



CAST IRON WATER TRANSMISSION MAIN REPLACEMENT ENGINEERING SERVICES

Pre-submittal meeting

CITY OF PHOENIX
WATER SERVICES DEPARTMENT

PROJECT WS85500804

PROCUREPHX PRODUCT CATEGORY CODE:
925000000

RFx Number: 6000001483

October 17, 2023 at 1:00PM

Welcome and Introductions

City of Phoenix Representatives

Tonja Lepur, Contracts Specialist I

Point of Contact for Submittals and RFQ Questions

Office of the City Engineer

tonja.lepur@phoenix.gov (602) 256-4107

Frank Dubasik, PE, Civil Engineer III

Water Engineering Design & Construction Management

Water Services Department

Clayton Freed, PE, Civil Engineer III - Team Lead

Water Engineering Design & Construction Management

Water Services Department

Agenda

Meeting Overview

Scope of Work/Services

SOQ Evaluation Criteria / RFQ Overview

Submittal Requirements (Page Count, Disqualifications)

Important Dates: Selection Schedule

Websites

ProcurePHX / RFx Electronic Submittal

Meeting Overview

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (RFx: 6000001483):

<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.

Scope of Work / Services

Replace cast iron transmission mains in the Central Phoenix area including:

- 1-20A

Replace approximately 4,000 linear feet of 20-inch diameter transmission main along 9th Avenue between Roosevelt and Washington Streets.

- 1A-14A

Replace 1,600 linear feet of 14-inch transmission main along 44th Street from Van Buren Street to McKinley Street.

- Other cast iron replacements as identified within the design phase



Scope of Work / Services

- Review as-builts and provide recommendations for the alignment of the 20-inch water transmission main and the new parallel water distribution main.
- Develop construction documents for 4,000 linear feet of transmission main along 9th Avenue between Roosevelt and Washington Streets and 1,650 feet of water distribution main along 9th Avenue between Roosevelt and Taylor Streets
- Develop construction documents for 1,600 linear feet of water transmission main along 44th Street between Van Buren Street and McKinley Street.
- Develop construction documents for other areas requiring replacement of cast iron transmission mains as identified in the design phase.
- Conduct geotechnical evaluation as necessary to develop construction requirements.
- Provide survey services as required to support the field investigation and design at each location.

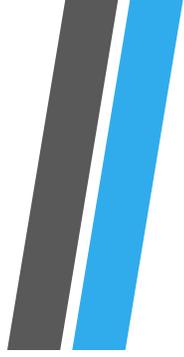
Scope of Work / Services cont'd

- Identify all utility locations both vertically and horizontally along the pipeline routes. Coordinate with the City's potholing contractor as necessary to establish utility locations.
- Prepare opinion of probable cost for construction.
- Obtain all applicable permits.
- Assist with the development of detailed shutdown plans (MOPOs).
- Provide data reflecting changes to the asset registry in the City's computer maintenance management system (CMMS) and GIS.
- Assist with development of scope documents for Job Order Contract support agreements.

QUESTIONS

FOR THE PROJECT MANAGER





SOQ Evaluation Criteria

The selection of the Consultant will be based on the following qualifications:

- | | |
|--|----------------|
| A. Design Experience of the Prime Firm | (max. 150 pts) |
| B. Construction Administration and Inspection Experience of the Prime Firm | (max. 150 pts) |
| C. Design Experience of the Key Personnel and Subconsultants | (max. 125 pts) |
| D. Construction Administration and Inspection Experience of Key Personnel and Subconsultants | (max. 125 pts) |
| E. Project Understanding and Approach | (max. 300 pts) |
| F. Staffing Information for Key Personnel | (max. 150 pts) |
| G. Reference Check | (max. 21 pts*) |

These points are in addition to the 1,000 points for the SOQ*

Provide responses in the order listed in RFQ



VERIFY INFO IS CORRECT

Submittal Requirements

- Submit One (1) page Information Sheet
- Paper Size shall be 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
- Filing under the wrong RFx number.

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:

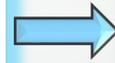
- Failure to submit electronically through the ProcurePHX online portal by the due date and time
- Violating "Contact with City Employees" policy

Selection Process

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



One firm will be selected



A contract will be executed upon completion of negotiations of contract terms and City Council approval.

Important Dates: Selection Schedule

Event:	Date:
Pre-submittal meeting	October 17, 2023
SOQs Due	October 27, 2023
Selection Notification	Middle of November
Scope of Work Meeting	End of December

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...' and a magnifying glass icon. 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 introductory text describes the contracting process. A notice states that as of Monday, March 11, 2019, all design and construction procurement web page links now direct to the main City of Phoenix Solicitations Page. The page lists several key sections: 'Current Opportunities' (request for qualifications, project plans, etc.), 'Project Interviews' (firms short-listed for interviews), 'Bid Results and Project Selections' (preliminary and final bid results), and 'Subscribe to Procurement Newsletter' (register for a free weekly newsletter). A note mentions that construction plans and specifications are available for download on the website. At the bottom, there is a section for 'Other Useful Resources' with links to '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/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



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

1. Project-specific RFQs, Notifications, Sign-in Sheets, PowerPoint Presentations
2. Link to “**Tabulations, Awards and Recommendations**” web page

<https://solicitations.phoenix.gov>

RFx Hints & Tricks

- Brief overview for online submissions



procurePHX

Have you
signed up?

RFx Overview

Vendor
Registration

Login

Viewing
Solicitations

Subscribe to
Notifications

Uploading &
Attaching
SOQ

Submitting
SOQ

Checking
Response
Status

Editing
Response

FAQ

Tips & Tricks

Things to
Remember

Questions

Registration

REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov

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 approximately two days

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

<https://www.phoenix.gov/finance/vendorsreg>



BECOME A VENDOR

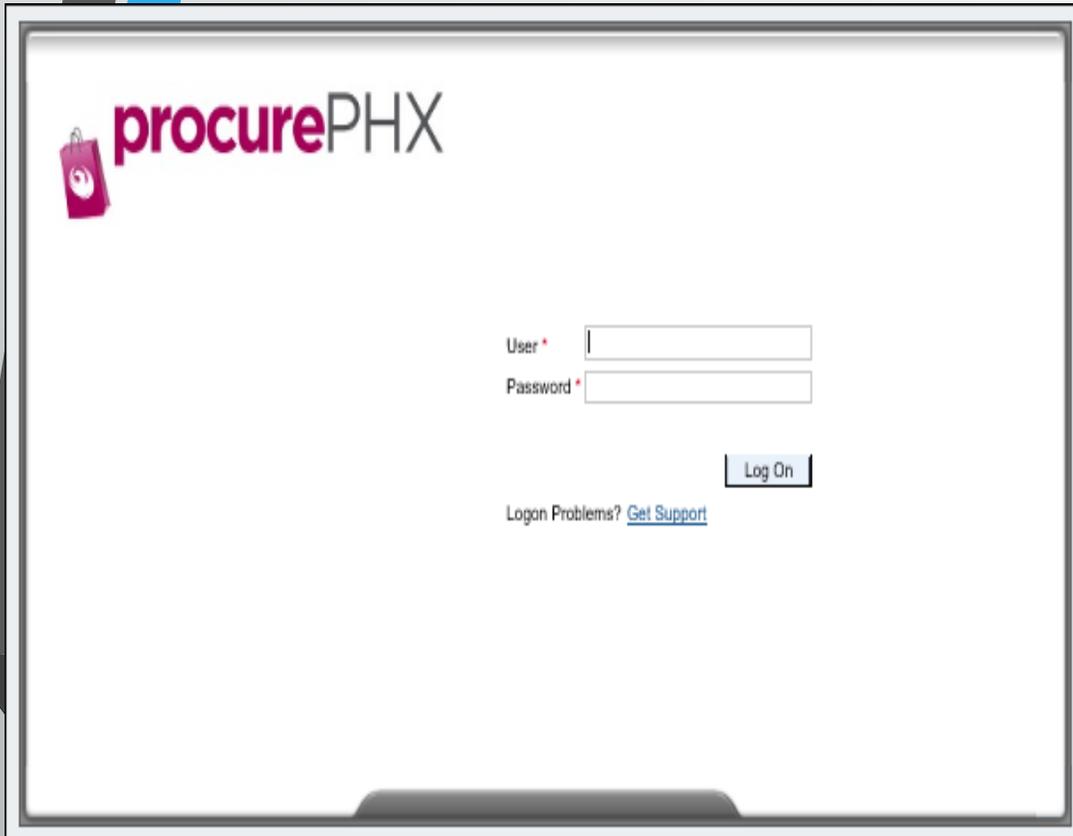


1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System *Steps to Success!*
4. **Set-Up** ID & Password

