Pre-Submittal Meeting

**CITY OF PHOENIX
REQUEST FOR QUALIFICATIONS**

**BOOKMOBILE FOR UNDERSERVED AREAS
ARCHITECTURAL SERVICES
PROJECT NO. ND30010039**

**PROCUREPHX PRODUCT CATEGORY CODE 906000000
RFx 6000001454**

August 10, 2023

Welcome and Introductions

Kathleen Kennedy, Contracts Specialist
Office of the City Engineer
kathleen.kennedy@phoenix.gov   (602) 534-5789

Todd Berndt, Project Manager
Neighborhood Services Department

Matt Utyro, Management Assistant II
Neighborhood Services Department

Agenda

❑ **Meeting Overview**

❑ **Vendor Registration**

❑ **Project Description & Scope of Work**

❑ **Statement of Qualifications Evaluation Criteria**

❑ **Statement of Qualifications Submittal Requirements**

❑ **ProcurePHX and RFx Electronic Submittal**

❑ **Important Dates:** *Selection Schedule*

❑ **Questions?**

Meeting Overview

❑ **Sign-in please if in person. For those of you on-line, please send me an email with your name, company name, contact number, and email address before 5 pm today.**

❑ **Sign-in sheet and PowerPoint will be posted City of Phoenix's ProcurePHX system (RFx: 6000001454):**
   https://eprocurement.phoenix.gov/irj/portal

❑ **And on Procurement's website:**

   https://www.phoenix.gov/streets/procurement-opportunities

It is your responsibility as an RFQ holder to determine, prior to submittal, if any Notifications have been issued

❑ **Please hold questions until Q&A period**

❑ **This is the ONLY opportunity to discuss this project with City staff**

Vendor Registration

❑ All Firms **MUST** Be Registered in the Vendor Management System **PRIOR TO SUBMITTING A PROPOSAL**

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

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

  ■ https://www.phoenix.gov/finance/vendorsreg

Project Description

- Lot improvements to a 171,361 square foot City owned parcel

- Parcel is located on the NE corner of Lower Buckeye Road and 67th Ave

- Empty parcel will become home to a future bookmobile service

- Improvements must comply with current City of Phoenix Codes, Ordinances, and Policies

- Design must comply with 2018 Phoenix Building Construction Code, 2010 ADA Standards for Accessible Design, Ordinances, and Policies

Scope of Work

- Complete design for lot enhancements to house a future bookmobile

- Enhancements include an asphalt pad for bookmobile, asphalt parking lot, utilities, light fixtures, bathrooms, security cameras, and a garage to house the bookmobile

- Consultant will complete construction plans, specifications, and **construction** estimates

- Provide data collection information, surveying, materials reports, various utility adjustments; and prepare the required documents for Environmental Clearance

- Services include post design bid assistance through award of construction

Scope of Work

Use of UNIFIER, an Application Service Provider (ASP) web-based project management database, may be required. The following information provides guideline for utilization. Any questions related to the requirements of UNIFIER should be directed to the Project Manager.

- The Consultant will be required to maintain all project records in electronic format.

- The City provides an ASP web-based project management database which the Consultant will be required to utilize in the fulfillment of the contract requirements.

- The Consultant shall provide a computerized networked office platform with broadband internet connectivity.

- UNIFIER training will be provided through the City of Phoenix to firms under contract.

CDBG REQUIREMENTS

Project Funding

• CDBG project, funded through the Housing and Urban Development Department
• Authorized under title 1 of the Housing and Community Development Act (1974)
• Project must comply with 24 CFR PART 570
• CDBG regulations require that opportunities for contracting will be extended to minority, women-owned, and disadvantaged (DBE/MBE/WBE) businesses

System for Award Management (SAM) registration

• Debarred and Suspension Certification
• Confirm registration is updated
• New Unique Entity ID (UEI) number, replaced 9-digit DUNS number
• Verify above criteria for subcontractors as well

Questions For The Project Manager?

SOQ Criteria

The selection of the Consultant will be based on the following qualifications:

A. Design Experience of the Prime Firm (150 points)

B. CA & I Experience of the Prime Firm (150 points)

C. Design Experience of the Key Personnel and Subconsultants (125 points)

D. CA & I Experience of Key Personnel and Subconsultants (150 points)

E. Project Understanding and Approach (300 points)

F. Staffing Information for Key Personnel (150 points)

G. Reference Check (21 points*)

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

Statement of Qualifications Submittal

➢ All Firms MUST be registered in the Vendor Management System to SUBMIT a Proposal

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

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

➢ Product Category Code is: **906000000**
➢ RFx Number is: **6000001454**

➢ The VENDOR NUMBER is to be included on the cover of the Statement Of Qualifications

Statement of Qualifications Submittal (Cont.)

❑ Information Sheet (firm name, address, phone, contact info, email, signature of contact person, vendor number, project title & number, RFx number). Firm logo is optional. Category code not required on the Information Sheet. **Do not include any additional information.**

❑ Please make sure to use your legal name on the front cover page and information sheet. Your firm name should match what is listed with the Arizona Corporation Commission.

❑ MAXIMUM pages permitted is: **12 pages**

Statement of Qualifications Submittal (cont.)

❑ Each page side with criteria information will be counted.

❑ Pages that have photos, charts, and graphs will be counted toward maximum number of pages.

❑ Information Sheet, front and back covers, Table of Contents and tab dividers will NOT be counted toward the maximum page limit, **UNLESS** they include information that may be considered by the selection panel.

Statement of Qualifications Submittal (cont.)

❑ **Submit Electronically via ProcurePHX System:**

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

❑ **SOQ due:**

12:00 pm Noon – Phoenix time
Friday, August 25, 2023

Selection Process

- Each SOQ will be evaluated according to the evaluation criteria in the RFQ

- Up to one consultant will be selected.

- Contract will be executed upon completion of negotiations of contract terms and City Council approval

Grounds for Disqualification

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

✓ Violating "Contact with City Employees" policy.

✓ Not submitting DBE Form EO1 and/or supporting documentation (Exhibit B) with SOQ. Note: Submit as a separate PDF.

✓ Not submitting CDBG forms (Exhibit C) with SOQ. Note: Submit as a separate PDF.

Selection Schedule

❑   SOQs Due   August 25, 2023

❑   Scope Meeting   September 2023

Procurement WEBPAGE

https://www.phoenix.gov/streets/procurement-opportunities

❑   Current Opportunities – Project Specific RFQs / CFBs

❑   Addenda / Notifications (if any)

❑   Pre-Submittal Sign-in Sheet and Power Point Presentation

❑   Awards / Results

❑   Bidders Handbook – *Step-by-step Guide to RFx Submittals*

The ProcurePHX online portal will be used for Professional Services Solicitations
https://eprocurement.phoenix.gov/irj/portal

Questions After Today

E-mail your questions to:

kathleen.kennedy@phoenix.gov

Kathleen Kennedy, Contracts Specialist II
(602) 534-5789

Thank you for your interest in this project!!!

If you would like a brief overview of the RFx system, please stay!

RFx Electronic Submittals

Log in to ProcurePHX portal:

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

Select RFx and Auctions tab on the Ribbon

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

RFx Electronic Submittals

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

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

RFx Electronic Submittals

❖ The RFx (Event) Landing 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.

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

RFx Electronic Submittals

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

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

RFx Electronic Submittals

Update your **Participation Status** accordingly

Clicking Participate will allow you to get email notifications regarding your RFx Event, i.e. Notifications, New attachments.

Review **RFx Information** Tab for Start/Due dates/ Title of Solicitation

RFx Electronic Submittals

Click **Create Response**

Review **Items** Tab for RFQ Evaluation Category Yes/No questions

Review **Notes and Attachments** Tab for RFQ and Notifications

Display RFx :

| Print Preview | 🔄 | Close | Do Not Participate | Tentative | Create Response | Questions and Answers (|

✅ You have been registered. You will be informed of RFx changes

RFx Number 6000000583   **Smart Number** PHX-19-R-ZCIP-63-000004-001   **RFX Status** Published
RFx Version Type Active Version

| **RFX Information** | Items | es and Attachments |

RFx Parameters | **Questions** | **Notes and Attachments** | **Table Extensions**

Time Zone: MSTNO

* 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 -

RFx Electronic Submittals

Click **Create Response**

Review **Notes and Attachments** Tab for the RFQ, Pre-Submittal Presentation, Attendance Sheet, and Notifications

Display RFx :

Print Preview | ⟳ | Close | Do Not Participate | Tentative | **Create Response** | Questions and Answers (

☑ You have been registered. You will be informed of RFx changes

RFx Number 6000000583   Smart Number PHX-19-R-ZCIP-63-000004-001   **RFX Status** Published
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RFx Electronic Submittals

Attach SOQ by clicking **Add Attachment**

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

RFx Electronic Submittals

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

The **Summary** Tab provides a high-level overview of your RFx Response

RFx Electronic Submittals

Click the **CHECK** button to ensure no system errors

Click the **SUBMIT** button to submit your RFx response

RFx Electronic Submittals

You will see a confirmation message that your response was submitted

Click **Close**, and return to the RFx (Event) Landing Page

RFx Electronic Submittals

Click Refresh on the RFx (Event) Landing Page.

Locate the desired RFx (Event) Number, and scroll to the right.

Your Response Status should display as **Submitted.**

A Response Status of In Process, or Saved indicates you are still in edit mode, and need to complete a step(s) before the system will update your RFx response to **Submitted**.