# PRE-SUBMITTAL MEETING

## SEPTEMBER 15, 2023



**PHOENIX DEER VALLEY AIRPORT (DVT)**
**RECONSTRUCT TAXIWAY C CONNECTORS C4-C10 — CMAR SERVICES**
**AV31000096 FAA / ADOT**
**PROCUREPHX PRODUCT CATEGORY CODE:** 912000000
**RFx Number:** 6000001467

**CITY OF PHOENIX**
REQUEST FOR
QUALIFICATIONS
*AVIATION DEPARTMENT*

# WELCOME AND INTRODUCTIONS

**Samantha B. Ansmann**, Contracts Specialist
*Point of Contact for  BID, RFQ, SOQ Questions*
Office of the City Engineer
samantha.ansmann@phoenix.gov                              (602) 681-5361

**Karina Matthiessen**, Contract Compliance Program Assistant
*Point of Contact for DBE Requirements*
Equal Opportunity Department
karina.matthiessen@phoenix.gov                              (602) 261-8873

**Todd Hewett**, Labor Compliance Specialist
*Point of Contact for Davis Bacon Requirements*
Office of the City Engineer
todd.hewett@phoenix.gov                              (602) 534-9269

**Scott Clark**, PE, Project Manager, Aviation Department

# MEETING OVERVIEW

Attendance Sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (**RFx: 6000001467**):

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

(or)

**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.

# AGENDA

- ✓ Labor Compliance Overview
- ✓ EOD Compliance Overview
- ✓ Project Description
- ✓ Scope of Work
- ✓ Vendor Registration
- ✓ SOQ Evaluation Criteria / RFQ Overview
- ✓ Submittal Requirements *(Page Count, Disqualifications)*
- ✓ Important Dates: *Selection Schedule*
- ✓ Procurement Info
- ✓ ProcurePHX RFx Electronic Submittal

# CITY OF PHOENIX
## LABOR COMPLIANCE OFFICE

Monitors and enforces the federal labor standards on federally funded Capital Improvement Construction.

Applies to all federally funded contracts in excess of $2000 with few exceptions

All contractors and subcontractors, including lower-tiers, working on the project are covered

# DBRA

# (DAVIS-BACON & RELATED ACTS)

Davis-Bacon Act (DBA)

Copeland Anti-Kickback Act

Contract Work Hours and Safety Standards Act (CWHSSA)

Code of Federal Regulations, Title 29 Part 3

Code of Federal Regulations, Title 29 Part 5

Wage Decision

# FEDERAL REGULATIONS

# **TECHNICAL ASSISTANCE**

Labor Compliance Pre-Construction Conference

Labor Compliance Office, (602) 261-8287

Websites available:
- http://www.dol.gov/dol/esa/programs/dbra

# QUESTIONS

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/Submittal Verification
- Subcontract Approval
- Compliance Monitoring
- Prompt Payment
- Release of Retention
- Sanctions and Penalties

# DBE Program

- ❑ U.S. Department of Transportation (USDOT) assists in the funding for this project, which is subject to the requirements of the **Federal Aviation Administration** (FAA) and 49 CFR Part 26.

- ❑ 49 CFR Part 26 mandates recipient (City) administers a **Disadvantaged Business Enterprise (DBE) Program**

# Small Business Outreach

❑ Phoenix imposes **Small Business Outreach** requirements in lieu of DBE Goals (RGN measure)

❑ Four Elements of Small Business Outreach (demonstration of Good Faith Efforts):

1. *Identify Opportunities*

2. *Communicate Broadly*

3. *Evaluate Proposals*

4. *Constructive Feedback*

## Submittal Requirements

*(Due at time of submittal)*

**FORM EO1**:  Statement of Small Business Outreach Commitment

**Failure to submit = Non-Responsive**

1 Form

## Post-Award Submittal Requirements

**Due within 30 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**

# EQUAL OPPORTUNITY DEPARTMENT

**For Assistance contact:**

Karina Matthiessen

**Contract Compliance Programs Assistant**

karina.matthiessen@phoenix.gov

602-261-8873
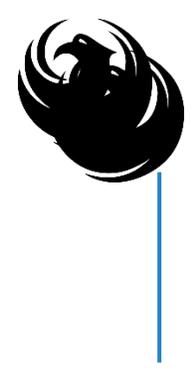
# QUESTIONS?

