



# PRE-SUBMITTAL MEETING

JANUARY 18, 2024



**PHOENIX SKY HARBOR INTERNATIONAL AIRPORT (PHX)  
TERMINAL 4 INFRASTRUCTURE NORTH CONCOURSE 4  
PASSENGER BOARDING BRIDGES REPLACEMENT –  
2-STEP CMAR SERVICES  
AV21000112 FAA**

**PROCUREPHX PRODUCT CATEGORY CODE: 91200000**

**RFx Number: 600001531**

**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](mailto: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](mailto: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](mailto:sylvia.capture@phoenix.gov)

(602) 495-3790

**B.A. Golston**, Sr. Project Manager, Aviation Department



# MEETING OVERVIEW

Attendance Sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (**RFx: 6000001531**):

<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



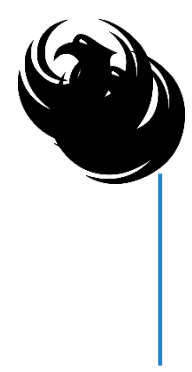
**For Assistance contact:**



**Karina Matthiessen**  
**Contract Compliance Programs**  
**Assistant**



**[karina.matthiessen@phoenix.gov](mailto:karina.matthiessen@phoenix.gov)**  
**602-261-8873**



# QUESTIONS?







# PROJECT DESCRIPTION

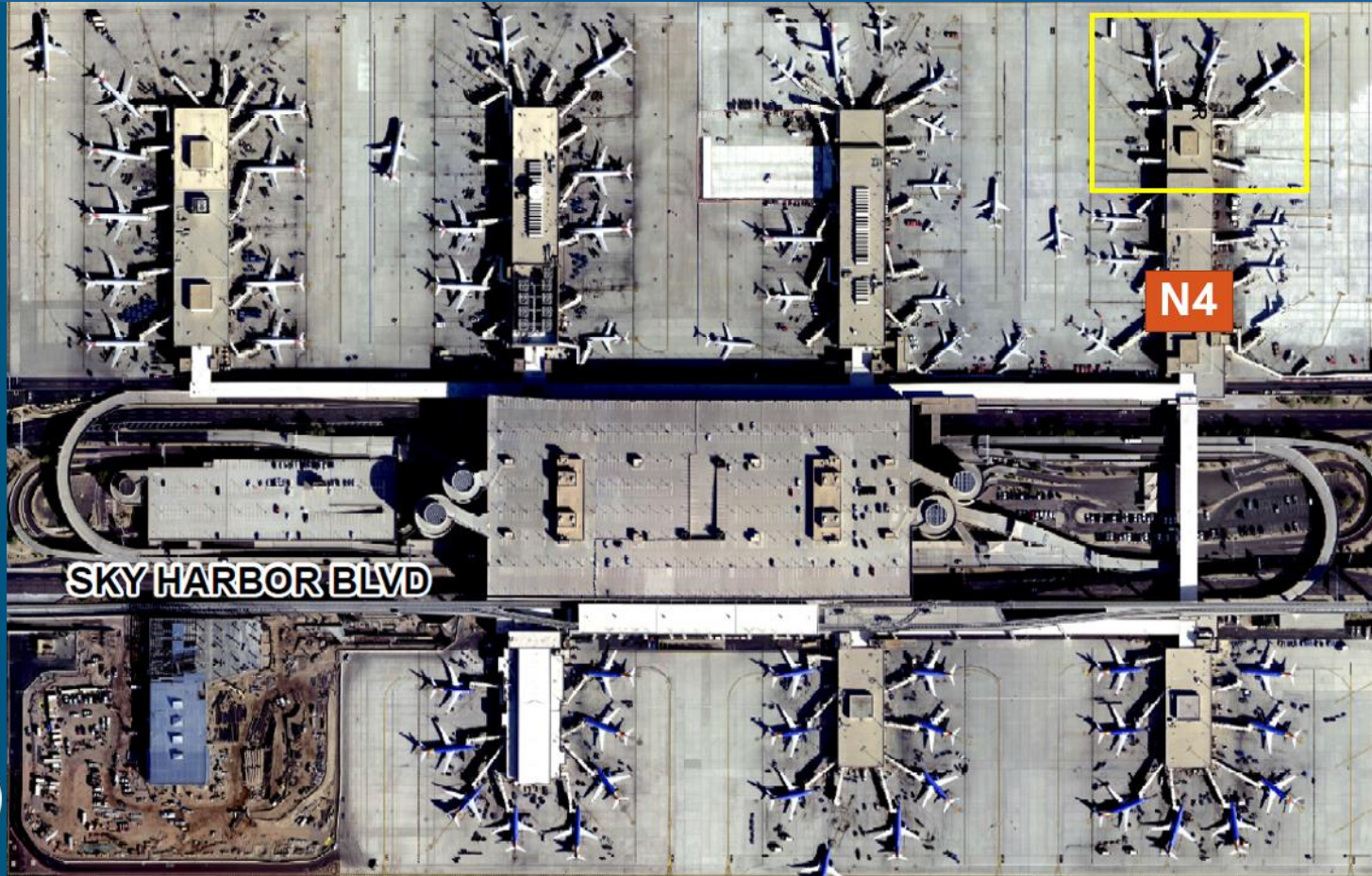
- T4N4 Passenger Boarding Bridge(PBB) Replacements will be designed to use less energy, improve overall gate operations and provide greater flexibility to provide maximum ability to accommodate a wide range of aircraft and adjust for different aircraft over time.
- This project is an initial one-to-two-year project that anticipates targeting one bridge) for replacement every two-to-three months. Aviation anticipates grant funding for a portion of this project



# PROJECT DESCRIPTION

- The project entails Replacement of six (6) city owned Passenger Boarding Bridges (PBBs) at PHX “Terminal 4, North Concourse 4 (T4N4)” International Concourse Gates and includes demolition/disposal of the Glycol Central Plant.
- The Project will proceed in a phased manner where the six jet bridges removal/replacement will be offline for modernization to take place while remaining units stay active to support terminal operations.
- The project includes a Glycol plant removal after the bridge installation.
- Night work and multiple shifts will be anticipated to execute the work, as required.

# PROJECT DESCRIPTION (CONT'D)



TERMINAL 4 NORTH  
CONCOURSE 4 PBB  
REPLACEMENT

## GATES:

- B23
- B24
- B25
- B26
- B27
- B28



# SCOPE OF WORK- PRECONSTRUCTION

- Make an early selection of major subcontractor based on a combination of qualifications and price .
- Provide cost estimating and insight into marketplace conditions (material, equipment, and technology, procurement lead times and labor availability).
- Provide project planning, scheduling, and construction phasing that minimizes disruptions to airport operations.
- Evaluate existing conditions and identify project constraints
- Protect the owner's sensitivity to quality, safety, and environmental factors.
- Provide Value Engineering and advise City on ways to gain efficiencies in project delivery.
- 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

- Select subcontractors/suppliers for this project and arrange for procurement of materials and equipment
- Provide quality controls.
- Coordinate with various City of Phoenix departments, Federal agencies, airport tenants etc. as required.
- Prepare a Guaranteed Maximum Price (GMP) proposal/s that meets the approval of the City.
- Provide resources and coordination to achieve acceptance for testing and commissioning by all parties.



## SCOPE OF WORK- CONSTRUCTION PHASE CONTINUED

- Bond and insure the construction.
- Address all federal, state, and local permitting requirements.
- Chair pre-construction conference, weekly OAC meeting and distribute meeting minutes and participate in other meetings as required.
- Provide monthly schedule updates and construction progress reports.
- Provide redline drawings and close-out related services.



## PREFERRED CMAR SHOULD HAVE THE FOLLOWING CAPABILITIES:

- Proven experience in similar construction projects.
- Expertise in developing early guaranteed maximum price and maintaining it through construction with either no change orders or only client requested changes.
- Experienced in coordinating with various stakeholders during project planning and execution, including but not limited to the Aviation Department, airport tenants and Federal agencies.
- Knowledge of the local subcontracting community, specifically with DBE subcontractors to meet or exceed the City and Federal goals



# QUESTIONS?







# procurePHX

Have you  
signed up?

## VENDOR REGISTRATION

[VENDOR.SUPPORT@PHOENIX.GOV](mailto: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: **6000001531**

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 *(150 points)*

B. Experience and Qualifications of the Firm *(200 points)*

C. Experience of Key Personnel to be Assigned to this Project *(200 points)*

D. Understanding of the Project and Approach to Performing the Required Services  
*(450 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

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## **12** pages permitted to address all Criteria

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

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- \* Front and back covers
  - \* Information Sheet
  - \* Table of Contents
  - \* Dividers (tabs)
  - \* RFQ Attachments C and D
- 

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



Failure to submit electronically by the due date and time

Failure to submit DBE EO1 Form and supporting documentation electronically by the due date and time

Failure to submit Bonding Statement electronically by the due date and time

Failure to submit completed Attachment C forms

Violating “Contact with City Employees” policy

# | GROUNDS FOR DISQUALIFICATION



# IMPORTANT DATES:

SOQ DUE	FEBRUARY 2, 2024
ISSUE REQUEST FOR PROPOSAL TO FINALISTS	FEBRUARY 12, 2024
PRE-PROPOSAL MEETING	FEBRUARY 15, 2024
LAST DAY FOR QUESTIONS	FEBRUARY 19, 2024
REQUEST FOR PROPOSALS DUE	FEBRUARY 26, 2024
NOTIFY FIRMS OF AWARD SELECTION	MID-MARCH, 2024
SCOPE MEETING	LATE MARCH 2024

*Selection Schedule*





# QUESTIONS AFTER TODAY?

Last Day for questions is seven days before the SOQ's are due or **Friday January 26, 2024**

Email all questions to:  
[samantha.ansmann@phoenix.gov](mailto:samantha.ansmann@phoenix.gov)

Reference RFx Number: **6000001531** in your email subject line

Or Call Samantha Ansmann at (602) 681-5361



## 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!

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