

Pre-Bid Meeting

**CITY OF PHOENIX
REQUEST FOR BIDS**

WATER SERVICES DEPARTMENT

**NORTHWEST WASTEWATER MASTER PLAN PACKAGE 4B
51ST AVENUE GRAVITY SEWER
DESIGN-BID-BUILD**

PROJECT: WS90500307

NOVEMBER 9, 2023

WELCOME AND INTRODUCTIONS

JULIE SMITH, CONTRACTS SPECIALIST II

POINT OF CONTACT FOR BID QUESTIONS

OFFICE OF THE CITY ENGINEER

julie.b.smith@phoenix.gov

(602) 534-2418

KARINA MATTHIESSEN, CONTRACT COMPLIANCE PROGRAM ASSISTANT

POINT OF CONTACT FOR SBE REQUIREMENTS

EQUAL OPPORTUNITY DEPARTMENT

karina.matthiessen@phoenix.gov

(602) 261-8873

MARCEL BEGAY, PE, PROJECT MANAGER

WATER SERVICES DEPARTMENT

MEETING OVERVIEW

- ❑ By 5:00 PM today, send an email with your name, email address, company name, and telephone number to julie.b.smith@phoenix.gov to be added to the pre-bid sign-in sheet
- ❑ Please turn off your video
- ❑ Mute your microphones
- ❑ I will post the sign-in sheet and PowerPoint on the procurement's website:
<https://eprocurement.phoenix.gov/irj/portal>
<https://solicitations.phoenix.gov>

Bidders are responsible for determining, prior to submittal, if addenda's have been issued and to acknowledge on the bid submittal. They will be posted on the procurement's website.

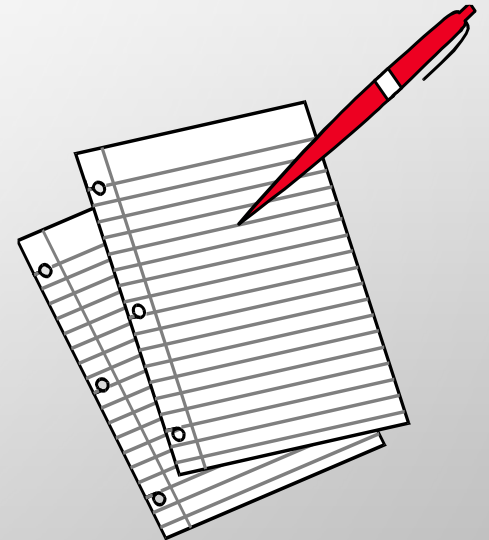
- ❑ Questions are welcome after each presentation
- ❑ This is the **only** opportunity to discuss this project with city staff

AGENDA

- ❑ EOD program requirements
 - ❑ Questions

- ❑ Project description and scope of work
 - ❑ Questions

- ❑ Submittal requirements
 - ❑ Questions



Equal Opportunity Department

**Karina Matthiessen
Contract Compliance EO Specialist
SBE Requirements**

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 7% 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

Letters 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 Assistance contact:

**Karina Matthiessen
Contract Compliance EO Specialist**

Equal Opportunity Department

karina.matthiessen@phoenix.gov

602-261-8873

Questions



PROJECT DESCRIPTION

The Package 4B Gravity Sewer project is located along the 51st Avenue alignment starting just north of the CAP canal and running south to Pinnacle Peak Rd. The pipeline will turn east along Pinnacle Peak Rd to 47th Ave where it will connect to a new junction structure located near a City of Phoenix odor control facility.

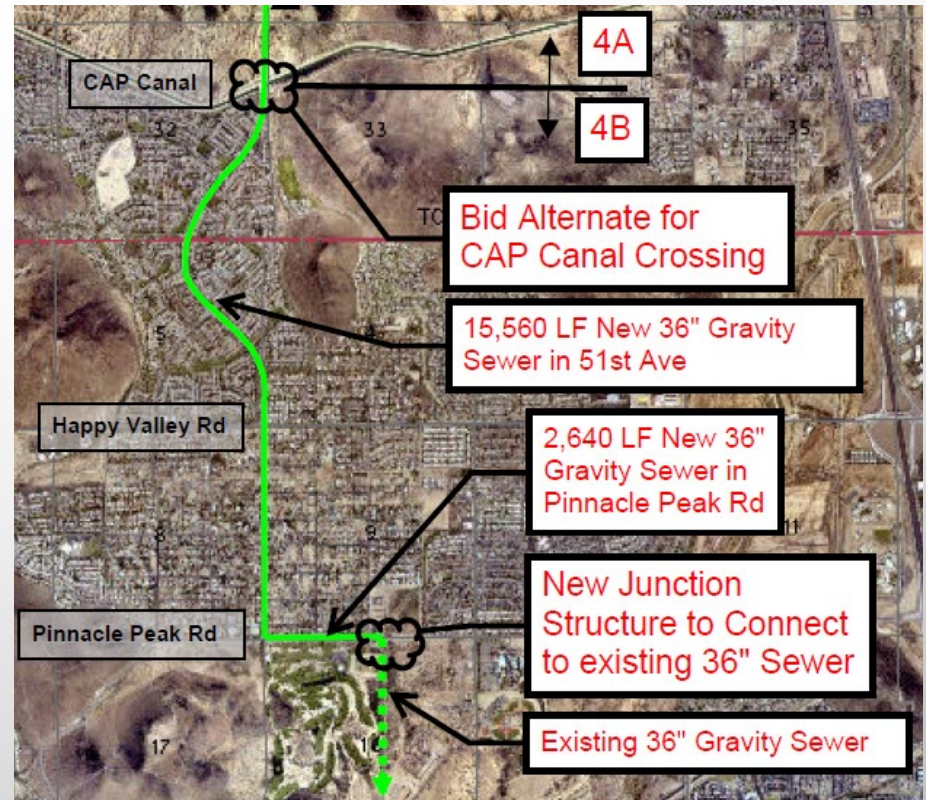
The project will be coordinated with a current Package 4A force main project to the north that connects the entire run of pipe to Lift Station 77 at Loop 303 and 51st Ave.



SCOPE OF WORK

Work along 51st Ave Alignment:

- Approx. 18,200 LF 36-inch gravity sewer
- Approx. 37 sanitary sewer manholes
- New gravity sewer junction structure
- Replacement pavement, curb and gutter, and landscaping
- Bid Alternate for 72-inch steel casing under CAP canal with HDPE gravity sewer installation
- Bid Alternate for Polymer Concrete Manholes and Bases in lieu of MAG lined Manholes and Bases



Questions



IMPORTANT INFORMATION

- BIDS DUE DECEMBER 5, 2023, AT 2:00 PM (PHOENIX TIME)
- Confirm bid items due at time of bid submittal
- Confirm post-bid items due 3 days after bid opening by 5 PM
- Submittal MUST be delivered to Phoenix City Hall, 1st floor
- All questions MUST be submitted in writing by November 28, 2023
- All questions must be directed to my attention – no other contact with city staff

IMPORTANT INFORMATION CONT.

- Changes to the Invitation for Bids (IFB) will be posted on our website as an addendum:

[SOLICITATIONS - SOLICITATIONS CITY OF PHOENIX](#)

It is your responsibility as an IFB holder to determine, prior to submittal, if an addendum has been issued.

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. Please do not contact the designer of record.
- L.O.S-2 - ALL vendors providing work must be listed
- All questions MUST be emailed to julie.b.smith@phoenix.gov

SUBSTITUTIONS

- The engineer will consider written request(s), by a prime bidder only, for substitution(s) which is/are considered equivalent to the item(s) specified in the contract documents.
- The written request will be considered only if it is received at least twelve calendar days prior to the established bid date. Notification of acceptable substitutions will be made by addendum issued no fewer than seven calendar days prior to the established bid date.

QUESTIONS AFTER TODAY

E-mail your questions to:

Julie.b.smith@phoenix.gov

All questions regarding the plans and specifications must be received (in writing) at a minimum seven calendar days prior (November 28, 2023) to bid opening

Questions received after that time may not be given any consideration.

THANK YOU FOR ATTENDING

NORTHWEST WASTEWATER MASTER PLAN
PACKAGE 4B 51ST AVENUE GRAVITY SEWER
DESIGN-BID-BUILD

PROJECT: WS90500307

OPEN FOR QUESTIONS

&

THANK YOU FOR ATTENDING!!!

VENDOR REGISTRATION

- ❑ All firms must be registered in the vendor management system **PRIOR TO SUBMITTING A BID**
- ❑ **New firms** – after registering, the city will send an e-mail with a vendor **number** in approx. **2 days**
- ❑ Information on how to register with the city is available at:

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



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 >

REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov