

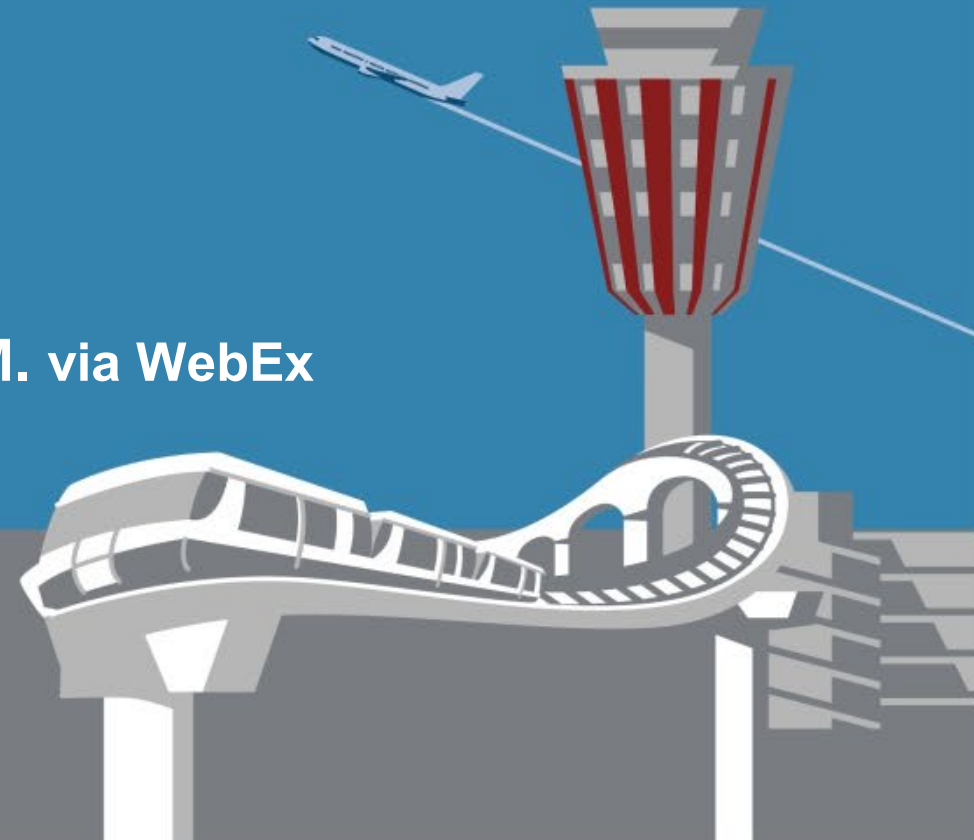
Pre-Offer Conference

Aviation Request for Proposal

AVN RFP 23-015

Residential Lot Cleaning Services

Wednesday, September 21, 2022 – 10:00 A.M. via WebEx





Welcome & Housekeeping



- ✈ Your device is automatically muted.
- ✈ Questions can be asked verbally at the end of the presentation. You may submit questions through the chat function at any time. Questions will be answered at the end of the presentation.
- ✈ Pre-Offer Conference attendance is not required to participate in this solicitation.
- ✈ Presentation and list of attendees will be available at:
 - ☐ <https://solicitations.phoenix.gov/Solicitations/Details/1300>



Introductions

Solicitation Transparency
Policy

RFP Timeline

Offer Due Date

Minimum Qualifications

Evaluation Criteria

Submittals

Scope of Work

Questions



- ☐ Aviation Department, Contracts & Services Division

- ☐ Kyle Brack, Procurement Officer

- ☐ Aviation Department, Business & Properties Division

- ☐ Maria Wagar, Project Manager



Phoenix City Code, Chapter 43, Section 43-36

- Effective: From date and time since the original RFP 23-015 is issued (**9/14/2022**) until contract award by City Council.
- All Offerors and their representatives will only discuss matters of this RFP with the Procurement Officer.
- Discussion may occur with the Mayor, City Council members, Deputy City Managers, Aviation staff, etc. ONLY at a public meeting!
- As long as this RFP is not discussed, Offerors may continue to discuss business that is unrelated to this RFP with City Staff.

OFFERORS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED!

All questions must be directed, in writing, to the Procurement Officer.



