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

- **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

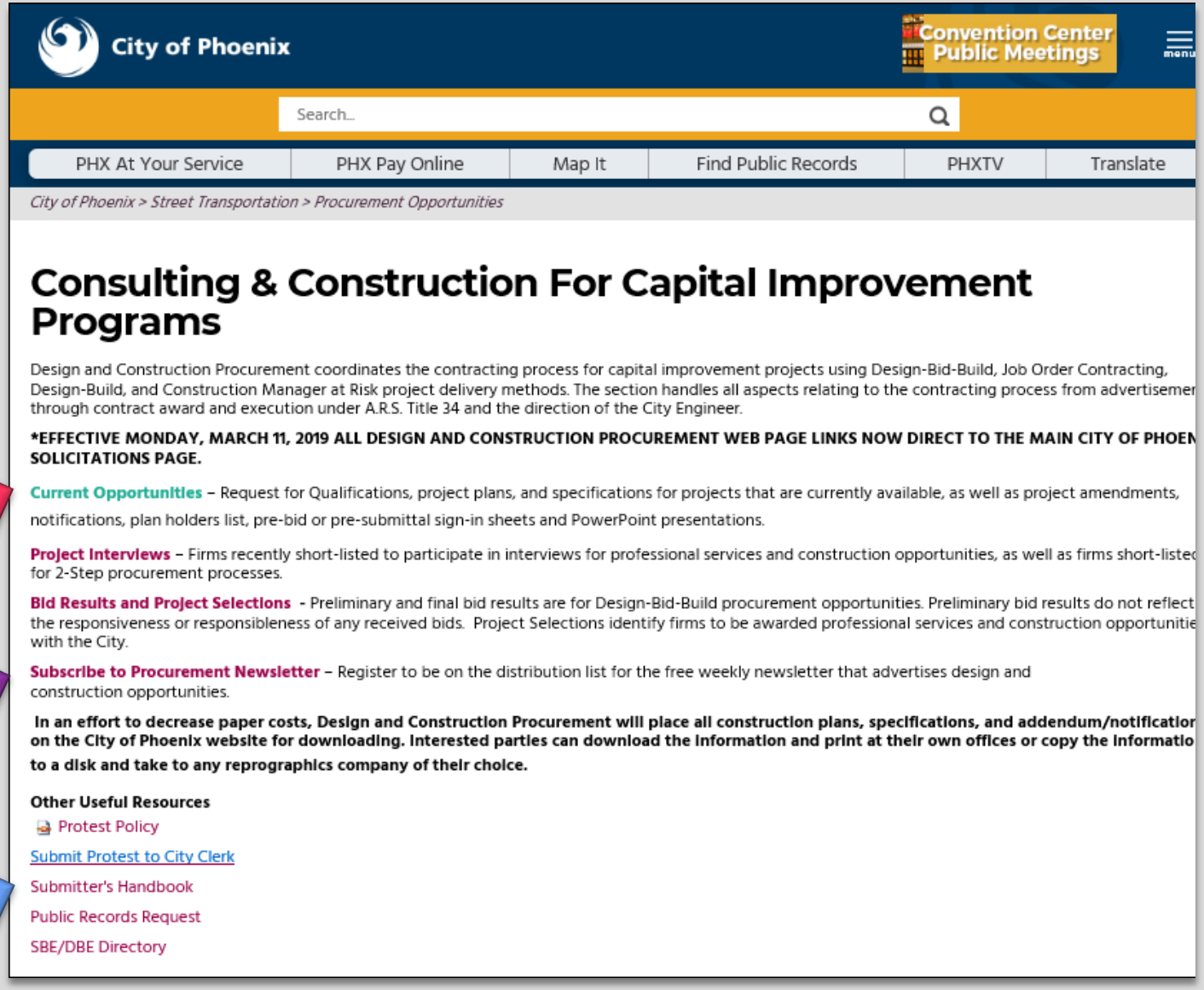
▶https://www.phoenix.gov/streets/procurement-opportunities/

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

Solicitations Website

Procurement Newsletter

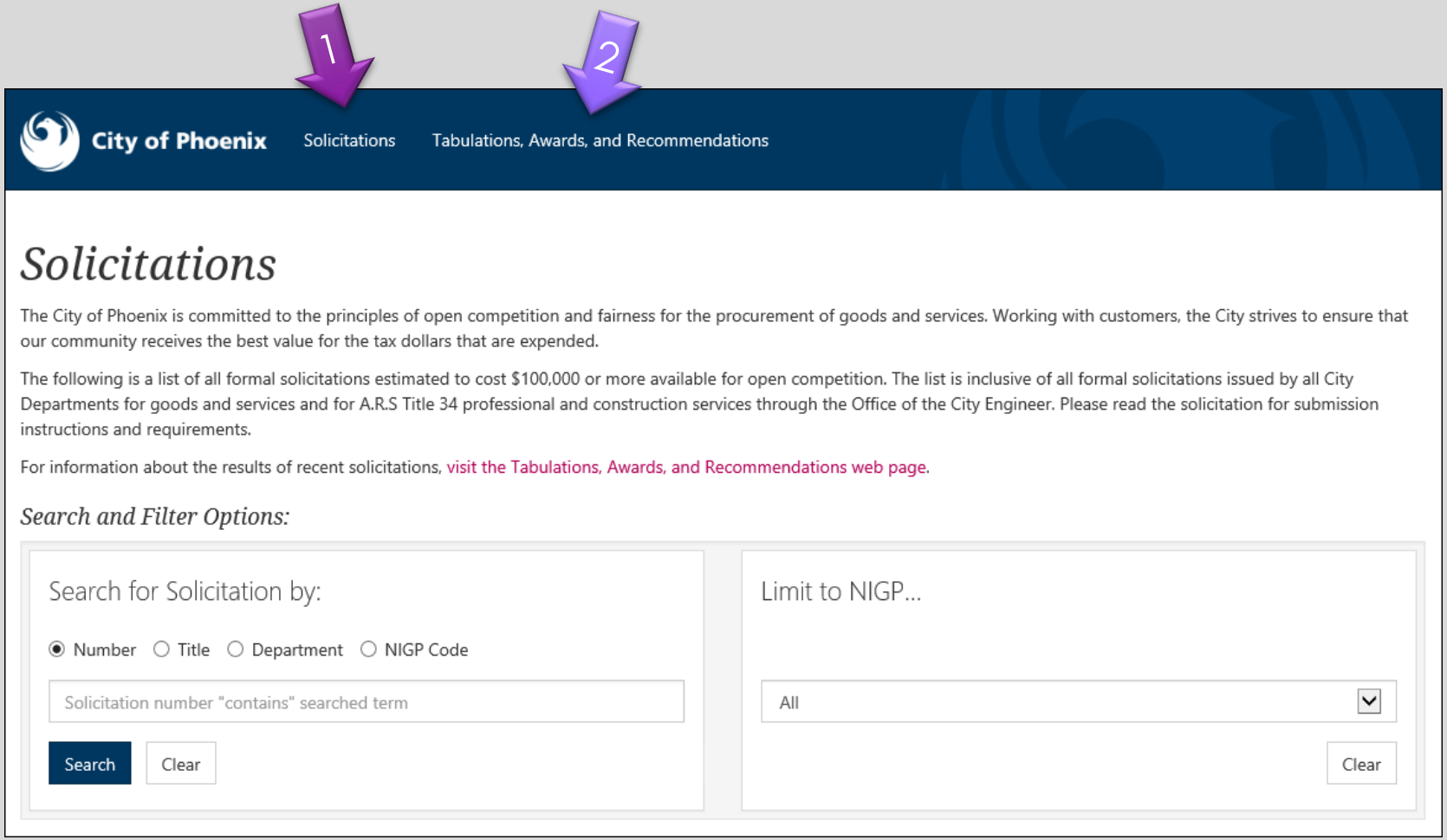
Submitter's Handbook



CITY OF PHOENIX 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



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

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?

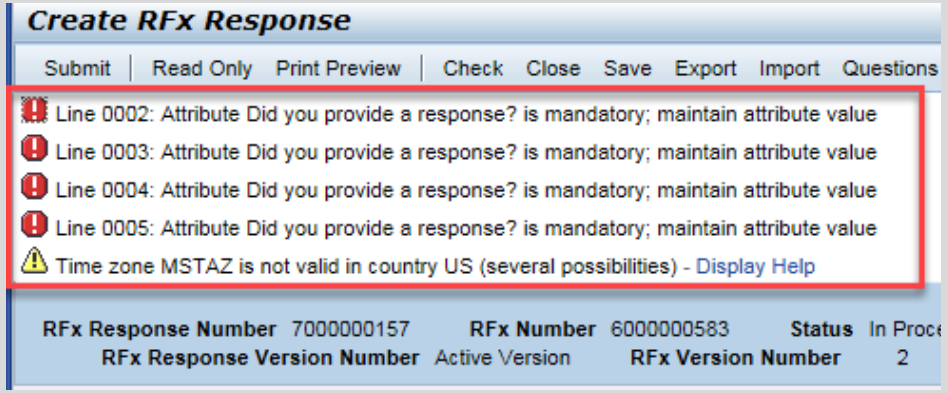
Error on page and **nothing** will be submitted

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**



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*

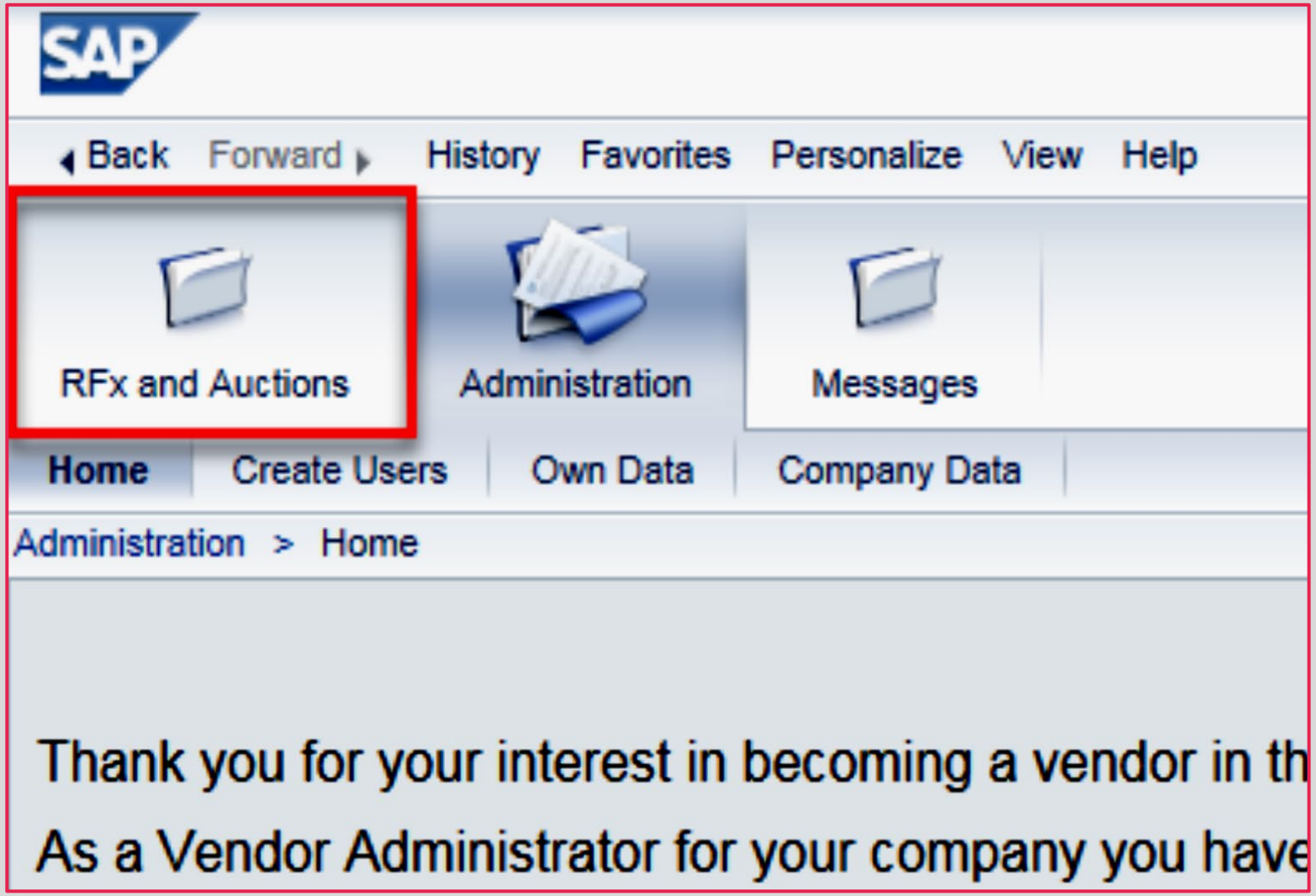
RFX HOME SCREEN - LOGIN

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

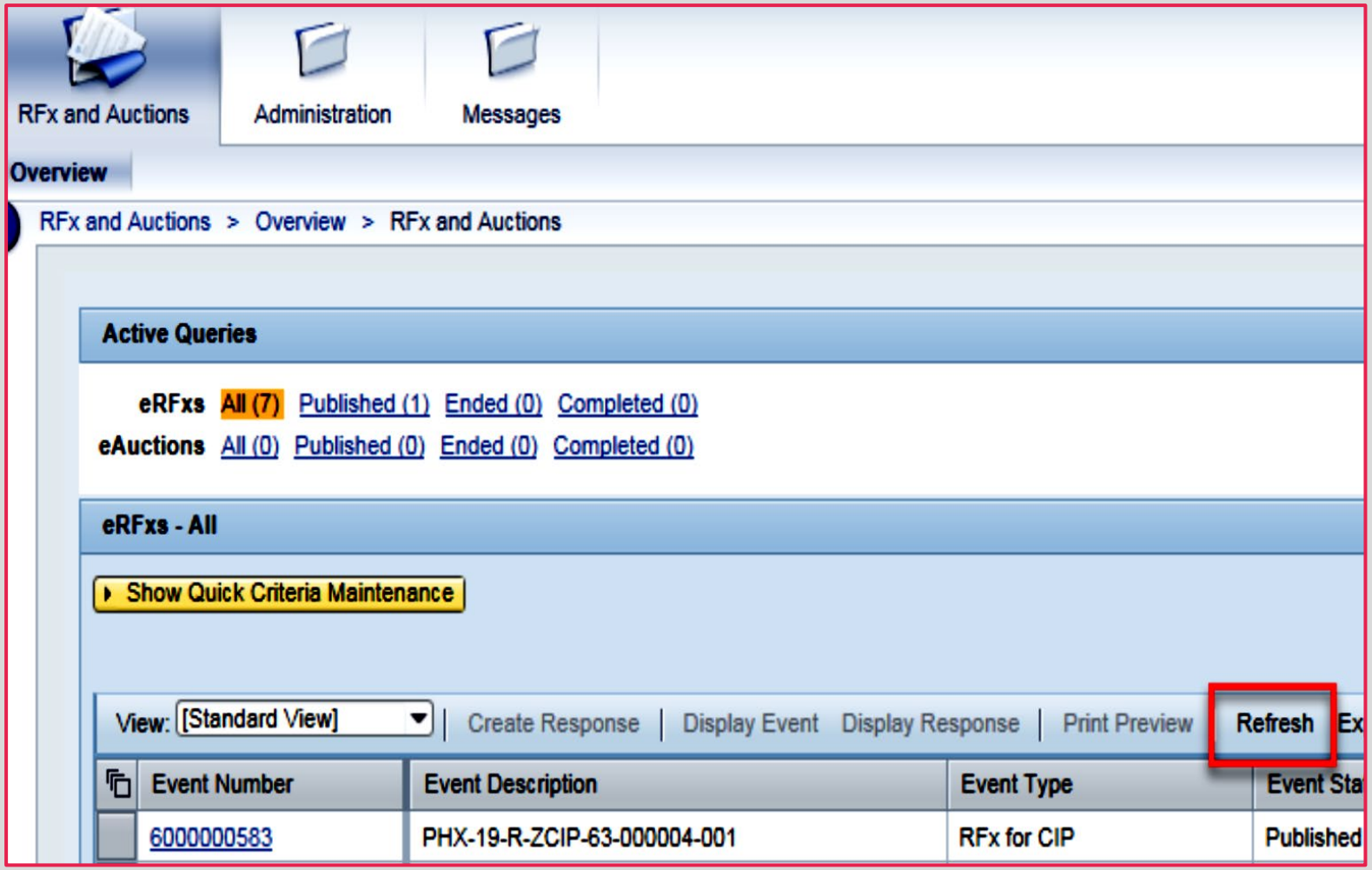


FINDING SOLICITATIONS

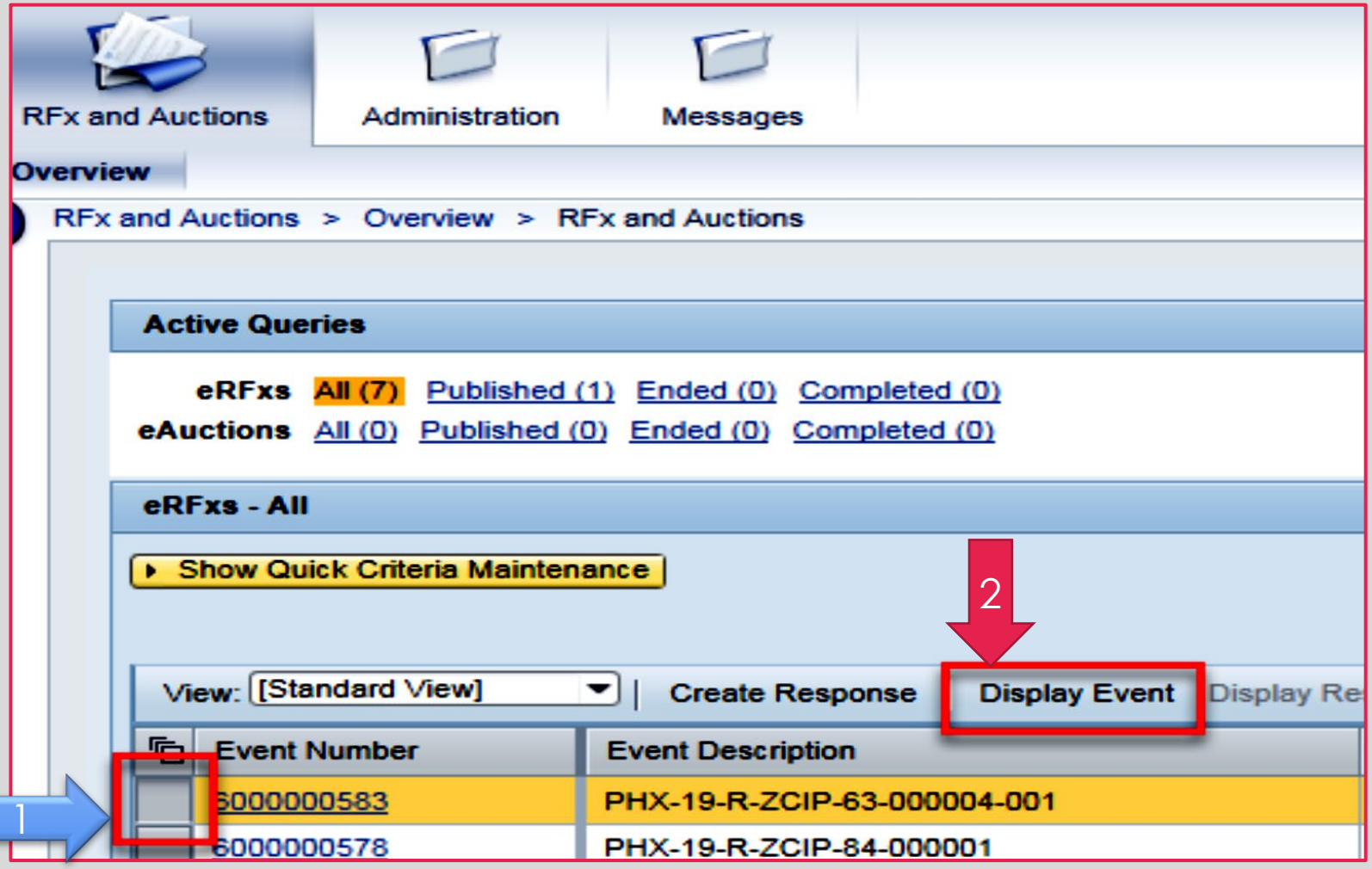