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 >

Login to ProcurePHX

A screenshot of the ProcurePHX login page. The page features the ProcurePHX logo in the top left corner, which consists of a pink shopping bag icon and the text 'procurePHX'. 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 login area, there is a link that says 'Logon Problems? [Get Support](#)'.

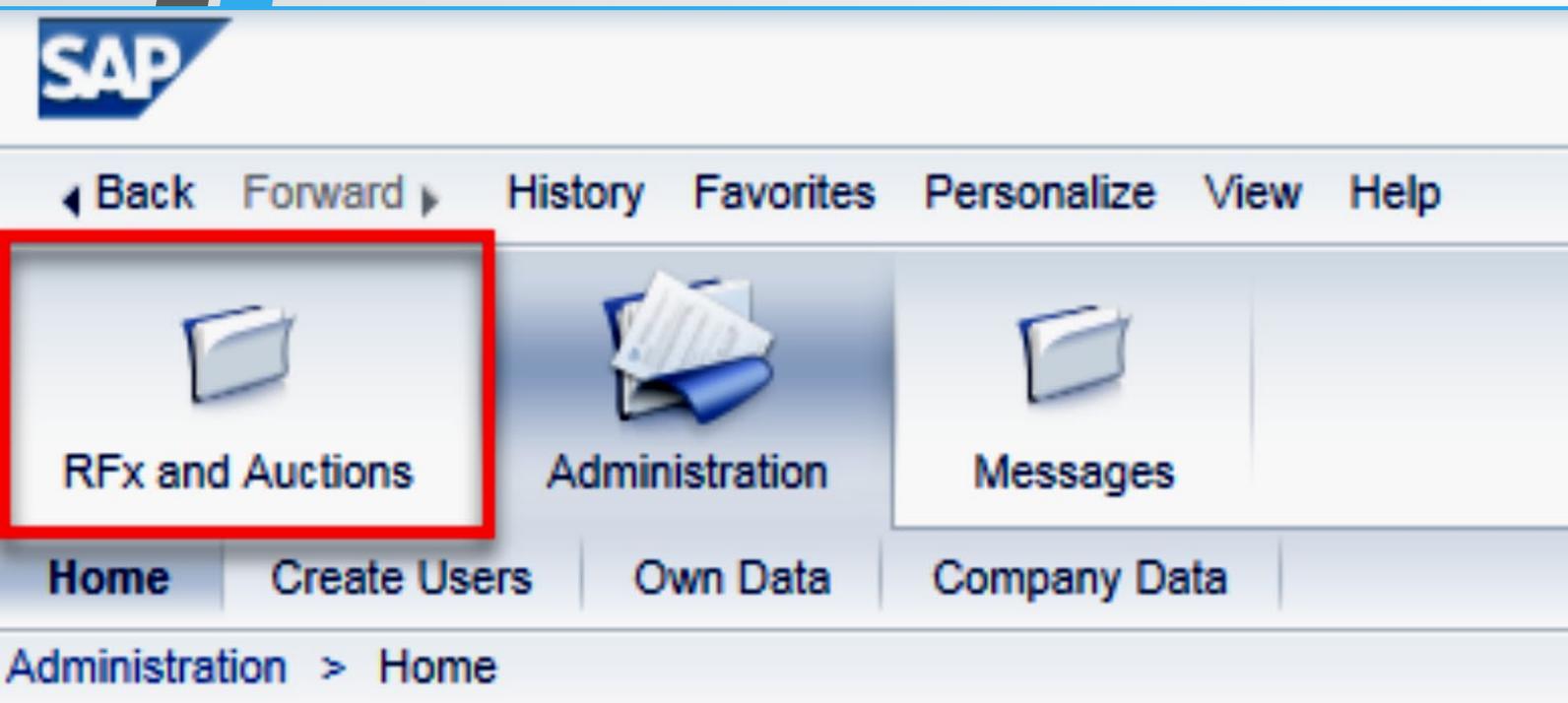
If your firm is already registered with the City of Phoenix's ProcurePHX system, visit <https://eprocurement.phoenix.gov/irj/portal> to login and access the electronic solicitation

