



Welcome

**STREET TRANSPORTATION DEPARTMENT
THOMAS ROAD AND INDIAN SCHOOL ROAD
TRAFFIC SIGNAL UPGRADES
DESIGN-BID-BUILD**

Meeting will start at 3:05 p.m.

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



**CITY OF PHOENIX
REQUEST FOR BIDS
STREET TRANSPORTATION DEPARTMENT**

***Pre-Bid
Meeting***

**THOMAS ROAD AND INDIAN SCHOOL ROAD
TRAFFIC SIGNAL UPGRADES
DESIGN-BID-BUILD**

**PROJECT NO.: ST89340584
FEDERAL AID NO.: PHX-0-(355)
ADOT TRACS NO.: MA PHX T0199 01C**

**PROCUREPHX PRODUCT CATEGORY CODE:
912000000**

RFX NUMBER: 6000001491

NOVEMBER 16, 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) 273-3488

Tariq Momika, PE, Project Manager
Street Transportation Department

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

Todd Hewett, Labor Compliance Specialist
Point of Contact for Labor Compliance Requirements
Street Transportation Department
Todd.Hewett@phoenix.gov
(602) 534-9269



AGENDA

Mute your microphone and turn
off camera

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
- Scope of Work and Project Location
- EOD / ADOT DBE Requirements
- Labor Compliance and Federal
Program 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 or send an email by 5:00 PM today to annette.perez@phenix.gov , subject line RFX 6000001491

The Attendance Sheet, PowerPoint and Addendums will be posted on City of Phoenix's ProcurePHX system at: (RFX 6000001491)

<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.



STREET TRANSPORTATION
Project Manager

TARIQ MOMIKA, PE
Civil Engineer III



SCOPE OF WORK

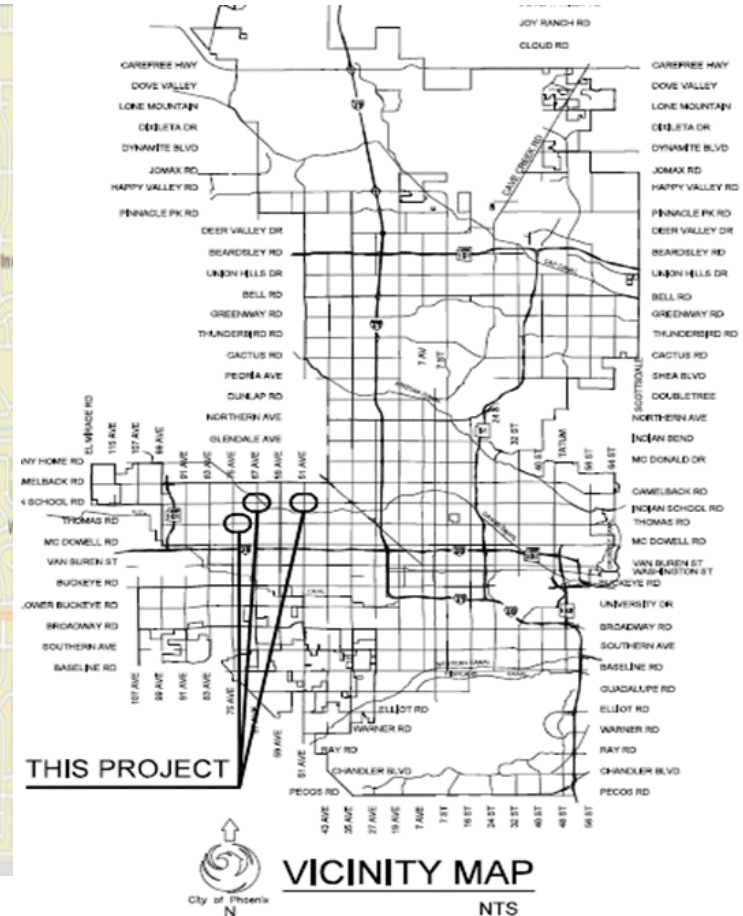
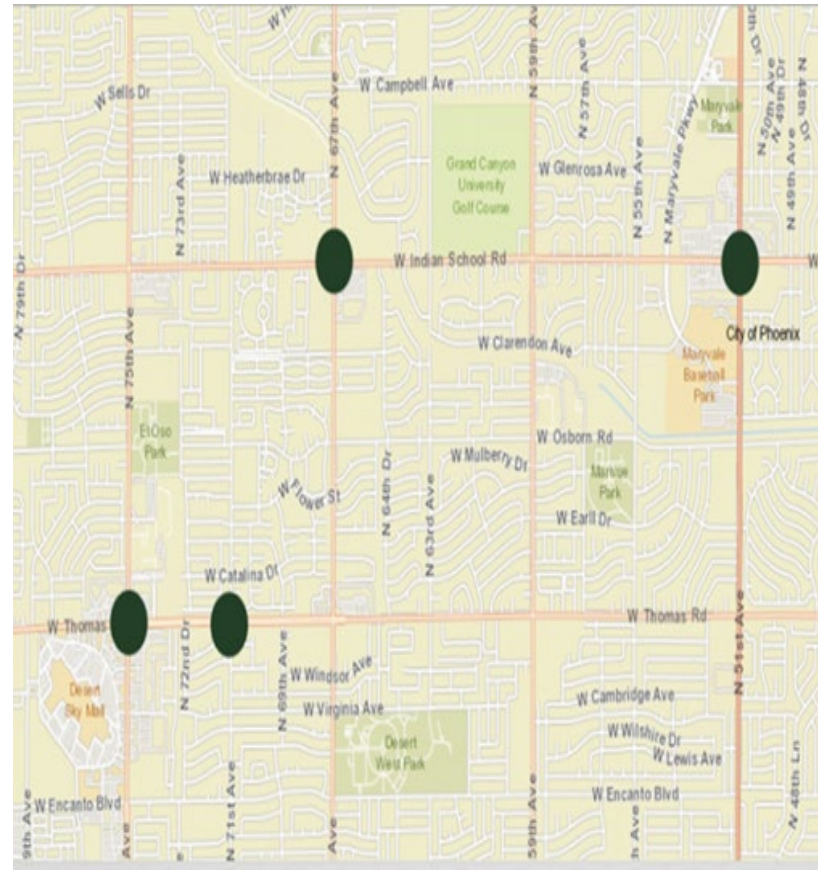
The City of Phoenix is proposing intersection improvements at four locations throughout the City of Phoenix along Thomas Road and Indian School Road located at:

- Thomas Road and 71st Avenue
- Thomas Road and 75th Avenue
- Indian School Road and 51st Avenue
- Indian School Road and 67th Avenue



PROJECT LOCATION

- Thomas Rd and 71st Ave
- Thomas Rd and 75th Ave
- Indian School Rd and 51st Ave
- Indian School Rd and 67th Ave





SCOPE OF WORK

The scope of work based on the design plans and specifications will include but not be limited to:

- Removal of existing sidewalks, curbs and gutters, curb ramps, modification of existing median, and removal of existing traffic signal poles, mast arms and equipment.
- Upgrades of Americans with Disabilities Act (ADA) curb ramps
- Upgrades of traffic signal poles, mast arms and equipment
- Adjustment of existing utilities
- Crack seal and microseal, along with all miscellaneous work included in the Bid Tab to complete the project



SCOPE OF WORK

- The project would be constructed within City of Phoenix Right-of-Way and Easements.
- Contractor will provide traffic control and other ancillary items.
- Signing and Striping will be performed by City of Phoenix.
- Buy America Certificate for procurement of steel, iron, or manufactured products.
- A construction material, when used on a federal-aid construction project shall comply with the requirements of Build America, Buy America (BABA) Act.
- Work to be completed in 270 Calendar Days from NTP.



SCOPE OF WORK

Federal Aid Project requires compliance Environmental Mitigation Measures including but not limited to:

- The contractor shall post the Migratory Bird Treaty Act flyer at the construction site at all times during construction.
- At least two (2) weeks prior to the removal of lead painted components, the contractor to develop an appropriate containment plan and install appropriate best management practices according to the plan. Before the plan is implemented, the City of Phoenix Project Manager will provide a copy of the plan to the Office of the City Engineer – Environmental Services Section for review and concurrence. The containment plan will be in accordance with Environment Protection Agency (EPA), Resource Conservation and Recovery Act (RCRA) and Toxic Substances Control Act (TSCA) standards and handled utilizing appropriate Occupational Safety and Health Administration (OSHA) standards in compliance with the City's Hazardous Materials Management Plan.



SCOPE OF WORK

Federal Aid Project requires compliance Environmental Mitigation Measures including but not limited to:

- At least two (2) weeks prior to the disposal of lead painted components, the City of Phoenix Project Manager will require the contractor to coordinate with the Office of the City Engineer – Environmental Services Section. Disposal will be in accordance with EPA, RCRA and TSCA standards and handled utilizing appropriate OSHA standards in compliance with the City of Phoenix’s Hazardous Materials Management Plan.



Ask
Questions!



***EQUAL OPPORTUNITY DEPARTMENT
ADOT-DBE REQUIREMENTS***

KARINA MATTHIESSEN
Contract Compliance
Equal Opportunity Specialist

DBE Program

- ❑ The City of Phoenix strives to advance the economic growth of small businesses through its **Disadvantaged Business Enterprise (DBE) Program**.
- ❑ The City receives **Federal Highway Administration (FHWA)** funding through the Arizona Department of Transportation (ADOT).





DBE Program

In partnership with ADOT's **Business Engagement and Compliance Office (BECO)**, City of Phoenix is responsible for ensuring contractors and consultants achieve full compliance with all applicable federal regulations related to the Disadvantaged Business Enterprise (DBE) Program:

- Solicitation
- Bid Verification
- Subcontractors Approval
- Compliance Monitoring
- Sanctions and Penalties

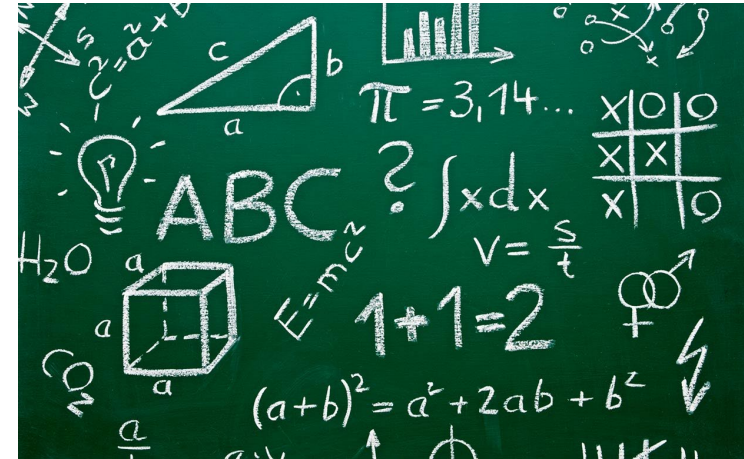




DBE Program

Required DBE Goal: 4.62%

At time of Bid: $\frac{\text{Proposed \$ to DBEs}}{\text{Total Bid}}$



At time of Completion: $\frac{\text{Total Countable \$ Paid to DBEs}}{\text{Total Payment on Contract}}$

NOTE: Propose what you can minimally guarantee!



