



# PRE-BID MEETING

**CITY OF PHOENIX**

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**WATER SERVICES DEPARTMENT**

**HEDGEPEETH WATERLINE IMPROVEMENT DISTRICT**

**51<sup>ST</sup> AVENUE TO 47<sup>TH</sup> AVENUE / BEHREND DRIVE TO TONOPAH DRIVE**

**DESIGN-BID-BUILD (REBID)**

**WS85503001**

# WELCOME AND INTRODUCTIONS

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- Heather Roye, Contracts Specialist  
*Point of Contact for Submittals and IFB Questions*  
Office of the City Engineer,  
heather.roye@phoenix.gov / 602-261-8894
  
- Jose Rodriguez – Project Manager – Street Transportation Department

# AGENDA

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Questions are welcome after each presentation

Meeting Overview

Project Description and Scope of Work

Submittal Requirements

Grounds for Disqualifications

Websites

Vendor Registration & Procurement Websites

# MEETING OVERVIEW

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The Attendance sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system at:  
<https://eprocurement.phoenix.gov/irj/portal>

AND Posted on the City of Phoenix website:

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

*It is your responsibility, prior to submittal, if any Addenda's have been issued.*

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

# SMALL BUSINESS ENTERPRISE (SBE) GOAL

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The SBE Goal has been waived for this project

# PROJECT BACKGROUND

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- Provide looped connection to Zone 3D water distribution system by connecting to existing watermains south and north of Loop 101 and along Tonopah Drive.
- Improvement District Project.
- Carollo Engineers, Inc. completed waterline design in 2021.
- Rebid as requested by the Hedgepeth Improvement District.

# PROJECT BACKGROUND

- Two designs provided for crossing of Loop 101.

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  - 51<sup>st</sup> AVE – 12” waterline trench install and 24” casing design through 51<sup>st</sup> Avenue
  - 49<sup>th</sup> DR – 12” waterline trenchless design and 30” casing design under Loop 101 and through MCFCD parcel
  - Bid proposals will be submitted for the 51<sup>st</sup> Avenue alignment and the 49<sup>th</sup> Drive alternate.
  - Only one alignment will be selected.
- One design provided for Tonopah Drive waterline.
  - 12” waterline trench install within undeveloped/unpaved R/W.
  - This section of waterline will be built in addition to selected alignment across L101.



EXIST. COG  
WATERLINE -  
12"

TONOPAH DR  
WATERLINE -  
12"

MARICOPA  
COUNTY  
FLOOD  
CONTROL  
(206-29-003I)

MARICOPA COUNTY FLOOD CONTROL  
(206-29-003T)

ADOT  
(206-29-002C)

ADOT  
(206-29-002E)

49th DR Design  
Alternative  
WATERLINE -  
12"

51ST AVE  
WATERLINE -  
12"

# PROJECT BACKGROUND

TONOPAH DR

12"

BEARDSLEY RD

BEARDSLEY RD

MONOGRAM WAY

49TH DR

12"

47TH AVE

LOOP 101

42"

51ST AVE

12"



# SCOPE OF WORK / SERVICES

- Construction, installation, and testing for:
- 51<sup>st</sup> AVENUE Waterline:
  - Approximately 1,600 LF 12" DIP, CL 350 with 1,200 LF 24" Steel Casing Pipe (0.375" wall thickness), and appurtenances
  - Waterline within COP R/W, ADOT R/W, City of Glendale R/W
- 49<sup>th</sup> DRIVE Design (Bid Alternate):
  - Approximately 1,000 LF 12" DIP, CL 350 with 600 LF 30" Steel Casing Pipe (0.375" wall thickness), and appurtenances
  - Waterline within COP R/W, ADOT R/W, FCDMC, Arrowhead Villas HOA

# SCOPE OF WORK / SERVICES

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- Tonopah Drive Waterline:
  - Approximately 1,200 LF 12" DIP, CL 350 and appurtenances
  - Waterline within COP R/W, FCDMC

## SCOPE OF WORK / SERVICES

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- All necessary construction permitting, coordination with ADOT, City of Glendale, City of Phoenix, Maricopa County Flood Control
- Public Notification to residents needed in advance of work
- Contractor will provide Traffic control and other ancillary items
- Work to be completed within 180 Calendar Days from NTP

# SCOPE OF WORK / SERVICES

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- Work in ADOT ROW to be completed by July 2024.

# PROJECT DESIGN PLANS

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- Please refer to the Information for Bidders regarding obtaining a copy of the plans.

