#### CITY OF PHOENIX STREET TRANSPORTATION DEPARTMENT

#### RIO REIMAGINED: 3RD STREET RIO SALADO BICYCLE/PEDESTRIAN BRIDGE ENGINEERING SERVICES PRE-SUBMITTAL MEETING

#### **PROCUREPHX PRODUCT CATEGORY CODES: 925000000**

**RFx Number: 6000001428** 

August 1, 2023

Meeting will start at 10:00 a.m.

Please MUTE your microphone and Turn OFF your camera

# WELCOME AND INTRODUCTIONS

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#### **City of Phoenix Representatives**

Annette Perez, Contracts Specialist II Point of Contact for Submittals and RFQ Questions Office of the City Engineer, Design and Construction Procurement <u>annette.perez@phoenix.gov</u> (602) 534-1423

**Tariq Momika, PE,** Project Manager Design and Construction Management Division Street Transportation Department

# 6

# AGENDA

Questions are welcome after each presentation

Unmute, Identify yourself, and Ask Question OR Enter question/s into the Chat Box and Identify yourself

- Meeting Overview
- Program Description
- Scope of Work/Services
- SOQ Evaluation Criteria / RFQ Overview
- Submittal Requirements (Page Count)
- Grounds for Disqualification
- Important Dates: Selection Schedule
- Procurement Webpages
- ProcurePHX for RFX
  - Vendor Registration
- Questions After Today



# **MEETING OVERVIEW**

The Attendance Sheet, PowerPoint and Notification(s) will be posted on City of Phoenix's ProcurePHX system at: <u>https://eprocurement.phoenix.gov/irj/portal</u> (RFX 6000001428)

AND posted on City of Phoenix's Procurement website: <u>https://solicitations.phoenix.gov</u>

To be added to the Attendance Sheet, send an <u>email by 5:00 PM today</u> to <u>annette.perez@phoenix.gov</u> with the following:

SUBJECT: RFX 6000001428 Attendance INCLUDE: Name, Firm Name, Phone Number, and E-mail address

> It is <u>your responsibility</u> as a RFQ holder to determine, prior to submittal, if any Notifications have been issued.

> This is your <u>ONLY</u> opportunity to discuss this solicitation with City staff.



# **PROJECT MANAGER**

# Tariq Momika, PE Design and Construction Management Division Street Transportation Department

# **PROJECT DESCRIPTION**

Engineering services for the Rio Reimagined: 3rd Street Rio Salado Bicycle/Pedestrian Bridge project.

The proposed bridge will provide a seamless, safe, and comfortable connection across the Rio Salado for residents walking and biking. Additionally, will provide an easy access for any future connecting South Phoenix to Downtown Phoenix and the Rio Salado habitat.

#### **Project Benefits**

- Establishes a regional connection from Phoenix to Tempe and Mesa for residents walking or biking
- Connects much of south-central Phoenix to both sides of the Rio Salado
- Provides the opportunity to recreate, exercise and commute path free of conflict with people driving cars/trucks at higher speeds

# **SCOPE OF WORK**

The full scope of the project will consist of constructing a bicycle and pedestrian bridge across the Rio Salado River along the 3rd Street alignment and improves the southern bank trails of the Rio Salado by adding low-emitting solar pedestrianscale lighting and pathway amenities between Central Avenue and 40th Street in the south side of the Rio Salado River footprint.

The scope of the full design is to develop final design plans, specifications, cost estimates, geotechnical investigations, hydraulic analysis model and technical reports, and coordination with Construction Manager at Risk contractor for constructability reviews to produce the contract documents for obligation and construction.

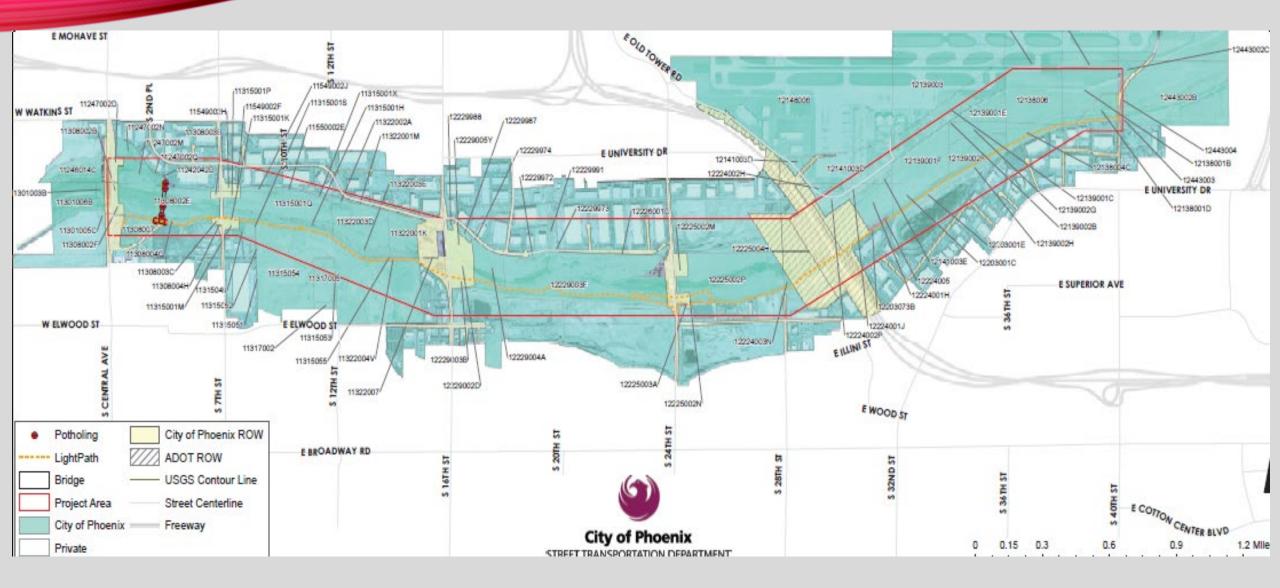
# **SCOPE OF WORK**

Scope includes coordination of tasks with multiple stakeholders:

- Federal Highway Administration team
- City of Phoenix Environmental team
   -National Environmental Policy Act "NEPA" clearance
   -408 Permitting requirements
- City of Phoenix Right of Way team
   Right of Way clearances



# **PROJECT LIMITS**





# **PROJECT INFORMATION**

- Rio Reimagined Bicycle Pedestrian Bridge Project Narrative: <u>https://www.phoenix.gov/streetssite/Documents/RioReimagined-BicyclePedestrianBridge\_Project\_Narrative.pdf</u>
- 3rd Street Rio Salado Bike-Ped Bridge Final Project Assessment: <u>https://www.phoenix.gov/streetssite/Documents/3rdStreetRioSaladoBikePedBridge-FinalProjectAssessment.pdf</u>
- Design Concept Report: <u>https://www.phoenix.gov/streetssite/Documents/3rd%20St\_Lincoln%20St%20to%20Washington%20St\_Design%20</u> <u>Concept%20Report.pdf</u>
- Results of October 2021 Project Survey: <u>https://www.phoenix.gov/streetssite/Documents/2nd-Survey-Survey-Responses.pdf</u>
- Project Website at: Street Transportation 3rd Street Rio Salado Projects (phoenix.gov)



#### **QUESTIONS**



# SOQ EVALUATION CRITERIA

#### **Maximum Number of Points is 1000**

- A. Design Experience of the Prime Firm (175 points)
- B. Design Experience of the Key Personnel and Subconsultants (175 points)
- C. Project Understanding and Approach (475 points)
- D. Staffing Information for Key Personnel (175 points)

\*Provide responses in the order listed in the RFQ \*Be complete, be concise

\**Reference Check* (21 points) \*These points are in addition to the 1000 points for the SOQ

# SUBMITTAL REQUIREMENTS

- Submit One (1) page Information Sheet (project title, project number, RFx number, firm name, address, phone number, vendor number, and name, title, email address and signature of contact person for the project). *Do not include any additional information.*
- Paper Size  $8\frac{1}{2}$  " x11"; Font size no less than 10 pt.
- Each page containing resumes, evaluation criteria, and additional content will be counted toward the maximum page limit.
- Pages that have project photos, charts and/or graphs will be counted toward the maximum page limit.

MAXIMUM pages permitted is <u>14 pages</u>: The following will <u>NOT</u> be counted in the max page count: •Front and back covers •Information Sheet •Table of Contents



# GROUNDS FOR DISQUALIFICATION

Failure to submit electronically through the ProcurePHX online portal by the due date and time

Violating the "Contact with City Employees" policy



### **IMPORTANT DATES: SELECTION SCHEDULE**

SOQs DUE
SELECTION NOTIFICATION
SCOPE MEETING

AUGUST 11, 2023 End of August Early September



#### HTTPS://WWW.PHOENIX.GOV/STREETS/PROCUREMENT-OPPORTUNITIES

- Current Opportunities:
  - Project-specific RFQs, Notifications, Sign-in Sheets, Presentations
     <a href="https://solicitations.phoenix.gov">https://solicitations.phoenix.gov</a>
- Project Interviews, Bid Results, and Project Selections:

https://solicitations.phoenix.gov/awards

 The ProcurePHX online portal will be used for <u>Solicitations</u> only https://eprocurement.phoenix.gov/irj/portal



### DCP PROCUREMENT WEBPAGES

https://www.phoenix.gov/streets/procure ment-opportunities/

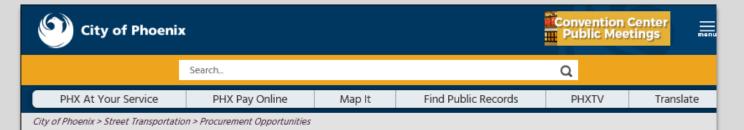
Solicitations

Procurement

Newsletter

RFQ

- Pre-Submittal Power **Point Presentation & Sign-In Sheet**
- Preliminary Results
- Final Results



#### **Consulting & Construction For Capital Improvement** Programs

Design and Construction Procurement coordinates the contracting process for capital improvement projects using Design-Bid-Build, Job Order Contracting, Design-Build, and Construction Manager at Risk project delivery methods. The section handles all aspects relating to the contracting process from advertisement through contract award and execution under A.R.S. Title 34 and the direction of the City Engineer.

\*EFFECTIVE MONDAY, MARCH 11, 2019 ALL DESIGN AND CONSTRUCTION PROCUREMENT WEB PAGE LINKS NOW DIRECT TO THE MAIN CITY OF PHOEN SOLICITATIONS PAGE.

Current Opportunities - Request for Qualifications, project plans, and specifications for projects that are currently available, as well as project amendments,

notifications, plan holders list, pre-bid or pre-submittal sign-in sheets and PowerPoint presentations.

Project Interviews – Firms recently short-listed to participate in interviews for professional services and construction opportunities, as well as firms short-listed for 2-Step procurement processes.

Bid Results and Project Selections - Preliminary and final bid results are for Design-Bid-Build procurement opportunities. Preliminary bid results do not reflect the responsiveness or responsibleness of any received bids. Project Selections identify firms to be awarded professional services and construction opportunitie with the City.

Subscribe to Procurement Newsletter – Register to be on the distribution list for the free weekly newsletter that advertises design and construction opportunities.

In an effort to decrease paper costs, Design and Construction Procurement will place all construction plans, specifications, and addendum/notification on the City of Phoenix website for downloading. Interested parties can download the information and print at their own offices or copy the informatio to a disk and take to any reprographics company of their choice.