Product Category Code is: **925000000**

RFx (Event) Number is: **6000001483**

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

RFx Home Screen



Once you are logged in to the ProcurePHX portal:

Select **RFx and Auctions** tab on the top Ribbon

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

Thank you for your interest in becoming a vendor in th
As a Vendor Administrator for your company you have

Finding Solicitations

The screenshot shows a web application interface for RFX and Auctions. At the top, there are navigation tabs: "RFX and Auctions", "Administration", and "Messages". Below these is a sub-navigation bar with "Overview" selected. A breadcrumb trail reads "RFX and Auctions > Overview > RFX and Auctions".

The main content area is divided into sections:

- Active Queries:** Contains links for "eRFxs" (All (7), Published (1), Ended (0), Completed (0)) and "eAuctions" (All (0), Published (0), Ended (0), Completed (0)).
- eRFxs - All:** Includes a "Show Quick Criteria Maintenance" button.
- Toolbar:** Features a "View:" dropdown set to "Standard View", and buttons for "Create Response", "Display Event", "Display Response", "Print Preview", and "Refresh". The "Refresh" button is highlighted with a red box.
- Table:** A table with columns "Event Number", "Event Description", "Event Type", and "Event Sta". The first row shows an event with number "6000000583", description "PHX-19-R-ZCIP-63-000004-001", type "RFX for CIP", and status "Published".

- ❖ 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: 6000001483

View Selected Solicitation

The screenshot shows the 'RFX and Auctions' interface. At the top, there are navigation tabs for 'RFX and Auctions', 'Administration', and 'Messages'. Below this is the 'Overview' section with a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is titled 'Active Queries' and includes links for 'eRFxs' (All (7), Published (1), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). Below this is the 'eRFxs - All' section with a 'Show Quick Criteria Maintenance' button. At the bottom, there is a table with columns 'Event Number' and 'Event Description'. The first row is highlighted in yellow and contains the event number '3000000583' and description 'PHX-19-R-ZCIP-63-000004-001'. A pink arrow labeled '1' points to the 'Event Number' column header. A blue arrow labeled '2' points to the 'Display Event' button, which is highlighted with a red box.

Event Number	Event Description
3000000583	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.
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 | Refresh | 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?

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-ZCIP-62 04-001 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 -

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

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		

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

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

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 Compan Browse...

Description: My Company'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) | System

RFX Response Number 7000000157 RFX Number 6000000583 Status In Process Submission Date
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

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

The screenshot shows the 'Create RfX Response' interface. A blue arrow labeled '2' points to the 'Submit' button, and a pink arrow labeled '1' points to the 'Check' button. The 'Check' button is highlighted with a red box. Below the buttons, a green checkmark indicates 'RfX response is complete and contains no errors'. The interface displays RfX details: 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, showing a summary of the response: 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, and Attachments: 1 attachments added.

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 displays the 'Display RFx Response' interface. At the top, a blue header bar contains the title 'Display RFx Response:' and a menu of actions: Edit, Print Preview, Close, Withdraw, Export, Questions and Answers (0), System Information, and Create Memory Snapshot. A red box highlights the 'Close' button, with a pink arrow labeled '3' pointing to it. Below the header, a message box with a green checkmark icon states 'RFx response 7000000157 submitted', highlighted by a red box and a blue arrow labeled '1'. The main content area shows a summary of the response with the following details:

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					

Below the table are tabs for 'RFx Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. The 'Summary' tab is selected. A pink oval highlights the summary statistics, with a red arrow labeled '2' pointing to it. The 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

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 Progress**, 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