Click **Refresh** Button on the RFx Overview (Event) Page to see the most current information.

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

For this solicitation, your RFx (Event) Number is: **6000001372**



VIEW SELECTED SOLICITATION



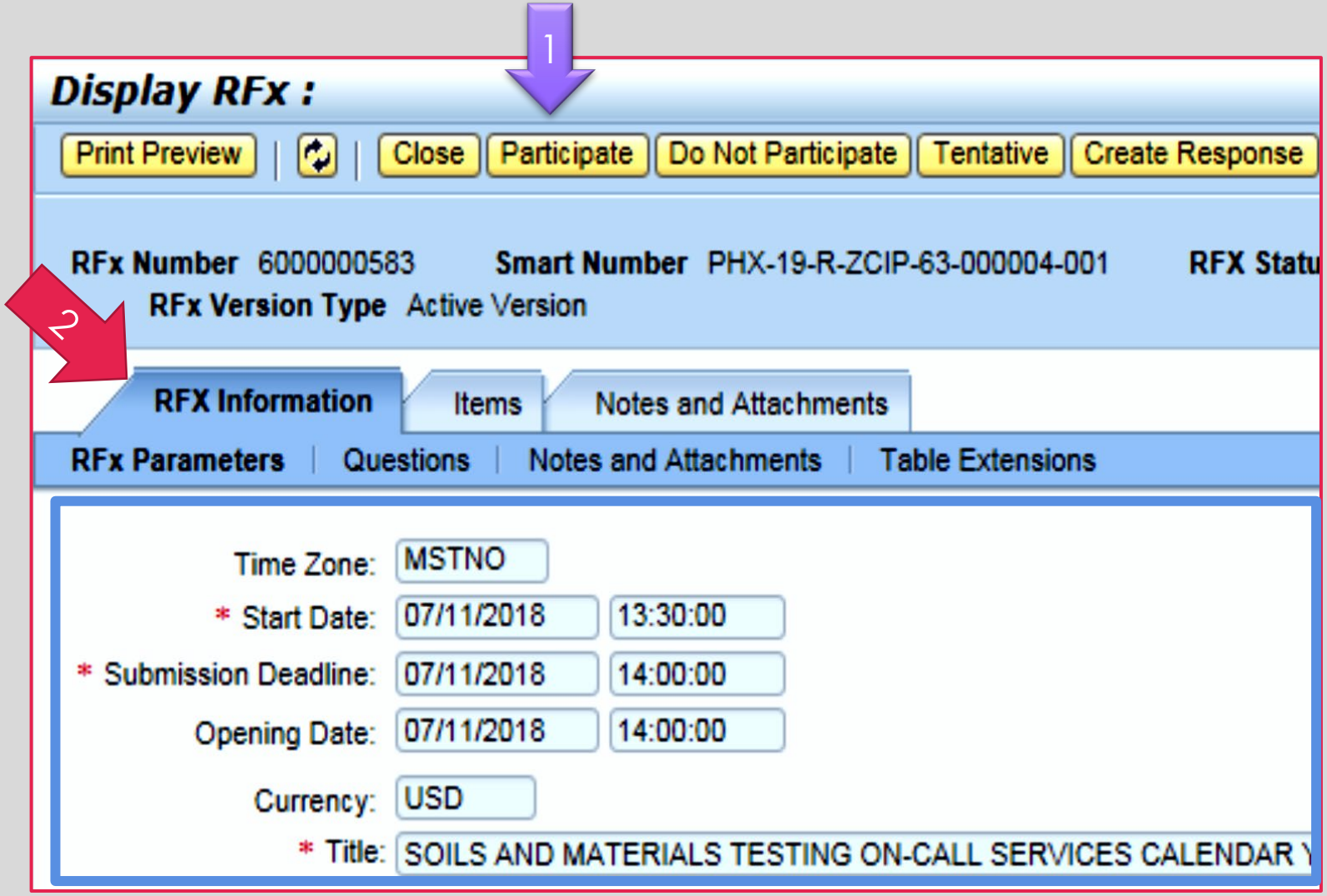
1. Click the gray box next to the RFx (Event) Number you'd like to view. Then,

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?



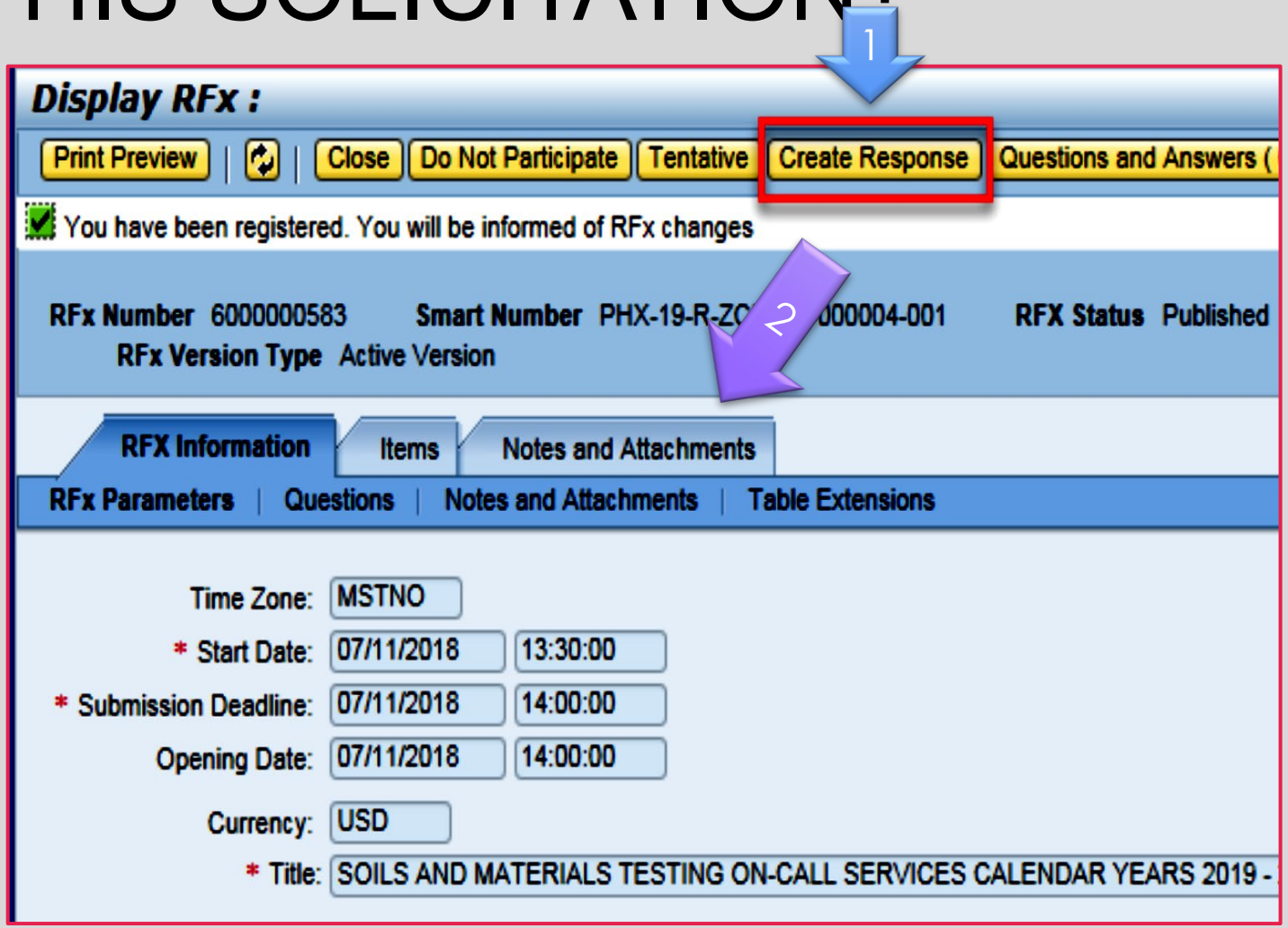
Update your **Participation Status** accordingly

1. Click Participate. *This will ensure you to get email notifications regarding your RFx Event, i.e. Notifications, New Attachments.*

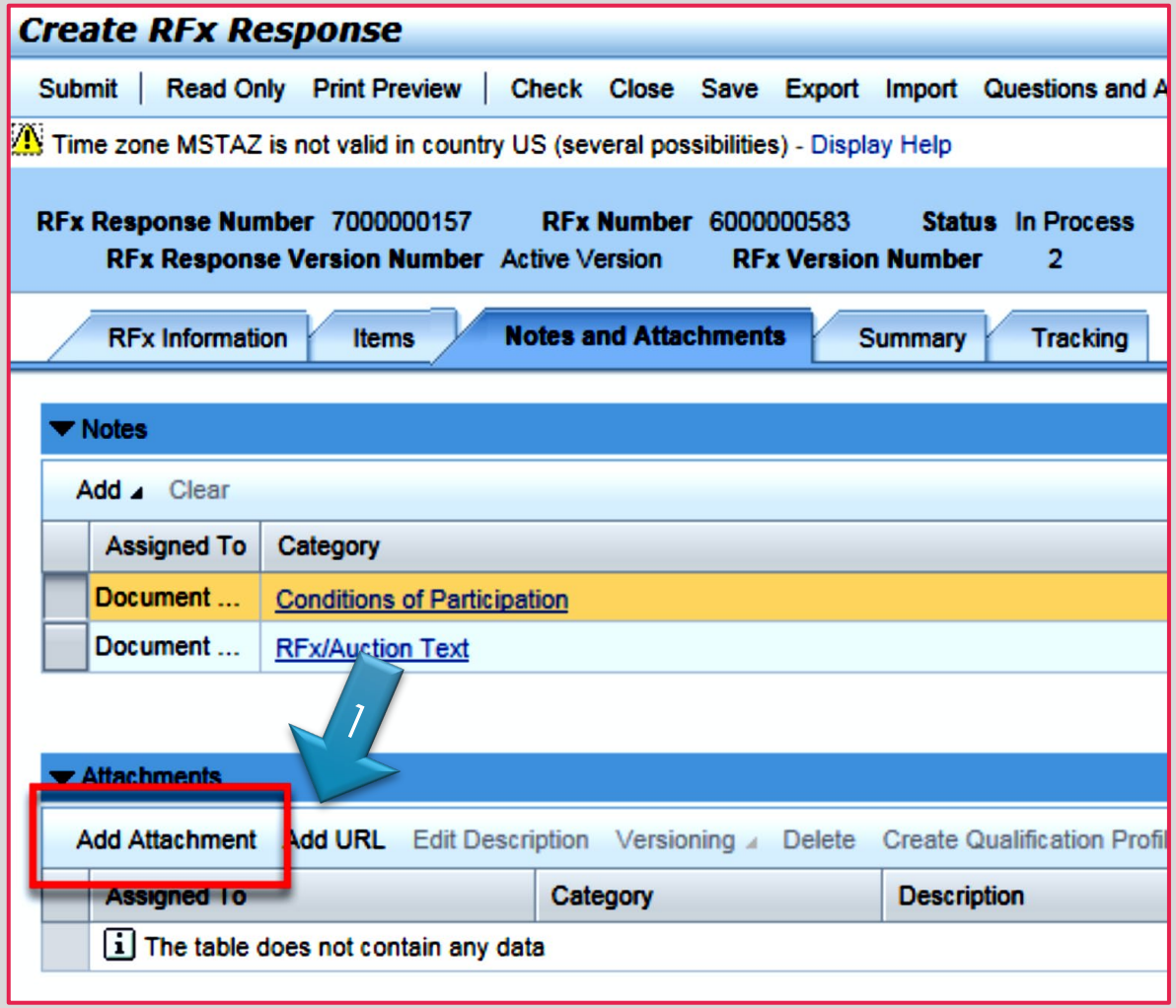
2. Review **RFx Information** Tab for Start/Due dates/ Title of Solicitation

