



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



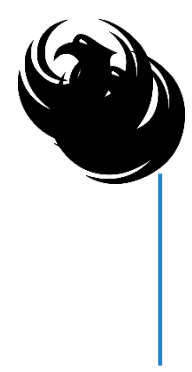
For Assistance contact:



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

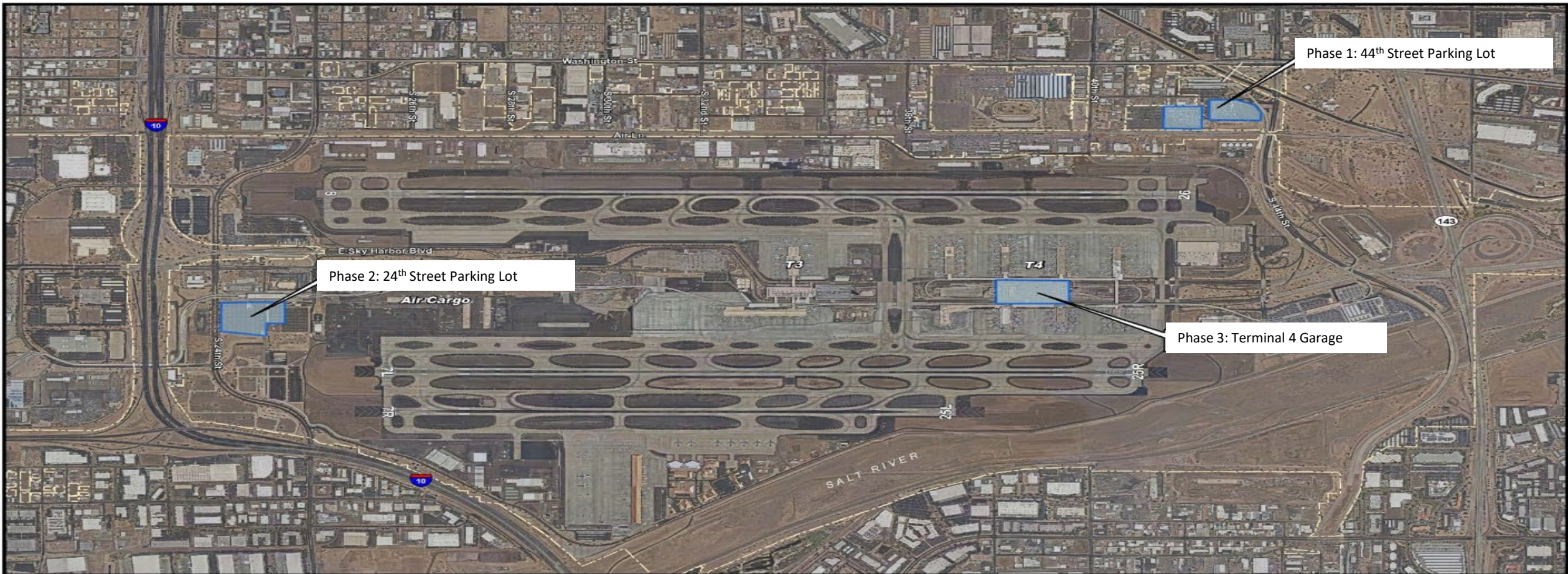


PROJECT DESCRIPTION (CONT'D)

- 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



Phase 1: 44th Street Parking Lot

Phase 2: 24th Street Parking Lot

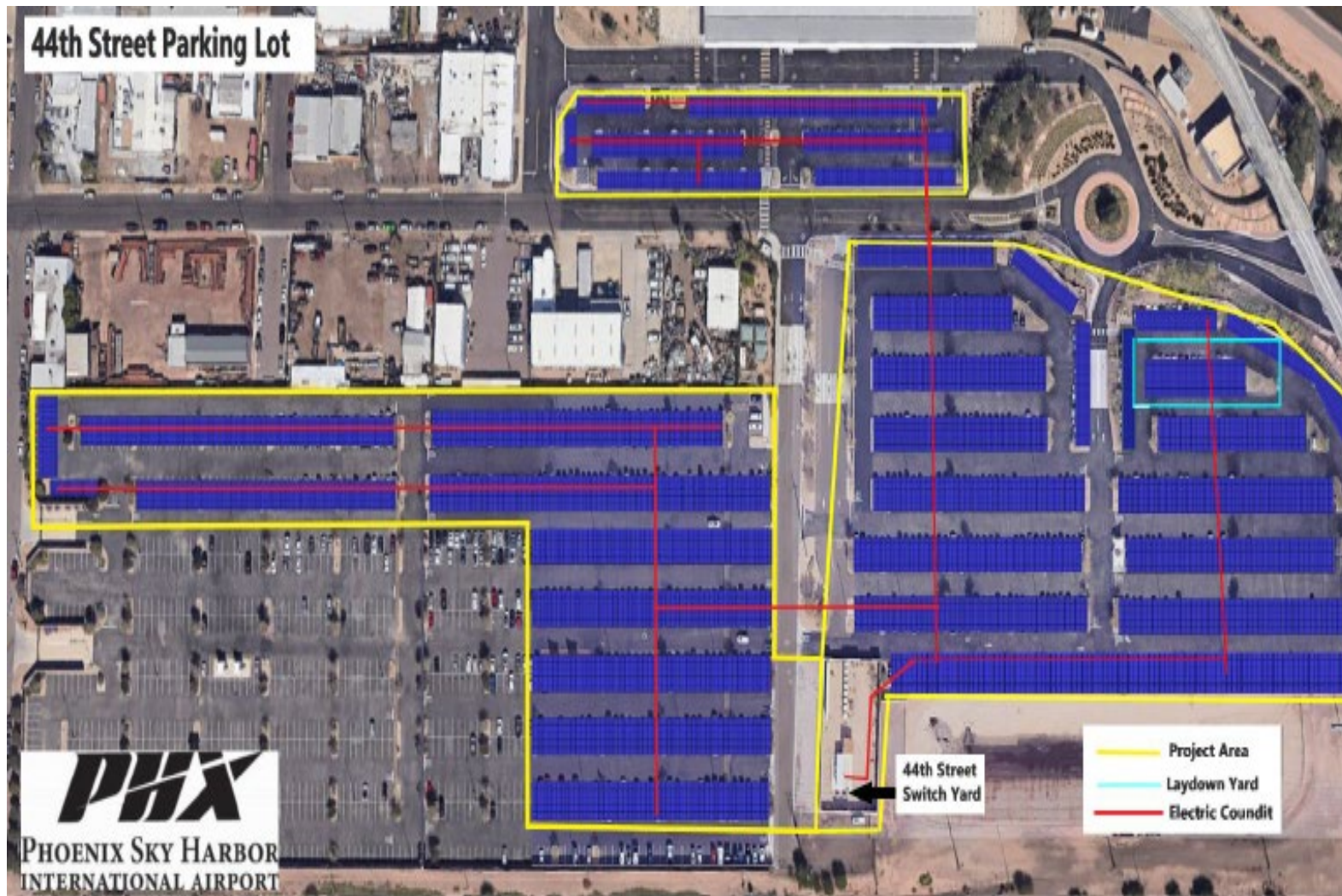