# PROJECT DESCRIPTION & EXPECTATIONS

➤ Existing C Connectors between 7R-25L to be reconfigured & reconstructed

➤ New connectors built in new locations with new geometry for larger aircraft

➤ Expectations

- ➲ CMAR with airfield construction experience
- ➲ CMAR with FAA/ADOT grant projects experience
- ➲ Prefer local construction experience
- ➲ Teamwork
- ➲ Partnering
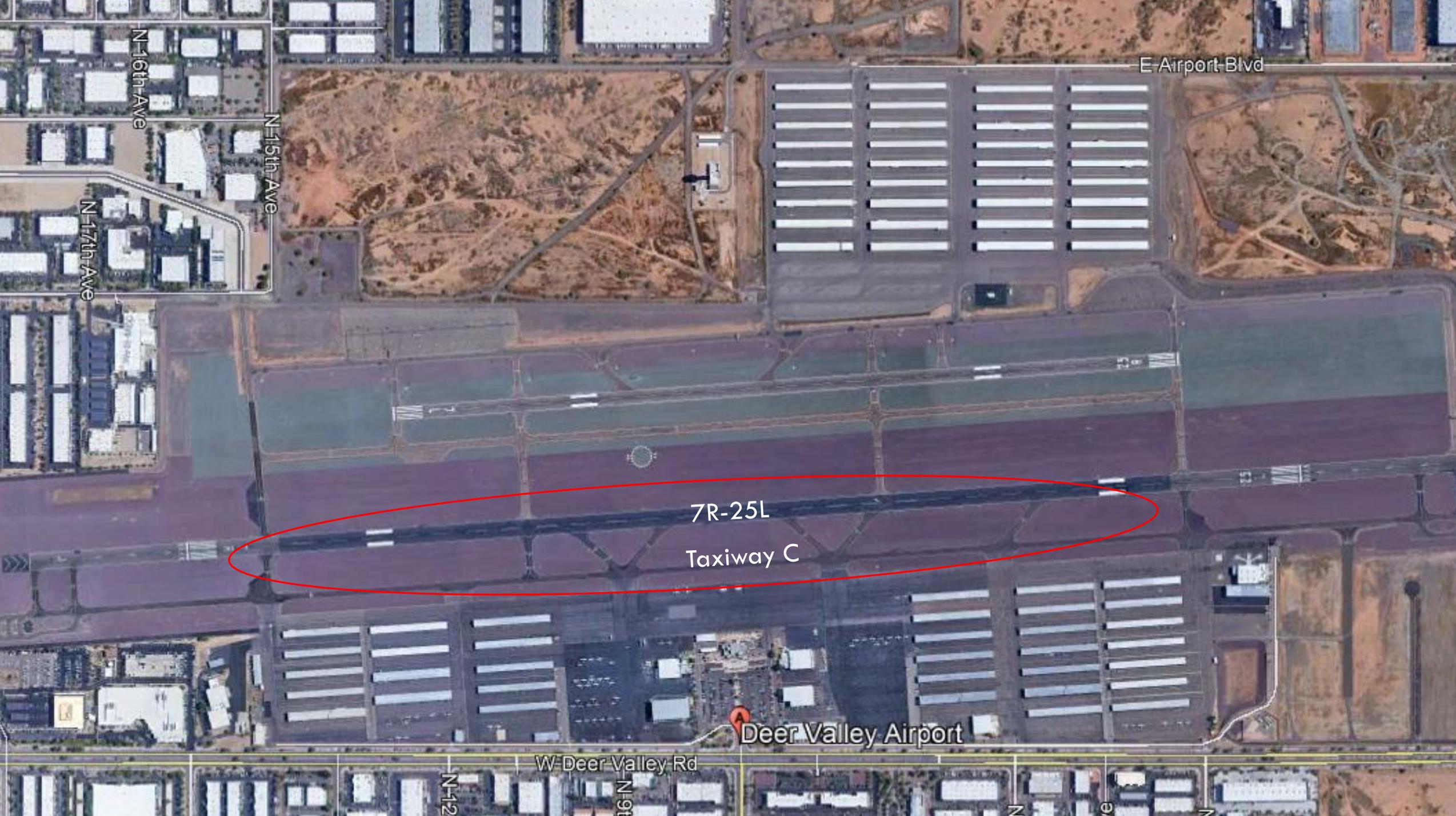
7R-25L

Taxiway C

Deer Valley Airport

# SCOPE OF WORK

➤ Provide preconstruction and design phase services and input
➤ C5, C6, C7, C8, & C10 to be demolished
➤ New C7 & C10 will be constructed first
➤ New C4, C5, C6, C8, & C9 to be constructed
➤ Will be constructed in multiple phases over multiple years
  ➲ Grant timings
  ➲ Operational considerations – DVT Ops, FAA, PD/FD, flight schools
  ➲ Timing due to events, calendar, moratoriums

Phase 6
OR could be done with Phase 1

Phase 1
Phase 2
Phase 3
Phase 4
Phase 5

C4
C5
C6
C7
C8
C9
C10
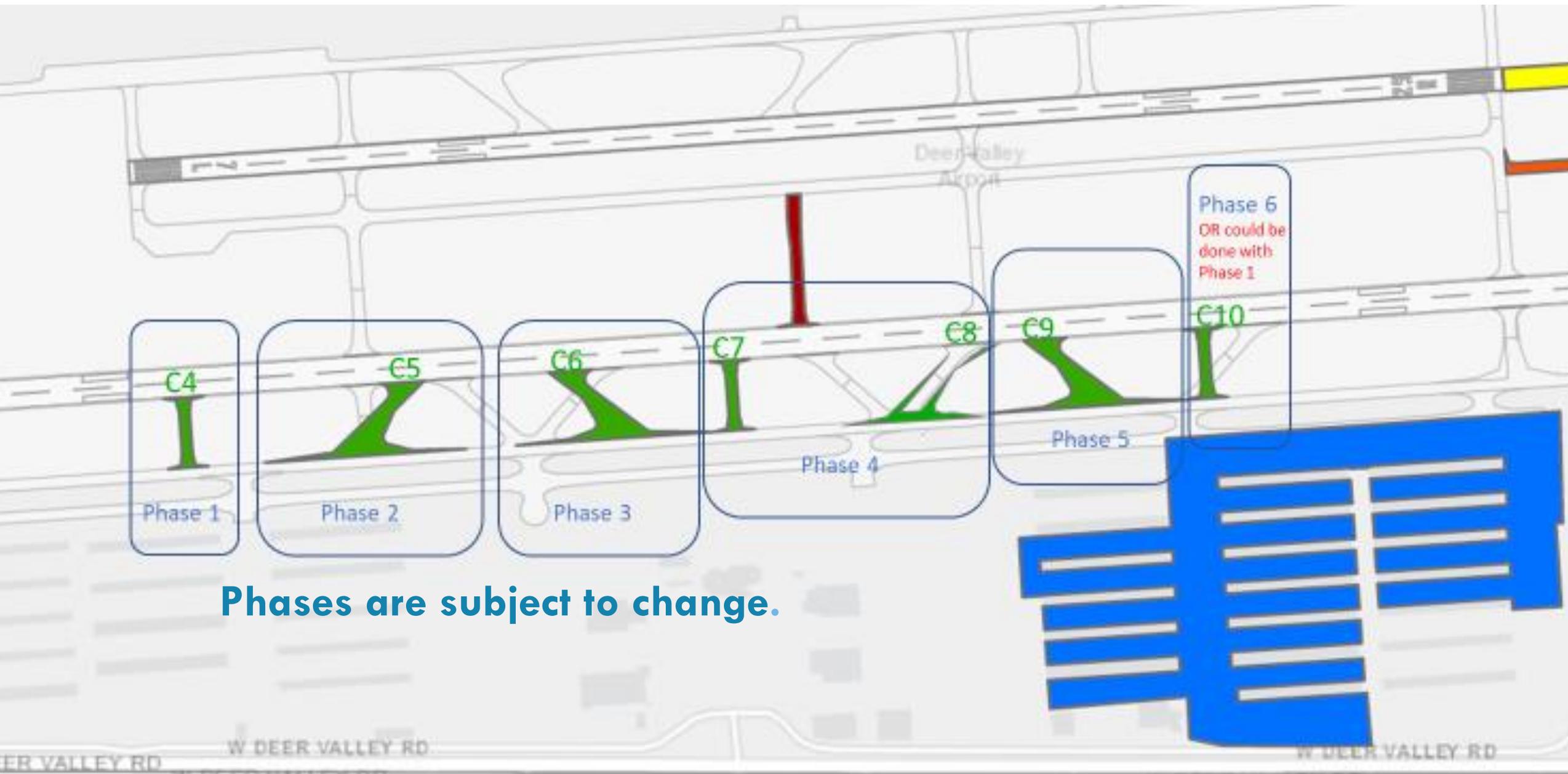
Phases are subject to change.

# QUESTIONS?

VENDOR REGISTRATION

VENDOR.SUPPORT@PHOENIX.GOV
602.262.1819

Brief overview for online registration and procurePHX accessibility

# NEW TO THE CITY OF PHOENIX?

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** in approx. 2 days

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

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

# ALREADY REGISTERED ON PROCUREPHX?

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, visit **https://eprocurement.phoenix.gov/irj/portal** to login and access the electronic solicitation

Product Category Code is: **912000000**
RFx (Event) Number is: **6000001467**

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

# SOQ EVALUATION CRITERIA

**Maximum Number of Points is 1,000**

A. General Information *(150 points)*
B. Experience and Qualifications of the Firm *(250 points)*
C. Experience of Key Personnel to be Assigned to this Project *(250 points)*
D. Understanding of the Project and Approach to Performing the Required Services *(350 points)*

**\*Reference Checks** *(21 Points) are in addition to the 1,000 points for the **SOQ**

# SUBMITTAL REQUIREMENTS

Submit One (1) page Information Sheet

Paper Size 8½" x 11";
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 noted above

# MAXIMUM PAGE COUNT

**12** **pages permitted to address all Criteria**

The following will <u>NOT</u> be counted in the Maximum Page Count:

* Front and back covers

* Information Sheet

* Table of Contents

* Dividers (tabs)

***UNLESS*** *you include information that may be considered by the selection panel*

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

Failure to submit DBE EO1 Form and supporting documentation **electronically** through the ProcurePHX online portal by the due date and time

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

Violating "Contact with City Employees" policy

# GROUNDS FOR DISQUALIFICATION

# IMPORTANT DATES:

SOQ DUE                     SEPTEMBER 29, 2023
SCOPE MEETING               LATE OCTOBER 2023

*Selection Schedule*

# QUESTIONS AFTER TODAY?

Last Day for questions is seven days before the SOQ's are due or **Friday September 22, 2023**

Email all questions to: **samantha.ansmann@phoenix.gov**

Reference RFx Number: **6000001467** in your email subject line

Or Call Samantha Ansmann at (602) 681-5361

PROJECT TITLE
PROJECT NUMBER
RFX NUMBER
FIRM NAME
FIRM ADDRESS
FIRM PHONE NUMBER
VENDOR NUMBER
EMR RATING
NAME, TITLE, EMAIL ADDRESS, AND SIGNATURE OF CONTACT PERSON

*DO **NOT** INCLUDE ANY OTHER INFORMATION*

# Things to Remember

# PROCUREMENT INFO

**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

# QUESTIONS

THANK YOU FOR ATTENDING!

# RFX OVERVIEW

- Registration
- Login
- Viewing Solicitations
- Subscribe to Notifications
- Uploading SOQ
- Submitting SOQ
- Checking Response Status
- Editing Response
- Questions

# LOGIN

Log in to ProcurePHX portal:

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

Select RFx and Auctions tab on the top Ribbon

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

# FINDING SOLICITATIONS



Click the **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: **6000001467**

# VIEW SELECTED SOLICITATION

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?



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.

# HOW TO UPLOAD YOUR SOQ



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

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

# ADDING AN ATTACHMENT

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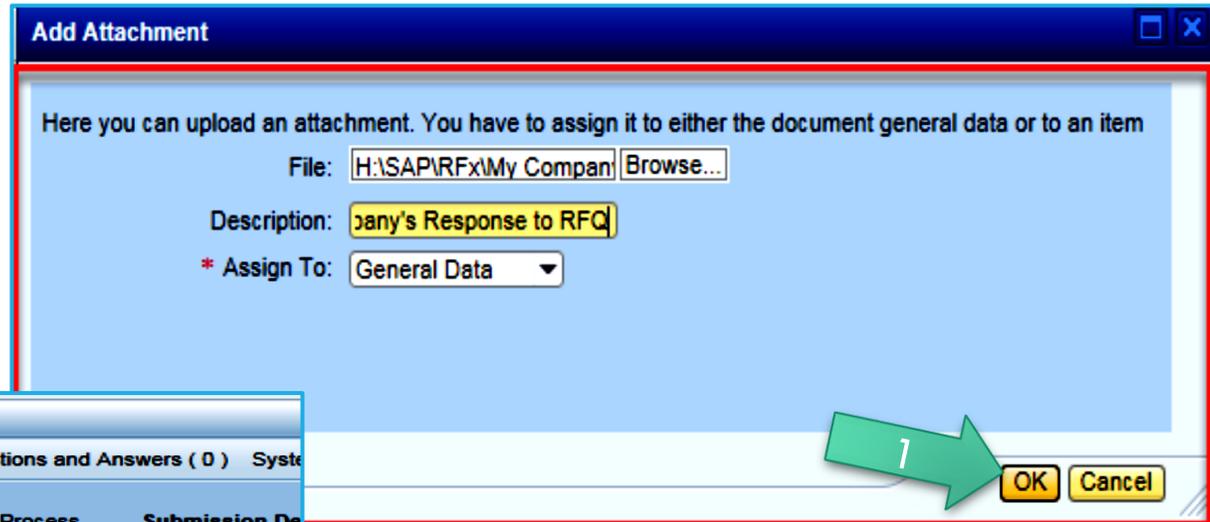
**Add Attachment**

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

File: H:\SAP\RFx\My Company   Browse...

Description: pany's Response to RFQ

* Assign To: General Data ▼
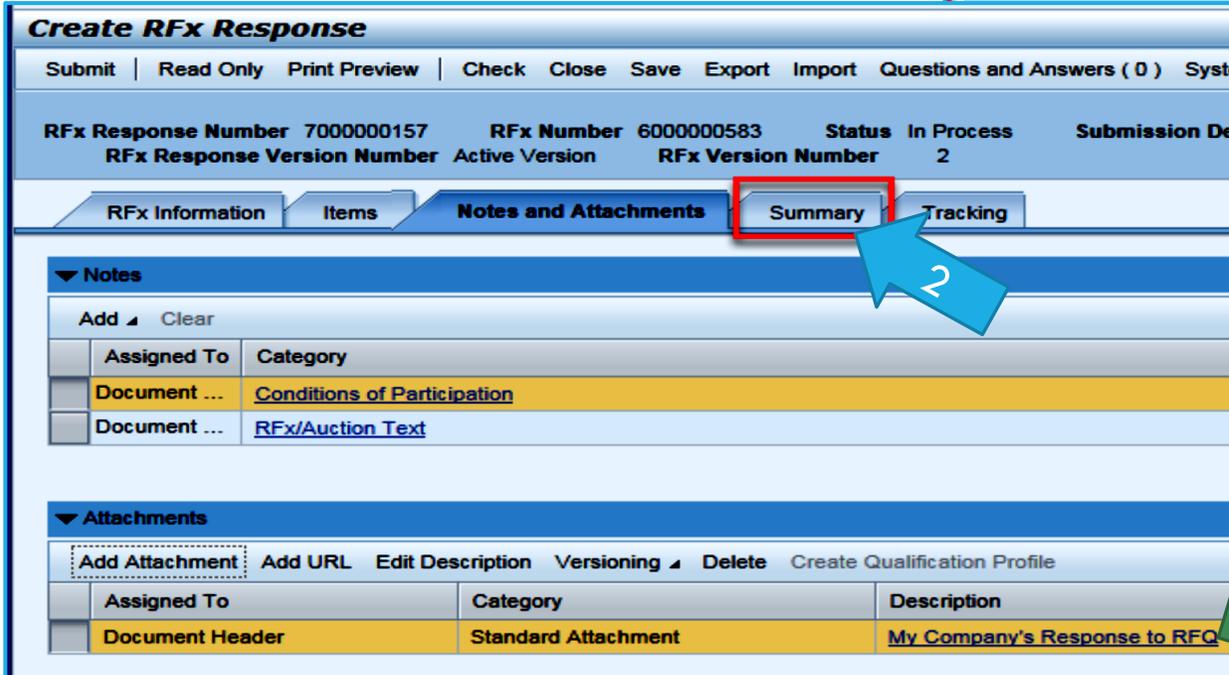
OK   Cancel

**Create RFx Response**

Submit | Read Only | Print Preview | Check  Close  Save  Export  Import  Questions and Answers ( 0 )  Syste

RFx Response Number  7000000157     RFx Number  6000000583     Status  In Process     Submission De
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 Profile

| | Assigned To | Category | Description |
|---|---|---|---|
| | Document Header | Standard Attachment | My Company's Response to RFQ |

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

# DOUBLE CHECK & SUBMIT

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

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

# 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.

# 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 a step(s) before the system will update your RFx response to **Submitted.**

# 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.

# FREQUENTLY ASKED QUESTIONS

When I submit, what does the **<u>red</u>** circle mean?
- Error on page and nothing will be submitted

When I submit, what does the **<u>yellow</u>** triangle mean?
- Typically a time zone error, information will still be submitted

When I submit, what does the **<u>green</u>** 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