DBE Program

Eligible DBEs can be found at:

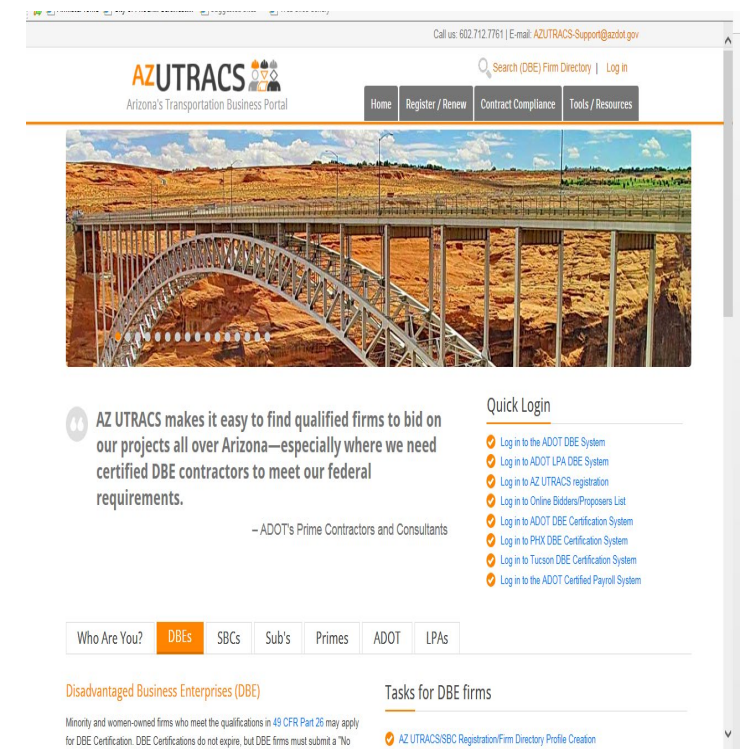
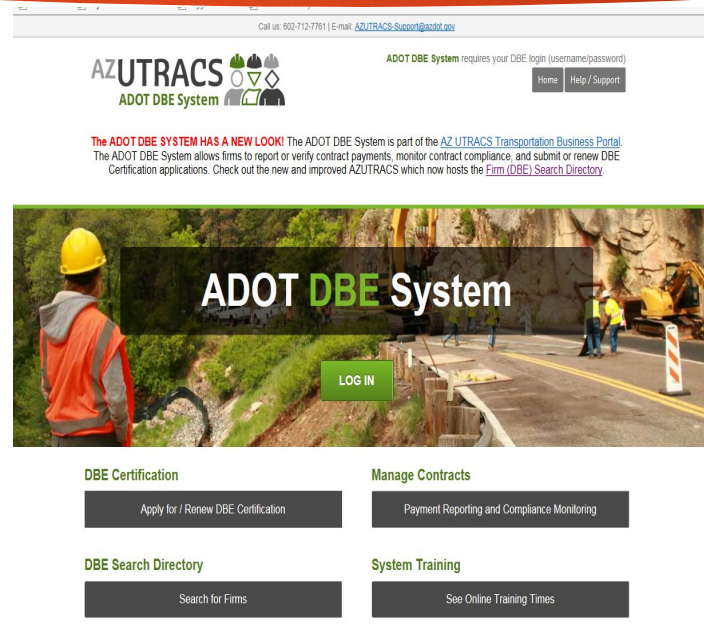
www.adot.dbesystem.com

To participate in this opportunity as a Prime Contractor, you **MUST** be registered in

AZ UTRACS at

<https://utracs.azdot.gov>

All proposed DBE Subcontractors must also be listed in AZ UTRACS and certified in specified scopes of work to be considered in calculating DBE participation.





DBE Program

Bid Submittal Requirements

(DUE AT TIME OF SUBMITTAL)

ADOT DBE Assurance Form 3102C

Submit in a separate sealed envelope
Failure to submit = **Non-Responsive**





DBE Program

Post-Bid Submittal Requirements

(DUE within 5 Calendar Days After Bid Opening Date)

1. ADOT Online Bidder's List
2. ADOT DBE Intended Participation Affidavit and Confirmation Form 3105C*
3. ADOT DBE Intended Participation Affidavit Summary Form 3106C*

* Good Faith Effort Documentation



Submit in a separate sealed envelope
Failure to submit = **Non-Responsive**



Equal Opportunity Department

For more information, please contact:



Email:

karina.matthiessen@phoenix.gov

623-760-8052



***OFFICE OF THE CITY ENGINEER
LABOR COMPLIANCE***

**Todd Hewett
Labor Compliance Specialist**



OFFICE OF THE CITY ENGINEER LABOR COMPLIANCE

Monitors and enforces the federal labor standards on federally funded Capital Improvement Construction.

Applies to all federally funded contracts in excess of \$2000 with few exceptions.

All contractors and subcontractors, including lower-tiers, working on the project are covered.



DBRA *(DAVIS BACON & RELATED ACTS)*

Davis-Bacon Act (DBA)

Copeland Anti-Kickback Act

Contract Work Hours and Safety Standards Act (CWHSSA)



Federal Regulations

- ▶ **Code of Federal Regulations,
Title 29 Part 3**
- ▶ **Code of Federal Regulations,
Title 29 Part 5**
- ▶ **FHWA 1273 / LCP Tracker**
- ▶ **Wage Decision**



TECHNICAL ASSISTANCE

- ▶ LABOR COMPLIANCE
PRE-CONSTRUCTION CONFERENCE
- ▶ LABOR COMPLIANCE OFFICE,
(602) 534-9269
- ▶ WEBSITE AVAILABLE:
<http://www.dol.gov/dol/esa/programs/dbra>



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 28, 2023**)

Bid Submittal Checklist

Items due at time of bid submittal

Post-Bid Submittal Checklist (the three lowest bidders)

Items due within 5 calendar days after bid opening by 4:00 p.m.

Submit to DCP Drop Box (Lobby of City Hall) OR

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



SUBMITTAL REQUIREMENTS

Bid Submittal Checklist

Items due at time of bid submittal

- ❖ Acknowledge all Addenda P-1
- ❖ Completed Bid Proposal P-2 to P-5 & P.S.-1
- ❖ Included your Bid Bond or Guarantee Cashier's Check (S.B.-1)
- ❖ Completed ADOT DBE Assurance Form 3102C
- ❖ Completed Certification with Regard to Equal Opportunity Clause for Contractor and Subcontractors (E.O.C.-1)
- ❖ Completed List of Major Subcontractors & Suppliers (L.O.S.-1)
- ❖ Buy American Certificate (B.A.C.-1)
- ❖ Non-Collusion Affidavit (N.C.A.-1)

Submit in a separate sealed envelope:
Bid Bond – S.B.-1 (rated A- or better)
Failure to submit = Non-Responsive



POST-BID SUBMITTAL CHECKLIST

**THE THREE LOWEST BIDDERS MUST PROVIDE WITHIN
FIVE (5) CALENDAR DAYS AFTER BID OPENING DATE BY 4:00 P.M.**

- ✓ ADOT Online Bidder's List confirmation email from ADOT
- ✓ ADOT DBE Intended Participation Affidavit: Individual Form 3105C
- ✓ ADOT DBE Intended Participation Affidavit Summary for Prime Form 3106C
- ✓ 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, December 5, 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 three sections: '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.), and '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.). A 'Subscribe to Procurement Newsletter' section invites users to register for a free weekly newsletter. A notice 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.' Under 'Other Useful Resources', there are links for '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 BID
- ▶ 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: 6000001491
- ▶ 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: **6000001491**
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: 6000001491*

*Note: The **VENDOR NUMBER** is to be included on the cover of the Bid Proposal*

A screenshot of the ProcurePHX login page. The page features the ProcurePHX logo in the top left corner, which consists of a purple 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 page, there is a link that says "Logon Problems? [Get Support](#)".

procurePHX

User *

Password *

Log On

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.



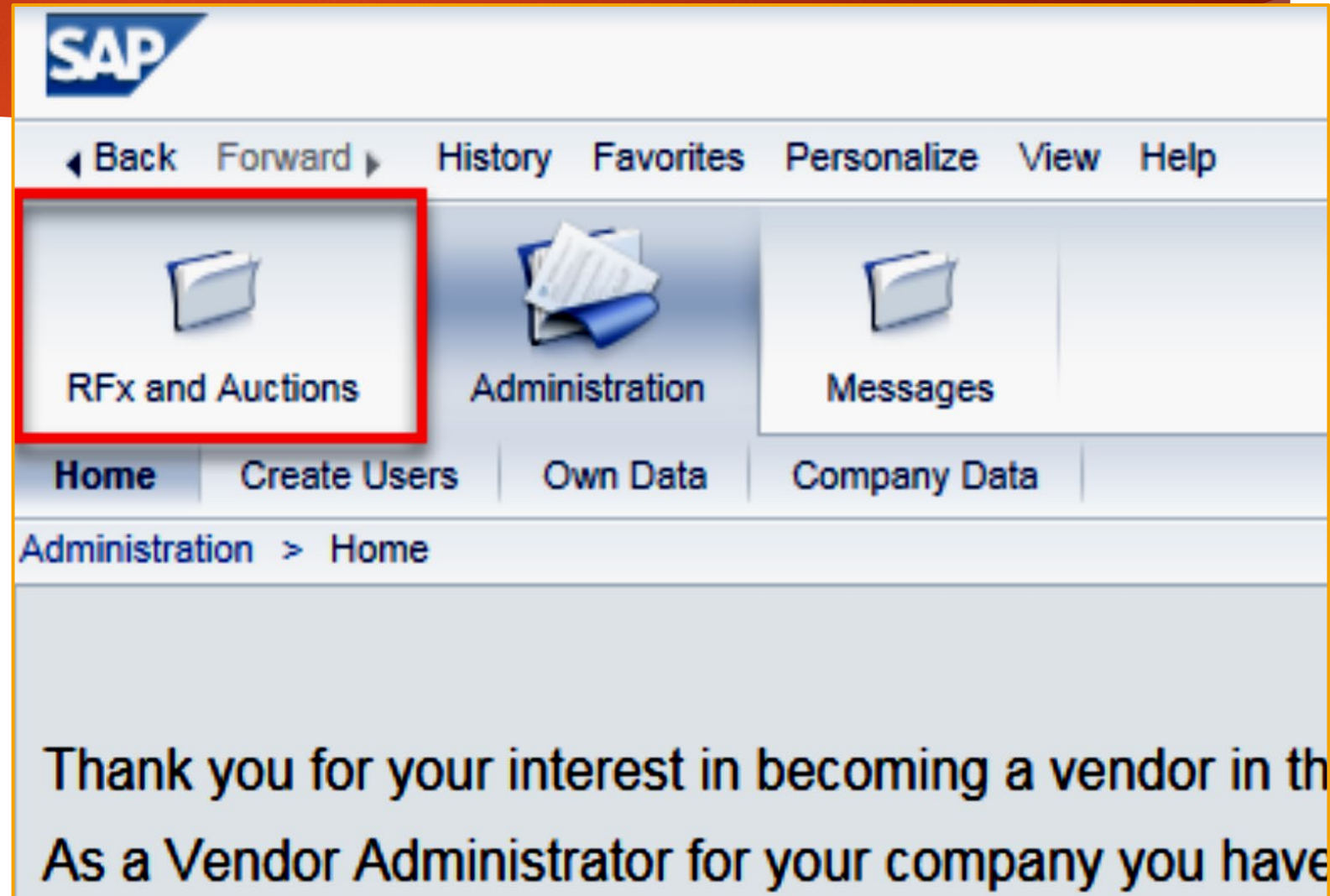
RFx Home screen - Login

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

A screenshot of the SAP RFx Home screen. The interface features a top navigation bar with the SAP logo and menu items: Back, Forward, History, Favorites, Personalize, View, and Help. Below this is a ribbon with three main tabs: 'RFx and Auctions', 'Administration', and 'Messages'. The 'RFx and Auctions' tab is highlighted with a red border. Underneath the ribbon are four sub-tabs: 'Home', 'Create Users', 'Own Data', and 'Company Data'. A breadcrumb trail shows 'Administration > Home'. The main content area displays a message: 'Thank you for your interest in becoming a vendor in the...' and 'As a Vendor Administrator for your company you have...'.

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:

6000001491

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