Phase 3: Terminal 4 Garage

LEGEND
Airport Property Boundary

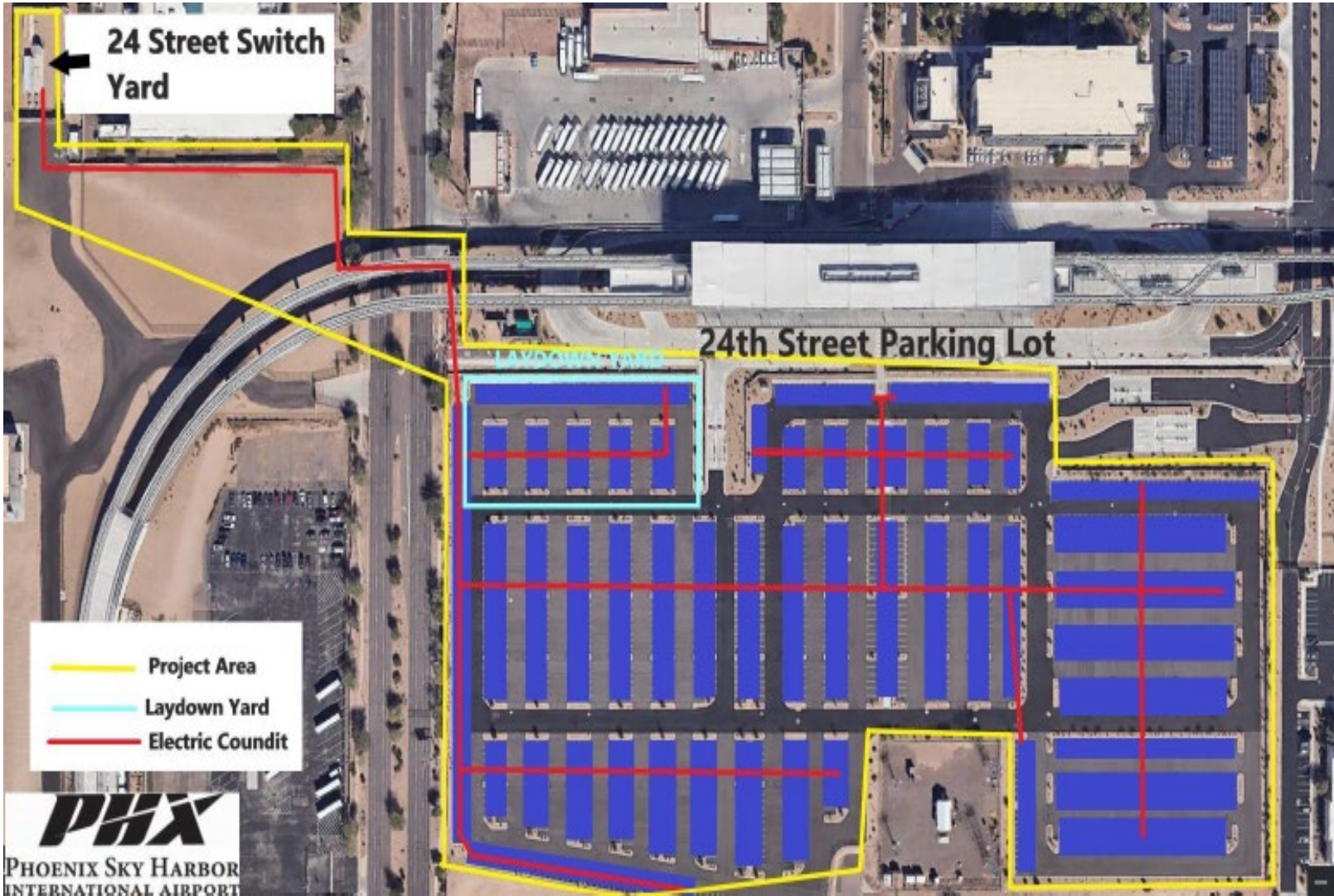
Figure 1
Solar Parking Structures Project Locations

0 300 600 1,200 Feet
Sources: Nearmap, City of Phoenix

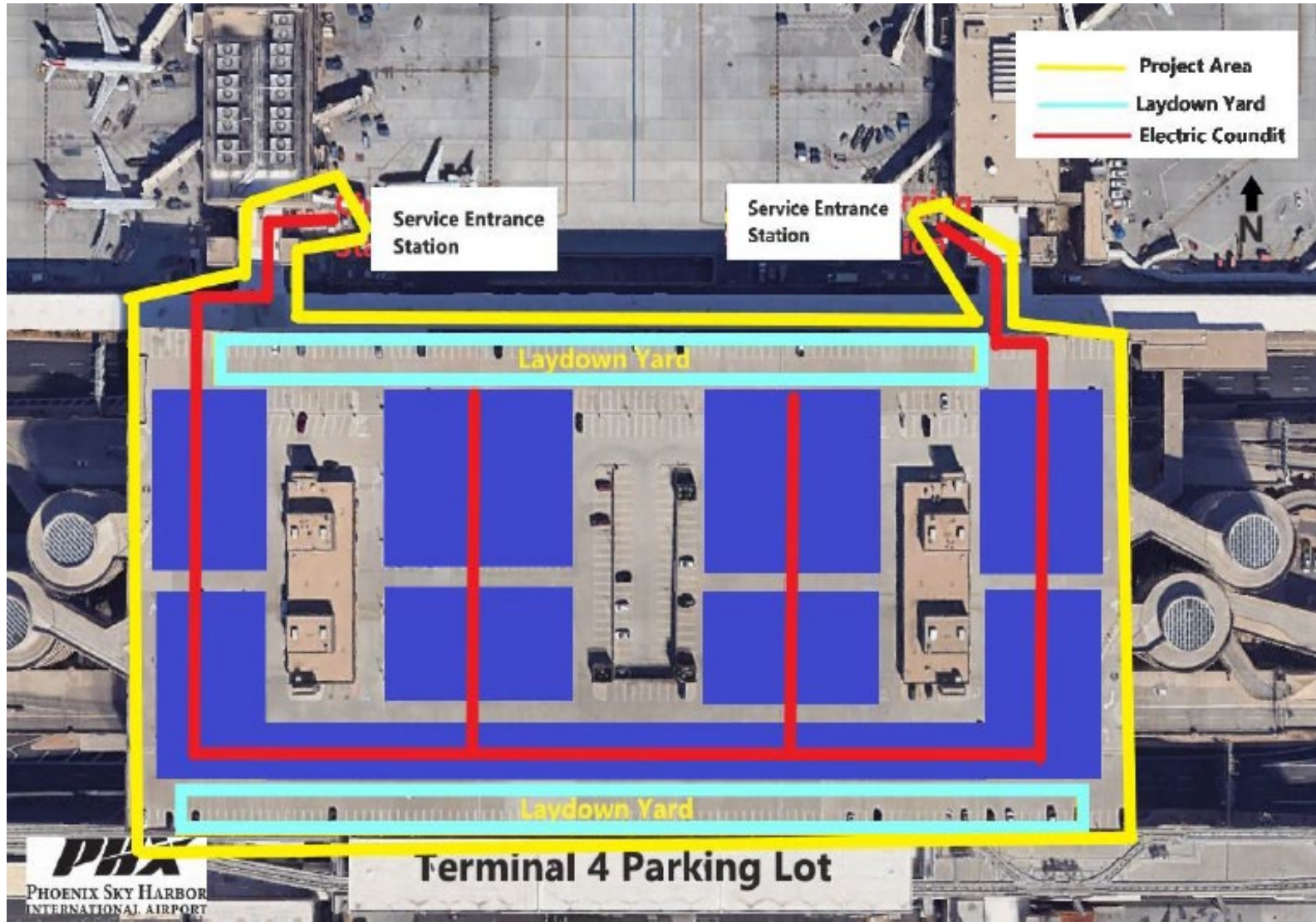
PHX Solar Sites: 24th Street, 44th Street, and Terminal 4



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](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

The screenshot shows the SAP ProcurePHX portal interface. 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 ribbon contains three tabs: 'RFx and Auctions' (highlighted with a red box), 'Administration', and 'Messages'. Below 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 th' and 'As a Vendor Administrator for your company you have'.



FINDING SOLICITATIONS

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

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

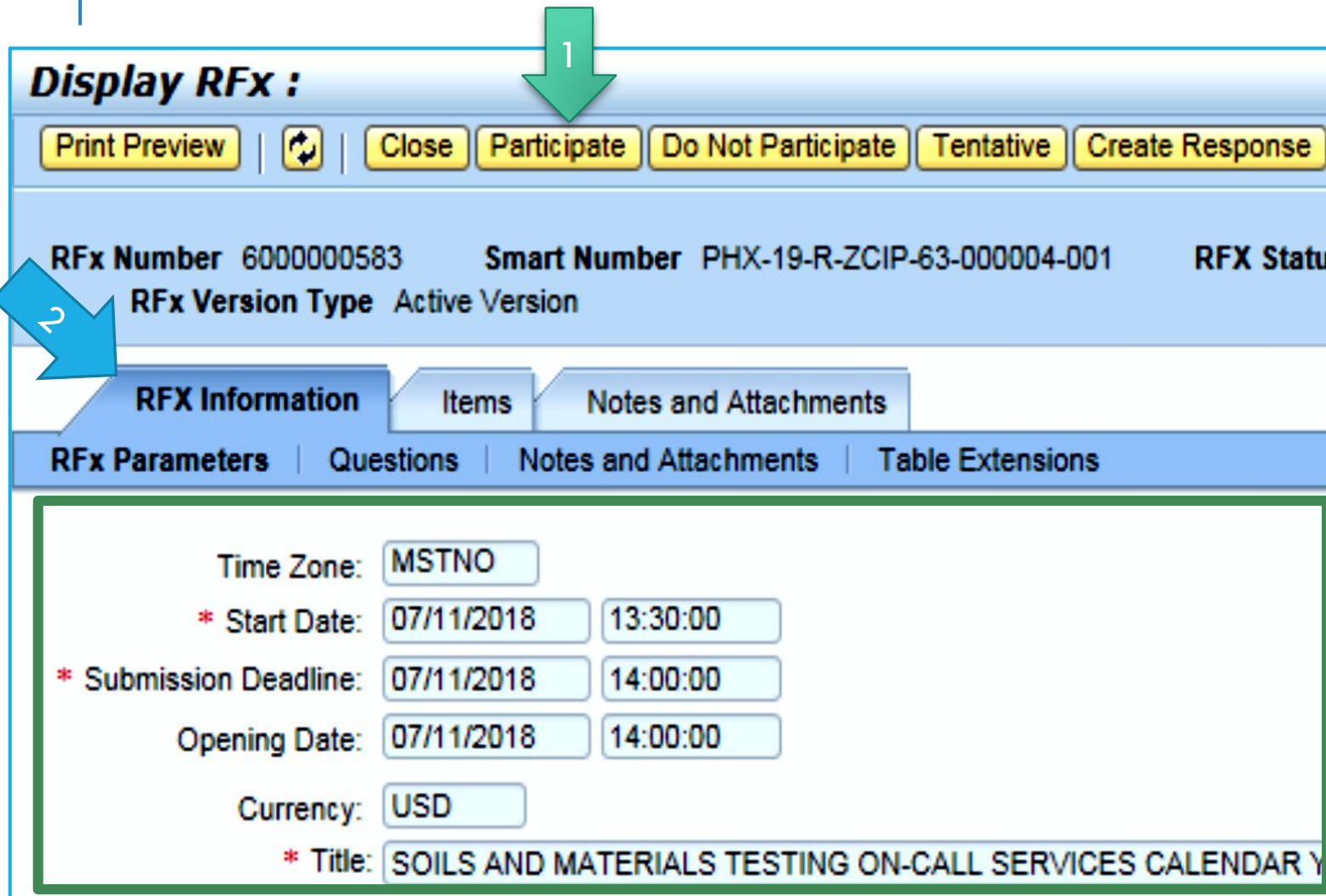
*If you don't see the new window, check your **POP-UP BLOCKER**.*

The screenshot shows a web application interface for managing RFX and Auctions. The main navigation bar includes 'RFX and Auctions', 'Administration', and 'Messages'. Below this is an 'Overview' section with a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The 'Active Queries' section shows 'eRFxs All (7)' and 'eAuctions All (0)'. The 'eRFxs - All' section has a 'Show Quick Criteria Maintenance' button. Below this is a table with columns for 'Event Number' and 'Event Description'. The first row is highlighted in yellow and contains the event number '6000000583' and the description 'PHX-19-R-ZCIP-63-000004-001'. A red box highlights the 'Display Event' button, and a blue arrow points to it with the number '2'. Another red box highlights a gray box next to the event number '6000000583', with a green arrow pointing to it and the number '1'.

Event Number	Event Description
6000000583	PHX-19-R-ZCIP-63-000004-001
6000000578	PHX-19-R-ZCIP-84-000001



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 Status
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 Participate | Tentative | **Create Response** | Questions and Answers (

You have been registered. You will be informed of RFX changes

RFX Number 6000000583 Smart Number PHX-19-R-ZC 000004-001 RFX Status Published
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 YEARS 2019 -



HOW TO UPLOAD YOUR SOQ

Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and A

⚠ Time zone MSTAZ is not valid in country US (several possibilities) - [Display Help](#)

RFX Response Number 7000000157 RFX Number 6000000583 Status In Process
RFX Response Version Number Active Version RFX Version Number 2

RFX Information | Items | **Notes and Attachments** | Summary | Tracking

▼ Notes

Add ▲ Clear

Assigned To	Category
Document ...	Conditions of Participation
Document ...	RFX/Auction Text

▼ Attachments

Add Attachment | Add URL | Edit Description | Versioning ▲ | Delete | Create Qualification Profil

Assigned To	Category	Description
The table does not contain any data		

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

Add Attachment

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: **Browse...**

Description:

* Assign To:

OK Cancel



ADDING AN ATTACHMENT

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

Add Attachment

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: H:\SAP\RFx\My Compan Browse...

Description: My Company's Response to RFQ

* Assign To: General Data

OK Cancel

Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers (0) | System

RFX Response Number 7000000157 RFX Number 6000000583 Status In Process Submission Date

RFX Response Version Number Active Version RFX Version Number 2

RFX Information | Items | Notes and Attachments | Summary | Tracking

Notes

Add Clear

Assigned To	Category
Document ...	Conditions of Participation
Document ...	RFx/Auction Text

Attachments

Add Attachment | Add URL | Edit Description | Versioning | Delete | Create Qualification Profile

Assigned To	Category	Description
Document Header	Standard Attachment	My Company's Response to RFQ

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

Create RFX Response

Submit | Read Only | Print Preview | **Check** | Close | Save | Export | Import | Questions and Answers (0) | System Information | Create Memory Snapshot

RFX response is complete and contains no errors

RFX Response Number	7000000157	RFX Number	6000000583	Status	In Process	Submission Deadline	07/11/2018 14:00:00 MSTNO	Opening Da
RFX Response Version Number	Active Version	RFX Version Number	2					

RFX Information | Items | Notes and Attachments | **Summary** | Tracking

RFX Response Number:

Items with Response:

Questions:

Notes:

Attachments:



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.

The screenshot shows the 'Display RFX Response:' page. A blue arrow labeled '1' points to a green checkmark icon next to the text 'RFX response 7000000157 submitted'. A red box highlights this message. A green arrow labeled '3' points to the 'Close' button in the top navigation bar. Below the message, a table displays RFX details:

RFX Response Number	7000000157	RFX Number	6000000583	Status	In Process	Submission Deadline	07/11/2018 14:00:00 MSTNO	Opening Da
RFX Response Version Number	Active Version	RFX Version Number	2					

Below the table are tabs for 'RFX Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. The 'Summary' tab is selected. On the right side, there is a summary box with the following information:

- 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

A green arrow labeled '2' points to the 'Attachments' field in the summary box.



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**.

Active Queries

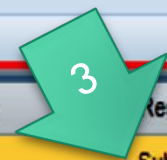
eRFxs [All \(7\)](#) [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#)
eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

Show Quick Criteria Maintenance

View: [Standard View] Create Response **Display Event** Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
6000000583	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published	07/11/2018	07/11/2018	7000000157	Submitted
6000000578	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

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 Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number
6000000583	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published	07/11/2018	07/11/2018	7000000157
6000000578	PHX-19-R-ZCIP-84-000001	RFX for CIP	Published	07/10/2018	07/11/2018	
6000000552	PHX-19-R-ZCIP-63-000006	RFX for CIP	Published	06/28/2018	07/20/2018	



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

Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions

❗ Line 0002: Attribute Did you provide a response? is mandatory; maintain attribute value
❗ Line 0003: Attribute Did you provide a response? is mandatory; maintain attribute value
❗ Line 0004: Attribute Did you provide a response? is mandatory; maintain attribute value
❗ Line 0005: Attribute Did you provide a response? is mandatory; maintain attribute value
⚠ Time zone MSTAZ is not valid in country US (several possibilities) - [Display Help](#)

RFX Response Number 7000000157 RFX Number 6000000583 Status In Proc
RFX Response Version Number Active Version RFX Version Number 2