Submit written questions by **Monday, September 26 at 5:00pm**

5:00 P.M. Local Phoenix Time

Email: kyle.brack@phoenix.gov

Include the RFP Number and Title in the Email

Written questions **ONLY**

Some questions may be answered verbally today

Written answers **supersede** verbal answers

All questions and responses will be published via an addendum

Q&A and all addenda are available at:

<https://solicitations.phoenix.gov/Solicitations/Details/1300>





Tentative Timeline



- September 26 – Inquiries due date
- September 30 – Addenda posting deadline (tentative)
- October 12 – Offer due date
- Oct. & Nov. – Evaluation
- November – Interviews (if necessary)
- December – Award recommendation
- Feb. 2023 – City Council approval
- April 1, 2023– Contract start date



Offer Submittal



Physical Offers:

(in-person or via carrier)

Aviation Headquarters
2485 E Buckeye Road
Phoenix, AZ 85034
Hours: 8:00 – 5:00 p.m.



Electronic Offers:

Email to avn.solicitations@phoenix.gov
and copy kyle.brack@phoenix.gov

Late Offers Will Be Rejected



DEADLINE

**Wednesday, October 12, 2022
@ 2:00 P.M.
Local Phoenix Time***

*Due to COVID-19, offer opening attendance is only available via remote call-in.

Tabulations, Awards, and Recommendations

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



Minimum Qualification

- ❑ Offeror must have a minimum of 3 years experience (within the last 5) providing Residential Lot Cleaning Services.

- **Failure to meet the minimum qualification will result in an offer being deemed non-responsive.**
- Each Offeror must submit documentation to demonstrate the Minimum Qualification.



Evaluation Criteria



Only those Offerors submitting responsive and responsible offers meeting the minimum qualifications will have their Offers evaluated.

Method of Approach	0-350
Qualifications and Experience of Firm	0-300
Operations and Staffing Plan	0-200
Fee Schedule	0-150
Total Available Points	1000 Points Maximum

Fee Schedule



Item No.	Description	Estimated Monthly Quantity	Rate	Monthly Total
1.	Lot Cleaning and Maintenance Services	816 Parcels	\$ _____ / Parcel	\$ _____
2.	Unscheduled/Emergency Services	10 Hours	\$ _____ / Hour	\$ _____
			Grand Total	\$ _____



- ❑ Any changes to this RFP will be in the form of an addendum, available at:
<https://solicitations.phoenix.gov/Solicitations/Details/1300>
- ❑ The Offeror shall acknowledge receipt of any/all addendum by signing and returning the document with the offer submittal.
- ❑ If an addendum is released with material changes and the Offeror does not sign & submit, the offer will be deemed non-responsive and rejected.
- ❑ It is the Offerors' responsibility to visit the City's website for update(s) to this solicitation including all addendums.



If submitting in-person or via carrier, submittals must include:

- One (1) original Offer
- One (1) electronic copy of the Offer on a portable drive

All offers, whether submitted electronically or physically, must be organized by the following tabs:

- ✓ Tab 1: Method of Approach
- ✓ Tab 2: Qualifications and Experience of Firm
- ✓ Tab 3: Operations and Staffing Plans
- ✓ Tab 4: Fee Schedule
- ✓ Tab 5: Entire Submittal Section
- ✓ Tab 6: Signed Addenda, if any

Scope of Work Summary

Subject Matter Expert

Maria Wagar

Business & Properties Division





Purpose / Objective:

- Provide lot cleaning services and maintenance for 816 vacant or undeveloped residential parcels owned by City of Phoenix Aviation Department. Lot cleaning services will include, but not be limited to, vegetation control, trash pickup, removal of illegal dumping, rock harrowing, and fence and installation repairs.
- Responsible for inspecting, cleaning, maintaining, preparing, and submitting reports for all parcels including rights-of-way, alleys, and easements.
- Contractor must keep the appearance and condition of all Parcels in compliance with all federal, state, county, and local laws.



Strategic Objectives

- Complete monthly lot cleaning services in all four zones
 - Zone 1 (North and East Lake Park Communities)
 - Zone 2 (Campito Community)
 - Zone 3 (Cuatro Milpas and Ann Ott Communities)
 - Zone 4 (Green Valley and Rio Salado/San Juan Batista Communities)
- Each parcel in each zone will be inspected at least once a month
 - Visual inspections of each parcel shall be done once every two weeks
- Prepare and submit monthly reports
 - Reports will outline the condition of the parcels
 - Identify the lot cleaning services and/or maintenance required
 - Inspection reports shall include a written narrative and photos



Scope of Work Summary

EXHIBIT B - LOT CLEANING ZONES





Thank You for Attending!