Other Useful Resources

Protest Policy

Submit Protest to City Clerk

Submitter's Handbook

Public Records Request

SBE/DBE Directory

### CITY OF PHOENIX SOLICITATIONS WEBSITE

- 1. Project-specific RFQs, Notifications, Sign-in Sheets, PowerPoint Presentations
- 2. Link to "Tabulations, Awards and Recommendations" web page

https://solicitations.phoenix.gov



#### Solicitations

The City of Phoenix is committed to the principles of open competition and fairness for the procurement of goods and services. Working with customers, the City strives to ensure that our community receives the best value for the tax dollars that are expended.

The following is a list of all formal solicitations estimated to cost \$100,000 or more available for open competition. The list is inclusive of all formal solicitations issued by all City Departments for goods and services and for A.R.S Title 34 professional and construction services through the Office of the City Engineer. Please read the solicitation for submission instructions and requirements.

For information about the results of recent solicitations, visit the Tabulations, Awards, and Recommendations web page.

Search and Filter Options:

Search for Solicitation by:	Limit to NIGP	
● Number ○ Title ○ Department ○ NIGP Code		
Solicitation number "contains" searched term	All	~
Search Clear	Cl	ear



# Call Help Desk

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



# BECOME A VENDOR1. Gather Your Business Info2. Scan Your Signed W-9

3. Register in System Steps 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.



## **VENDOR REGISTRATION**

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

- Product Category Codes are: 92500000
- RFx Number is: 6000001428
- The VENDOR NUMBER is to be included on the cover of the Statement Of Qualifications



#### **QUESTIONS AFTER TODAY?**

Stay for ProcurePHX Overview

THANK YOU FOR ATTENDING!!! Email all questions to: annette.perez@phoenix.gov

Reference RFx Number: 600001428 in your email subject line

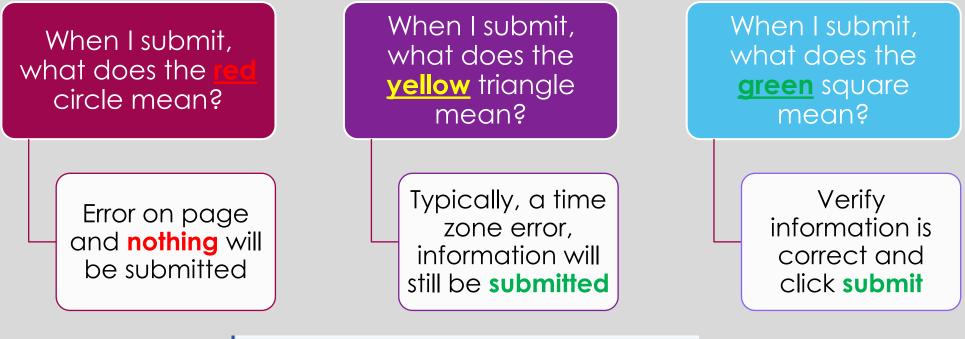
Or call Annette Perez at: (602) 534-1423



## **PROCUREPHX / RFX OVERVIEW**

Vendor Registration	Frequently Asked Questions	Tips and Tricks	Login
Viewing Solicitations	Subscribe to Notifications	Uploading & Attaching SOQ	Submitting SOQ
Checking Response Status	Editing Response	Things to Remember	Questions

### **FREQUENTLY ASKED QUESTIONS**



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### **RFX TIPS**

Brief overview for online submissions

- Click "Refresh" often
- Make sure your Pop-Up blocker is turned OFF
- Application is accessible with Google Chrome (NOT Internet Explorer)
- When in the application, check for Notifications and other uploads by scrolling to the far right until you see a vertical ribbon. Then scroll down on the ribbon.
- When finished, always click "Close" on current screen, then click "Log Out" on upper right corner, following you can click the "X" in the upper right corner of the internet application.



### LOGIN TO PROCUREPHX

If your firm is already registered with the City of Phoenix's ProcurePHX system, visit <u>https://eprocurement.phoenix.gov/irj/portal</u> to login and access the electronic solicitation

Product Category Code is: 925000000

RFx (Event) Number is: 6000001428

Note: The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications

<b>procure</b> PHX	User *
	Password *



### **RFX HOME SCREEN - LOGIN**

Once you are logged in to ProcurePHX portal:

#### https://eprocurement.pho enix.gov/irj/portal

Select RFx and Auctions tab on the Ribbon

You will be taken to the RFx Overview (Event) Page

SAP		
	History Favorites	Personalize View Help
RFx and Auctions	Administration	Messages
Home Create Us	ers Own Data	Company Data
Administration > Home	e	

Thank you for your interest in becoming a vendor in th As a Vendor Administrator for your company you have



### **FINDING SOLICITATIONS**

Click **Refresh** Button on the RFx Overview (Event) Page to see the most current information.

Find the solicitation you'd like to view from the list, by RFx (Event) Number.

For this solicitation, your RFx (Event) Number is: 6000001428

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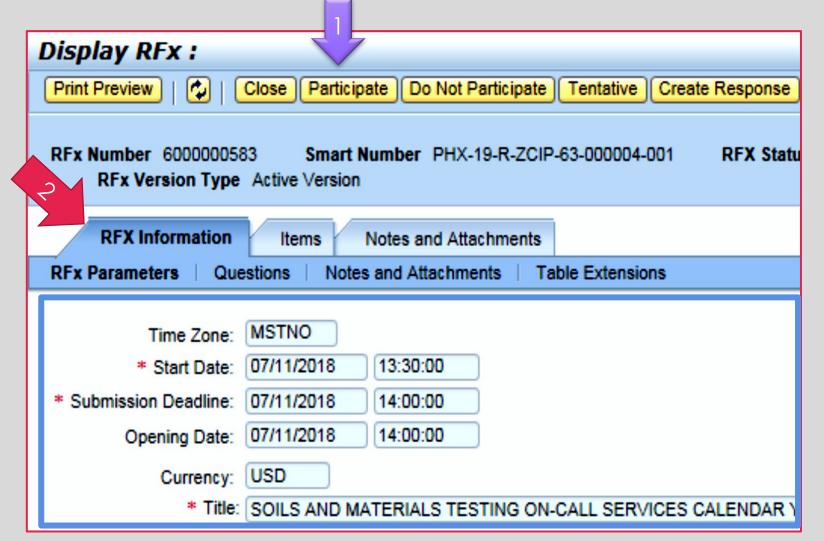
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- Click the gray box next to the RFx (Event) Number you'd like to view. Then,
- 2. Click **Display Event**

This will open a new window to view the selected RFx

If you don't see the new window, check your **POP-UP BLOCKER**.





Update your **Participation Status** accordingly

- 1. Click Participate. *This will* ensure you to get email notifications regarding your RFx Event, i.e. Notifications, New Attachments.
- 2. Review **RFx Information** Tab for Start/Due dates/ Title of Solicitation

# DO YOU WANT TO SUBMIT FOR THIS SOLICITATION?

- 1. Click Create Response
- 2. Review Notes and Attachments Tab for the RFQ, Pre-Submittal Presentation, Attendance Sheet, and Notifications, etc.

Display RFx :								
Print Preview	Close Do Not Participate Tentat	ive Create Response	Questions and Answers (					
📕 You have been registere	d. You will be informed of RFx chan	jes 🔨						
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<b>RFX Information</b>	Items Notes and Attachme	ents						
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* Start Date:	07/11/2018 13:30:00							
* Submission Deadline:	07/11/2018 14:00:00							
Opening Date:	07/11/2018 14:00:00							
Currency:	USD							
* Title:	SOILS AND MATERIALS TESTING	ON-CALL SERVICES	CALENDAR YEARS 2019 -					

# HOW TO UPLOAD YOUR SOQ

Create RFx Response			
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1. Attach SOQ by clicking **Add Attachment**, there will be a separate pop-up window.

