

Pre-Response Meeting

Aviation Revenue Contract Solicitations (RCS)

AVN RCS 24-001

Childcare Services at Phoenix Sky Harbor International
Airport

Thursday, January 25, 2024

10:00 A.M.

via WebEx

 **PHX DVT EYR**





✈️ **Aviation Department Director's Office**

Matthew Heil, Deputy Aviation Director

✈️ **Contracts and Services Division**

Michael Hughes, Deputy Aviation Director

Sarah Moratto, Small Business Engagement Manager

Cadle Collins, Procurement Manager/Procurement Officer

✈️ **Business and Properties Division**

Maria Wagar, Management Assistant II

✈️ **Equal Opportunity Department**

Jana Evans, Equal Opportunity Specialist



Matthew Heil
Deputy Aviation Director



Michael D. Hughes
Deputy Aviation Director



Welcome & Housekeeping

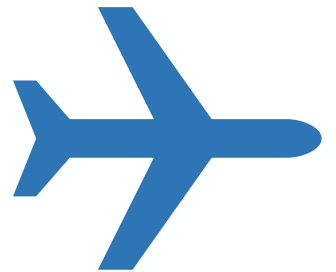
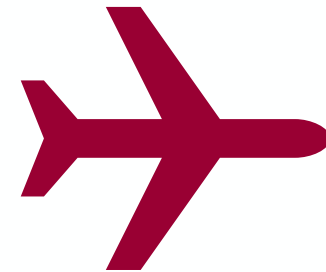
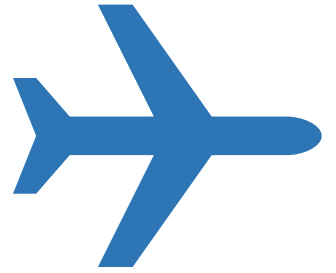
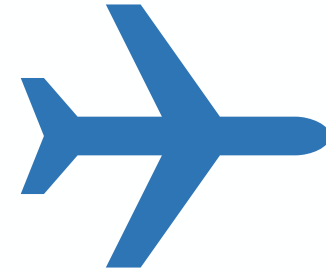


- ➔ **Your Device is Automatically Muted**
- ➔ **Use the “Chat” Function to Submit Your Questions during the Meeting. Questions will be answered at designated times.**
- ➔ **Presentation will be available at:**
<https://solicitations.phoenix.gov/Solicitations/Details/1696>



Agenda

- Introductions
- Solicitation Transparency Policy
- RCS Process Overview
- RCS 24-001 Childcare Services
- Small Business Engagement and Outreach Requirements
- Questions





Solicitation Transparency Policy



OFFERORS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED!

All communication must be directed to the Procurement Officer.

Effective

Date/Time Solicitation is issued.
January 10, 2024

Discussion & Requests

Only discuss matters of this RFP with the
Procurement Officer.

Phoenix City Code

Chapter 43, Section 43-36

Public Meeting

Discussion may occur with City staff in a Public
Meeting, requested through Procurement Officer

Policy Ends

City Council approves Contract award.
Projected October 2024.



No Exceptions or Material Changes

- ✈ The City will not accept any changes to the material provisions or requirements of the RCSs or Leases.
- ✈ Responses including exceptions or changes are subject to rejection as non-responsive Responses.
- ✈ Submission of a signed response indicates that the Respondent and its Partners and/or business affiliates agree with the terms set forth in the RCSs and Draft Leases with no material changes.
- ✈ The City will in fact consider material changes and exceptions to the RCS/Lease prior to the Q/A Deadline of **1/30/2024**.



RCS Overview: Questions and Answers



- ➔ Submit Written Questions By **Tuesday, January 30, 2024**
 - **3:00 P.M. local Arizona time.**
 - Email: avn.solicitations@phoenix.gov
 - Include the RCS Number and Title in the email

- ➔ Written Questions **ONLY**
 - Some questions may be answered verbally today.
 - Written answers **supersede** verbal answers.
 - All questions and responses will be published via an addendum.

- ➔ Q&A and Addendums Available At:
<https://solicitations.phoenix.gov/Solicitations/Details/1696>





RFP Overview: Addenda



- ➔ Changes to this RFP will be an addendum, available at:
<https://solicitations.phoenix.gov/Solicitations/Details/1696>
- ➔ Must acknowledge receipt, sign, and return addendum with Offer.
- ➔ If addendum with material changes is not signed and submitted with Offer, Offer will be deemed non-responsive and rejected.
- ➔ Offerors' responsibility to visit the City's website for update(s) to this solicitation including all addendums.



RCS Overview: Solicitation Deadline



DEADLINE

**Tuesday, March 12, 2024
by 1:00 P.M.
Local Arizona Time**

LATE RESPONSES WILL BE DISQUALIFIED

Public Notice of Tabulations and Award Recommendations

<https://solicitations.phoenix.gov/Awards>

(Sort by Department: Aviation)



*All Dates and Time are Subject to Change



RCS Overview: Submittal Location



Physical Submittal

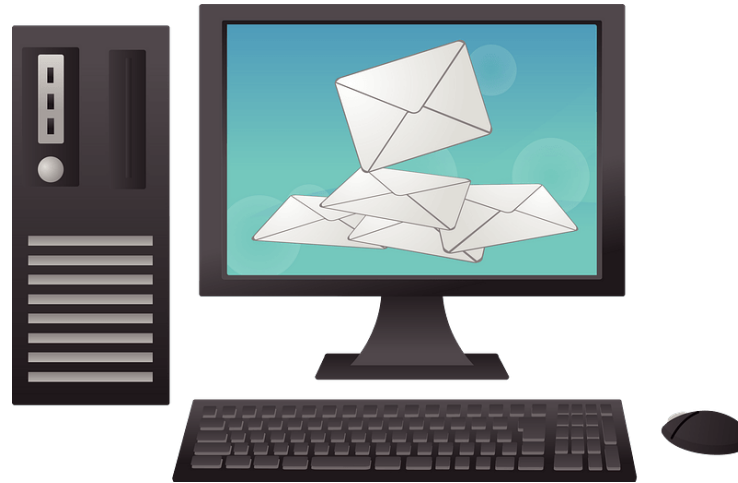
Aviation Headquarters
2485 East Buckeye Road
Phoenix, AZ 85034

Monday – Friday, 8:00 a.m. to 5:00 p.m.

NOTE: The Response Guarantee and Notarized Affidavit, regardless of response submission method, must be received at Aviation Headquarters located at 2485 E. Buckeye by the solicitation deadline.



RCS Overview: Submittal Location



Electronic Submittal
Submit Offers via email to:
avn.solicitations@phoenix.gov

The City email system has a file size limitation of 150 mb.

NOTE: The Response Guarantee and Notarized Affidavit, regardless of response submission method, must be received at Aviation Headquarters located at 2485 E. Buckeye by the solicitation deadline.



AVN RCS 24-001

CHILDCARE SERVICES AT PHOENIX SKY HARBOR INTERNATIONAL AIRPORT

RCS and Scope Overview
Cadle Collins & Matthew Heil





RCS 24-001 Overview: Minimum Qualifications



Each Respondent's Response must demonstrate it meets the Minimum Qualifications as required in the RCS.

Failure to meet the minimum qualifications will result in a non-responsive Response.

1. Respondent must have a minimum of five (5) years of experience providing licensed Childcare Services.
2. Respondent must have completed two (2) similar projects involving the successful operation of a Childcare Facility.
3. Respondent must possess and maintain necessary accreditation, licensing and insurance.

Respondents who do not meet the minimum qualifications are encouraged to joint venture partner or sublease with more established firm(s).



RCS 24-001 Overview: Evaluation Criteria



***Refer to AVN RCS 24-001 for specific details**

Only those Respondents submitting responsive and responsible Responses that meet the minimum qualifications will have their Responses evaluated.

