



Welcome

**AVIATION DEPARTMENT
PHOENIX SKY HARBOR INTERNATIONAL AIRPORT
RENTAL CAR CENTER LED LIGHT RETROFIT
DESIGN-BID-BUILD**

Meeting will start at 1:05 p.m.



Pre-Bid Meeting

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

**PHOENIX SKY HARBOR INTERNATIONAL AIRPORT
RENTAL CAR CENTER LED LIGHT RETROFIT
DESIGN-BID-BUILD**

PROJECT NO.: AV15000073

**PROCUREPHX PRODUCT CATEGORY CODE:
912000000**

RFX NUMBER: 6000001472

OCTOBER 26, 2023



WELCOME AND INTRODUCTIONS

City of Phoenix Representatives

Annette Perez, Contracts Specialist II
Point of Contact for Submittals and Bid Questions
Office of the City Engineer
annette.perez@phoenix.gov
(602) 534-1423

Howard Shugar, Project Manager
Aviation Department

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



AGENDA

Questions are welcome after
each presentation

- ❑ Meeting Overview
- ❑ Scope of Work and Project Location
- ❑ EOD / SBE Requirements
- ❑ Submittal Requirements
- ❑ Grounds for Disqualification
- ❑ DCP Procurement Webpages
- ❑ City of Phoenix Solicitation Webpages
- ❑ ProcurePHX for RFX
 - ❑ Vendor Registration
- ❑ Questions After Today



Meeting Overview

To be added to the Attendance Sheet, please sign your Name, Firm Name, Phone Number, and E-mail address on the Attendance Sheet

The Attendance Sheet, PowerPoint and Addendums will be posted on City of Phoenix's ProcurePHX system at: (RFX 6000001472)

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

AND posted on City of Phoenix's Procurement website:

<https://solicitations.phoenix.gov>

It is your responsibility as an IFB holder to determine, prior to submittal, if any addendums have been issued and to acknowledge on the bid submittal.

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



AVIATION DCS
Project Manager

HOWARD SHUGAR
Sr. Project Manager



SCOPE OF WORK

The Rental Car Center LED Light Retrofit project objective is the following:

- replace the existing HID and fluorescent lighting throughout the facility and site with LED fixtures including interior core areas, exterior, walkway, garage (all levels), site entrance lighting off Sky Harbor Circle and Buckeye Road, E Rental Car Way roadway (approximately 51 pole mounted fixtures), tenant buildings for Fox Rental Service Site, Fox Administration & Maintenance and QTA Building, Central Plant building, and interior art enhancement feature lighting (excluding recent mural lighting installation) at the Phoenix Sky Harbor International Airport Rental Car Center.
- Install new lighting systems which will be integrated into the existing wiSCAPE lighting control system manufactured by Hubbell Control Solutions including as needed relocations and/or additions to the existing wiSCAPE Gateway controllers for a fully functional system.

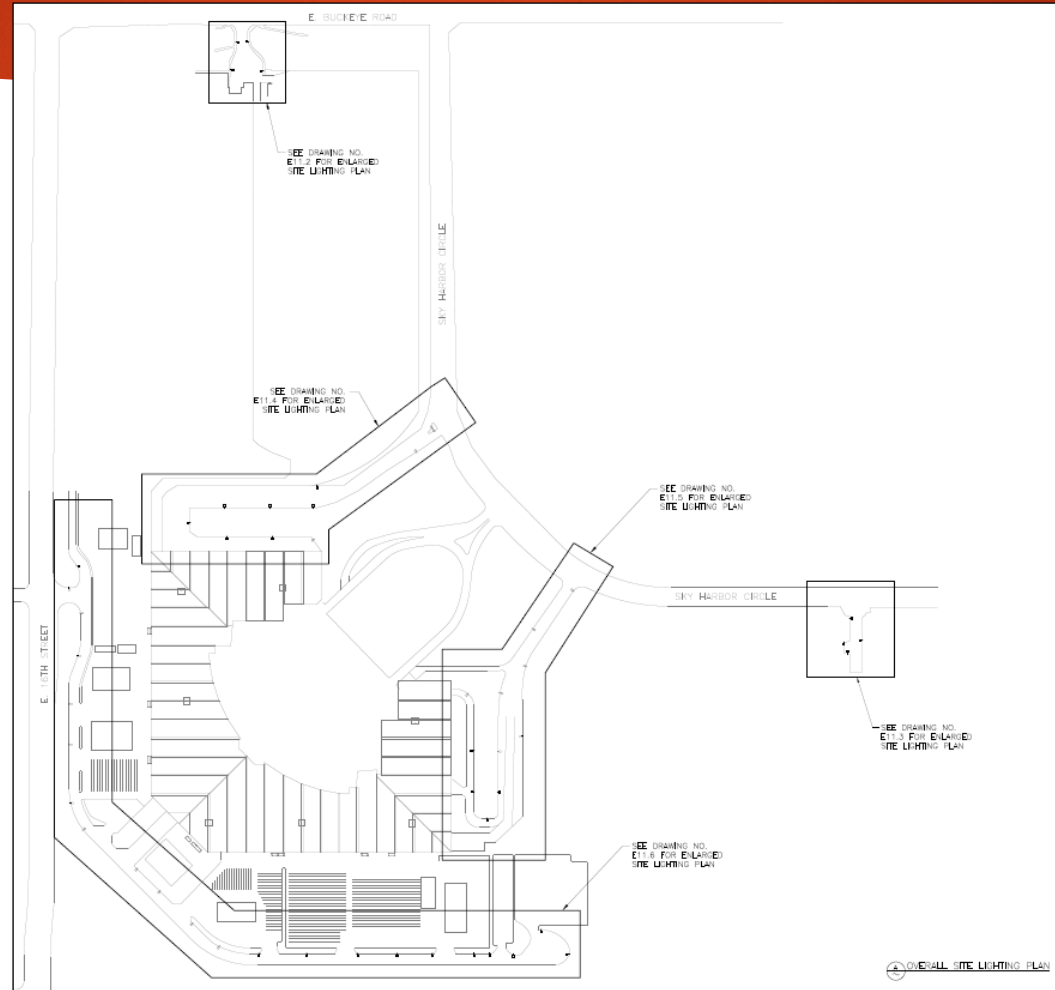


PROJECT LOCATION





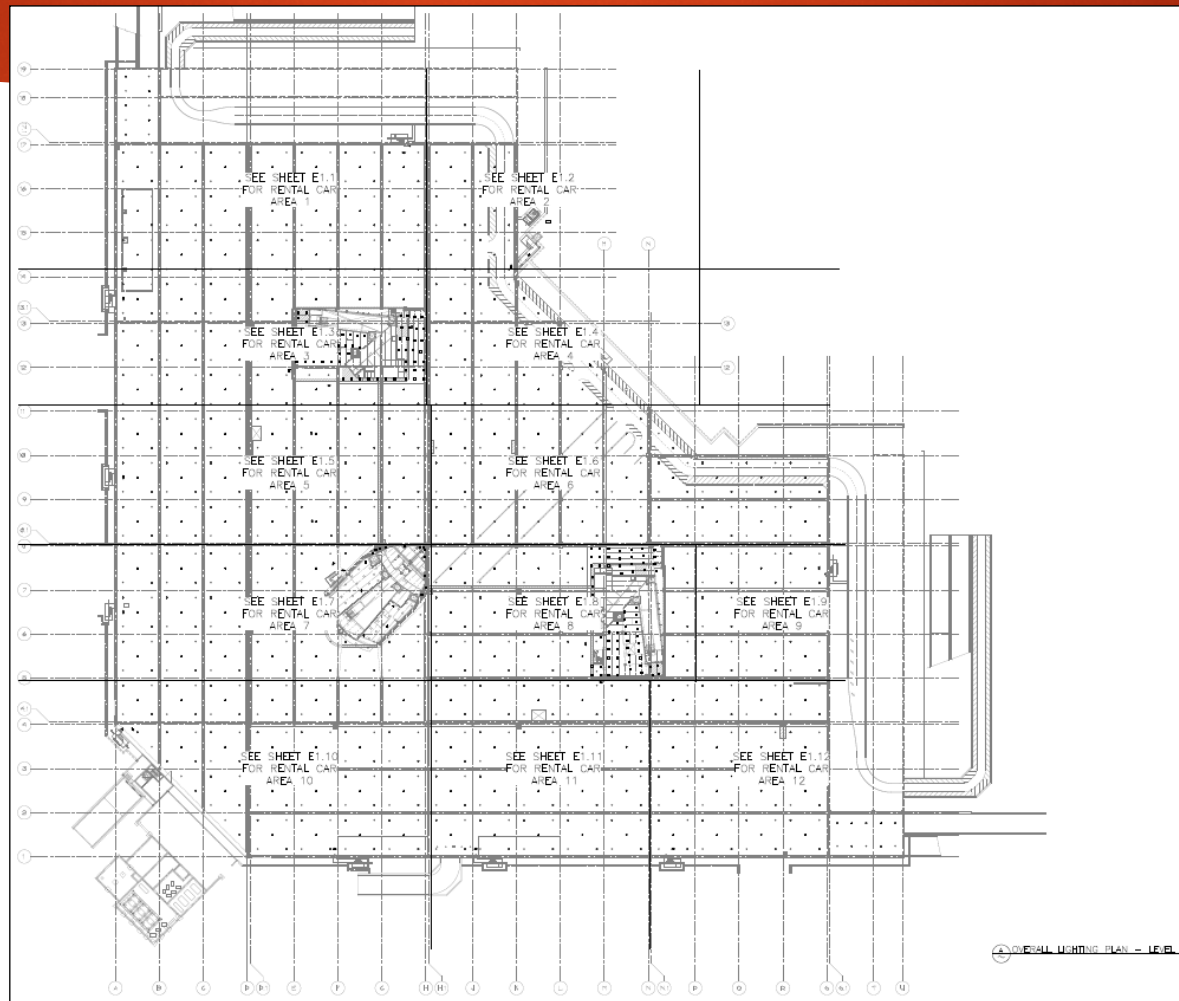
RCC SITE LIGHTING



Ramps
Site Entrances
E. Rental Car Way
Tenant Buildings
Central Plant



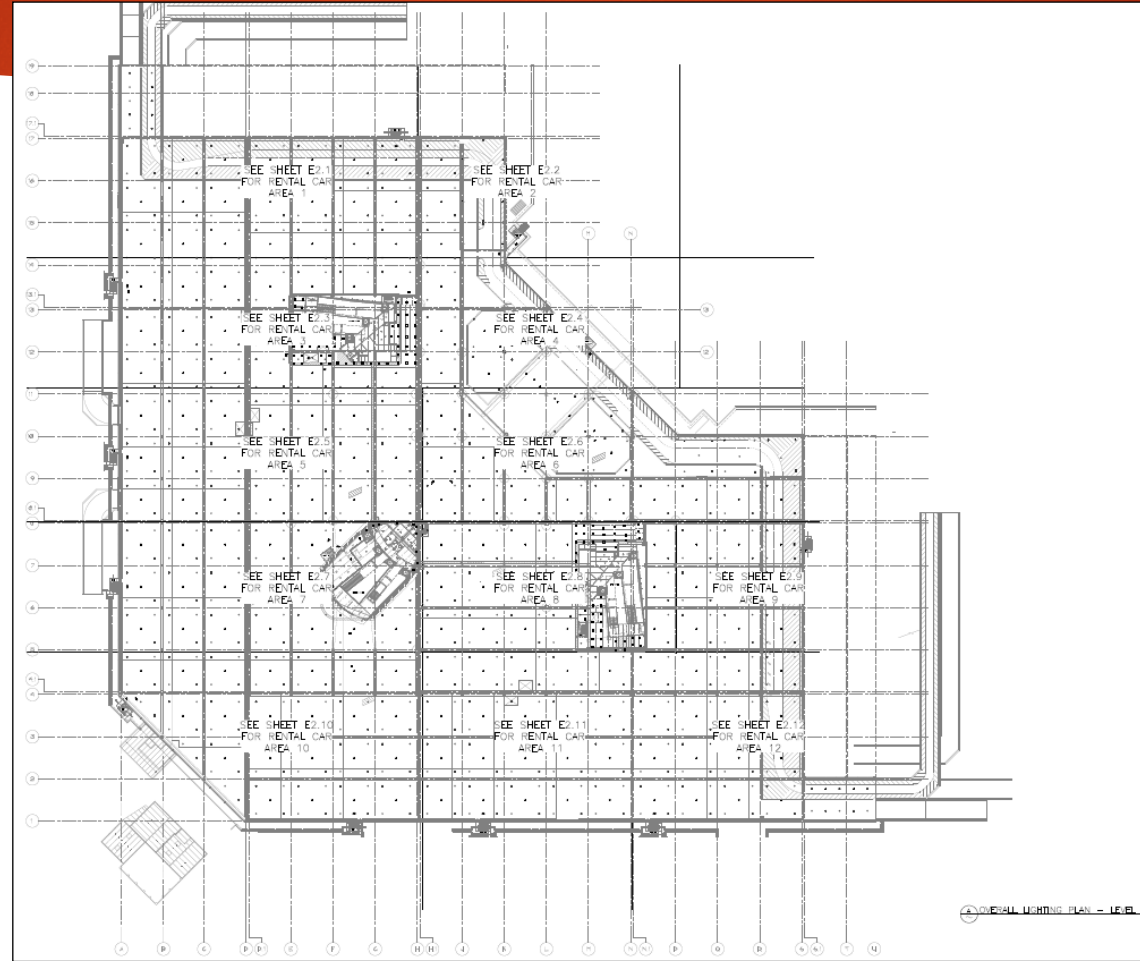
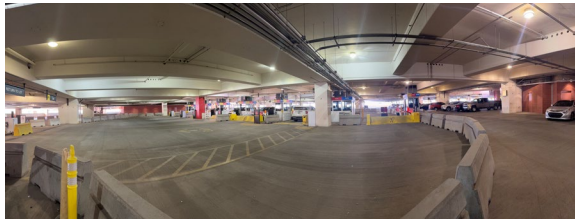
RCC LEVEL 1



**Avis
Budget
Payless
Fox
Sixt**



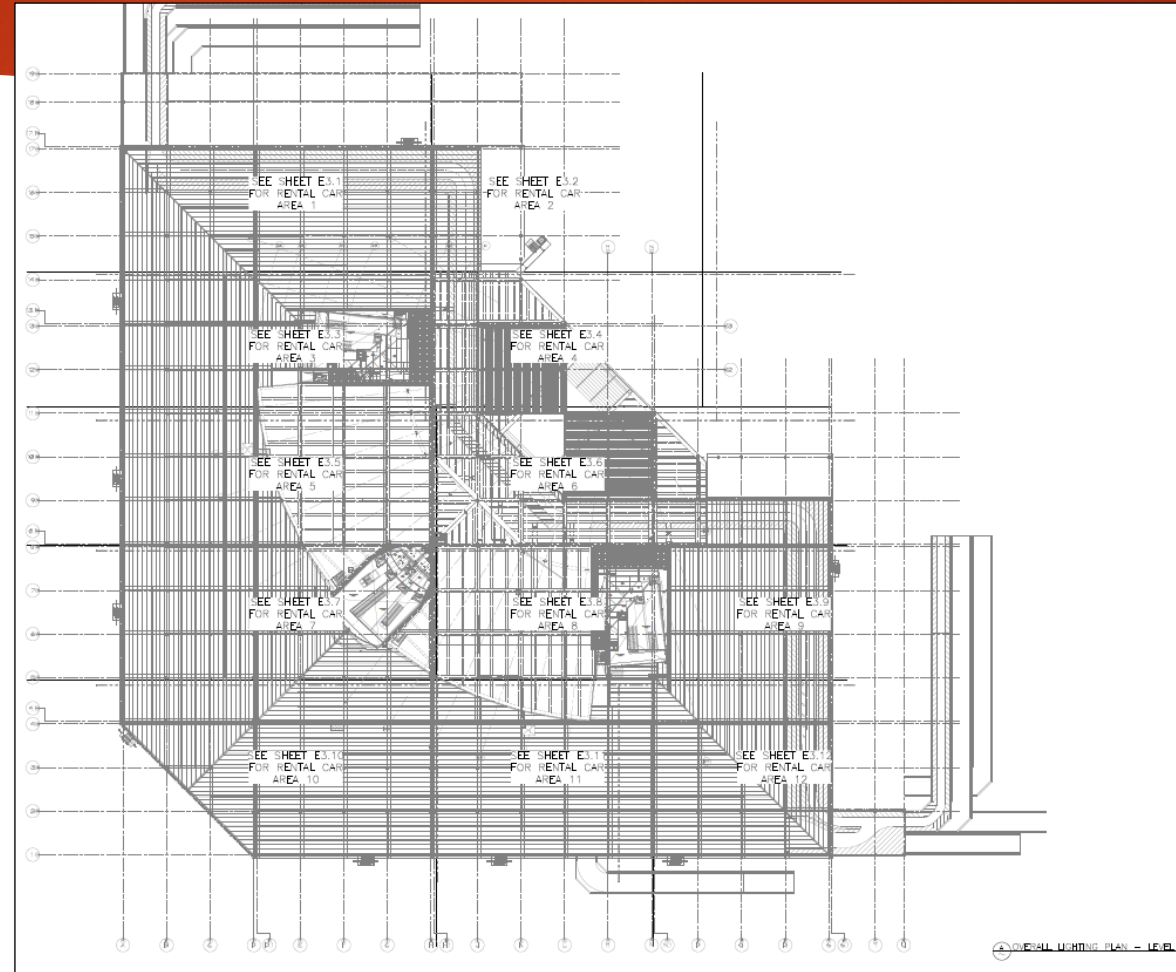
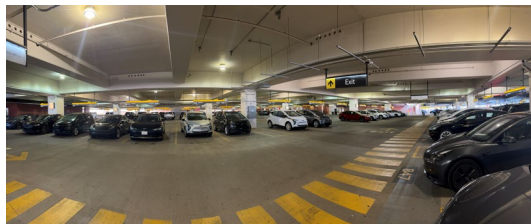
RCC LEVEL 2



**Enterprise
National
Alamo**



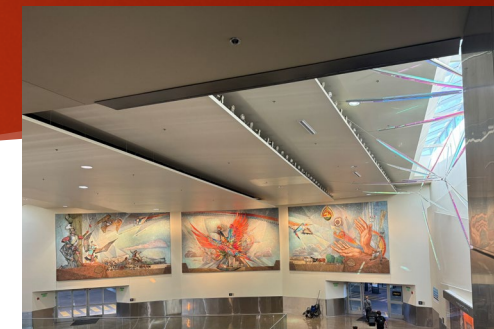
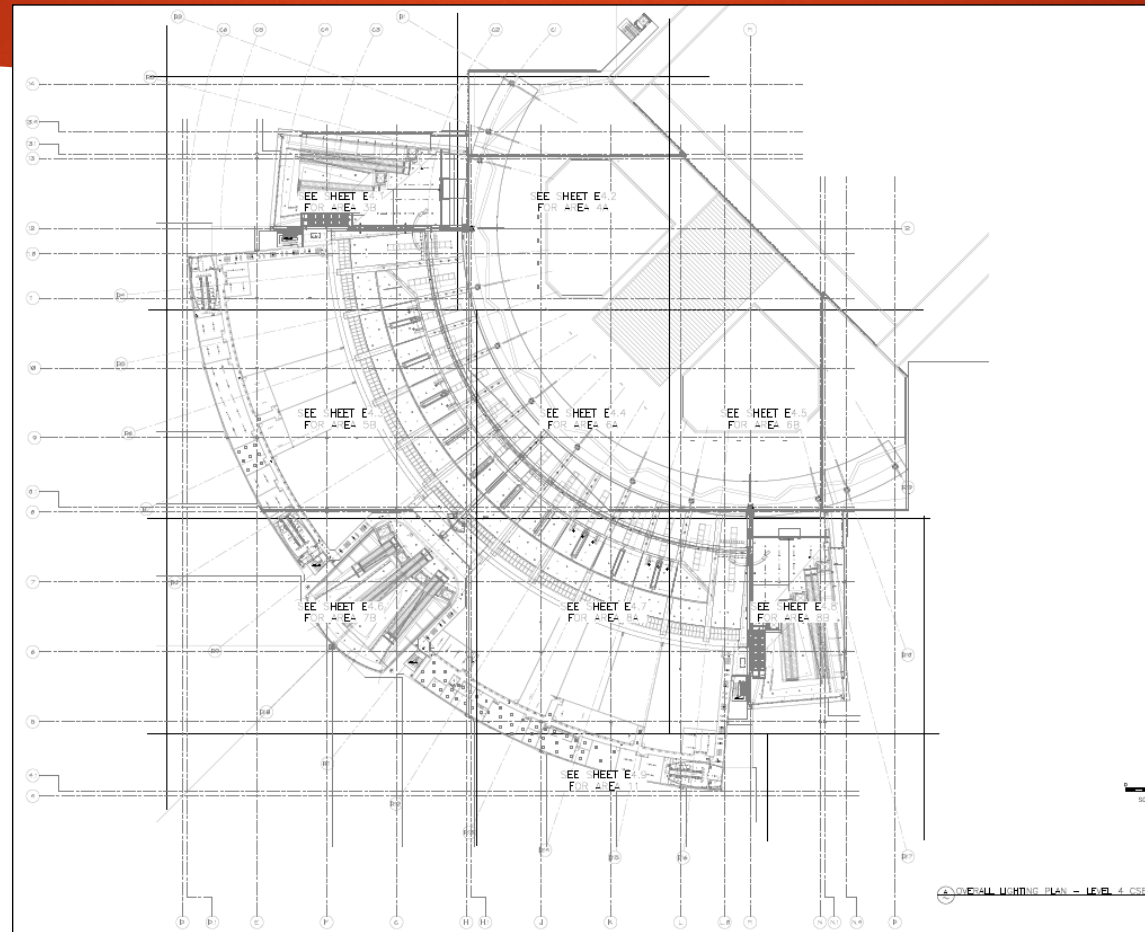
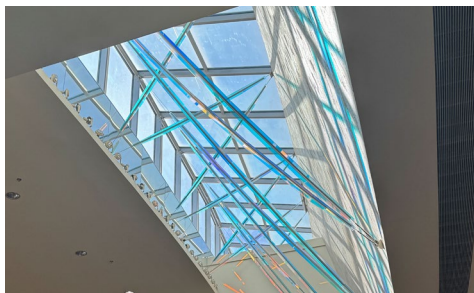
RCC LEVEL 3



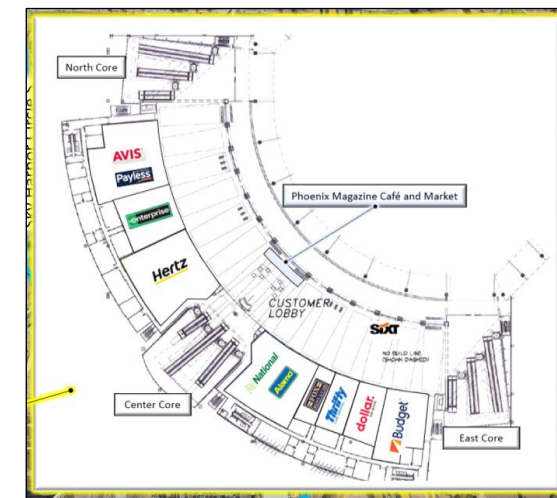
**Hertz
Dollar
Thrifty**



RCC LEVEL 4

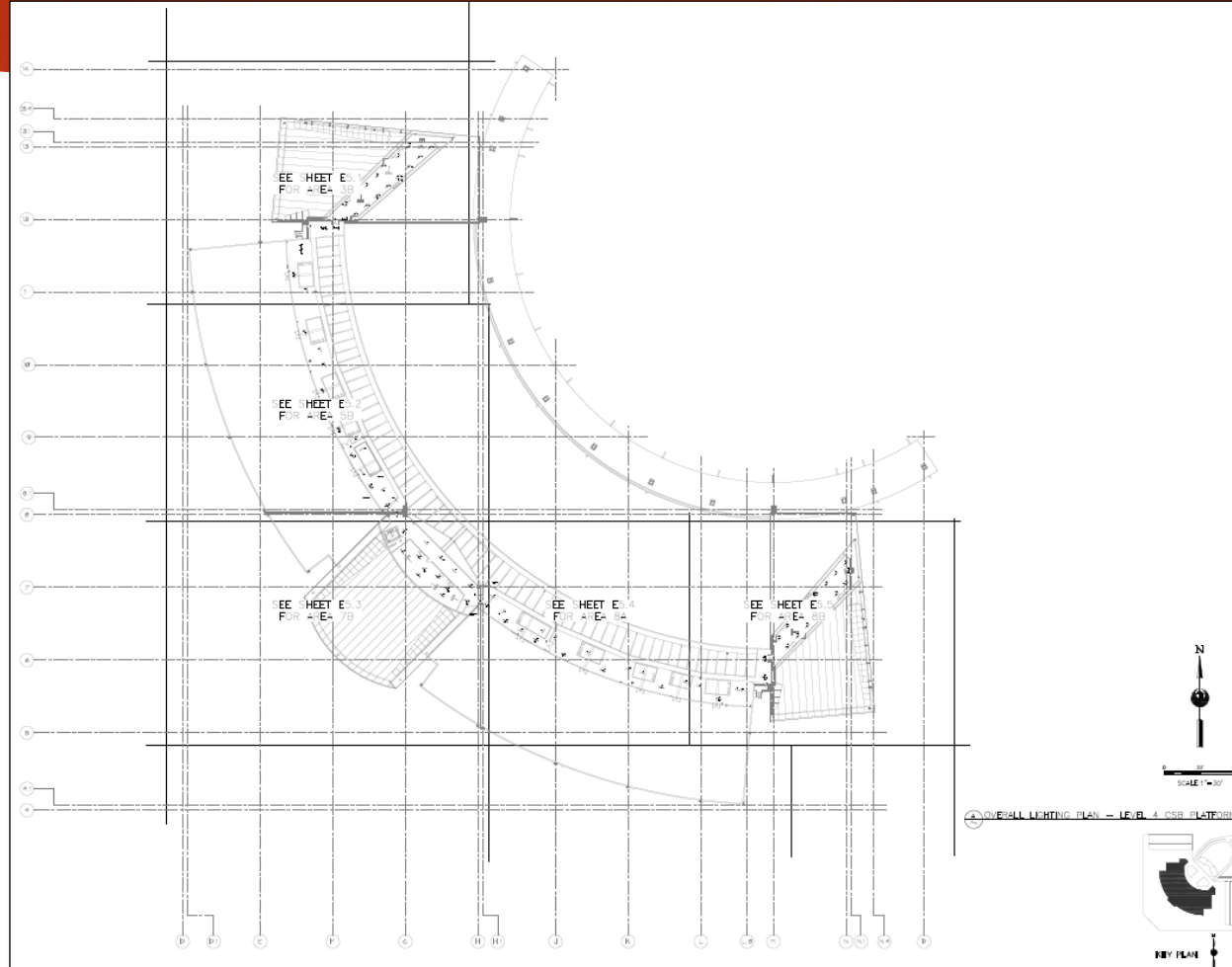


All Stakeholders





RCC LEVEL 4 PLATFORM



Mechanical



PHASING

Multiple Stakeholder Coordination Meetings
Operational Constraints
Develop Phasing Plans
Work Hours – 8:00 PM to 5:00 AM
Limited Daytime Work Hours
6 - 9 Weeks per Level
25 - 35 Fixtures per Night
Construction Moratoriums – Work Restrictions





PRE-BID PROJECT SITE WALK

Phoenix Sky Harbor International Airport

Rental Car Center

1805 E Sky Harbor Circle S Phoenix, AZ 85034

TUESDAY, OCTOBER 31, 2023 @ 9 AM

Follow signs to Visitor Parking

Take Elevator up to Customer Service Level 4

Meet inside in Lobby area at first set of doors

BRING SAFETY VEST





EQUAL OPPORTUNITY DEPARTMENT
Small Business Enterprise (SBE)

KARINA MATTHIESSEN
Contract Compliance
Equal Opportunity Specialist



SBE Program Requirements

The City of Phoenix strives to advance the economic growth of businesses through its **Small Business Enterprise (SBE) Program.**

The City encourages the participation of SBE firms throughout *all phases* of contracts.

Subject to City of Phoenix Code, Chapter 18, Article VI, pertaining to the participation of Small Business Enterprise (SBE) firms.



SBE Program Requirements

- ❖ The City of Phoenix SBE Goals Committee has established an SBE participation goal of 5% for this contract.
- ❖ The successful submitter is required to meet or exceed the required SBE Goal for ALL work performed on the construction contract.
- ❖ The Prime Contractor is required to demonstrate good faith efforts to utilize certified SBE firms to achieve this goal during the life of this contract.



SBE Program Requirements

Due at Time of Submittal

- ☑ Contractor's Statement of Proposed SBE Utilization

- ☑ Letter of Intent to Perform as an SBE Subcontractor / Supplier

Failure to submit complete & accurate forms = **Non-Responsive**



Certified SBE Firms

- ❑ To participate in this opportunity as an SBE, only firms certified by the City of Phoenix in the specified scopes of work shall be considered in calculating SBE participation.
- ❑ Prime contractors may NOT self perform work proposed for SBE participation.
- ❑ Eligible SBE's can be found at:
<https://phoenix.diversitycompliance.com>



SBE WAIVER REQUEST

If the Bidder is Unable to Meet the Goal “Good Faith Efforts”

To show proof of having exercised good faith efforts in trying to obtain bids from SBE firms to meet the utilization goals:

- ✓ **Partial Waiver Request**
- ✓ **Full Waiver Request**
- ✓ **Supporting Documentation**

Details pertaining to the above requirements are listed in the SBE Clause for this contract under the SBE Clause –Section III



GOOD FAITH EFFORTS

In order to be a successful Prime Contractor in the SBE Program, you must show that you took all necessary and reasonable steps to achieve an SBE goal or other requirements of the SBE Program. The steps must be steps which could reasonably be expected to obtain sufficient SBE participation, **even if such steps were not fully successful.**



Equal Opportunity Department

For more information, please contact:



Email:

karina.matthiessen@phoenix.gov

623-760-8052



BIDDERS SHOULD REVIEW

Information for Bidders (IFB) Section

Questions

All questions regarding plans and specifications must be received by the CS, via email, minimum 7 calendar days prior to bid opening (**By November 7, 2023**)

Bid Submittal Checklist

Items due at time of bid submittal

Post-Bid Submittal Checklist (the three lowest bidders)

Items due within 3 calendar days after bid opening by 5:00 p.m.

Hand deliver to Annette Perez or

E-mail to: **annette.perez@phoenix.gov**



SUBMITTAL REQUIREMENTS

Bid Submittal Checklist

Items due at time of bid submittal

Failure to submit = Non-Responsive

- ❖ Acknowledge all Addenda P-1
- ❖ Completed Bid Proposal P-1 to P-8 & P.S.-1
- ❖ Included your Bid Bond or Guarantee Cashier's Check (S.B.-1)
- ❖ Completed SBE Utilization Form (S.B.U.-1)
- ❖ Completed List of Major Subcontractors & Suppliers (L.O.S.-1)
- ❖ Completed List of Intent to Perform as Subcontractor/Supplier (L.O.I.)-1



POST SUBMITTAL REQUIREMENTS

**THE THREE LOWEST BIDDERS MUST PROVIDE WITHIN
THREE (3) CALENDAR DAYS AFTER BID OPENING DATE BY 5:00 P.M.:**

- ✓ List of All Subcontractors and Suppliers Form (L.O.S.-2)
- ✓ Bidders Disclosure Statement (B.D.S.-1 to 4)
- ✓ Affidavit of Identity (if a sole proprietor) (A.O.I.-1)

Failure to submit = Non-Responsive

Contract Execution:

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



Grounds for Disqualification

Receipt of Bid after the specified cut-off date and time

Deposit of Bid in the wrong location

Violating the “Contact with City Employees” policy



SEALED BIDS DUE DATE

- ▶ Bids Will Be Due:
Tuesday, November 14, 2023 at 2:00 P.M.
- ▶ Submitted into the Design and Construction Procurement bid box located on the 1st Floor lobby:

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





DCP Procurement Webpages

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

- ❖ Invitation for Bids (IFB) = Specs / Plans / Addenda
- ❖ Pre-Bid Power Point Presentation & Sign-In Sheet
- ❖ Preliminary Bid Results
- ❖ Final Results & Bid Tabulation

Solicitations Website

Procurement Newsletter

Submitter's Handbook

The screenshot shows the City of Phoenix website interface. At the top left is the City of Phoenix logo. To its right is the text 'City of Phoenix'. Further right is a 'Convention Center Public Meetings' button. Below these is a search bar with the placeholder text 'Search...'. A navigation menu 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 states: '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.' A notice follows: '*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'. A note at the bottom states: '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.' A list of 'Other Useful Resources' includes: 'Protest Policy', 'Submit Protest to City Clerk', 'Submitter's Handbook', 'Public Records Request', and 'SBE/DBE Directory'.



DCP Procurement WEBPAGES

[HTTPS://WWW.PHOENIX.GOV/STREETS/PROCUREMENTOPPORTUNITIES](https://www.phoenix.gov/streets/procurementopportunities)

▶ **Current Opportunities:**

▶ *Project-specific RFQs, Addendas, 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>



City of Phoenix Solicitations Website

1. **Project-specific IFBs, Addendas, 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

Search Clear

Limit to NIGP...

All

Clear



Vendor Registration

vendor.support@phoenix.gov

602.262.1819



procurePHX

Have you
signed up?



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 Code is: 912000000
- ▶ RFx Number is: 6000001472
- ▶ The VENDOR NUMBER is to be included in the Bid Proposal Sheet.

REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov



procurePHX

Have you signed up?

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
otherwise,***

**THANK YOU FOR
ATTENDING!!!**

Email all questions to:
annette.perez@phoenix.gov

Reference RFX Number:
6000001472 in your email subject
line

Or call Annette Perez at:
(602) 534-1423



ProcurePHX and RFx Overview

*Vendor
Registration*

Login

*Viewing
Solicitations*

*Subscribe to
Notifications*



Login to ProcurePHX

IF YOUR FIRM IS ALREADY REGISTERED WITH THE CITY OF PHOENIX'S PROCUREPHX SYSTEM, VISIT [HTTPS://EPROCUREMENT.PHOENIX.GOV/IRJ/PORTAL](https://eprourement.phoenix.gov/irj/portal) TO LOGIN AND ACCESS THE ELECTRONIC SOLICITATION

*Product Category Code is: 912000000
RFx (Event) Number is: 6000001472*

*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, which includes a purple shopping bag icon. 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](#)'.



RFx Tips

▶ Brief overview for online submissions

- Click “**Refresh**” often
- Make sure your Pop-Up blocker is turned **OFF**
- Application is accessible with **MS Edge (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.



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

The screenshot shows the SAP RFX Home screen. At the top left is the SAP logo. Below it is a navigation bar with links: Back, Forward, History, Favorites, Personalize, View, and Help. The main content area features a ribbon with several tabs: 'RFX and Auctions' (highlighted with a red box), 'Administration', and 'Messages'. Below the ribbon are four buttons: 'Home', 'Create Users', 'Own Data', and 'Company Data'. A breadcrumb trail shows 'Administration > Home'. The main content area contains the text: 'Thank you for your interest in becoming a vendor in the...' and '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:

6000001472

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 \

Update your **Participation Status** accordingly

1. Click Participate. *This will ensure you to get email notifications regarding your RFX Event, i.e. Addendas, New Attachments.*
2. Review **RFX Information** Tab for Start/Due dates/ Title of Solicitation

Questions