DO NOT USE SPECIAL CHARACTERS OR A LONG FILE NAME. THIS COULD CAUSE YOUR SOQ TO NOT BE LOADED PROPERLY AND YOU MAY BE DISQUALIFIED.

2. Click **Browse** in the pop-up window to navigate to the desired attachment document

Add Attachment		×
Here you can upload an attac File: Description: * Assign To:	hment. You have to assign it to either the do tument general data or to an item Browse2 General Data	
	OK Cancel	

# **ADDING AN ATTACHMENT**

 Once you've selected your document, add a Description and then click OK

Crea

Subr

RFx

- 2. The **Summary** Tab provides a high-level overview of your RFx Response
- 3. Under description click the <u>blue link</u> to double check the file that has been uploaded

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Assigned To		Category		Description			
Document Header		Standard Attachm	ent	My Company	's Response to RFQ		



# **DOUBLE CHECK & SUBMIT**

Click the CHECK button to ensure no system errors
 Click the SUBMIT button to submit your RFx response

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RFx	Information	Items	Notes and	Attachm	ents	Sui	mmary	Trac	king							
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										Notes:	1 notes ad	ded				
										Attachments:	1 attachme	ents adde	d			



# **RFX RESPONSE SUBMITTED**

- 1. You will see a RFx response message that your response was submitted. No email notification will be sent.
- 2. Confirm you have the required number of attachments listed, as outlined in the RFQ.
- 3. Click **Close**, and return to the RFx Overview (Event) Page.

Display RFx Response:	
Pedit   Print Preview   🗘 Close Withdraw Export Questions and A	Answers (0) System Information Create Memory Snapshot
RFx response 7000000157 submitted	
RFx Response Number 7000000157 RFx Number 6000000583 Sta RFx Response Version Number Active Version RFx Version Numb	atus In Process Submission Deadline 07/11/2018 14:00:00 MSTNO Opening Da per 2
RFx Information Items Notes and Attachments Summary	Tracking
	Sr'x Response Number: 7000000157
	Ite Items with Response: 2 out of 2 items responded to
	Questions: 0 out of 0 questions answered ( 0 out of 0 mandatory)
	Notes: 1 notes added
	Attachments: 1 attachments added



# **CHECKING THE RESPONSE STATUS**

- 1. Click **Refresh** on the RFx Overview (Event) Page.
- 2. Locate the desired RFx (Event) Number, and scroll to the right.
- 3. Your Response Status should display 'Submitted'.

Note: A Response Status of **In Process**, or **Saved** indicates you are still in edit mode, and need to complete steps before the system will update your RFx response to **Submitted**.

Active Queries							
eRFxs All (7) Published eAuctions All (0) Published	(1) Ended (0) Completed (0) (0) Ended (0) Completed (0)						
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View: [Standard View]	Create Response   Display Event Display R	esponse   Print Preview	Refresh Export				
Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number 3	sponse Status
600000583	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published	07/11/2018	07/11/2018	7000000157	submitted
600000578	PHX-19-R-ZCIP-84-000001	RFx for CIP	Published	07/10/2018	07/11/2018		No Bid Created



# HOW TO EDIT YOUR SUBMISSION

The RFx Overview (Event) Page is also where you can find your saved RFx response.

Locate the desired RFx (Event) Number, and scroll to the right. You will see your RFx response number shown as a hyperlink.

1. Click on the **hyperlink**, a new window will pop up to allow you to edit your RFx response.

Active Queries									
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Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number			
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600000578	PHX-19-R-ZCIP-84-000001	RFx for CIP	Published	07/10/2018	07/11/2018				
600000552	DUV 49 D 701D 62 000000	DEv for CID	Dublished	00/00/0040	07/00/0040				

# QUESTIONS



