PRE-SUBMITTAL MEETING

DECEMBER 14, 2023

PHOENIX SKY HARBOR INTERNATIONAL AIRPORT (PHX)
SOLAR COVERED PARKING SHADE STRUCTURES –
2-STEP CMAR SERVICES
AV09000101 FAA

PROCUREPHX PRODUCT CATEGORY CODE: 912000000
RFx Number: 6000001469

CITY OF PHOENIX
REQUEST FOR
QUALIFICATIONS
AVIATION DEPARTMENT

WELCOME AND INTRODUCTIONS

Samantha B. Ansmann, Contracts Specialist
Point of Contact for BID, RFQ, SOQ Questions
Office of the City Engineer
samantha.ansmann@phoenix.gov (602) 681-5361

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

Sylvia Capture, Labor Compliance Specialist
Point of Contact for Davis Bacon Requirements
Office of the City Engineer
sylvia.capture@phoenix.gov (602) 495-3790

Dan Rauscher, Project Manager, Aviation Department

MEETING OVERVIEW

Attendance Sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (**RFx: 6000001469**):

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.

AGENDA

- ✓ Labor Compliance Overview
- ✓ EOD Compliance Overview
- ✓ Project Description
- ✓ Scope of Work
- ✓ Vendor Registration
- ✓ SOQ Evaluation Criteria / RFQ Overview
- ✓ Submittal Requirements *(Page Count, Disqualifications)*
- ✓ Important Dates: *Selection Schedule*
- ✓ Procurement Info
- ✓ ProcurePHX RFx Electronic Submittal

CITY OF PHOENIX
LABOR COMPLIANCE OFFICE

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)

Code of Federal Regulations, Title 29 Part 3

Code of Federal Regulations, Title 29 Part 5

Wage Decision

FEDERAL REGULATIONS

TECHNICAL ASSISTANCE

Labor Compliance Pre-Construction Conference

Labor Compliance Office, (602) 261-8287

Websites available:

- http://www.dol.gov/dol/esa/programs/dbra

QUESTIONS

EOD OVERVIEW

Equal Opportunity Department (EOD) is responsible for ensuring contractors and consultants achieve full compliance with all applicable federal regulations during all phases of this project/contract:

- Solicitation
- Bid/Submittal Verification
- Subcontract Approval
- Compliance Monitoring
- Prompt Payment
- Release of Retention
- Sanctions and Penalties

DBE Program

- U.S. Department of Transportation (USDOT) assists in the funding for this project, which is subject to the requirements of the **Federal Aviation Administration** (FAA) and 49 CFR Part 26.

- 49 CFR Part 26 mandates recipient (City) administers a **Disadvantaged Business Enterprise (DBE) Program**

Small Business Outreach

- Phoenix imposes **Small Business Outreach** requirements in lieu of DBE Goals (RGN measure)

- Four Elements of Small Business Outreach (demonstration of Good Faith Efforts):

1. *Identify Opportunities*
2. *Communicate Broadly*
3. *Evaluate Proposals*
4. *Constructive Feedback*

DBE PROGRAM (CMAR)

Submittal Requirements

(Due at time of submittal)

FORM EO1: Statement of Small Business Outreach Commitment

Failure to submit = Non-Responsive

DBE PROGRAM (CMAR)

Post-Award Submittal Requirements

Due within 30 days of award or a date determined by the City

1. **FORM EO2: Small Business Outreach Efforts**
2. **Supporting documentation for FORM EO2**
3. **FORM EO3: Proposed Statement of Small Business Participation**

* **Good Faith Effort Documentation**

Submit to EOD for review and approval

EQUAL OPPORTUNITY DEPARTMENT

For Assistance contact:

Karina Matthiessen

Contract Compliance Programs Assistant

karina.matthiessen@phoenix.gov

602-261-8873

QUESTIONS?

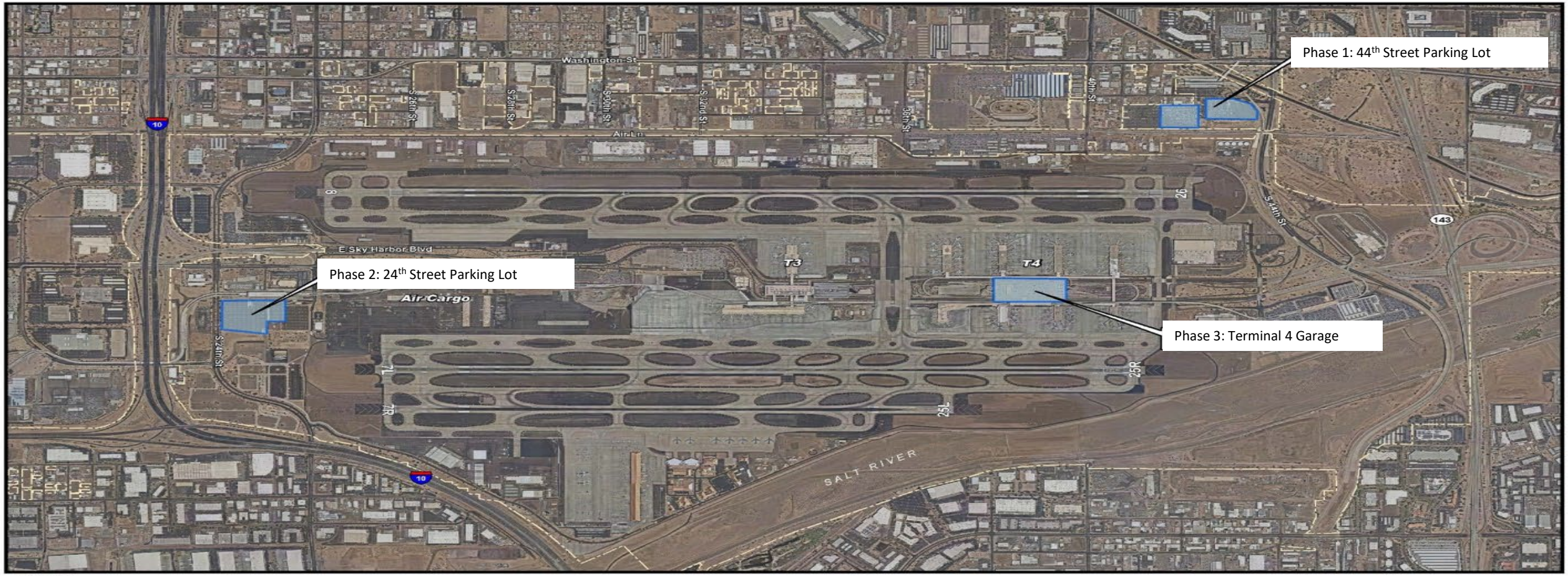
PROJECT DESCRIPTION

- The project consists of installing solar covered parking shade structures and system connection to an electrical switching yard/equipment, at the 24th Street and 44th Street Phoenix Sky Train Station Parking Lots, and Terminal 4 Level 9 Parking Garage at Phoenix Sky Harbor International Airport.
- The project is anticipated to include the installation of following components at each site, but the City reserves the right to modify or reduce the scope of the project and/or component(s) based on the needs of the airport:
- • New solar covered parking shade structures

PROJECT DESCRIPTION (CONT'D)

- All infrastructure required to interconnect solar panels and connect each system to the identified electrical switching yard
- Infrastructure for future electric vehicle (EV) charging stations

PHX Solar Covered Parking Shade Structures



LEGEND

Airport Property Boundary

Figure 1
Solar Parking Structures Project Locations

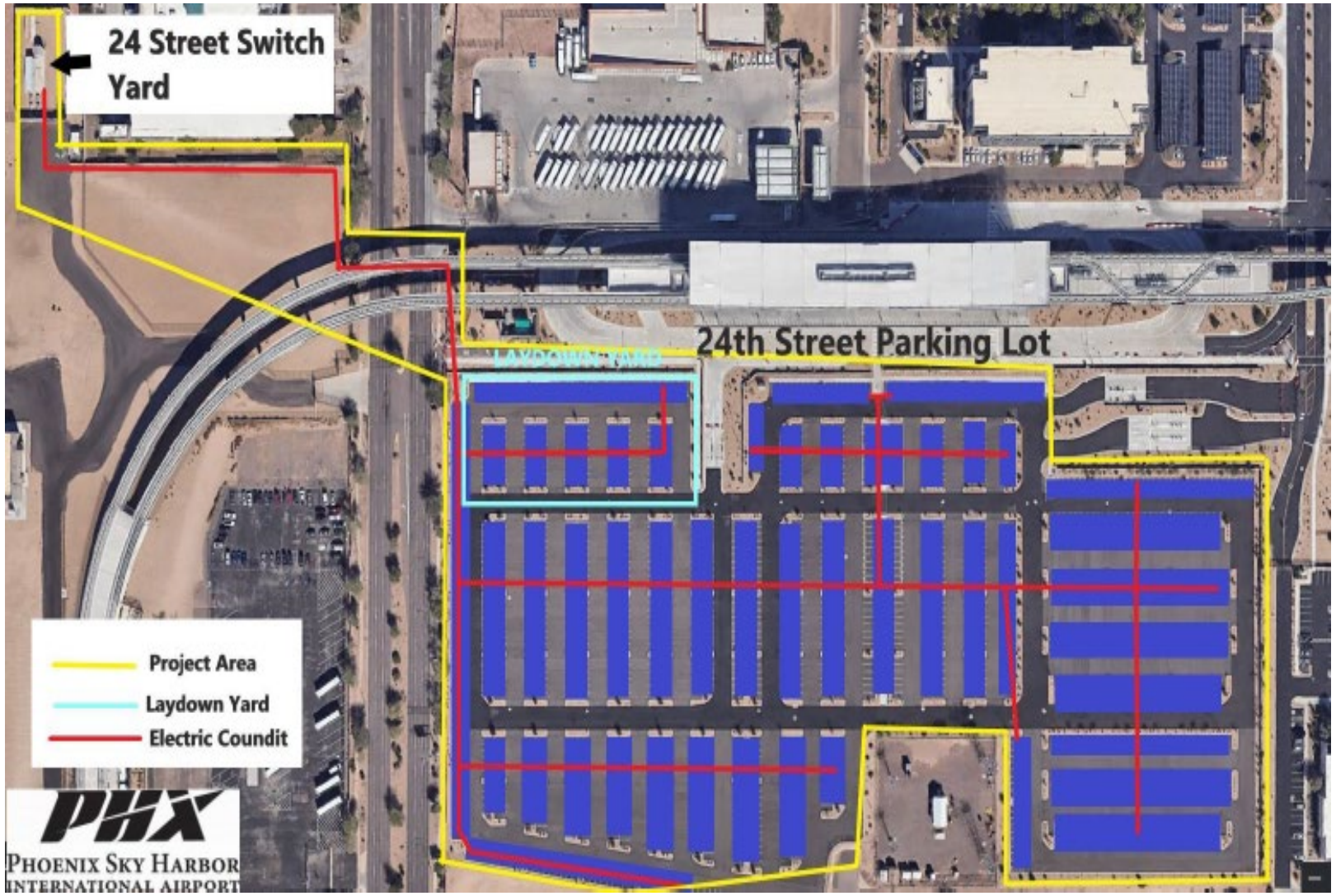
N

0 300 600 1,200 Feet

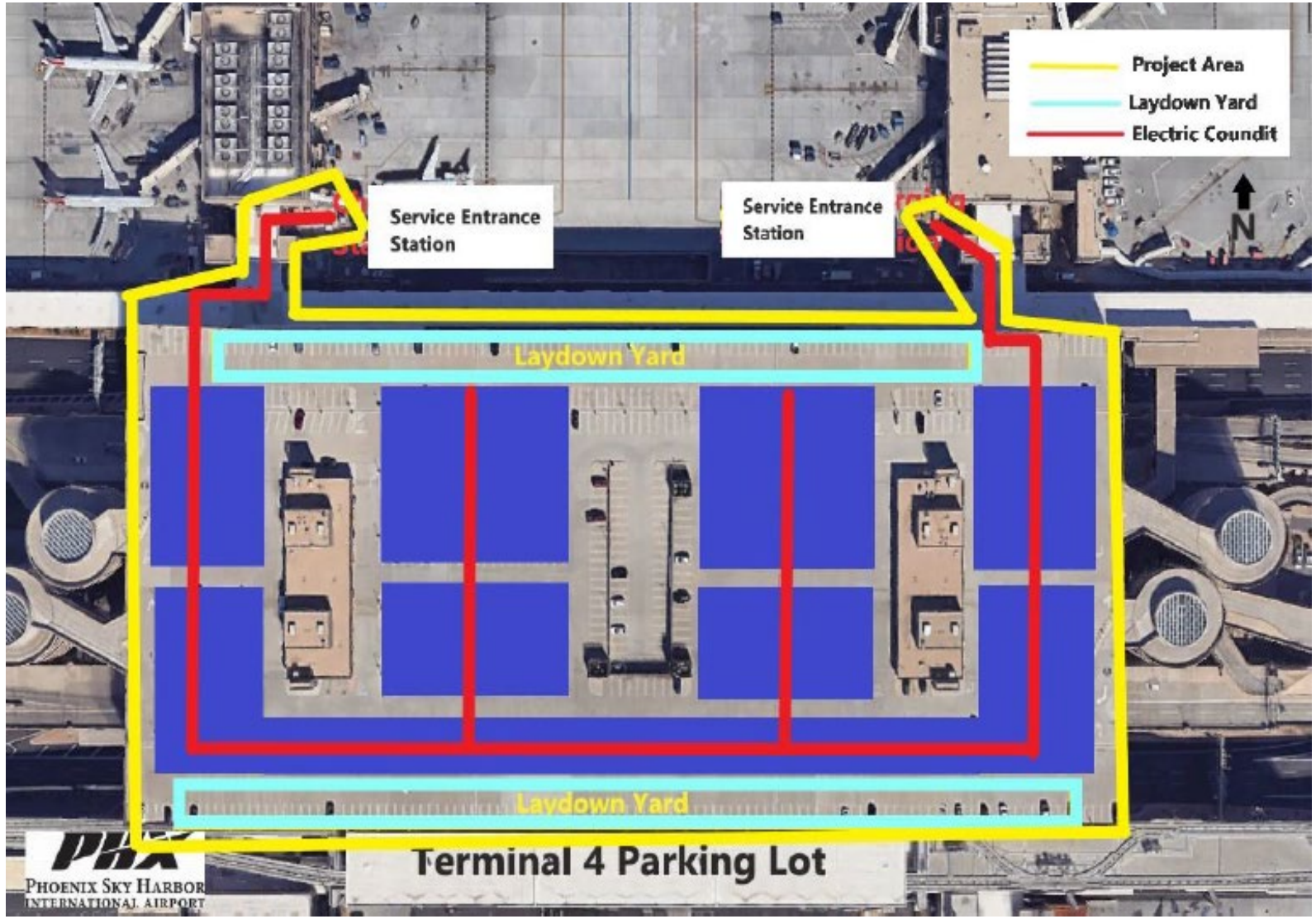
Sources: Nearmap, City of Phoenix

PHX Solar Sites: 24th Street, 44th Street, and Terminal 4

PHX 44th Street Sky Train Station Parking Lot



PHX 24th Street Sky Train Station Parking Lot



PHX Terminal 4, Level 9 Parking Garage

SCOPE OF WORK- PRECONSTRUCTION

- Provide cost estimating and insight into marketplace conditions (material, equipment, and technology, procurement lead times and labor availability).
- Provide project planning, programming, scheduling, and construction phasing that minimizes disruptions to airport operations.
- Participate in meetings and coordinate with various Airport divisions, City of Phoenix departments, Arizona Public Service (APS), airport stakeholders, and other organizations.
- Participate in existing condition surveys and constructability studies.
- Participate in the DBE goal setting process with the City of Phoenix.
- Utilize the City's project management system – "Unifier" for all project related documentation.

SCOPE OF WORK- CONSTRUCTION PHASE

- Construct solar covered parking shade structures including: layout, environmental controls and monitoring, safety, installation, quality control, testing, commissioning, project controls, project documentation including all meeting documentation, management, outside agencies coordination, inspection coordination, subcontractor coordination, phasing, security badging, etc.
- Manage and coordinate the solar covered parking shade structures, structural, electrical, mechanical, technology, lighting, maintenance access, fire/life/safety/security, and civil modifications to the existing facilities as required.
- Prepare a Guaranteed Maximum Price (GMP) proposal/s that meets the approval of the City.

SCOPE OF WORK- CONSTRUCTION PHASE CONTINUED

- Arrange for procurement of materials and equipment.
- Address all federal, state, and local permitting requirements.
- Provide a fully functional, tested, commissioned, approved, and operational solar covered parking shade structures project.
- Host pre-construction conference, weekly construction coordination, and other meetings as required.
- Provide detailed tracking of all FAA Grant eligible reimbursable items.
- Provide redline drawings and close-out related services.

QUESTIONS?

procurePHX

Have you signed up?

VENDOR REGISTRATION

VENDOR.SUPPORT@PHOENIX.GOV
602.262.1819

Brief overview for online registration and procurePHX accessibility

NEW TO THE CITY OF PHOENIX?

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 approx. 2 days

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

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

ALREADY REGISTERED ON PROCUREPHX?

All Firms MUST be registered in the Vendor Management System to SUBMIT a Proposal

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: **912000000**
RFx (Event) Number is: **6000001469**

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

SOQ EVALUATION CRITERIA

Maximum Number of Points is 1,000

A. General Information *(100 points)*
B. Experience and Qualifications of the Firm *(200 points)*
C. Experience of Key Personnel to be Assigned to this Project *(300 points)*
D. Understanding of the Project and Approach to Performing the Required Services *(400 points)*

*__Reference Checks__ *(21 Points) are in addition to the 1,000 points for the **SOQ***

SUBMITTAL REQUIREMENTS

- Submit One (1) page Information Sheet
- Paper Size 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 noted above

MAXIMUM PAGE COUNT

15 pages permitted to address all Criteria

The following will NOT be counted in the Maximum Page Count:

* Front and back covers
* Information Sheet
* Table of Contents
* Dividers (tabs)

UNLESS *you include information that may be considered by the selection panel*

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

Failure to submit DBE EO1 Form and supporting documentation **electronically** through the ProcurePHX online portal by the due date and time

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

Violating "Contact with City Employees" policy

GROUNDS FOR DISQUALIFICATION

IMPORTANT DATES:

SOQ DUE	JANUARY 5, 2024
ISSUE REQUEST FOR PROPOSAL TO FINALISTS	JANUARY 23, 2024
PRE-PROPOSAL MEETING	JANUARY 29, 2024
LAST DAY FOR QUESTIONS	FEBRUARY 2, 2024
REQUEST FOR PROPOSALS DUE	FEBRUARY 9, 2024
NOTIFY FIRMS OF AWARD SELECTION	FEBRUARY 21, 2024
SCOPE MEETING	LATE FEBRUARY 2024

Selection Schedule

QUESTIONS AFTER TODAY?

Last Day for questions is seven days before the SOQ's are due or Friday December 29, 2023

Email all questions to: debra.russell@phoenix.gov

Reference RFx Number: **6000001469** in your email subject line

Or Call Debra Russell at (602) 256-3444

PLACE THE FOLLOWING ITEMS ON THE INFORMATION SHEET:

PROJECT TITLE
PROJECT NUMBER
RFX NUMBER
FIRM NAME
FIRM ADDRESS
FIRM PHONE NUMBER
VENDOR NUMBER
EMR RATING
NAME, TITLE, EMAIL ADDRESS, AND SIGNATURE OF CONTACT PERSON

*DO **NOT** INCLUDE ANY OTHER INFORMATION*

Things to Remember

PROCUREMENT INFO

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

Current Opportunities:

- *Project-specific RFQs, Notifications, 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

QUESTIONS

THANK YOU FOR ATTENDING!

RFX OVERVIEW

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

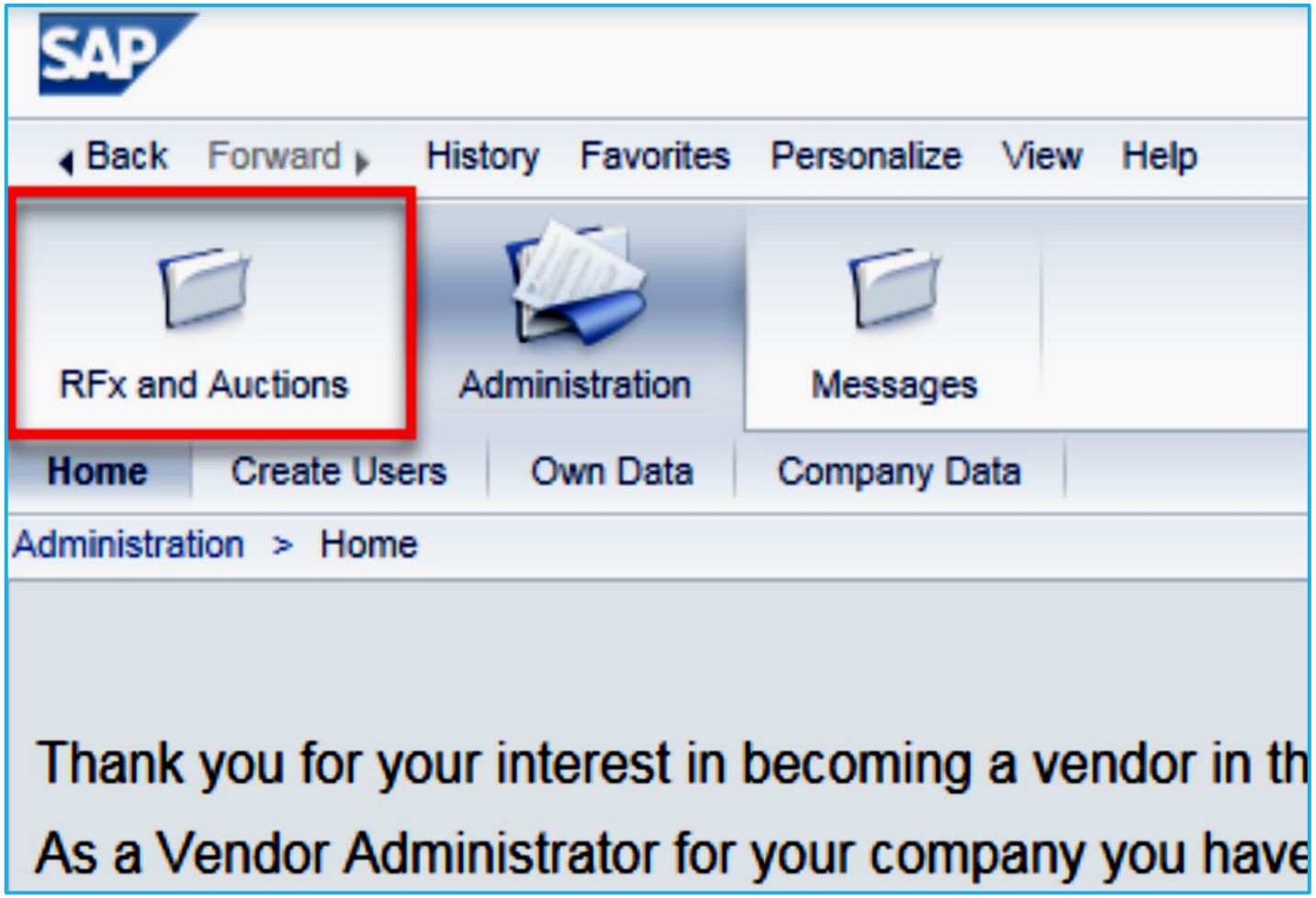
LOGIN

Log in to ProcurePHX portal:

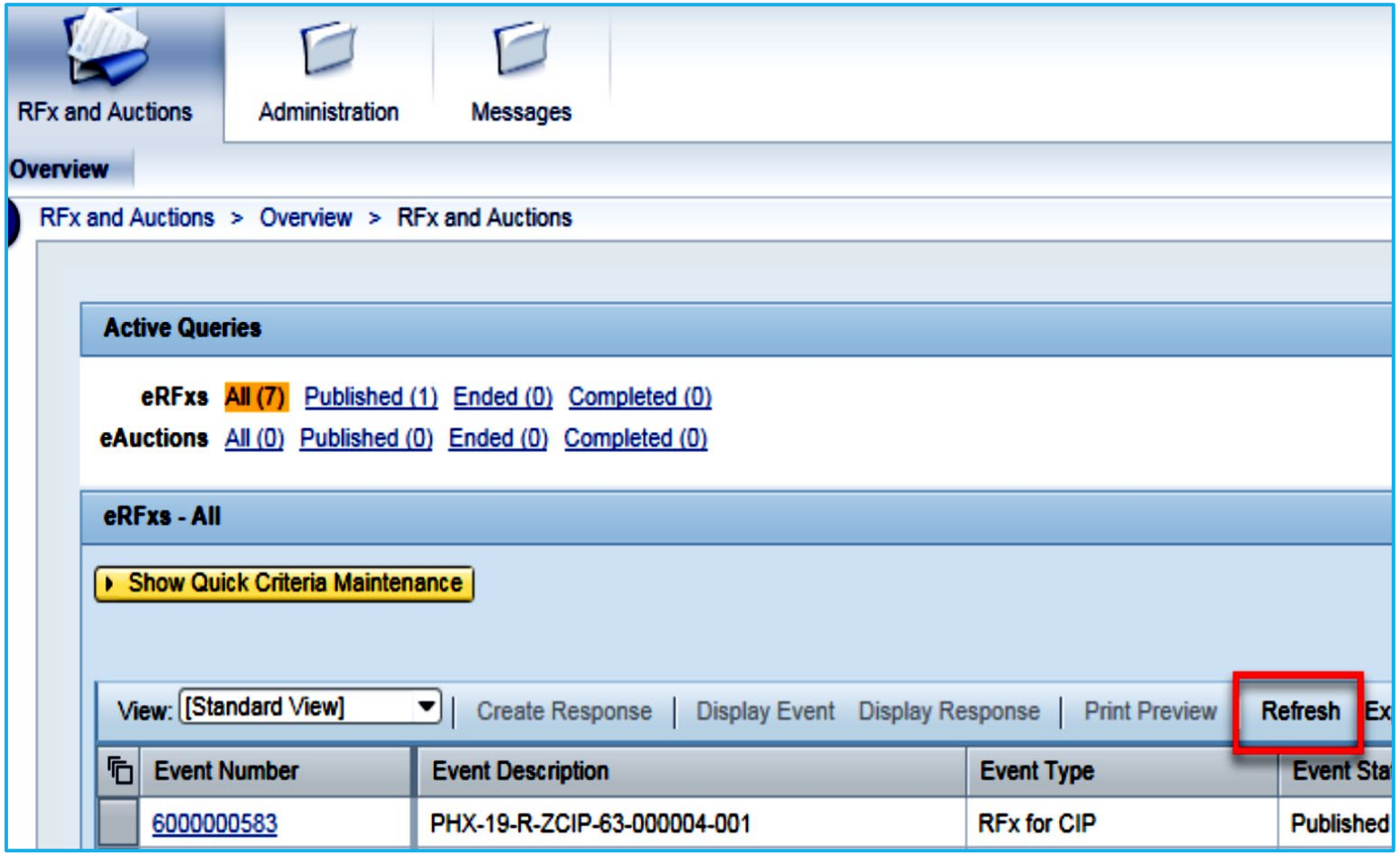
https://eprocurement.phoenix.gov/irj/portal

Select RFx and Auctions tab on the top Ribbon

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



FINDING SOLICITATIONS



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: **6000001469**

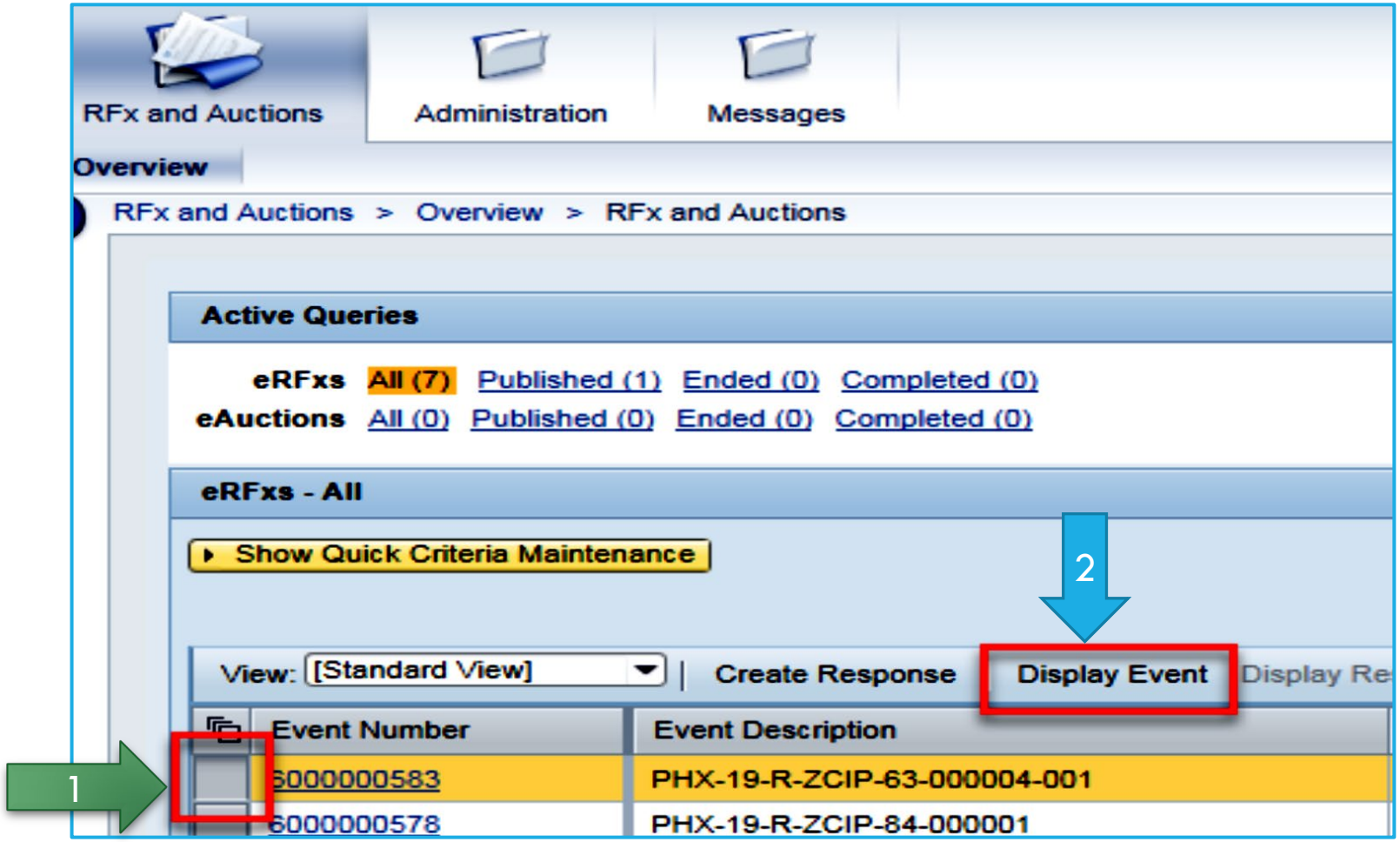
VIEW SELECTED SOLICITATION

1. Click the gray box next to the RFx (Event) Number you'd like to view. Then,

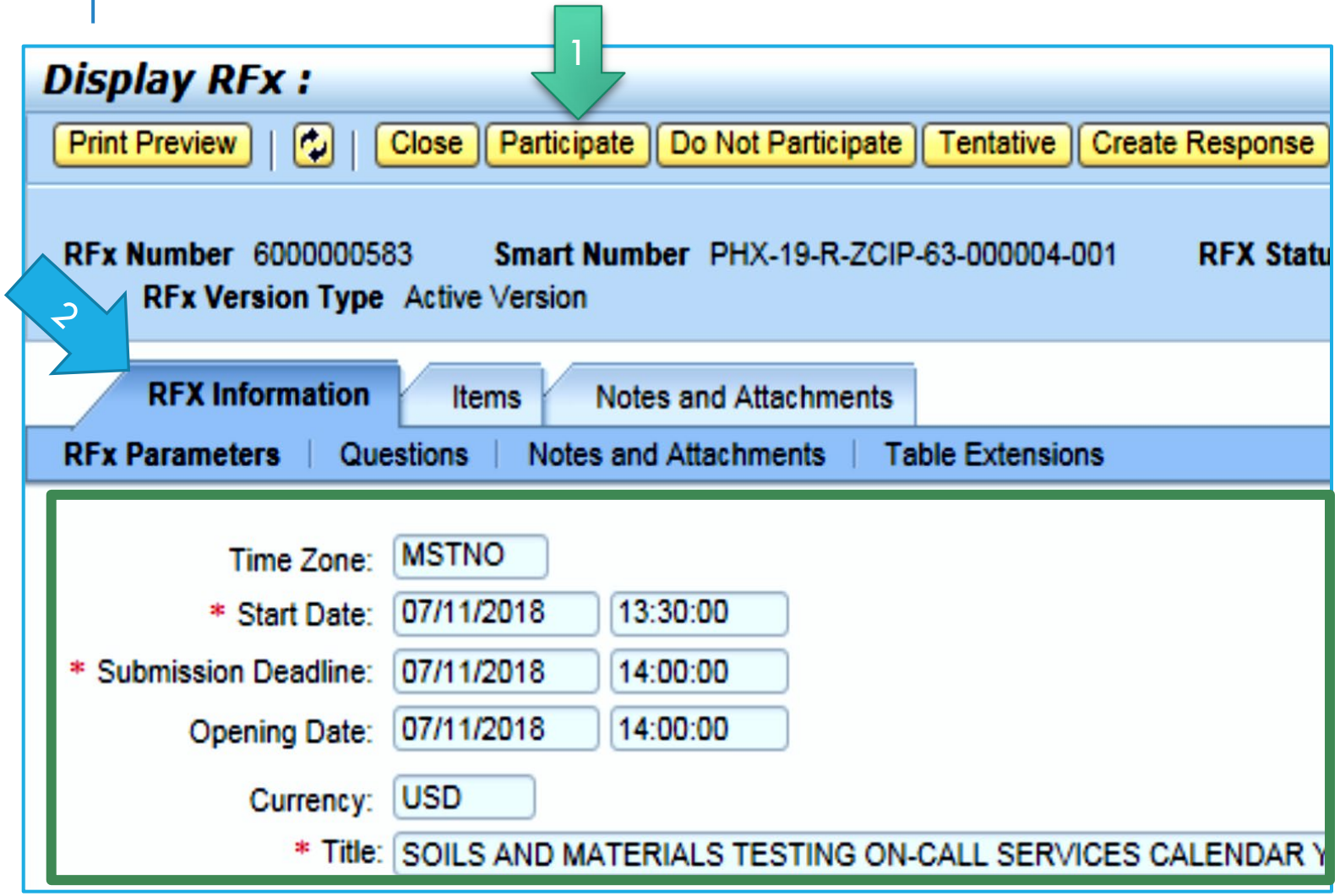
2. Click **Display Event**

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?



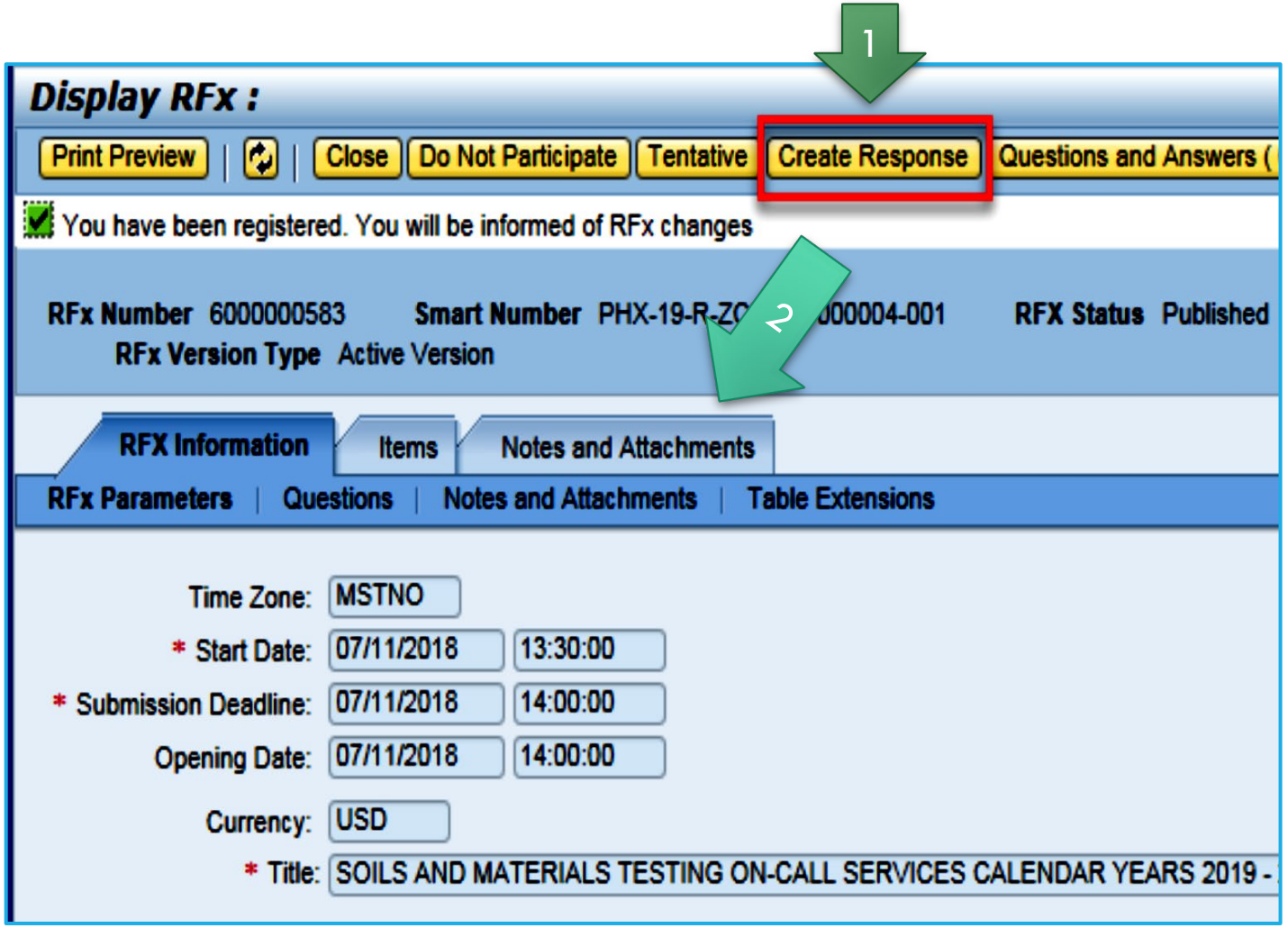
Update your **Participation Status** accordingly

