

Pre-Submittal Meeting

CITY OF PHOENIX REQUEST FOR QUALIFICATIONS STREET TRANSPORTATION DEPARTMENT

PAVEMENT MAINTENANCE CONSTRUCTION INSPECTION ON-CALL SERVICES

PROCUREPHX PRODUCT CATEGORY CODE: 92500000 RFx Number: 6000001489

November 17, 2023



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 kathleen.kennedy@Phoenix.gov (602) 534-5789

Rick Evans, Project Manager Street Transportation Department



AGENDA

- Meeting Overview
- Project Requirements
- Project Description
- Scope of Work
- SOQ Evaluation Criteria / RFQ Overview
- Submittal Requirements / Disqualifications
- Selection Process
- Selection Schedule / Important Dates
- Procurement Webpages & Vendor Registration
- ProcurePHX and RFx Electronic Submittal



MEETING OVERVIEW

To be added to the Attendance Sheet, send an email by 5:00 PM today to Kathleen.kennedy@phoenix.gov with the following:

Subject: Attendance, Pavement Maintenance On-call Include: Your Name, Firm Name, Phone Number, and E-mail address

The Attendance Sheet, PowerPoint and Notification will be posted on City of Phoenix's ProcurePHX system at: (RFX 6000001489)

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

AND posted on City of Phoenix's Procurement website:

https://solicitations.phoenix.gov

It is <u>your responsibility</u> as a RFQ holder to determine, prior to submittal, if any Notifications have been issued.

This is your <u>ONLY</u> opportunity to discuss this solicitation with City staff.



PROJECT REQUIREMENTS

The City of Phoenix is seeking qualified firms to provide Construction Inspection services in support of the Citywide Pavement Maintenance Job Order Contract Program on an as-needed basis

Up to five (5) firms will be selected

Five-year term, 3+2



PROJECT DESCRIPTION

> At minimum, Senior Construction Inspector is required.

- Construction inspectors will serve as City representative on projects assigned.
- Will work closely with and under the direction of Street Transportation Construction Inspection Supervisor or other Project Managers of Street Transportation Department Street Maintenance Division.
- Construction inspectors require knowledge of construction practices, civil engineering principles and techniques, terminology, and materials used in construction.



PROJECT DESCRIPTION

Inspection assignments may include, but are not limited to:

- Crack Seal
- Scrub Seal
- Slurry Seal
- Microsurfacing
- Fog Seal
- Pavement Mill and Overlay
- ADA Curb Ramp Replacement and Other Portland Cement Concrete Repair
- F.A.S.T (Fractured Aggregate Surface Treatment)
- Other scopes as assigned





FOG SEAL AND SLURRY SEAL



CRACK SEAL AND ADA RAMPS







Street Transportation Department projects ongoing or scheduled for construction Citywide could be assigned.
 Work will be within the Public Right of Way.
 Current projects include the Accelerated Pavement Maintenance Program.
 Consultant to provide vehicles, fuel, code books, cellular phones, and laptops/tablets for the field inspection team, and other equipment deemed necessary to complete the tasks.

Inspections must be entered in real time during the workday.



SCOPE OF WORK

Consultant will be responsible for providing services including, but not limited to:

- Perform inspections on a per project basis
- Monitor and document construction progress by contractors
- Daily interaction w/ contractor(s) (may include irregular work hours)
- Inspect construction operations and materials used by contractors
- Observe, record, and review performance tests
- Prepare daily reports, test results, and photo records
- Inspect / enforce barricade set-ups (City of Phoenix Traffic Barricade Manual)
- Review of punch list items
- Review / coordinate / respond to contractors "request for information" (RFI), submittals, and change orders with City's supervisory and project manager
- □ Work under the direction of the Streets Construction Inspection Supervisor
- Provide other services as required to support successful completion of the work

DEDICATED STAFF

- The right staff for the project
- Night/Weekends and Holidays
- Buy In
- Team Players
- Consistent
- No Drama





QUESTIONS?

QUESTIONS?

QUESTIONS?



SOQ EVALUATION CRITERIA

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

- A. Construction Administration & Inspection Experience of Prime Firm (300 pts.)
- B. Construction Administration & Inspection Experience of Key Personnel and Subconsultants (300 pts.)
- C. Project Management and Responsiveness (250 pts.)
- D. Staffing Information for Key Personnel (150 points)

Maximum number of Points is 1,000

*Reference Checks (21 Points) These points are in addition to the 1,000 points for the SOQ

- Provide responses in the order listed in the RFQ
 - Be complete, be concise

SUBMITTAL REQUIREMENTS

MAXIMUM pages permitted is <u>12 pages</u>: The following will <u>NOT</u> be counted in the max page count: •Front and back covers •Information Sheet •Table of Contents

Submit One (1) page Information Sheet:

Project title/number; RFx number; firm name (AZ Corp Commission), address, phone number, vendor number; project contact person name, title, email address and signature. **Do not include any additional information**.

Paper Size 8¹/₂" x 11"; Font size no less than 10 pt.

Grounds for disqualification:

 Failure to submit electronically through the ProcurePHX online portal by the due date and time

 Violating "Contact with City Employees" policy Each page containing 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 noted above

<u>NAMING OF PDF FILE</u>: DO NOT USE SPECIAL CHARACTERS OR PERIODS AND KEEP FILE NAME SHORT Each SOQ will be evaluated according to the evaluation criteria in the RFQ.

SELECTION PROCESS

Up to five consultants will be selected

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



SELECTION SCHEDULE

Pre-submittal meeting	November 17, 2023
SOQs Due	December 8, 2023
Selection Notification	December 29, 2023
On-Call Kick-off Workshop	January 23, 2024
Contract Effective	February 1, 2024



DCP PROCUREMENT WEBPAGES

HTTPS://WWW.PHOENIX.GOV/STREETS/PROCUREMENT-OPPORTUNITIES

- Current Opportunities:
 - Project-specific RFQs, Notifications, Sign-in Sheets, Presentations
 <u>https://solicitations.phoenix.gov</u>
- Project Interviews, Bid Results, and Project Selections: <u>https://solicitations.phoenix.gov/awards</u>
- The ProcurePHX online portal will be used for <u>Solicitations</u> only
 <u>https://eprocurement.phoenix.gov/irj/portal</u>



DCP PROCUREMENT WEBPAGES

https://www.phoenix.gov/streets/procure ment-opportunities/



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PHX At Your Service	PHX Pay Online	Map It	Find Public Records	PHXTV	Translate

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 advertisement 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 PHOEN 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 responsibleness of any received bids. Project Selections identify firms to be awarded professional services and construction opportunitie 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

Public Records Request

SBE/DBE Directory



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

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:

Limit to NIGP	
All	\checkmark
	Clear
	Limit to NIGP

brocurePHX Have You?

RFX HINTS & TRICKS

Brief overview for online submissions



REGISTRATION HELP Call Help Desk (602) 262-1819 Email Help Desk vendor.support@phoenix.gov **procure**PHX Have you **BECOME A VENDOR** 1. Gather Your Business Info Scan Your Signed W-9 3. Register in System 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.



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: 925000000
- RFx Number is: 6000001489
- The VENDOR NUMBER is to be included on the cover of the Statement Of Qualifications



QUESTIONS AFTER TODAY?

Stay for ProcurePHX Overview otherwise,

THANK YOU FOR ATTENDING!!! Email all questions to: Kathleen.kennedy@phoenix.gov

Reference RFx Number: 6000001489- Project Management Assistance in your email subject line

Or Call Kathleen Kennedy at: (602) 534-5789



PROCUREPHX AND RFX OVERVIEW



RFX OVERVIEW

- Registration
- Login
- Viewing Solicitations
- Subscribe to Notifications
- Uploading SOQ
- Submitting SOQ
- Checking Response Status
- Editing Response
- Questions



LOGIN TO PROCUREPHX

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

Product Category Code is: 925000000 RFx (Event) Number is: 6000001489-Pavement Maintenance Construction Inspection On-call Services

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

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	User * Password * Log On Logon Problems? <u>Get Support</u>	
		C. In C. In Concession, Name

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 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

Log in to ProcurePHX portal:

https://eprocurement.pho enix.gov/irj/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

and Aud	ctions Administratio	n Messages		
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Act	tive Queries			
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Vi	ew: [Standard View]	Create Response Display Event Disp	olay Response Print Preview	Refresh
Ē	Event Number	Event Description	Event Type	Event
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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: 6000001489

VIEW SELECTED SOLICITATION

- 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 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?

- 1. Click Create Response
- 2. Review Notes and Attachments Tab for the RFQ, Pre-Submittal Presentation, Attendance Sheet, and Notifications, etc.

Display RFx :					
Print Preview	Close Do Not I	Participate	Tentative	Create Response	Questions and Answers (
🗶 You have been registere	d. You will be inf	ormed of RFx	changes		
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RFx Parameters Que	stions Notes	and Attachm	ents T	able Extensions	
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* Start Date:	07/11/2018	13:30:00	1 I		
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Opening Date:	07/11/2018	14:00:00	j		
Currency:	USD				
* Title:	SOILS AND MA	TERIALS TE	STING ON	-CALL SERVICES C	ALENDAR YEARS 2019 -



HOW TO UPLOAD YOUR SOQ

- 1. Attach SOQ by clicking Add Attachment
- 2. Click **Browse** in the pop-up window to navigate to the desired attachment document

		Add a Cical
Add Attachment		Assigned To
		Document
Here you can upload an attac	hment. You have to assign it to either the document general data or to an item	Document
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Create RFx Response	
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ADDING AN ATTACHMENT

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Create RFx Response				
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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.

Display RFx Response:	
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	Questions: 0 out of 0 questions answered (0 out of 0 mandatory)
	Notes: 1 notes added
	Attachments: 1 attachments added
	2



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.

Display RFx Response:							
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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						
	2						



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 a step(s) before the system will update your RFx response to **Submitted**.

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	<u>6000000578</u>	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.

Active Queries								
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	E. Chieffeld	
FREG	UENTLY	/
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QUE	ESTIONS	;

When I submit, what does the **red** circle mean?

When I submit, what does the **yellow** triangle mean?

When I submit, what does the **green** square mean?

- Error on page and nothing will be submitted
- Typically a time zone error, information will still be submitted
- Verify information is correct and click submit

Create RFx Response





QUESTIONS AFTER TODAY?

Email your questions to: <u>kathleen.kennedy@phoenix.gov</u> Or call: 602-534-5789



Reference the project title in your email subject line: **PAVEMENT MAINTENANCE CONSTRUCTION INSPECTION ON-CALL SERVICES** and the RFx Number 6000001489

Thank you for your interest and attending!!!



THANK YOU!