



1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System *Steps to Success!*
4. **Set-Up** ID & Password

To do business with the city you must register in **procurePHX**. To register, you must have a signed, scanned copy of your W-9. **Need Help?** Email vendor.support@phoenix.gov or call (602) 262-1819.

Instructions >

Registration >

ProcurePHX Login >

- **All Firms MUST** be registered in the Vendor Management System **PRIOR TO SUBMITTING**

- Information on how to register with the City is available at:

<https://www.phoenix.gov/finance/vendorsreg>

- **New Firms** – After Registering, the City will send an e-mail with a vendor number in approx. 2 days

- If your firm is already registered with the City of Phoenix's ProcurePHX system, login and access the electronic solicitation at:

<https://eprocurement.phoenix.gov/irj/portal>

- The **VENDOR NUMBER** is to be included on the cover of the Proposal