1. Click Participate. *This will ensure you to get email notifications regarding your RFx Event, i.e. Notifications, New Attachments.*

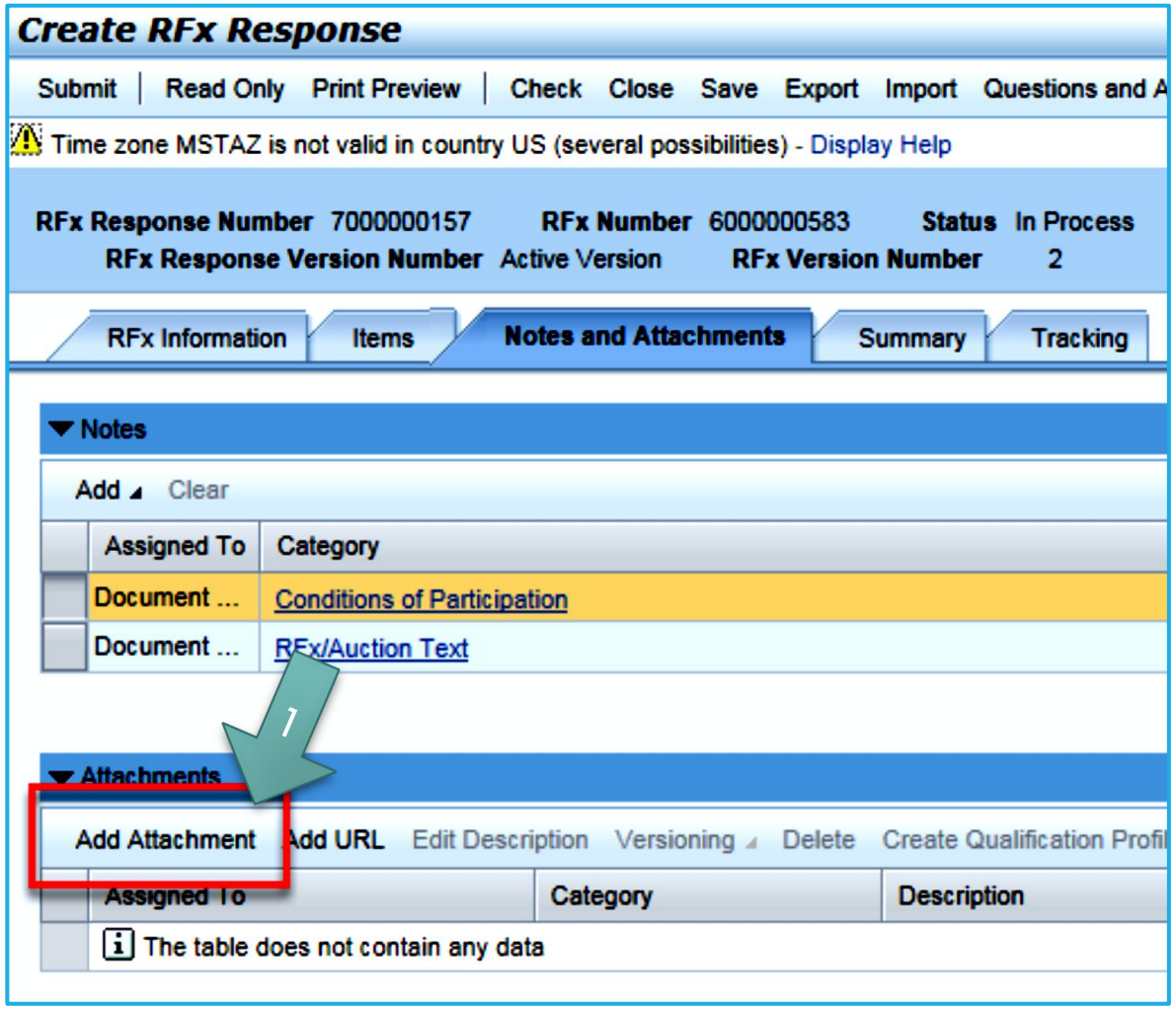
2. Review **RFx Information** Tab for Start/Due dates/ Title of Solicitation

DO YOU WANT TO SUBMIT FOR THIS SOLICITATION?

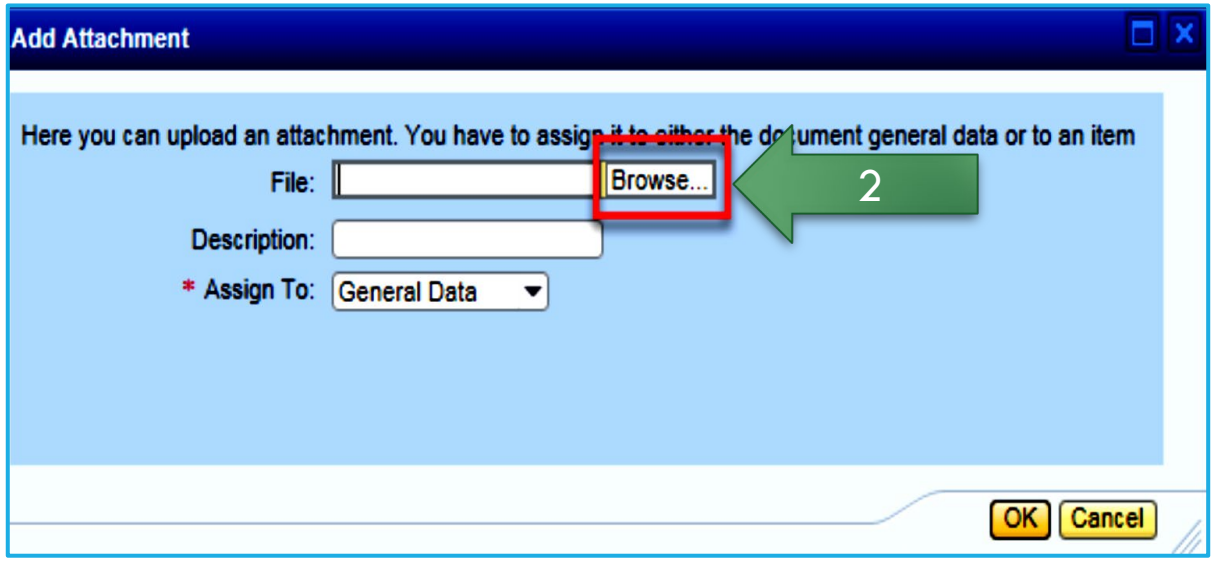
1. Click **Create Response**
2. Review **Notes and Attachments** Tab for the RFQ, Pre-Submittal Presentation, Attendance Sheet, and Notifications, etc.



HOW TO UPLOAD YOUR SOQ

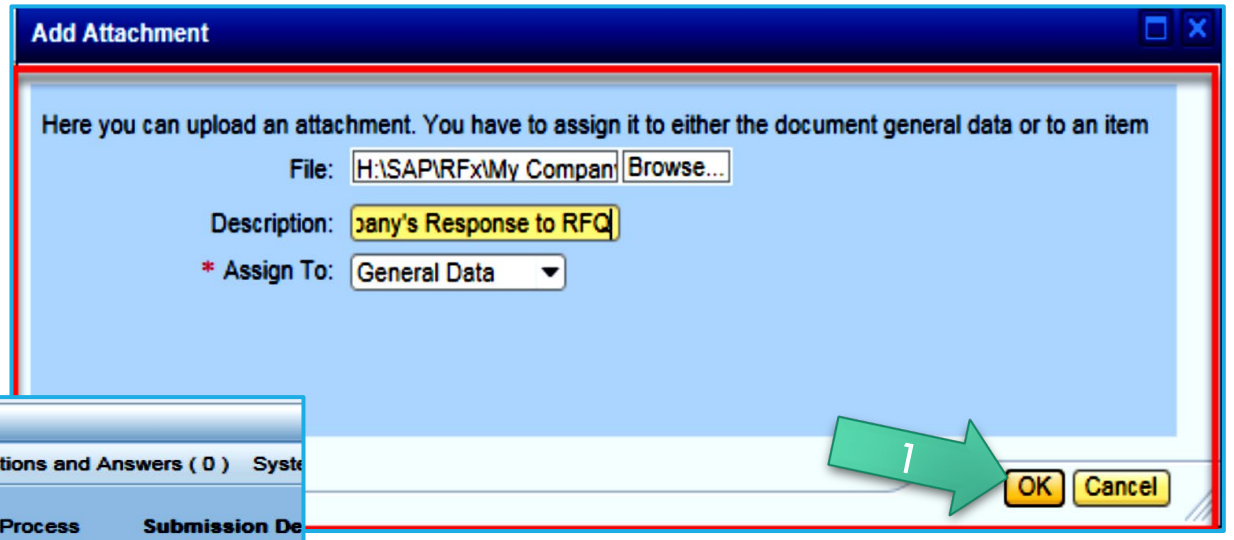


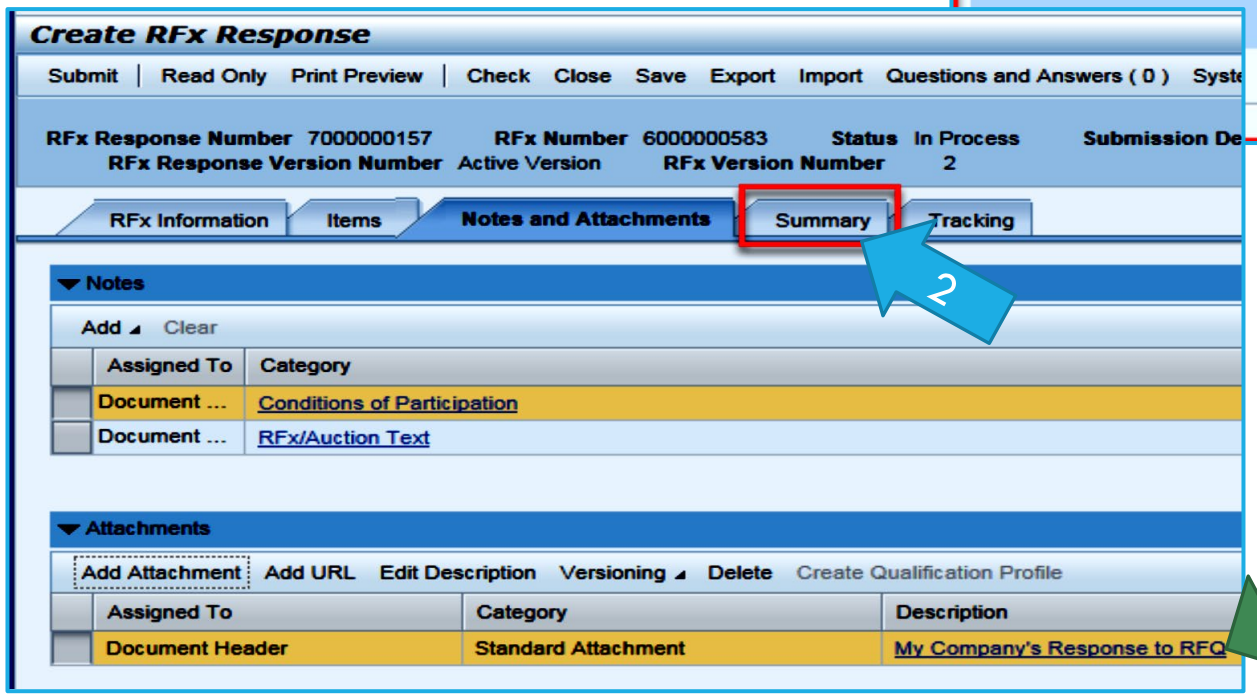
1. Attach SOQ by clicking **Add Attachment,** there will be a separate pop up window
2. Click **Browse** in the pop up window to navigate to the desired attachment document



ADDING AN ATTACHMENT

1. Once you've selected your document, add a Description and then click **OK**



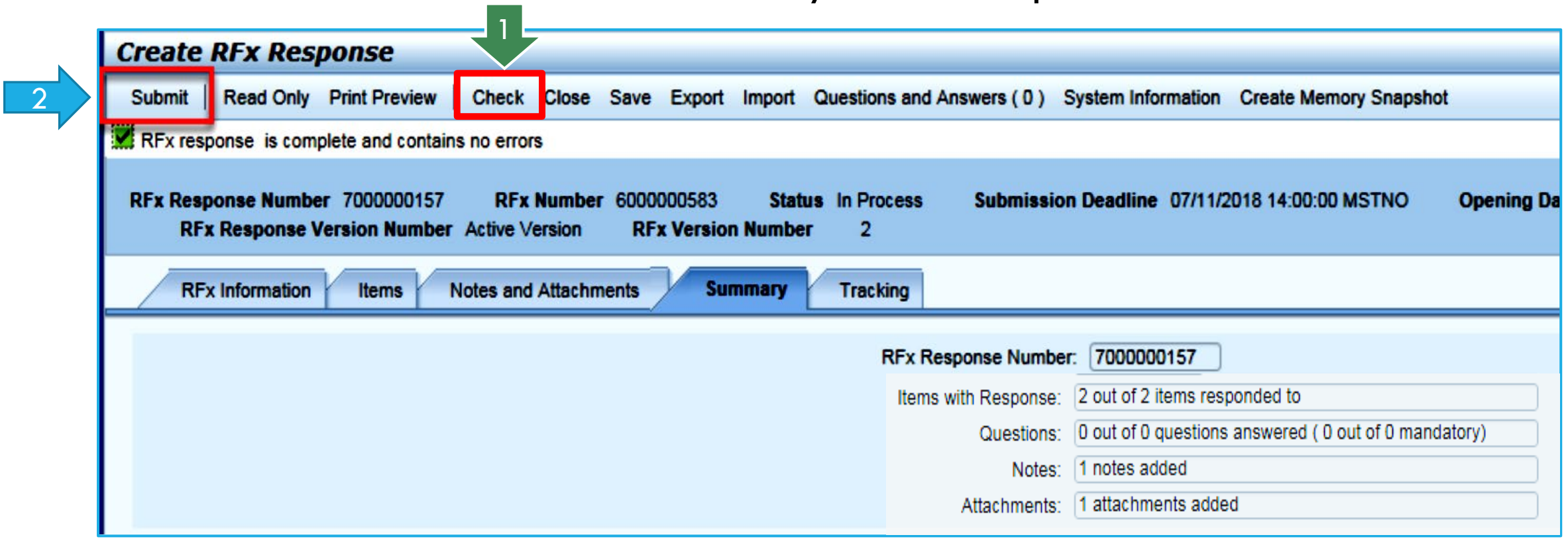


2. The **Summary** Tab provides a high-level overview of your RFx Response

3. Under description click the **blue link** to double check the file that has been uploaded

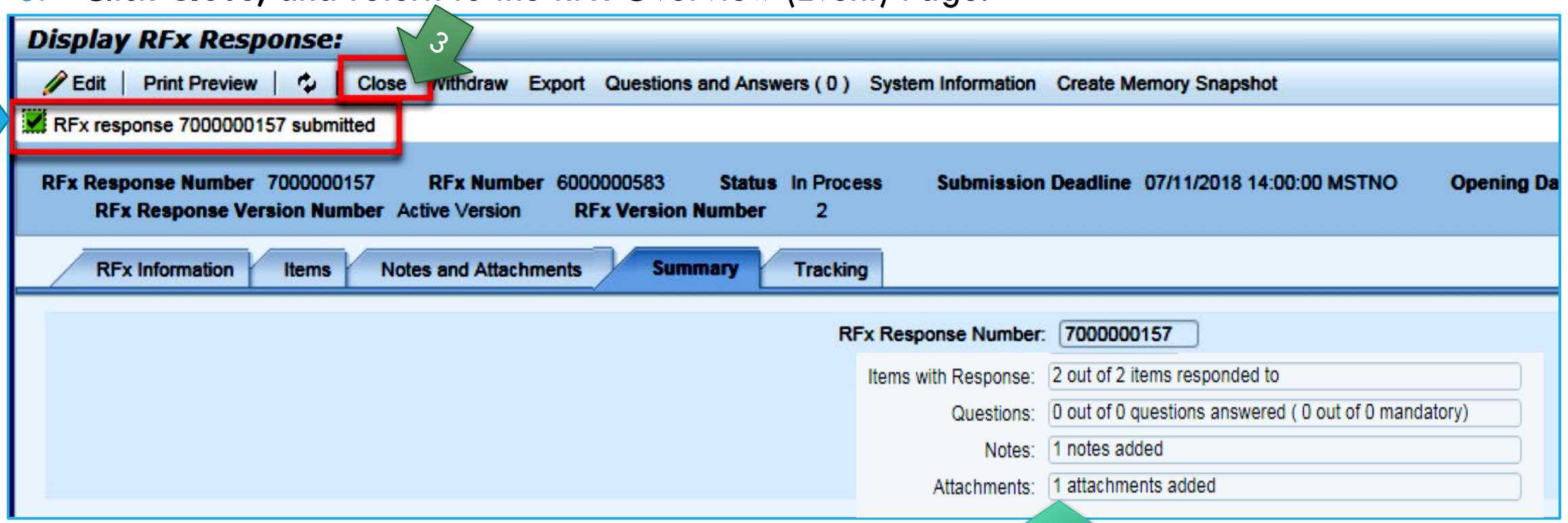
DOUBLE CHECK & SUBMIT

1. Click the **CHECK** button to ensure no system errors
2. Click the **SUBMIT** button to submit your RFx response



RFX RESPONSE SUBMITTED

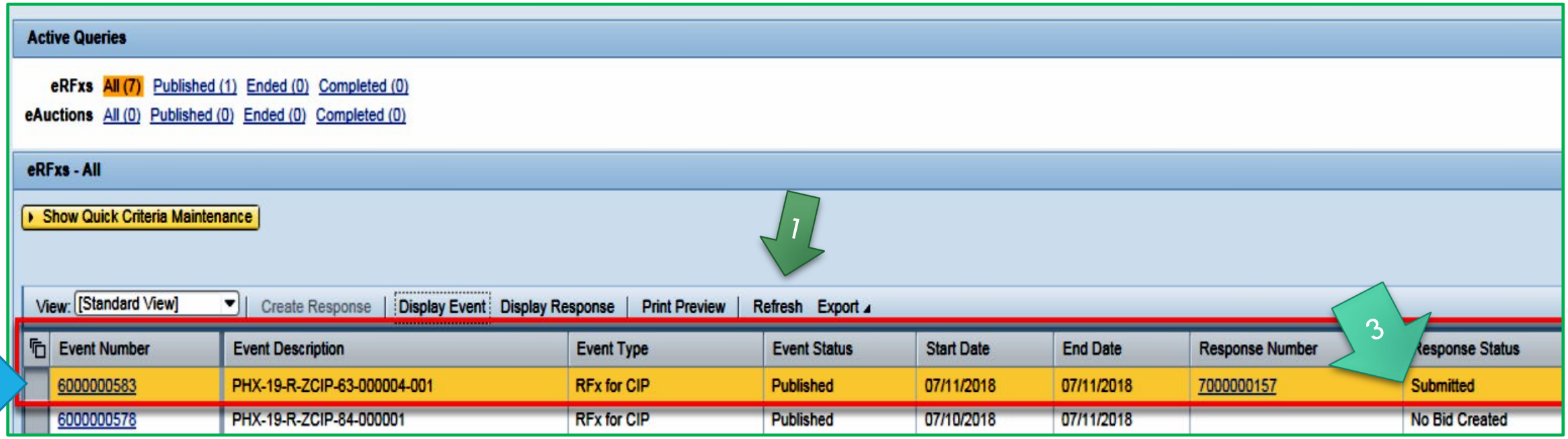
1. You will see a RFx response message that your response was submitted. No email notification will be sent.
2. Confirm you have the **required number of attachments** listed, as outlined in the RFQ.
3. Click **Close**, and return to the RFx Overview (Event) Page.



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**.

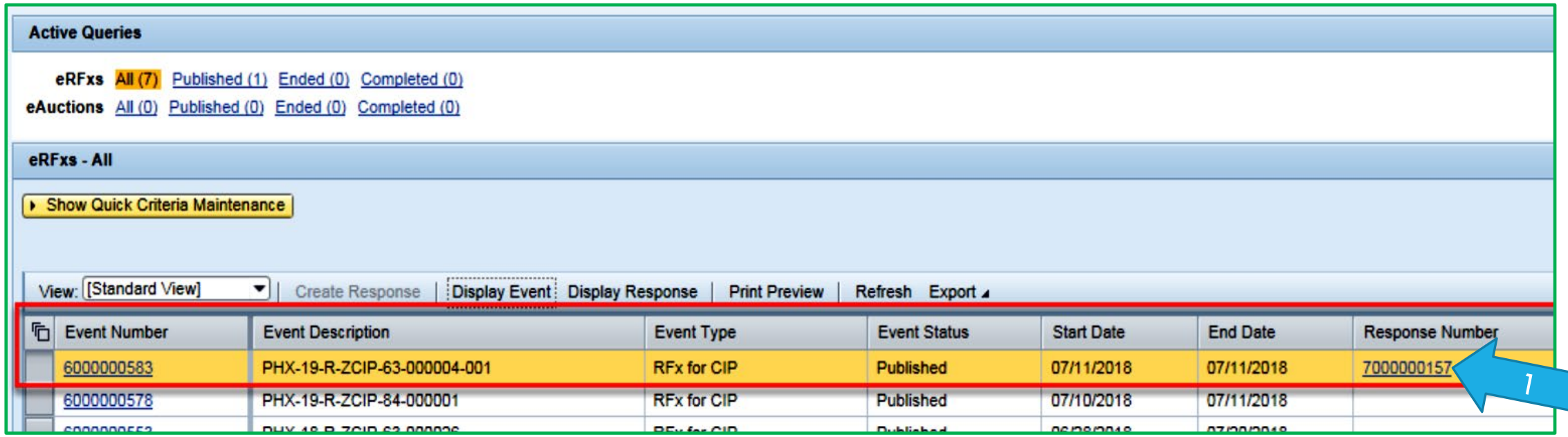


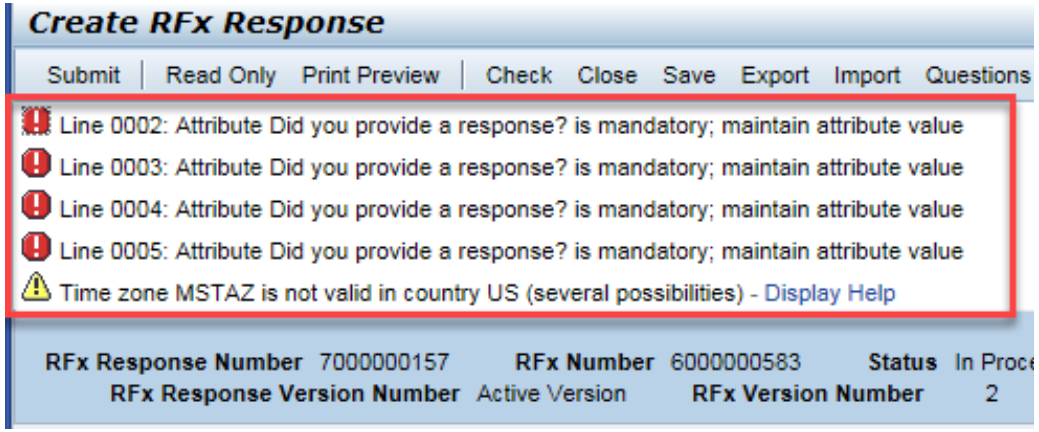
HOW TO EDIT YOUR SUBMISSION

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.



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