- | | |
|---|---------------------|
| 1. Overall Qualifications and Experience of the Respondent and Key Personnel | 0-375 Points |
| 2. Method of Approach and Management, Marketing, Operations, and Tech Plans | 0-350 Points |
| 3. Design of the Childcare Service Facility | 0-275 Points |

Total Points Available

1000 Points



***Refer to AVN RCS 24-001 for specifics and all requirements and deadlines.**

If delivering the Response in-person, Respondent must submit the following in a sealed response package:

- ➔ One (1) original Response with an authorized original signature on the Affidavit (**Exhibit 12**).
- ➔ Two (2) hard copies of the Response.
- ➔ One (1) electronic copy of the Response on a USB drive, using unlocked pdf format and in the same page order as the hard copy.
- ➔ Conflict of Interest and Solicitation Transparency Disclosure Form (**Exhibit 13**).
- ➔ Letter of Declaration (**Exhibit 5**).



RCS 24-001 Overview: Delivery of Response



***Refer to AVN RCS 24-001 for specifics details.**

Each Respondent must submit the following information in their Response:

Tab 1: General Information

Tab 2: Overall Qualifications and Experience of the Respondent & Key Personnel

Tab 3: Method of Approach and Management, Marketing, Operations, and Tech Plans

Tab 4: Design of the Childcare Facility



Seeking Responses From Qualified Respondents To:

- ✈ Build Out
- ✈ Staff
- ✈ Develop a Client Base
- ✈ Manage Childcare Facility at 44th Street Sky Train[®] at PHX

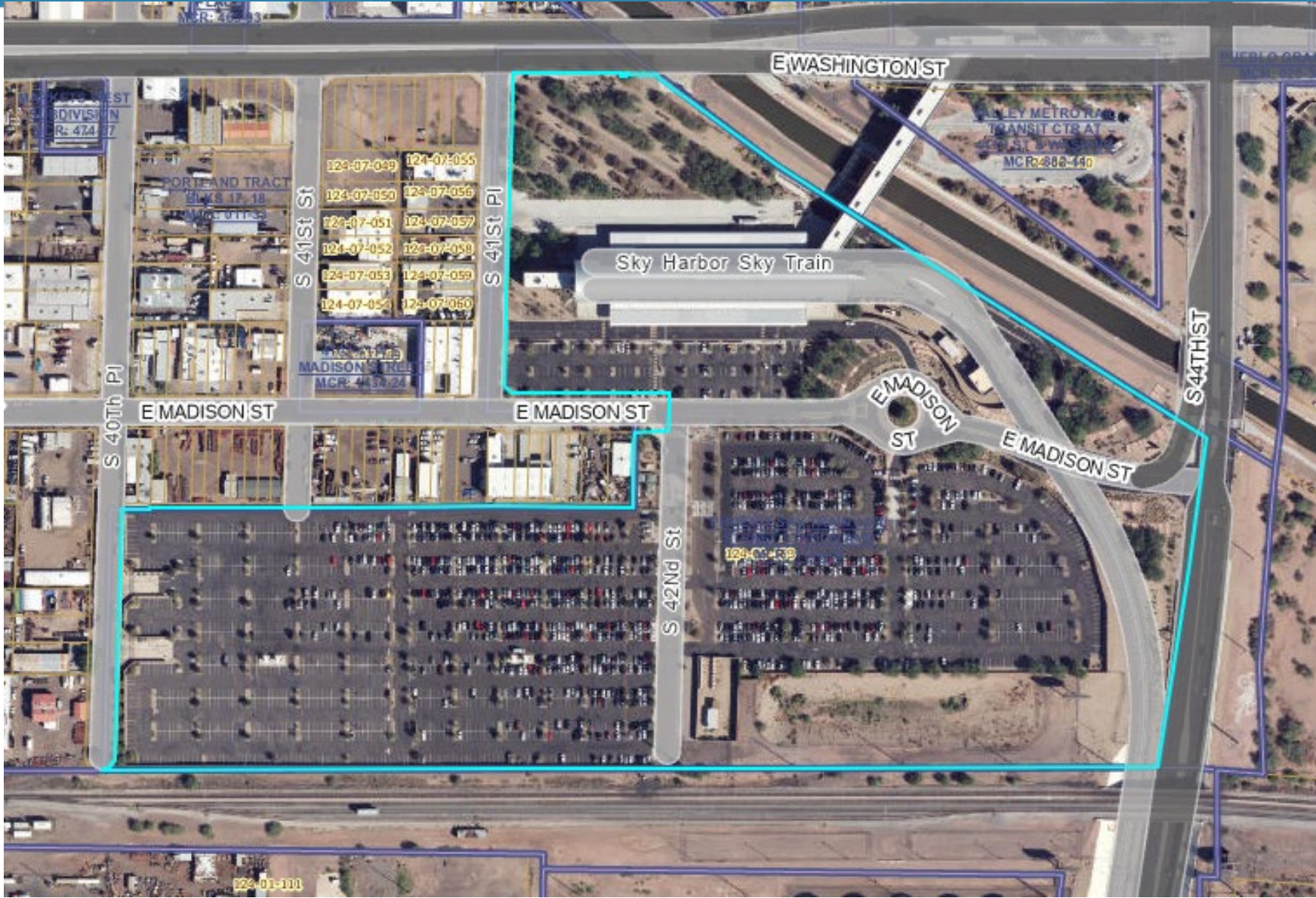


City's Desired Outcome from this Procurement:

- Strive to provide quality low-cost Childcare Services
- Have a design build-out that creates a welcoming and safe environment
- Utilize technology concepts to enhance children's early learning development
- Respondents, having a proven track record in the successful management childcare facility
- Respondents, having a proven track record of build-out, staffing, and development of a client base

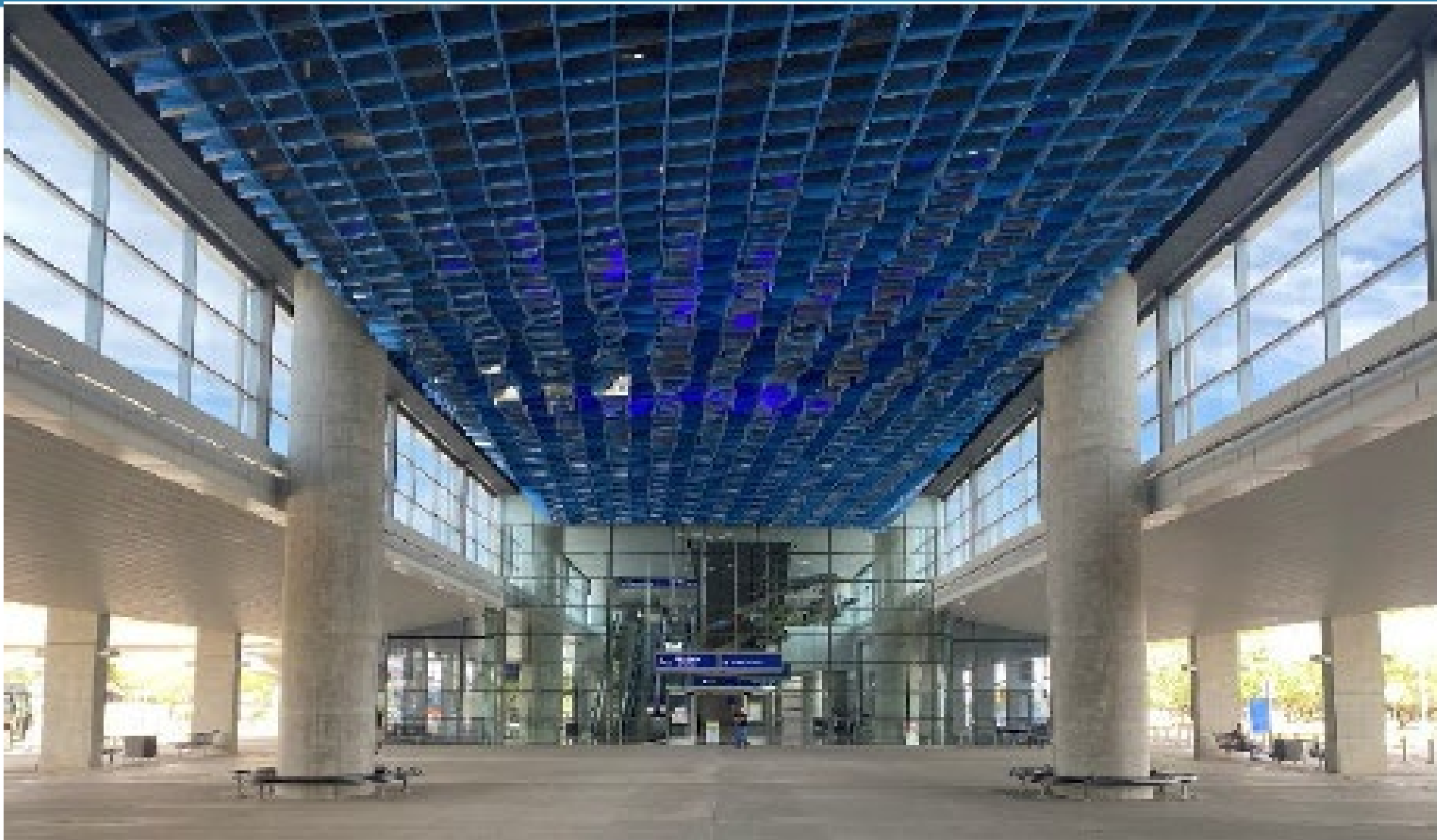


RCS 24-001 Scope Overview Cont.





RCS 24-001 Scope Overview Cont.

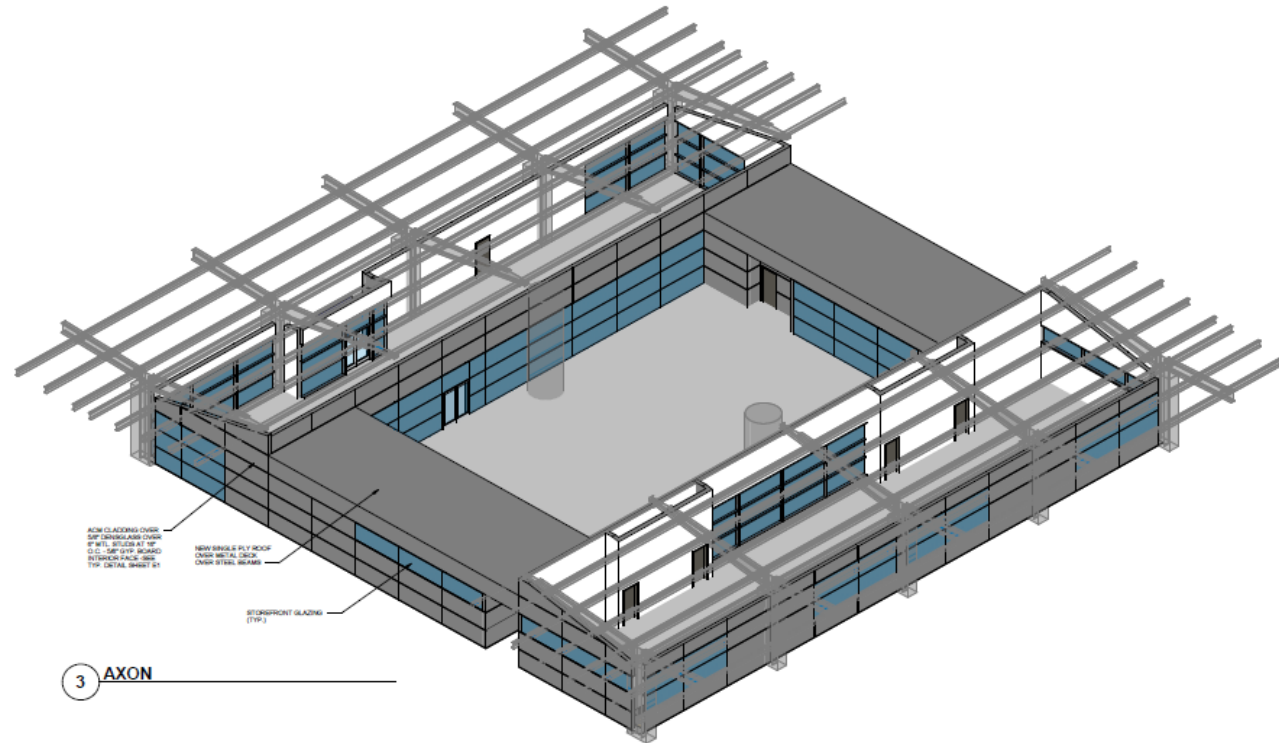




- Facility Indoor Area: 8,546 SF
- Facility Outdoor Area: 4,916 SF
- Facility Total: 13,462 SF



RCS 24-001 Scope Overview Cont.



NEW GLAZING OVER
EXISTING GLAZING OVER
2" WFL STUDS AT 16"
O.C. (SEE ELEV. BOARD
INTERIOR FACE SEE
THE OTHER SHEET SET)

NEW SINGLE PLY ROOF
OVER METAL DECK
OVER STEEL BEAMS

STORMFRONT GLAZING
(STEP)

3 AXON

DATE	REVISED	JOB NO.	211021
DRAWN	BY	CHECKED	LEA/JL
SHEET TITLE			
THREE DIMENSIONAL DRAWINGS			
REVISION			

PHX SKY TRAIN CHILDCARE FACILITY
SKY HARBOR INTERNATIONAL AIRPORT
 CITY OF PHOENIX AVIATION DEPARTMENT
 400 STREET
 PHOENIX AZ 85035

LEA - ARCHITECTS, LLC
 1730 EAST NORTHERN AVE PHOENIX, AZ
 ARCHITECTURE, PLANNING INTERIORS, CONSTRUCTION MGMT.

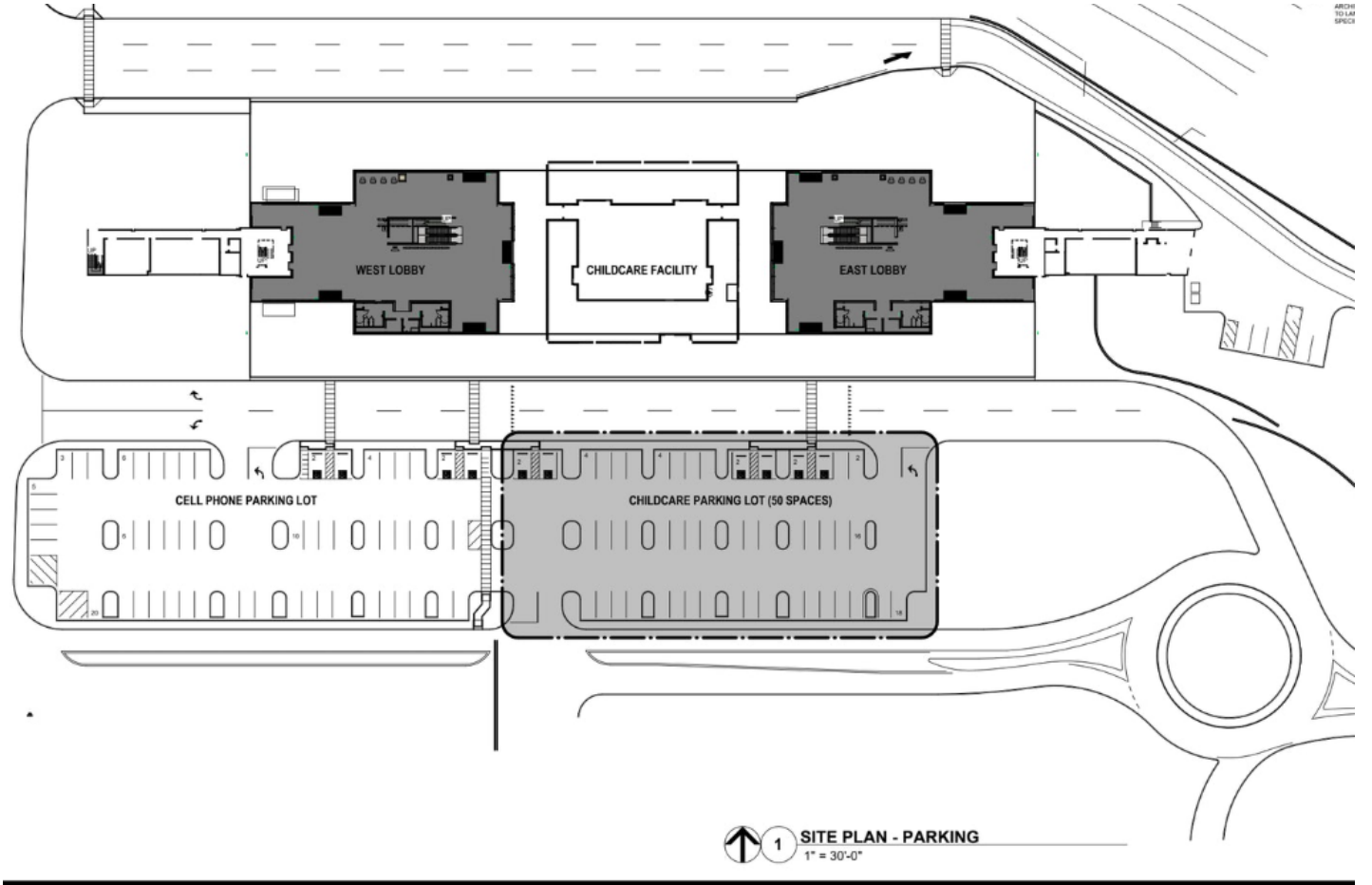
E2
 CONCEPT DESIGN



RCS 24-001 Scope Overview Cont.



DROP-OFF/PICK-UP AREA





NET RENTAL RATE

✈ \$10.00 per Square Foot

✈ \$134,620.00 Annual

✈ Payable to City in 12 Monthly Installments

✈ Begins after the “Initial Term” or upon completion of all construction



“AS IS” CONDITION AND CAPITAL INVESTMENTS

- All capital investments must be provided by the Successful Respondent
- The City will provide funds in amount up to \$3,000,000.00 (City Funding) to the Successful Respondent to be used solely toward the Childcare Facility build-out
- Must Follow Section § 34-101, et seq. (collectively, “Title 34”)
- Must Comply with all applicable provisions of the Americans with Disabilities Act, 42 U.S.C. § 12101 et al., the ADA Accessibility Guidelines (ADAAG).



Reporting Requirements:

- ✈ Accident and Safety Reports – Due within 24 hours of the occurrence
- ✈ Income and Expense Report and Enrollment/Staffing Ratios – Due within twenty (20) days after the close of each month.
- ✈ Annual Report – Due by March 31st of each Year



Hours of Operations:

- ✈ 6:00 a.m. – 6:00 p.m. with the exception of unforeseen emergency situations approved by the Aviation Director
- ✈ The Successful Respondent must have a willingness to expand to non-traditional care hours as some of the Airport Workers are required to be available 24/7/365



Environmental And Energy Conservation

- ✈ The Airport is committed to incorporating sustainable principles and practices into its operation.
- ✈ The Airport values the vision, commitment and sustainability practices demonstrated by its Airport Tenants. Information on the Airport's sustainability vision, commitment and practices can be found at <https://www.skyharbor.com/about/Sustainability>



General Requirements:

- ➔ Provide care for children between the ages of six (6) weeks to six (6) years of age
- ➔ Priority enrollment given to badged Airport Workers
- ➔ Child age groups and teacher/student ratios shall be in compliance with City, State and Federal laws and regulations
- ➔ Maintain a current Program Policies and Procedures Manual
- ➔ Recruit a qualified administrator to operate and manage the Childcare Facility
- ➔ Obtain and maintain applicable licensing, accreditation, and permits



Primary Contract Term:

10 Years with no option to extend

- ✈ The Lease will be effective on the date of execution by the City (Effective Date)
- ✈ The Initial Term of the Lease will begin on the Effective Date and last for twelve (12) to eighteen (18) consecutive months
- ✈ The Primary Term of the Lease will commence twelve (12) to eighteen (18) months from the Effective Date
- ✈ Respondents are advised to read the Draft Lease included as **Exhibit 1**



Small Business Outreach Requirements

Equal Opportunity Department
Jana Evans





Small Business Outreach Reminders



- Phoenix Sky Harbor utilizes Race- and Gender-Neutral Measures to achieve Small Business Participation
- The City strongly encourages the Successful Respondent to utilize Small Businesses in its contract, and to use good faith and reasonable efforts to promote the participation of small firms at Phoenix Sky Harbor International Airport.



Arizona Small Business Directories

ACDBE or DBE Certified and SBC Firms:

<https://utracs.azdot.gov>

SBE (City of Phoenix) Certified Firms:

<https://phoenix.diversitycompliance.com>

**Respondents' outreach efforts are not restricted
to companies registered with the City**



Time of RCS Submittal – ALL Respondents

- There are no Small Business requirements due at the time of submittal.

Post Award Submittal – Successful Respondent

- Form EO2, Exhibit 4, is due within 60 Days of contract award.
- This form is the Respondents Documentation of Small Business Outreach efforts (Form EO2).
- The EO2 Form provides a template for you to follow to complete all the steps necessary for your Outreach Efforts.



Small Business Outreach Efforts Documentation

Acronym to help you remember the necessary steps for Outreach Efforts – **ICE-T**:

- **Identify** opportunities for small business participation
- **Conduct** outreach for small business participation
- **Evaluate** small business participation
- **Tell** each small business that responded to the outreach efforts of their selection decision whether or not the small business was selected



Small Business Outreach Efforts Documentation



Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program Form EO2 - SMALL BUSINESS OUTREACH EFFORTS

Name of Company (Respondent):	Solicitation Name:	Contract Name:
Email:	Phone #:	Point of Contact:

Successful Respondent must conduct outreach efforts and submit supporting documentation of those outreach efforts as described in the Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program Race- and Gender-Neutral Contract Clause (Contract Clause). Detailed instructions for this form are included in the Contract Clause. Supporting documentation is required for columns D and F. Successful Respondent should make additional copies of this form as needed.

(A) Small Business Name and Contact Information	(B) Business Status	(C) Scope(s) of Work Solicited	(D) Solicitation Method	(E) Selection Decision	(F) Communication Final Selection Outcome*
Name: Address: City, State, Zip: Number of Employees: Phone Number: Email or Fax: Number of Years in Business: Range of Annual Gross Receipts:	<input type="checkbox"/> ACDBE/DBE <input type="checkbox"/> SBC - Small Business Concern <input type="checkbox"/> SBE - City of Phoenix Certified <input type="checkbox"/> Unknown	List Scope(s) of Work	<input type="checkbox"/> E-mail Blast <input type="checkbox"/> Phone Call <input type="checkbox"/> In-Person <input type="checkbox"/> Newspaper <input type="checkbox"/> Website <input type="checkbox"/> Trade Listing <input type="checkbox"/> Outreach Event <input type="checkbox"/> Other	<input type="checkbox"/> Firm was selected <input type="checkbox"/> Firm was not selected Provide explanation of why firm NOT selected <div style="font-size: 2em; color: red; text-align: center;">E</div>	Date Firm was Notified: Method used to Communicate Selection: <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Letter <input type="checkbox"/> In person
Name: Address: City, State, Zip: Number of Employees: Phone Number: Email or Fax: Number of Years in Business: Range of Annual Gross Receipts:	<input type="checkbox"/> ACDBE/DBE <input type="checkbox"/> SBC - Small Business Concern <input type="checkbox"/> SBE - City of Phoenix Certified <input type="checkbox"/> Unknown	List Scope(s) of Work	<input type="checkbox"/> E-mail Blast <input type="checkbox"/> Phone Call <input type="checkbox"/> In-Person <input type="checkbox"/> Newspaper <input type="checkbox"/> Website <input type="checkbox"/> Trade Listing <input type="checkbox"/> Outreach Event <input type="checkbox"/> Other	<input type="checkbox"/> Firm was selected <input type="checkbox"/> Firm was not selected Provide explanation of why firm NOT selected <div style="font-size: 2em; color: red; text-align: center;">T</div>	Date Firm was Notified: Method used to Communicate Selection: <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Letter <input type="checkbox"/> In person

*Firms must be notified of final selection outcome prior to submittal of this form.



Small Business Participation



Track and report **all ACDBE, DBE, and/or small business participation** that occurs as a result of:

- * *Contracts*
- * *Procurements*
- * *Purchase orders*
- * *Goods/services*
- * *Or other arrangements involving sub-tier participation*



Small Business Contacts



Questions on Outreach Requirements:

Jana Evans

Equal Opportunity Compliance Specialist

Email: jana.evans@phoenix.gov

Questions on Outreach Events and Upcoming Opportunities:

Sarah Moratto

Small Business Engagement Manager

Email: sarah.moratto@phoenix.gov



**Thank You for
Attending!**