# PLANS

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- Please refer to the Information for Bidders regarding obtaining a copy of the plans.



# QUESTIONS

FOR PROJECT MANAGER

# BID SUBMITTAL

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- **Different location for bid submittals drop off**
- Please drop your submittal off prior to the time and date specified for the bid opening at the City Clerk's Department on the 15<sup>th</sup> floor at Phoenix City Hall, 200 W. Washington Street between the hours of 8:30 AM to 2:00 PM.



# BID SUBMITTAL REQUIREMENTS

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- Acknowledge all addenda (P-1)
- Complete all of the Bid Proposal forms (P-1 to P-10 and P.S.-1)
- Complete your Bid Bond (rated A- or better for the prior four quarters) or Guarantee Cashier's Check (S.B.-1 – S.B. -2)
- Completed List of Major Subcontractors and Suppliers form (L.O.S.-1)

# POST-BID SUBMITTAL REQUIREMENTS

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- Complete List of all Subcontractors and Suppliers form (L.O.S.-2)
- Bidders Disclosure Statement (B.D.S.-1 TO 4)
- Submit Affidavit of Identity (if you are a sole proprietor)
- Items are due within 3 calendar days after bid opening by 5:00 PM
- Items can be emailed to [heather.roye@phoenix.gov](mailto:heather.roye@phoenix.gov)

# PRIOR TO CONTRACT EXECUTION REQUIREMENTS

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- Contractor must provide proof of license required to perform the work
- Verification of Experience Modification Rate (EMR)

# GROUNDS TO DISQUALIFICATION

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- Failure to submit by the due date and time
- Violating “Contact with City Employees” policy
- *Depositing your bid in the wrong box*
- *Not supplying the bid bond*

# SEALED BIDS DUE DATE

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Bids Will Be Due:

**Tuesday, October 3, 2023, at 2:00 PM**

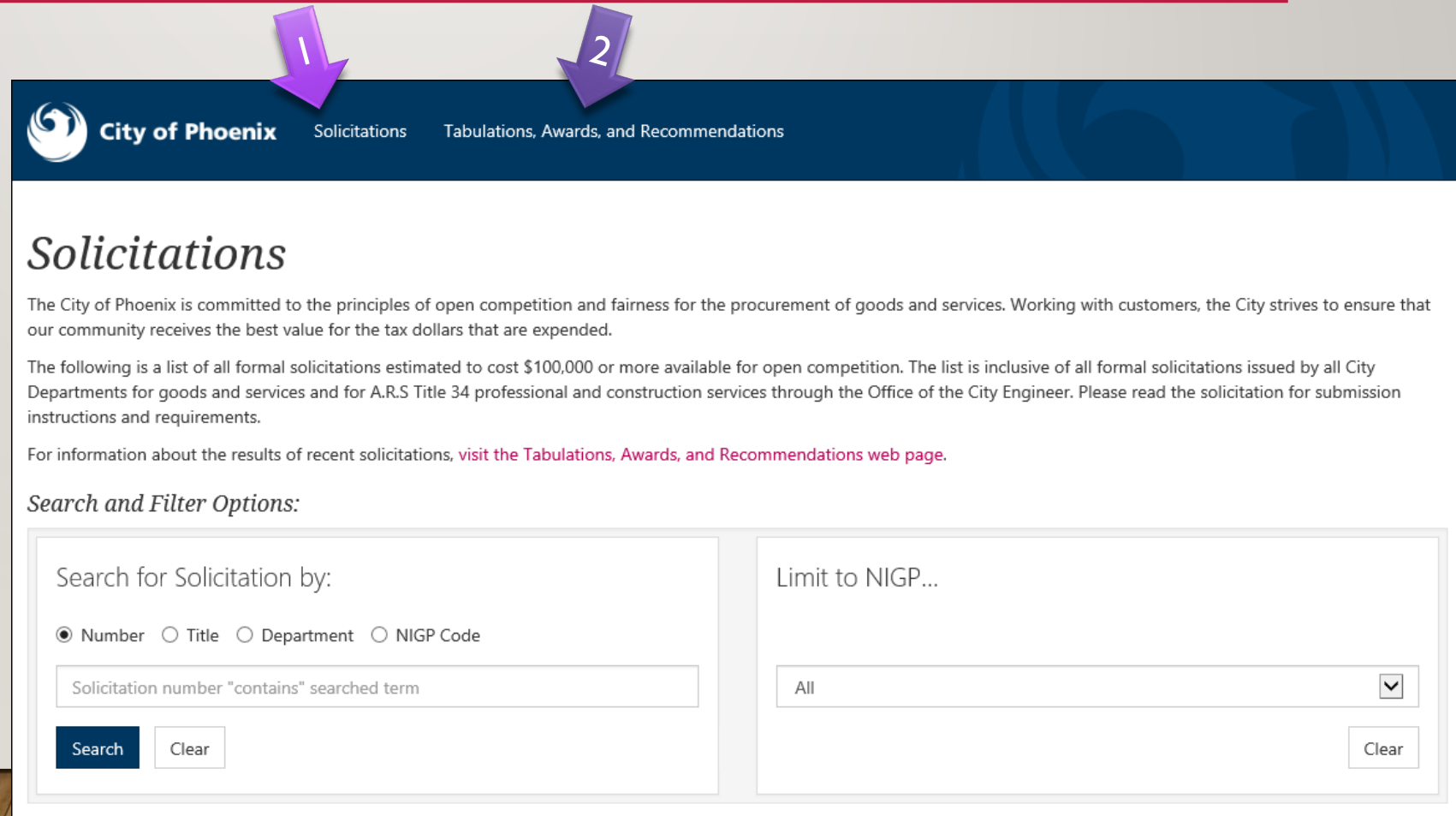
**Submitted to the City Clerk Office, 15<sup>th</sup> Floor**

Phoenix City Hall Building  
200 W. Washington Street  
Phoenix, AZ 85003

# 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>



The screenshot shows the City of Phoenix website's navigation bar with the City of Phoenix logo and the text "City of Phoenix Solicitations Tabulations, Awards, and Recommendations". Two purple arrows point to the "Solicitations" and "Tabulations, Awards, and Recommendations" links. Below the navigation bar is the "Solicitations" page header, followed by a paragraph about the City's commitment to open competition and fairness. Below that is a paragraph listing all formal solicitations estimated to cost \$100,000 or more. Below that is a link to the "Tabulations, Awards, and Recommendations" web page. Below that is the "Search and Filter Options" section, which includes a search form with radio buttons for "Number", "Title", "Department", and "NIGP Code", a search input field, and a "Search" button. To the right of the search form is a "Limit to NIGP..." dropdown menu with "All" selected and a "Clear" button.

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

Search Clear

Limit to NIGP...

All

Clear

# PROCUREMENT WEBSITE

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

Solicitations Website

Procurement Newsletter

Submitter's Handbook

The screenshot shows the City of Phoenix website's procurement page. At the top, there is a dark blue header with the City of Phoenix logo and name on the left, and a yellow box for 'Convention Center Public Meetings' on the right. Below the header is a search bar with the text 'Search...'. A navigation bar contains links for 'PHX At Your Service', 'PHX Pay Online', 'Map It', 'Find Public Records', 'PHXTV', and 'Translate'. The breadcrumb trail reads 'City of Phoenix > Street Transportation > Procurement Opportunities'. The main heading is 'Consulting & Construction For Capital Improvement Programs'. The text describes the procurement process and includes a notice: '\*EFFECTIVE MONDAY, MARCH 11, 2019 ALL DESIGN AND CONSTRUCTION PROCUREMENT WEB PAGE LINKS NOW DIRECT TO THE MAIN CITY OF PHOENIX SOLICITATIONS PAGE.' Below this are sections for 'Current Opportunities', 'Project Interviews', 'Bid Results and Project Selections', and 'Subscribe to Procurement Newsletter'. An announcement states that construction plans and specifications will be available for download on the website. The 'Other Useful Resources' section lists links for 'Protest Policy', 'Submit Protest to City Clerk', 'Submitter's Handbook', 'Public Records Request', and 'SBE/DBE Directory'.

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 advertiser 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/notifications 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](#)

## 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
- 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



## 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 >



# PROCUREMENT WEBPAGE

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

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- **Current Opportunities**
  - Project-specific RFQ / CFB, Notifications/Addenda, Sign-in Sheets, Presentations
- **Bid Results and Project Selections**
- **Sign up for Procurement's Weekly e-Newsletter**

**The ProcurePHX online portal will be used for Professional Services solicitations, Construction solicitations and Design-Bid-Build.**

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

# ***QUESTIONS?***

Email all questions to:

**[heather.roye@phoenix.gov](mailto:heather.roye@phoenix.gov)**

Reference **RFX6000001429** in your email subject line

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All questions regarding the plans and specifications must be received (in writing) at a minimum seven calendar days prior to bid opening. Questions received after that time may not be given any consideration (September 26, 2023)

***Thank You for Attending!!!***

