



CITY OF PHOENIX STREET TRANSPORTATION DEPARTMENT

ADA TREANSITION PLAN ENGINEERING SERVICES PRE-SUBMITTAL MEETING

PROCUREPHX PRODUCT CATEGORY CODES: 925000000 & 9625800000

RFx Number: 6000001372

September 21, 2023

Meeting will start at 10:00 a.m.

Please **MUTE your microphone and Turn **OFF** your camera**



WELCOME AND INTRODUCTIONS

City of Phoenix Representatives

Kathleen Kennedy, Contracts Specialist II

Point of Contact for Submittals and RFQ Questions

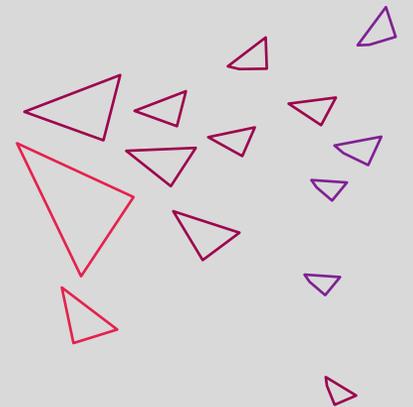
Office of the City Engineer, Design and Construction Procurement

kathleen.kennedy@phoenix.gov (602) 534-5789

John Dee, Project Manager

Design and Construction Management Division

Street Transportation Department





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: *Interviews / 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: <https://eprocurement.phoenix.gov/irj/portal> (RFX 6000001372)

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

To be added to the Attendance Sheet, send an email by 5:00 PM today to kathleen.kennedy@phoenix.gov with the following:

SUBJECT: RFX 6000001372 Attendance

INCLUDE: Name, Firm Name, Phone Number, and E-mail address

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 MANAGER

John Dee
Design and Construction
Management Division
Street Transportation Department



PROJECT DESCRIPTION

Engineering services for the Street Transportation Department's ADA Transition Plan.

The City of Phoenix Street Transportation Department is seeking a comprehensive ADA Transition Plan, serving as a critical tool for the City of Phoenix to ensure accessibility, inclusivity, and compliance with ADA regulations within its public facilities and assets in the Right-of-Way.

Project Benefits

- **Inclusive Communities:** A PROWAG-focused Transition Plan ensures that public rights-of-way, such as sidewalks, curb ramps, and pedestrian crossings, are designed and maintained to accommodate everyone, including individuals with disabilities.
- **Legal Compliance:** Compliance not only helps avoid potential legal issues but also demonstrates a commitment to upholding the rights and dignity of individuals with disabilities.
- **Enhanced Quality of Life:** Accessible pedestrian infrastructure not only benefits individuals with disabilities but also parents with strollers, seniors, and anyone who uses sidewalks and crosswalks. It promotes safety, independence, and a sense of belonging, making communities more livable and enjoyable for everyone.



SCOPE OF WORK

The full scope of the project will consist of establishing a comprehensive ADA Transition Plan, focusing on enhancing accessibility within the public Right-of-Way (ROW). The selected firm will collaborate closely with the City to ensure compliance with both State and Federal ADA requirements, drawing guidance from City staff and public input.

The outcome of this project will culminate in the production of an ADA Transition Plan. This plan will be a comprehensive document that outlines the Street Transportation Department's strategy and roadmap for improving accessibility within assets and facilities located in the public Right-of-Way (ROW). It will encompass a detailed summary of self-evaluation findings, barrier locations, and recommended actions for compliance with ADA guidelines.



SCOPE OF WORK

Scope will include several vital components, including:

- ❖ Lists of Non-Compliant Facilities, Policies, and Programs
- ❖ Remedial Action Required for Compliance
- ❖ Cost Estimates for Required Improvements
- ❖ Recommended Phasing & Timeline for Improvements
- ❖ Procedure for Monitoring & Reporting Compliance Efforts
- ❖ Public Involvement and Grievance Plan



QUESTIONS





SOQ EVALUATION CRITERIA

Maximum Number of Points is 400

- A. ADA Transition and Remediation Plan Development Experience of the Prime Firm *(75 points)*
- B. ADA Transition Plan Development Experience of the Key Personnel and Subconsultants *(50 points)*
- C. ADA Remediation Experience of the Key Personnel and Subconsultants *(50 points)*
- D. Project Understanding and Approach *(150 points)*
- E. Staffing Information for Key Personnel *(75 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 400 points for the SOQ*

***Interviews are an additional 600 points, scores from SOQ evaluations carry over to Interviews*



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
14 pages:

The following will NOT be counted in the max page count:

- Front and back covers
- Information Sheet
- Max one page Resume
- Table of Contents

Selection Process

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



Final List of at least three, but not more than five firms will be invited to participate in detailed interviews. One firm will be selected.



A 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 the “Contact with City Employees” policy



IMPORTANT DATES: SELECTION SCHEDULE

- SOQs Due October 13, 2023
- Firms notified for interview October 25, 2023
- Interview November 8, 2023
- Selection Notification November 15, 2023
- Scope Meeting Early December 2023



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: 925000000 & 962580000

- RFx Number is: 6000001372

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



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 or call (602) 262-1819.

Instructions >

Registration >

ProcurePHX Login >



**QUESTIONS
AFTER TODAY?**

***Stay for
ProcurePHX
Overview***

**THANK YOU FOR
ATTENDING!!!**

Email all questions to:
kathleen.kennedy@phoenix.gov

Reference RFX Number:
6000001372
in your email subject line

Or call Kathleen Kennedy at:
(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: 925000000 & 962580000

RFx (Event) Number is: 6000001372

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

A screenshot of the ProcurePHX login interface. The page features the 'procurePHX' logo in the top left corner, with a small red shopping bag icon to its left. Below the logo, there are two input fields: 'User *' and 'Password *'. To the right of the 'Password *' field is a 'Log On' button. At the bottom left of the page, there is a link that reads 'Lagon 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

SAP

◀ Back Forward ▶ History Favorites Personalize View Help

RFX and Auctions Administration Messages

Home Create Users Own Data Company Data

Administration > Home

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:
6000001372

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
6000000583	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 Statu
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-ZC000004-001 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:

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 a summary of the RFX response. The 'Summary' tab is selected and highlighted with a red box and a red arrow labeled '2'. The 'Attachments' section at the bottom contains a table with the following data:

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

Three numbered arrows indicate the steps: a purple arrow labeled '1' points to the 'OK' button in the 'Add Attachment' dialog; a red arrow labeled '2' points to the 'Summary' tab in the 'Create RFX Response' window; and a blue arrow labeled '3' points to the blue 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

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					

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 navigation bar, 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

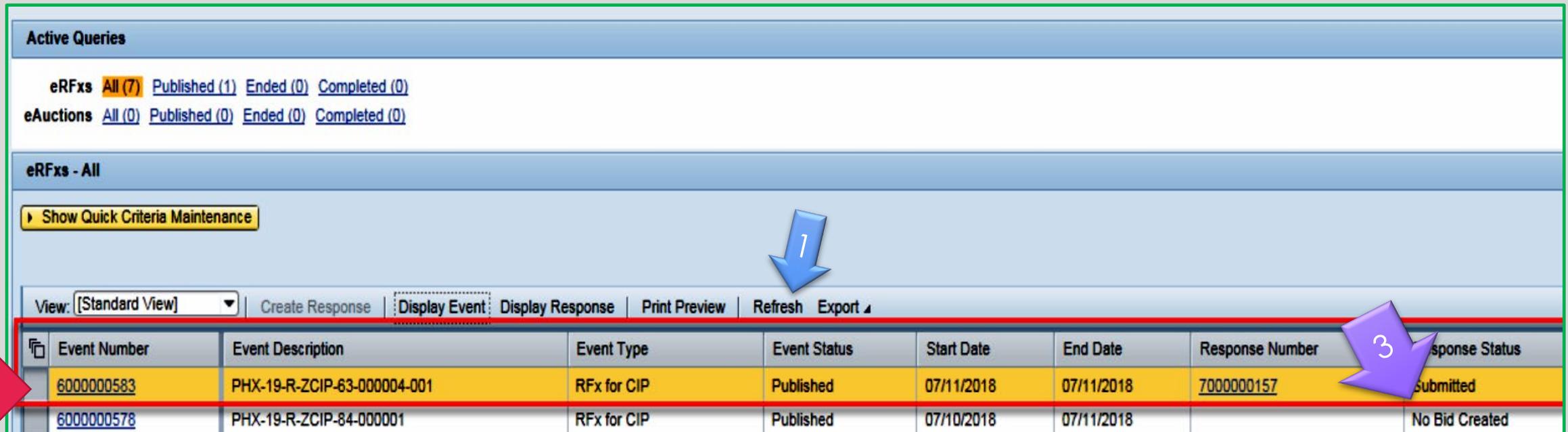
Other visible information includes: RFX Response Number 7000000157, RFX Number 6000000583, Status In Process, Submission Deadline 07/11/2018 14:00:00 MSTNO, and Opening Date. The 'Summary' tab is selected in the navigation bar.



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
6000000583	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published	07/11/2018	07/11/2018	7000000157	Submitted
6000000578	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

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
6000000583	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published	07/11/2018	07/11/2018	7000000157
6000000578	PHX-19-R-ZCIP-84-000001	RFX for CIP	Published	07/10/2018	07/11/2018	
6000000552	PHX-19-R-ZCIP-63-000006	RFX for CIP	Published	06/28/2018	07/20/2018	



QUESTIONS

