



PTD24-002

**South Central Transit Oriented Development (TOD)
Implementation**

**Pre-Proposal Meeting
January 31st, 2024**

Housekeeping

- Meeting purpose is to provide solicitation clarifications
- Attendance
 - Registered attendees only
 - No recording allowable
 - Attendee list will be posted (and Pre-Offer PowerPoint)

Meeting Question Format

- Use the chat feature to direct questions to the Procurement Officer
- Procurement Officer's designee will read the question to city staff for the response

RFP Schedule

Pre-Offer Conference	January 31, 2024, 10:00am
Written Inquiries Due	February 7, 2024, 5:00pm
Proposals Due	February 23, 2024, 2:00pm
Contract Start Date	~ July 2024



Solicitation Overview

TABLE OF CONTENTS

- Section 1 Introduction
- Section 2 Instructions
- Section 3 Scope of Work
- Section 4 Evaluation Process
- Section 5 Standard Terms and Conditions
- Section 6 Special Terms and Conditions
- Section 7 Federal Contract Clauses - Public Transit FTA Specific
- Section 8 Federal Contract Clauses - DBE Program Requirements
- Section 9 Defense and Indemnification
- Section 10 Insurance Requirements
- Section 11 Submittals

Solicitation Overview

ATTACHMENTS

A - Attachment A - Pricing Proposal

B - Attachment B - FTA Federal Certifications (Feb 2023)

C - Attachment C - Form EO1

D - Attachment D - Form EO2

E - Attachment E - Form EO3

Solicitation Overview

SUBMITTALS

F - Submittals - Financial Responsibility Questionnaire

G - Acceptance Form 2023 rev 2-2023

H - Submittals - Conflict of Interest and Transparency rev 2-2023

I - Submittals - Costs and Payments rev 2-2023

J - Submittals - Offer Page rev 3-2023

K - Submittals - References rev 2-2023

L - Submittals – Minimum Qualifications Certification

Solicitation Overview

Section No. 2. Instructions

2.3 Preparation of Offer:

Offeror shall not subcontract more than 50% of the Contract's total price.

Proposal Instructions

Section No. 2 – Technical Proposals

TECHNICAL PROPOSAL

One (1) Original

Five (5) Printed Copies

Five (5) Electronic Copies

PRICE PROPOSAL

One (1) Original

One (1) Electronic Copy

Proposal Instructions

Section No. 2

TECHNICAL PROPOSAL

Tab 1 Method of Approach (450 Points)

Tab 2 Qualifications and Experience (350 Points)

Proposal Instructions

Attachment A – Price Proposal

PRICE PROPOSAL

- Price Proposal (Completed Attachment A) (200 Points)
 - do not alter the excel workbook

Proposal Instructions

Section No. 2

“Offerors **must not take any exceptions** to any terms, conditions, or material requirements of this solicitation. Offers submitted with exceptions may be deemed **non-responsive and disqualified** from further consideration in the CITY’s sole discretion.”

Special Terms and Conditions

Section No. 6

Term of Contract: The term of this Contract will commence on or about **July 1, 2024** and will continue for a period of **three (3) years** thereafter.

Price: All prices offered shall be **firm and fixed** for the entire term of the contract.

Scope of Work

The CITY is seeking a qualified Contractor to utilize the existing and adopted South Central TOD Community Plan (PLAN) to initiate implementation efforts to provide more equitable access to create new and enhance existing services in alignment with the PLAN.

Scope of Work

TIME PERIOD AND/OR DELIVERY SCHEDULE

Milestones

- Drafts of Technical Assessments, Research, and Analysis 04/01/2025
- Stakeholder Input, Guidance, and Priorities 12/31/2025
- Collaborative Refinement, Review, and Recommendations 07/31/2026
- Final Deliverables / Project Closeout 01/01/2027

Questions and Answers Reminder

Section No. 2.7 – Inquiries

QUESTIONS

Inquiries Form

All questions must be submitted in writing to ptdprocurement@phoenix.gov

ANSWERS

RFP Addendum

All answers will be provided in an RFP Addendum

Disadvantaged Business Enterprise (DBE)