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.



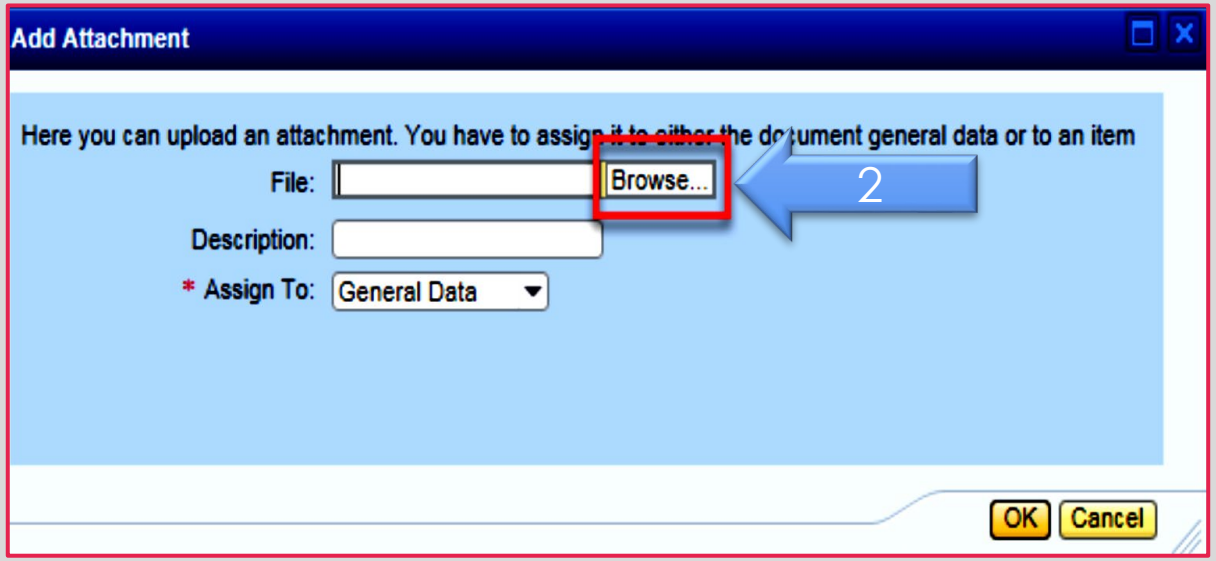
HOW TO UPLOAD YOUR SOQ



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

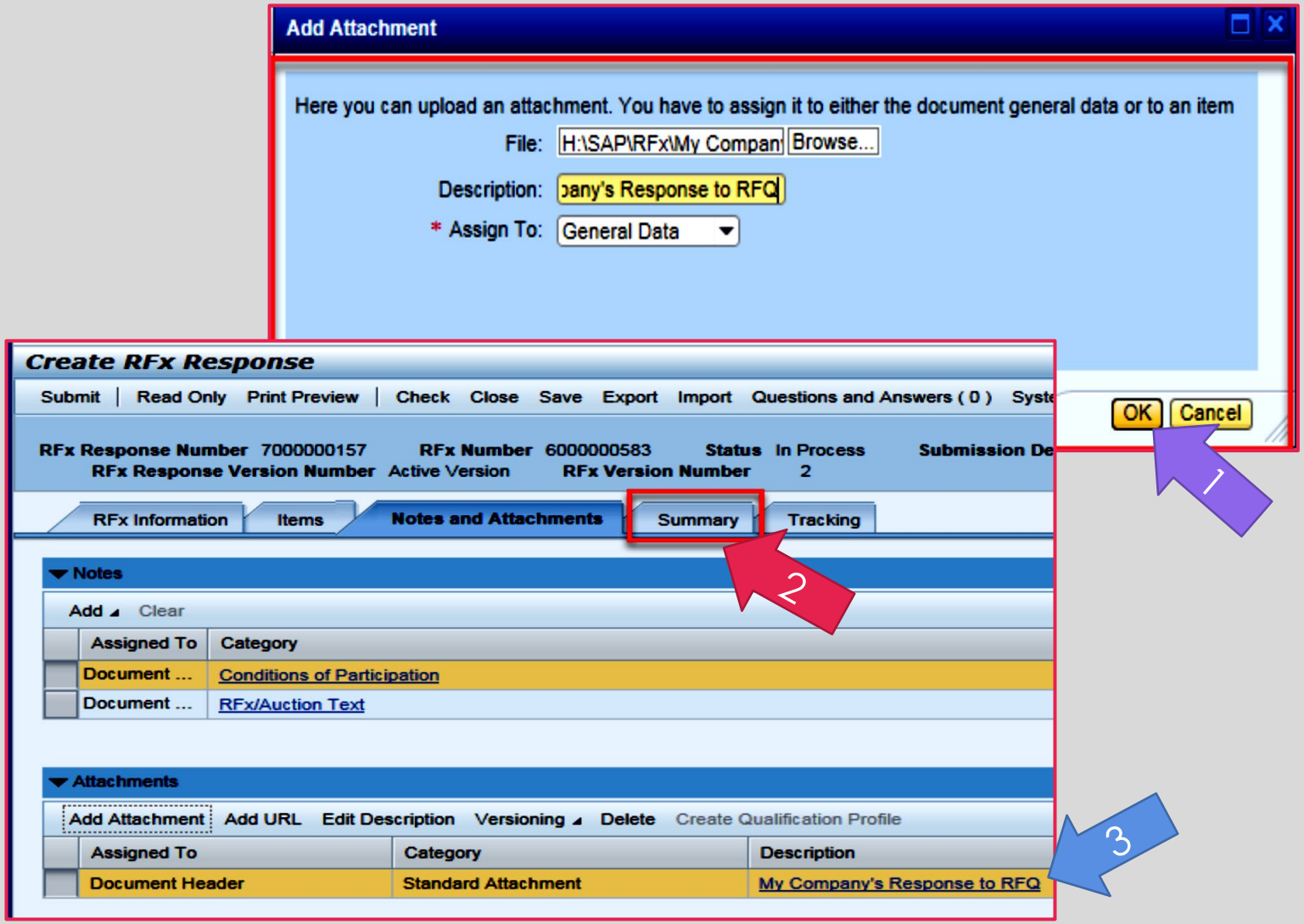
DO NOT USE SPECIAL CHARACTERS OR A LONG FILE NAME. THIS COULD CAUSE YOUR SOQ TO NOT BE LOADED PROPERLY AND YOU MAY BE DISQUALIFIED.

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



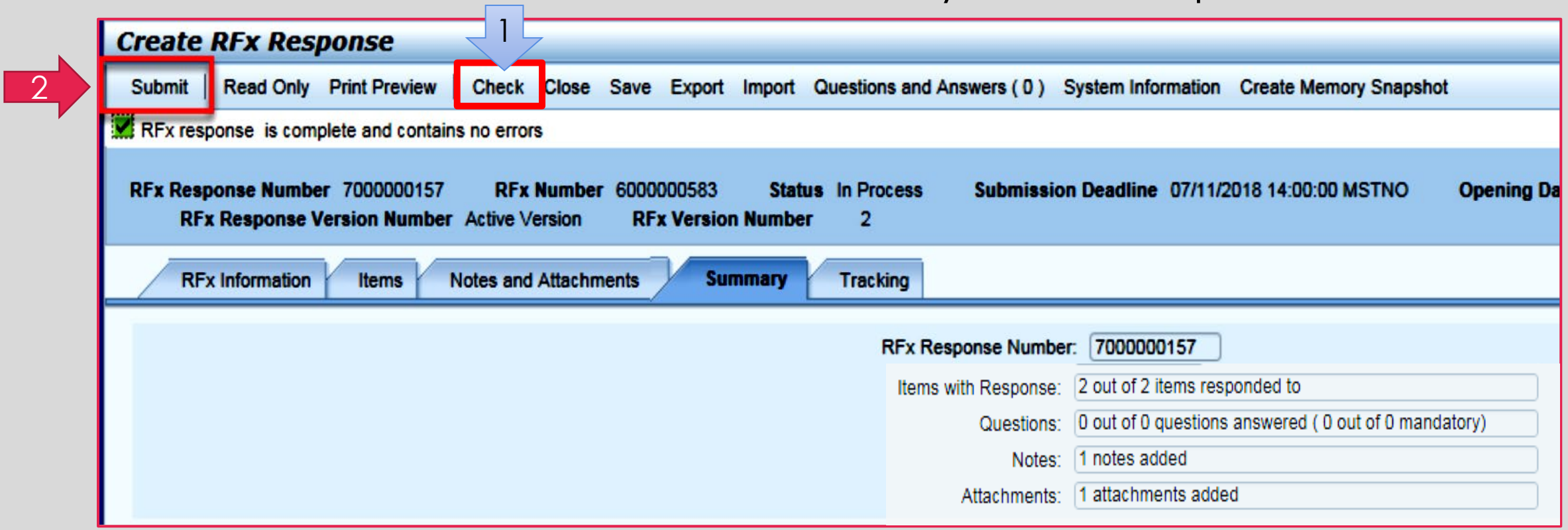
ADDING AN ATTACHMENT

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



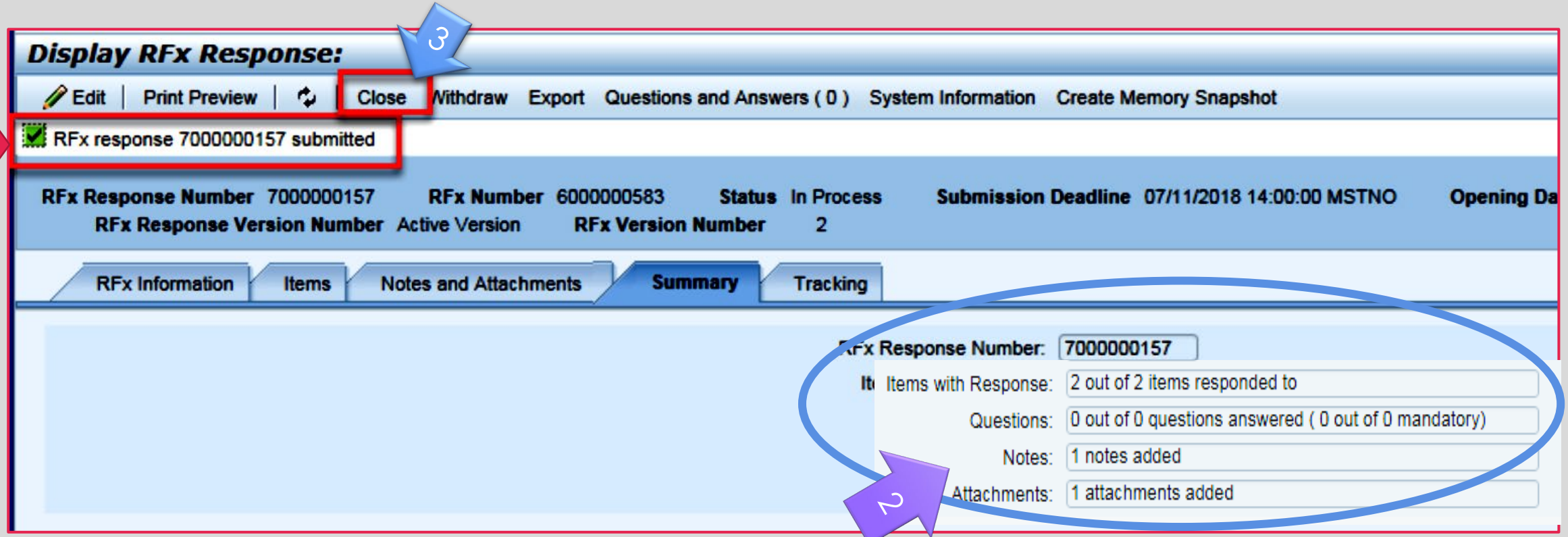
DOUBLE CHECK & SUBMIT

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



RFX RESPONSE SUBMITTED

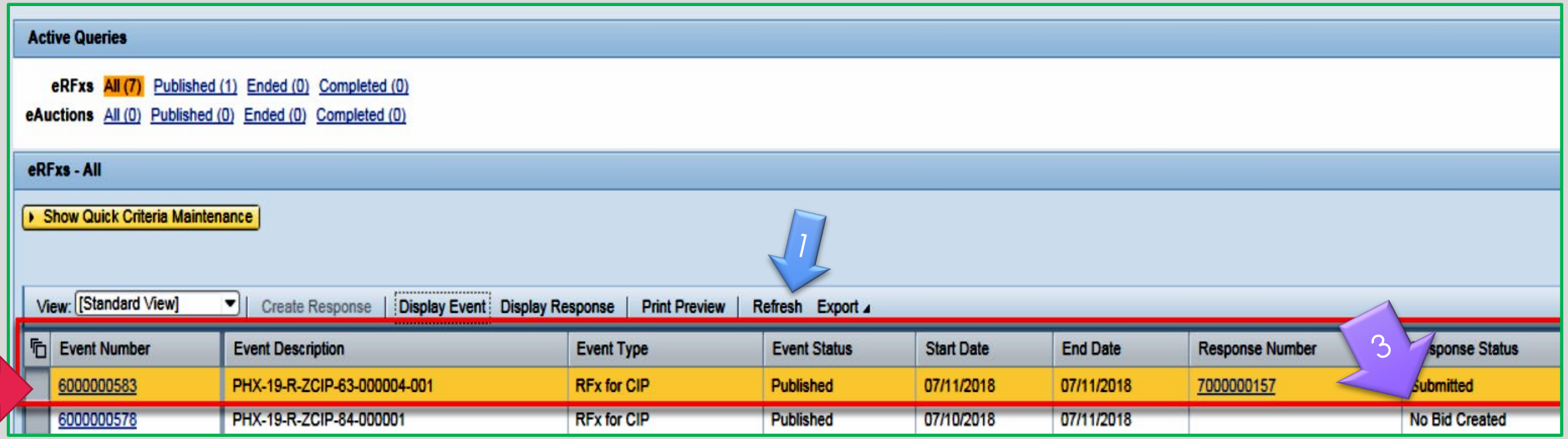
1. You will see a RFx response message that your response was submitted. No email notification will be sent.
2. Confirm you have the **required number of attachments** listed, as outlined in the RFQ.
3. Click **Close**, and return to the RFx Overview (Event) Page.



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 steps before the system will update your RFx response to **Submitted**.

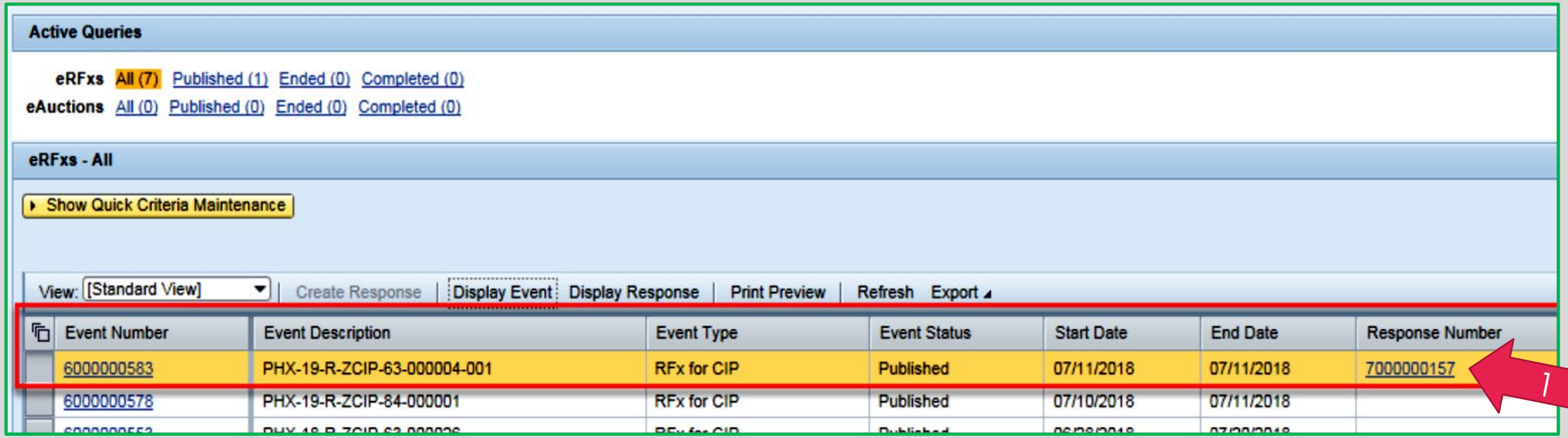


HOW TO EDIT YOUR SUBMISSION

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.



QUESTIONS