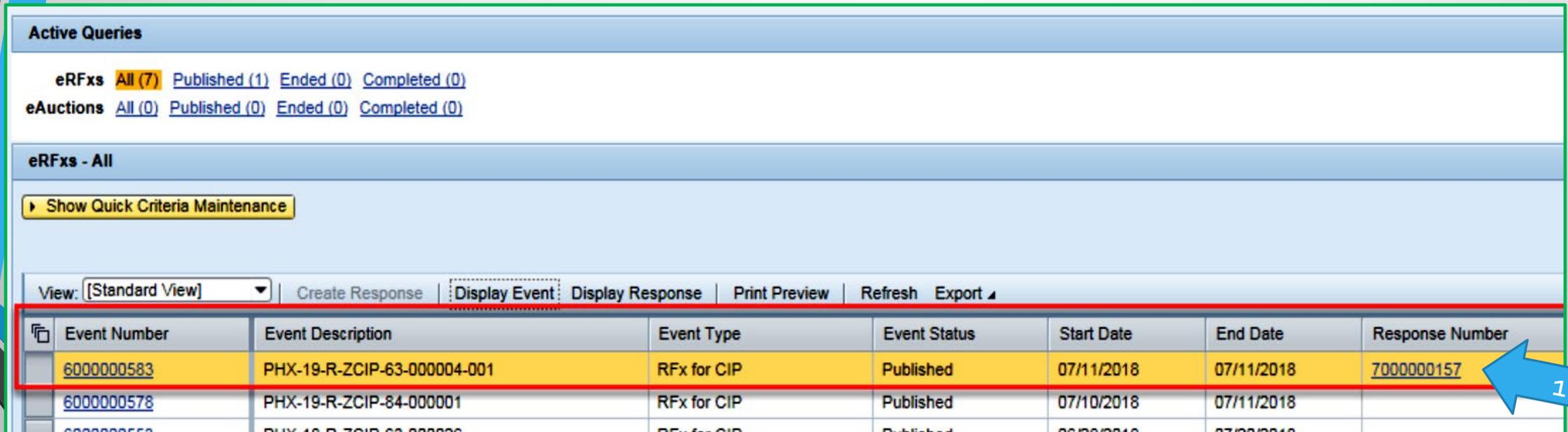
Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
6000000583	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published	07/11/2018	07/11/2018	7000000157	Submitted
6000000578	PHX-19-R-ZCIP-84-000001	RFX for CIP	Published	07/10/2018	07/11/2018		No Bid Created

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.



The screenshot displays the RFX Overview (Event) Page. At the top, there is a section for 'Active Queries' with links for 'eRFxs' (All (7), Published (1), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). Below this is a section for 'eRFxs - All' with a 'Show Quick Criteria Maintenance' button. The main content is a table with columns: Event Number, Event Description, Event Type, Event Status, Start Date, End Date, and Response Number. The first row is highlighted in yellow and enclosed in a red box. A blue arrow points to the 'Response Number' cell of this row, which contains the value '7000000157'.

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	
6000000553	PHX-19-R-ZCIP-63-000006	RFX for CIP	Published	06/28/2018	07/20/2018	

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**

The screenshot shows a software interface titled "Create RFX Response". At the top, there is a menu bar with options: Submit, Read Only, Print Preview, Check, Close, Save, Export, Import, and Questions. Below the menu, a red-bordered box highlights several error messages:

- 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

Below these errors, a yellow warning icon is present with the message: "Time zone MSTAZ is not valid in country US (several possibilities) - Display Help". At the bottom of the screenshot, there is a status bar with the following information:

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

Tips & Tricks

- Click “**Refresh**” often
- Make sure your Pop-Up blocker is turned **off**
- Application is accessible with Internet Explorer or Google Chrome
- 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.



How to scroll (Screenshot
w/arrows)

Reminders

Place the following items on the Information Sheet:

- ❖ Project Title
 - ❖ Project Number (*RFx Number 6000001483*)
 - ❖ Firm Name
 - ❖ Firm Address
 - ❖ Firm Phone Number
 - ❖ Vendor Number
 - ❖ Name, Title, and Email Address of Contact Person
- **Do NOT include any other information**

Questions after today?

Email all questions to:
tonja.lepur@phoenix.gov
Or call: 602-256-4107

Reference **RFx 6000001483**
in your email subject line



Thank You for Attending!!!