Each Bidder's Responsibility for Outreach Efforts

Pre bid for South Central Transit Oriented Development (TOD)
Implementation

RFP PTD24-002 - City of Phoenix
Valeria Williams EOS, City of Phoenix

DBE Program Overview

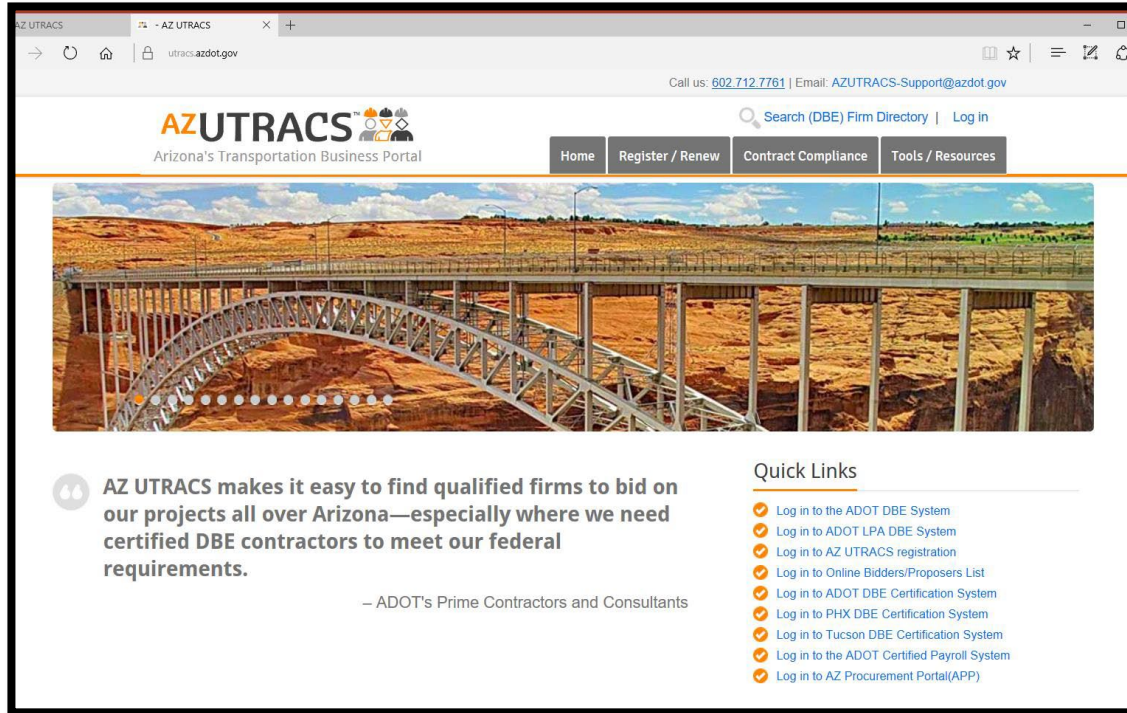


- Recipient and subrecipients must encourage, track, and report DBE and Small Business participation in the contract.
- Our current triennial goal is 7.84% DBE participation for FTA-funded contracts
- All DBE participation must be achieved through race- and gender-neutral measures

Small Business Classifications

- **Disadvantaged Business Enterprise (DBE)** means a business that has successfully completed the DBE certification process and has been granted DBE status by an AZUCP member pursuant to the criteria contained in 49 CFR Part 26.
- **Small Business Enterprise (SBE)** means a small business that has been determined to meet the requirements for SBE certification with the City of Phoenix and whose certification is in force at the time of the award.
- **Small Business Concern (SBC)** means, a business as defined in section 3 of the Small Business Act and Small Business Administration regulations implementing the Act 13 CFR part 121.

Locating Small Businesses: <https://utracs.azdot.gov/Search>



The screenshot shows the homepage of the AZUTRACS website. At the top, there is a navigation bar with the AZUTRACS logo and the text "Arizona's Transportation Business Portal". To the right of the logo is a search bar labeled "Search (DBE) Firm Directory" and a "Log in" link. Below the navigation bar are several menu items: "Home", "Register / Renew", "Contract Compliance", and "Tools / Resources". The main content area features a large banner image of a bridge under construction in a desert landscape. Below the banner, there is a section titled "AZ UTRACS makes it easy to find qualified firms to bid on our projects all over Arizona—especially where we need certified DBE contractors to meet our federal requirements." followed by the text "— ADOT's Prime Contractors and Consultants". To the right of this text is a "Quick Links" section with a list of links, each preceded by a checkmark icon.

