



**CITY OF PHOENIX  
PARKS & RECREATION DEPARTMENT**

**SOUTH MOUNTAIN ACTIVITY COMPLEX RENOVATION  
CONSTRUCTION MANAGER AT RISK SERVICES  
PRE-SUBMITTAL MEETING**

**PROCUREPHX PRODUCT CATEGORY CODES: 912000000**

**RFx Number: 6000001407**

**August 24, 2023**

**Meeting will start at 1:00 p.m.**



# ***WELCOME AND INTRODUCTIONS***

## **City of Phoenix Representatives**

**Annette Perez**, Contracts Specialist II (Kathleen Kennedy Presenting)

*Point of Contact for Submittals and RFQ Questions*

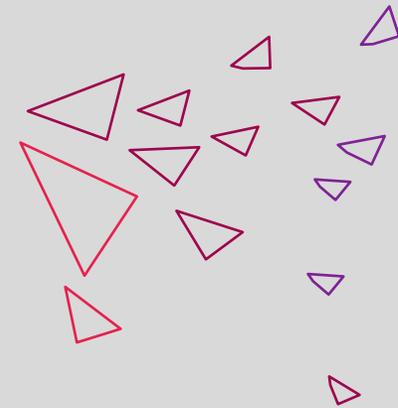
Office of the City Engineer, Design and Construction Procurement

**[annette.perez@phoenix.gov](mailto:annette.perez@phoenix.gov)** (602) 534-1423

**[kathleen.kennedy@phoenix.gov](mailto:kathleen.kennedy@phoenix.gov)** (602)534-5789

**Kelly Peterich, PE**, Vertical Project Manager  
Design and Construction Management Division  
Street Transportation Department

**Aaron Jensen**, Project Manager  
Parks & Recreation Department





# ***AGENDA***

Questions are welcome  
after each presentation

- ❑ 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**

**PLEASE SIGN YOUR NAME, FIRM NAME, PHONE NO. AND EMAIL ADDRESS  
IN ATTENDANCE SHEET**

**The Attendance Sheet, PowerPoint and Notification(s) will be posted on  
City of Phoenix's ProcurePHX system at:  
<https://eprocurement.phoenix.gov/irj/portal>  
(RFX 6000001407)**

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

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

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



# ***PROJECT MANAGERS***

Kelly Peterich, PE  
Vertical Project Management

Aaron Jensen  
Parks & Recreation Department



## PROJECT DESCRIPTION

# The South Mountain Activity Complex Renovation

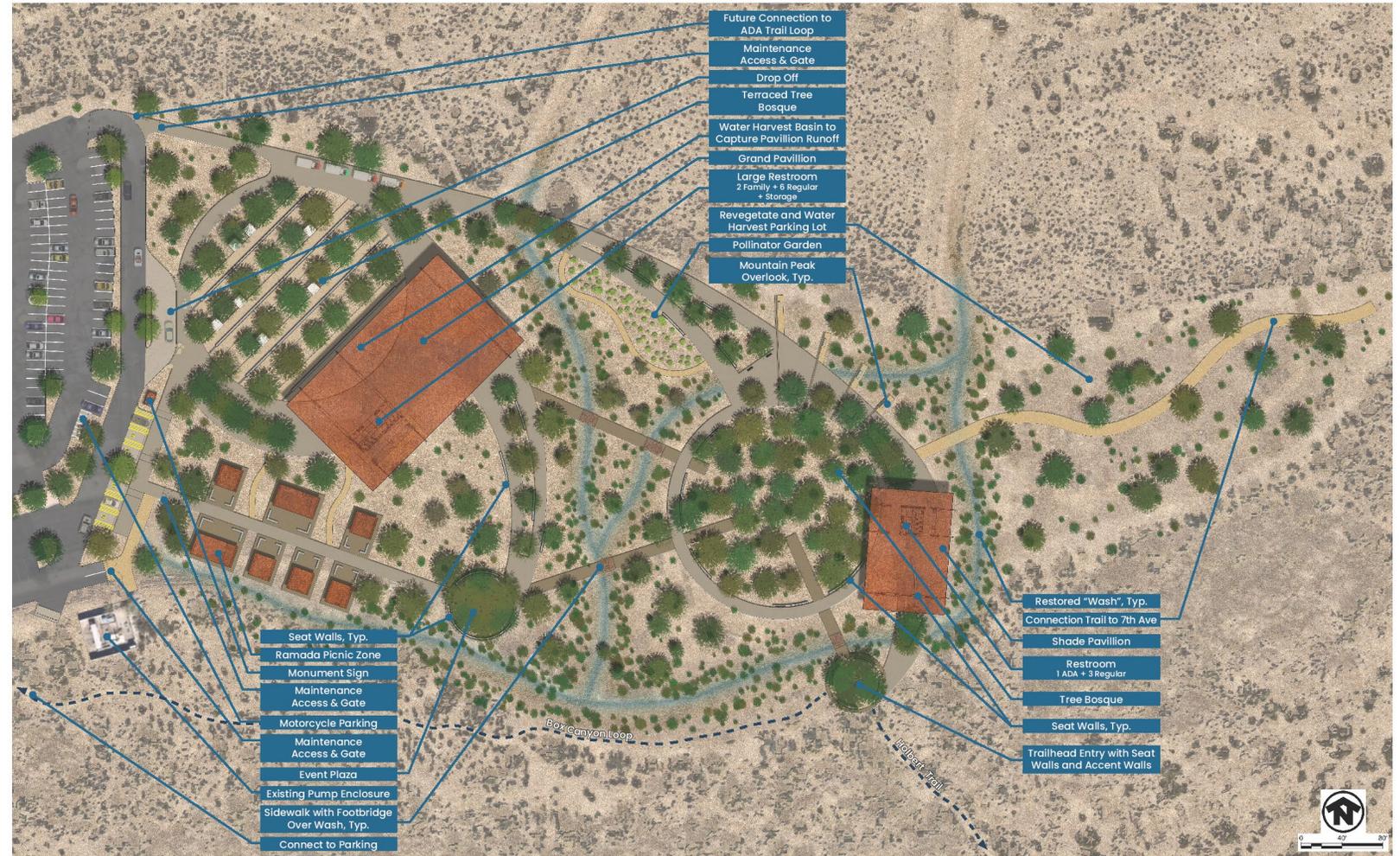


# SCOPE OF WORK

- Work includes demolition of existing amenities and installation of new design amenities that includes:
  - Two new restrooms
  - Multiple Ramadas and shade pavilions
  - Sidewalks including concrete pavement
  - Pathways
  - New Lighting
  - Site furniture
  - Hardscape
  - Landscape and irrigation
  - Signage



# SCOPE OF WORK



Phoenix, Arizona  
May, 2023

South Mountain Activity Complex







# ***QUESTIONS***





**SBE TO BE ADDED IN CONSTRUCTION**



# ***SOQ EVALUATION CRITERIA***

**Maximum Number of Points is 1000**

- A. General Information (*150 points*)
- B. Experience and Qualifications of the Firm (*250 points*)
- C. Experience of Key Personnel to be Assigned to Project (*250 points*)
- D. Understanding of the Project and Approach to Perform Required Services (*350 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 8½ “ 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  
**10 pages:**

The following will NOT 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
- Uploading of submittal to the wrong project
- Violating the “Contact with City Employees” policy
- Failure to provide bonding statement



## IMPORTANT DATES: SELECTION SCHEDULE

- SOQs DUE September 8, 2023
- SELECTION NOTIFICATION Early October
- SCOPE MEETING Mid-October



# DCP PROCUREMENT WEBPAGES

[HTTPS://WWW.PHOENIX.GOV/STREETS/PROCUREMENT-OPPORTUNITIES](https://www.phoenix.gov/streets/procurement-opportunities)

- **Current Opportunities:**
  - *Project-specific RFQs, Notifications, Sign-in Sheets, Presentations*  
<https://solicitations.phoenix.gov>
- **Project Interviews, Bid Results, and Project Selections:**  
<https://solicitations.phoenix.gov/awards>
- **The ProcurePHX online portal will be used for Solicitations only**  
<https://eprocurement.phoenix.gov/irj/portal>



# DCP PROCUREMENT WEBPAGES

► <https://www.phoenix.gov/streets/procurement-opportunities/>

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

Solicitations  
Website

Procurement  
Newsletter

Submitter's  
Handbook

**City of Phoenix** Convention Center Public Meetings

Search\_

PHX At Your Service PHX Pay Online Map It Find Public Records PHXTV Translate

City of Phoenix > Street Transportation > Procurement Opportunities

## 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 PHOENIX 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 responsibility of any received bids. Project Selections identify firms to be awarded professional services and construction opportunities 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 information 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>

**City of Phoenix**   Solicitations   Tabulations, Awards, and Recommendations

## 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:

Number    Title    Department    NIGP Code

Solicitation number "contains" searched term

Limit to NIGP...

All



## REGISTRATION HELP



Call Help Desk  
**(602) 262-1819**

Email Help Desk  
**vendor.support@phoenix.gov**

# 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: 912000000

- RFx Number is: 6000001407

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



# 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](mailto:vendor.support@phoenix.gov) or call (602) 262-1819.

Instructions >

Registration >

ProcurePHX Login >



**QUESTIONS  
AFTER TODAY?**

***Stay for  
ProcurePHX  
Overview***

**THANK YOU FOR  
ATTENDING!!!**

Email all questions to:

[annette.perez@phoenix.gov](mailto:annette.perez@phoenix.gov)

[kathleen.kennedy@phoenix.gov](mailto:kathleen.kennedy@phoenix.gov)

Reference RFX Number:

**6000001407**

in your email subject line

Or call Annette Perez at:

(602) 534-1423

Kathleen Kennedy (602) 534-5789



# ***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

When I submit, what does the **red** circle mean?

Error on page and **nothing** will be submitted

When I submit, what does the **yellow** triangle mean?

Typically, a time zone error, information will still be **submitted**

When I submit, what does the **green** square mean?

Verify information is correct and click **submit**

**Create RFX Response**

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions

❗ Line 0002: Attribute Did you provide a response? is mandatory; maintain attribute value  
❗ Line 0003: Attribute Did you provide a response? is mandatory; maintain attribute value  
❗ Line 0004: Attribute Did you provide a response? is mandatory; maintain attribute value  
❗ Line 0005: Attribute Did you provide a response? is mandatory; maintain attribute value  
⚠ Time zone MSTAZ is not valid in country US (several possibilities) - [Display Help](#)

RFX Response Number 7000000157    RFX Number 6000000583    Status In Proce  
RFX Response Version Number Active Version    RFX Version Number 2



# ***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 <https://eprocurement.phoenix.gov/irj/portal> to login and access the electronic solicitation

*Product Category Code is: 912000000*

*RFx (Event) Number is: 6000001407*

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

The screenshot shows the ProcurePHX login interface. At the top left is the ProcurePHX logo, which includes a red shopping bag icon with a white 'P' and the text 'procurePHX' in a sans-serif font. Below the logo are two input fields: 'User \*' and 'Password \*', each with a red asterisk indicating a required field. To the right of the password field is a 'Log On' button. Below the input fields is a link that reads 'Logon Problems? [Get Support](#)'.



# RFX HOME SCREEN - LOGIN

Once you are logged 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 Overview (Event) Page*

The screenshot shows the SAP RFX Home Screen. At the top left is the SAP logo. Below it is a navigation bar with links for Back, Forward, History, Favorites, Personalize, View, and Help. The main ribbon contains three tabs: 'RFX and Auctions' (highlighted with a red box), 'Administration', and 'Messages'. Below the ribbon are four buttons: 'Home', 'Create Users', 'Own Data', and 'Company Data'. The breadcrumb trail shows 'Administration > Home'. The main content area displays a message: 'Thank you for your interest in becoming a vendor in the... 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:  
**6000001407**

RFx and Auctions Administration Messages

Overview

RFx and Auctions > Overview > RFx and Auctions

**Active Queries**

eRFxs **All (7)** [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

**eRFxs - All**

Show Quick Criteria Maintenance

View: [Standard View] Create Response | Display Event | Display Response | Print Preview **Refresh** Ex

Event Number	Event Description	Event Type	Event Sta
<a href="#">6000000583</a>	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published



# VIEW SELECTED SOLICITATION

RFX and Auctions Administration Messages

Overview

RFX and Auctions > Overview > RFX and Auctions

**Active Queries**

eRFxs [All \(7\)](#) [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

**eRFxs - All**

▶ Show Quick Criteria Maintenance

View: [Standard View] | Create Response **Display Event** Display Re

Event Number	Event Description
6000000583	PHX-19-R-ZCIP-63-000004-001
6000000578	PHX-19-R-ZCIP-84-000001

1. 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**.*



# WOULD YOU LIKE UPDATES ON THIS SOLICITATION?



## Display Rfx :

Print Preview | | Close Participate Do Not Participate Tentative Create Response

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



RFX Information

Items

Notes 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 Y

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 | Refresh | 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-ZC-000004-001    RFX Status Published  
RFX Version Type Active Version

**RFX Information** | Items | Notes 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 -



# HOW TO UPLOAD YOUR SOQ

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

**Create RFX Response**

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and A

⚠ Time zone MSTAZ is not valid in country US (several possibilities) - Display Help

RFX Response Number 7000000157    RFX Number 6000000583    Status In Process  
RFX Response Version Number Active Version    RFX Version Number 2

RFX Information    Items    **Notes and Attachments**    Summary    Tracking

▼ Notes

Add ▲ Clear

Assigned To	Category
Document ...	Conditions of Participation
Document ...	RFX/Auction Text

▼ Attachments

**Add Attachment**    Add URL    Edit Description    Versioning ▲    Delete    Create Qualification Profil

Assigned To	Category	Description
The table does not contain any data		

**Add Attachment**

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File:  **Browse...**

Description:

\* Assign To: General Data ▼

OK    Cancel



# ADDING AN ATTACHMENT

1. Once you've selected your document, add a Description and then click **OK**
2. The **Summary** Tab provides a high-level overview of your RFX Response
3. Under description click the **blue link** to double check the file that has been uploaded

The screenshot shows two overlapping windows from the SAP system. The top window is titled 'Add Attachment' and contains the following fields:

- File: H:\SAP\RFX\My Compan\ Browse...
- Description: My Company's Response to RFQ
- \* Assign To: General Data

The bottom window is titled 'Create RFX Response' and shows the 'Summary' tab. It displays the following information:

- RFX Response Number: 7000000157
- RFX Number: 6000000583
- Status: In Process
- Submission Date: 2

The 'Notes and Attachments' section is expanded, showing a table of attachments:

Assigned To	Category	Description
Document ...	Conditions of Participation	
Document ...	RFx/Auction Text	
Document Header	Standard Attachment	My Company's Response to RFQ

Three numbered arrows point to specific elements: Arrow 1 points to the 'OK' button in the 'Add Attachment' dialog; Arrow 2 points to the 'Summary' tab in the 'Create RFX Response' window; Arrow 3 points to the 'My Company's Response to RFQ' link in the 'Attachments' table.



# DOUBLE CHECK & SUBMIT

1. Click the **CHECK** button to ensure no system errors
2. Click the **SUBMIT** button to submit your RFX response

**Create RFX Response**

Submit | Read Only | Print Preview | **Check** | Close | Save | Export | Import | Questions and Answers ( 0 ) | System Information | Create Memory Snapshot

RFX response is complete and contains no errors

<b>RFX Response Number</b>	7000000157	<b>RFX Number</b>	6000000583	<b>Status</b>	In Process	<b>Submission Deadline</b>	07/11/2018 14:00:00 MSTNO	<b>Opening Da</b>
<b>RFX Response Version Number</b>	Active Version	<b>RFX Version Number</b>	2					

RFX Information | Items | Notes and Attachments | **Summary** | Tracking

**RFX Response Number:** 7000000157

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



# 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.

The screenshot shows the 'Display RFX Response' page. A red box highlights the 'Close' button in the top toolbar, with a blue arrow labeled '3' pointing to it. A red arrow labeled '1' points to a notification message: 'RFX response 7000000157 submitted'. A blue oval highlights the summary statistics, with a blue arrow labeled '2' pointing to it. The summary statistics are:

RFX Response Number:	7000000157
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

The interface also shows a toolbar with 'Edit', 'Print Preview', 'Close', 'Withdraw', 'Export', 'Questions and Answers ( 0 )', 'System Information', and 'Create Memory Snapshot'. Below the toolbar, there is a table with the following data:

RFX Response Number	7000000157	RFX Number	6000000583	Status	In Process	Submission Deadline	07/11/2018 14:00:00 MSTNO	Opening Da
RFX Response Version Number	Active Version	RFX Version Number	2					

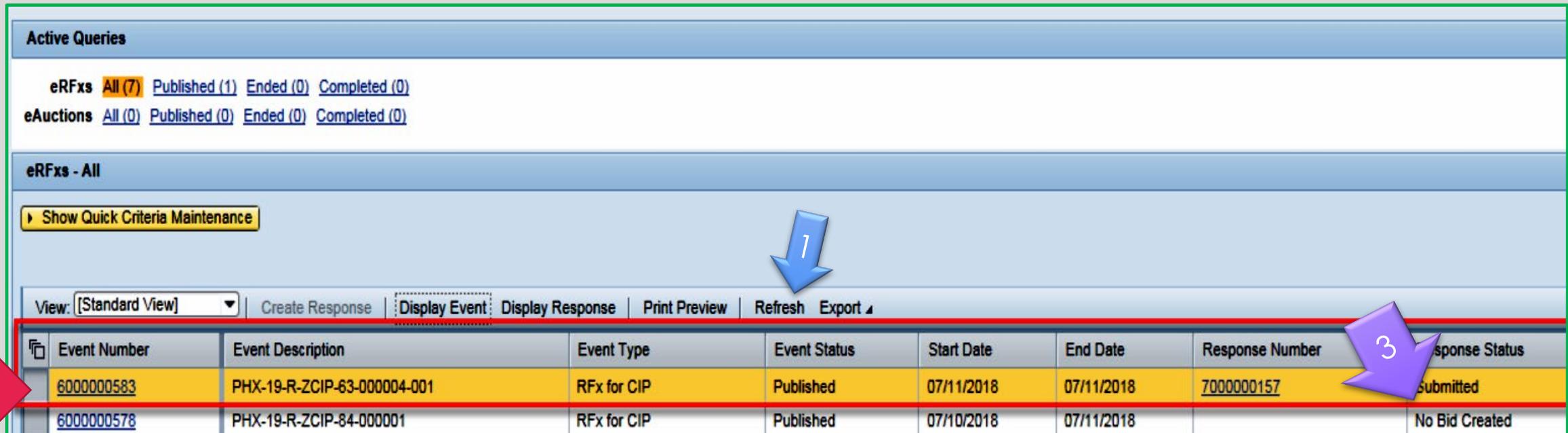
Navigation tabs include 'RFX Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'.



# 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 \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#)  
eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

Show Quick Criteria Maintenance

View: [Standard View] Create Response **Display Event** Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
<a href="#">6000000583</a>	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published	07/11/2018	07/11/2018	<a href="#">7000000157</a>	Submitted
<a href="#">6000000578</a>	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.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number
<a href="#">6000000583</a>	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published	07/11/2018	07/11/2018	<a href="#">7000000157</a>
<a href="#">6000000578</a>	PHX-19-R-ZCIP-84-000001	RFX for CIP	Published	07/10/2018	07/11/2018	
<a href="#">6000000552</a>	PHX-19-R-ZCIP-63-000006	RFX for CIP	Published	06/28/2018	07/20/2018	



# QUESTIONS