Call us: 602.712.7761 | Email: AZUTRACS-Support@azdot.gov

AZUTRACS
Arizona's Transportation Business Portal

Search (DBE) Firm Directory | Log in

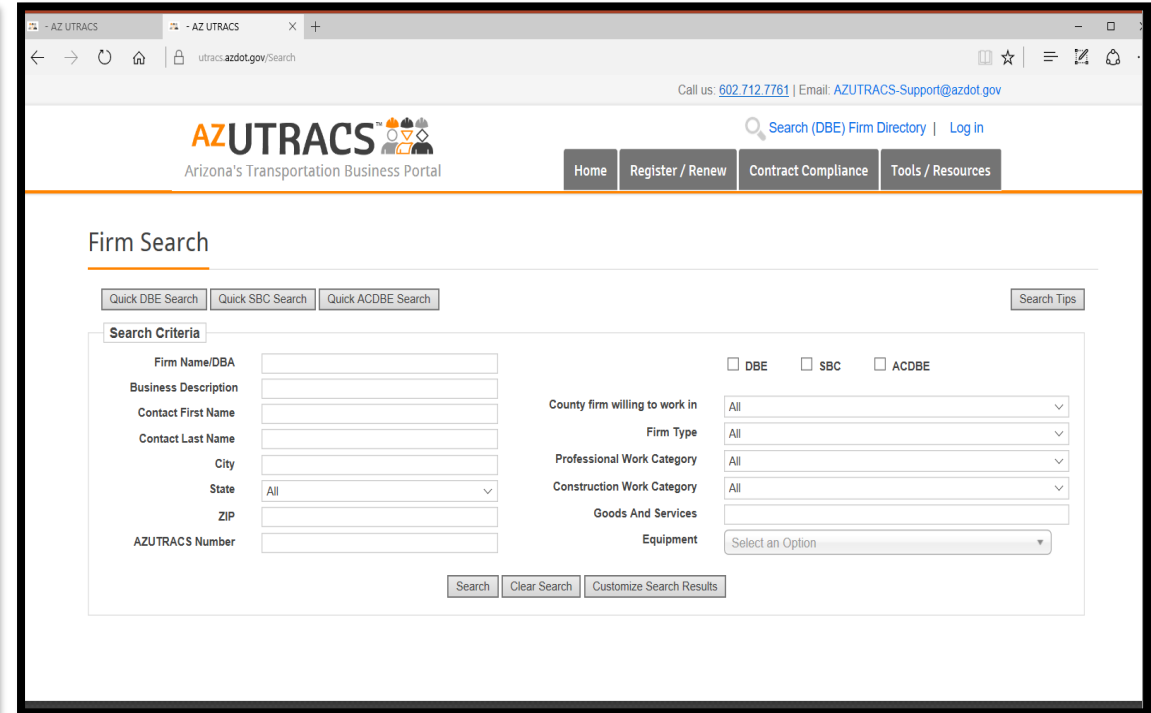
Home Register / Renew Contract Compliance Tools / Resources

AZ UTRACS makes it easy to find qualified firms to bid on our projects all over Arizona—especially where we need certified DBE contractors to meet our federal requirements.

— ADOT's Prime Contractors and Consultants

Quick Links

- Log in to the ADOT DBE System
- Log in to ADOT LPA DBE System
- Log in to AZ UTRACS registration
- Log in to Online Bidders/Proposers List
- Log in to ADOT DBE Certification System
- Log in to PHX DBE Certification System
- Log in to Tucson DBE Certification System
- Log in to the ADOT Certified Payroll System
- Log in to AZ Procurement Portal(APP)



The screenshot shows the "Firm Search" page on the AZUTRACS website. The page has a similar header to the homepage, including the AZUTRACS logo and navigation menu. Below the header, there is a "Firm Search" section with three tabs: "Quick DBE Search", "Quick SBC Search", and "Quick ACDBE Search". To the right of these tabs is a "Search Tips" button. The main search area is titled "Search Criteria" and contains several input fields and dropdown menus. On the left side, there are fields for "Firm Name/DBA", "Business Description", "Contact First Name", "Contact Last Name", "City", "State" (with a dropdown menu set to "All"), "ZIP", and "AZUTRACS Number". On the right side, there are checkboxes for "DBE", "SBC", and "ACDBE", and dropdown menus for "County firm willing to work in", "Firm Type", "Professional Work Category", "Construction Work Category", "Goods And Services", and "Equipment" (with a "Select an Option" dropdown). At the bottom of the search area are three buttons: "Search", "Clear Search", and "Customize Search Results".

Call us: 602.712.7761 | Email: AZUTRACS-Support@azdot.gov

AZUTRACS
Arizona's Transportation Business Portal

Search (DBE) Firm Directory | Log in

Home Register / Renew Contract Compliance Tools / Resources

Firm Search

Quick DBE Search Quick SBC Search Quick ACDBE Search Search Tips

Search Criteria

Firm Name/DBA

Business Description

Contact First Name

Contact Last Name

City

State

ZIP

AZUTRACS Number

DBE SBC ACDBE

County firm willing to work in

Firm Type

Professional Work Category

Construction Work Category

Goods And Services

Equipment

Search Clear Search Customize Search Results

DBE Outreach Efforts

- Consider how a Certified DBE's might be helpful to use for a project.
- The DBE may be a service you currently use for services, but never thought about using as a DBE. (example: Translator Services, Sign language interpreters, Catering companies, Education services, or HOA Associations)
- A successful DBE is someone with the same mindset you may have, with a desire to grow a successful business.
- Remember Federal Regulations state you must make a Good faith effort to utilize DBE's as a condition of eligibility.

Requirements for Submitters

Each submitter must complete and submit
Form EO1
with the original submittal

E01 states:

On behalf of the Submitter, I certify under penalty of perjury that the following information is true and correct.

If selected as the Successful Submitter, the Successful Submitter will:

1. Fulfill all required small business outreach requirements and shall submit all required outreach efforts documentation for contracting opportunities within 3 business days following contract award or a date determined by the City following preliminary notice of selection;
2. Conduct all required small business outreach and will submit all supporting documentation; and
3. Comply with the Race - and Gender-Neutral post-award requirements stated in the DBE Contract Clause.

Please complete company data in full and sign.

Submitters Required Outreach Efforts

Recommended offeror must demonstrate that they performed the following outreach efforts:



Submitter's Required Outreach Efforts

- Successful submitter must **demonstrate** its outreach efforts (*identify, solicit, evaluate, and communicate*) in **documentation submitted within 3 business days following contract award or date determined by the city.**
- Outreach efforts are *required* as a condition of responsiveness.
- If the successful Submitter fails to conduct outreach or fails to submit the required documentation, the Agency will declare the Successful Submitter proposal **non-responsible.**
- Nonresponsive bids, statements of qualifications, or proposals will be **rejected.**

A few words about DBEs:

- To be counted, a firm must be officially *certified* as a DBE:
<https://utracs.azdot.gov/>
- DBE's must be certified *in the trade* for which the bidder plans to utilize the DBE on this contract.
- A DBE must perform or exercise responsibility for at least **30%** of the value of its contract *with its own forces and equipment*.

EO2

Due within 3 business days following contract award or date determined by the city. The successful offeror must submit form EO2 and the supporting documentation showing the communication.

(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:		<input type="checkbox"/> 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 Estimated percentage of total contract value: _____%	<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 Dollar Value: <input type="checkbox"/> Firm was not selected Provide explanation of why firm NOT selected _____ _____	Firms must be notified of final selection outcome prior to submittal of this form. 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	
Address:							
City, State, Zip:							Number of Employees:
Phone Number:	Email or Fax:						
Number of Years in Business:	Range of Annual Gross Receipts:						

EO2 Small Business Outreach Efforts

Form EO2 and all supporting documentation are due to the DBE Compliance Specialist within 3 business following contract award or date determined by the city.

The supporting documentation is for columns D (solicitation method) and F (communication of final selection outcome).

EO3

Small Business Utilization Commitment

EO 3 is due alongside your EO2 submittal; EO 3 states:

On behalf of the Successful Submitter, I certify under the penalty of perjury that the information submitted herein is true and correct:

1. The firms indicated as “Selected” in **Form EO2 Small Business Outreach Efforts**, will participate in this contract;
2. The Successful Submitter will comply with the Race- and Gender-Neutral post-award compliance requirements as stated in the DBE contract clause;
3. Successful Submitter understands and agrees that any and all changes or substitutions to subcontracts with DBE’s and Small Businesses must be authorized by the Phoenix DBE Compliance Specialist prior to implementation; and
4. The following statement is true and correct: The proposed total participation of DBE, SBC, and SBE firms on this contract will be: dollar/ percentage

Successful Offeror's E03 Documentation Requirements

The offeror will be contractually obligated to achieve the participation percentage in E03.

The last word on responsiveness

- Failure to Submit Form EO1 completed and signed will deem offeror nonresponsive. A nonresponsive offer will be disqualified from further evaluation.
- The Successful Submitter will have 3 business days following contract award or date determined by the city to submit the completed EO 2 and EO 3 forms as well as all supporting documentation (i.e. phone logs, emails, communication records)

Transparency Policy

City Code 43-36

All respondents and their representatives under penalty of disqualification will refrain from contacting anyone involved in this process other than the procurement officer.

OFFERORS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED