



Pre-Submittal Meeting

CITY OF PHOENIX- AVIATION DEPARTMENT REQUEST FOR QUALIFICATIONS

**AVIATION CIVIL CONSTRUCTION
JOB ORDER CONTRACT SERVICES
4108JOC227**

RFx Number: 6000001533

PROCUREPHX PRODUCT CATEGORY CODE: 912000000

January 25, 2024



Welcome and Introductions

City of Phoenix Representatives

Bobbie Hobart, Contracts Specialist I

Point of Contact for Submittals and RFQ Questions

Office of the City Engineer

bobbie.hobart@phoenix.gov (602) 534-8352

Aviation Department

Mario Brown, Special Projects Administrator

Jaime Brown, JOC Program Administrator

Karina Matthiessen, Compliance Assistant

Point of Contact for SBE Questions

Equal Opportunity Department

business.relations.eod@phoenix.gov (623) 760-8052





AGENDA

- ❑ Meeting Overview
- ❑ Project Description
- ❑ Scope of Work
- ❑ SBE Requirements
- ❑ What is Job Order Contracting
- ❑ SOQ Evaluation Criteria
- ❑ Submittal Requirements
- ❑ Important Dates: Selection Schedule
- ❑ Vendor Registration



Meeting Overview

To be added to the Attendance Sheet, send an email by 5:00 PM today to samantha.ansmann@phoenix.gov with the following:

RFX 6000001533 Attendance, Your Name, Title, Firm Name, Phone Number, and E-mail address

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (*RFX: 6000001533*):

<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.



PROJECT DESCRIPTION

- ❑ City of Phoenix may select one qualified Job Order Contractor for **Civil** construction on an as-needed basis
- ❑ Must be able to Bond up to \$4M per project
- ❑ JOC Agreements may be executed up to \$4M each in construction costs
- ❑ Civil JOC for 36-month duration or complete utilization of initial contract value (\$24M) w/ one 24-month option to extend and increase capacity to \$40M



JOC Program Scope of Work

- ❑ Scope of Work will vary with each Job Order
- ❑ Minor design services may be required; however, most design work is through consultants under separate contract with City
- ❑ All sites will be in Arizona



JOC Program Scope of Work

- ❑ The Contractor must:
 - Seek the services of an Arizona registered professional architect and/or engineer to prepare plans for permitting.
 - Provide cost estimating, project scheduling for design, construction and/or maintenance, and obtain permits if needed.

- ❑ Contractor is also responsible for:
 - Knowledge of and compliance with current City of Phoenix adopted codes
 - All other work as it relates to this JOC
 - All work incidental to this JOC



At minimum, JOC Contractor will be expected to successfully perform the following construction services, including but not limited to:

- Earthwork and dust stabilization
- Concrete paving and flatwork
- Asphalt overlay and pavement rehabilitation
- Underground and above ground utilities (water, sewer, electrical, etc.)
- A.D.A. modifications
- Safety and Security Systems (loop detectors, barriers, attenuators, etc.)

CIVIL
Scope of Work



(CONTINUED)

- Roadway striping and markings
- Bridge repairs (structural and maintenance)
- Fence and gate installation and repairs
- Landscaping
- Grading and drainage
- Demolition
- Signage
- Airfield and landside maintenance
- Minor design/engineering

CIVIL
Scope of Work



Assumptions about Job Orders:

- All sites will be in the State of Arizona.
- The Contractor will furnish all necessary tools and test equipment required for the performance of its work in accordance with the scope of work.
- All customer-provided documentation is obtained within a reasonable time at project start.
- All customer-required approvals are provided within a reasonable and mutually agreed upon time frame.
- Any work required at each site outside of this scope of work will be performed in accordance with the adjustment process.
- **Each Job Order Agreement must be submitted in MAG or CSI format, or it will not be accepted.**



Questions?

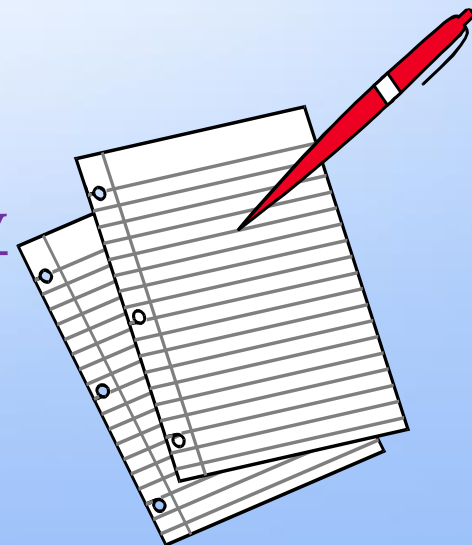




Equal Opportunity Department

Karina L Matthiessen, Program Assistant
**Point of Contact for SBE Requirements
and Questions**

Equal Opportunity Department
business.relations.eod@phoenix.gov
(623) 760-8052





SBE Program

- ❑ Phoenix Mayor and City Council have a long standing commitment to fostering the participation of small businesses in all aspects of the City's contracting efforts.

- ❑ The City of Phoenix strives to advance the economic growth of small businesses through its **Small Business Enterprise (SBE) Program**.





SBE REQUIREMENTS

- ✓ JOC contractors are expected to meet an annual SBE Utilization Goal of 11%
- ✓ Subcontractors certified by the City are eligible to meet the SBE subcontracting goals
- ✓ This Solicitation is open to all Contractors
- ✓ No SBE documents due at time of SOQ Submittal
- ✓ SBE Documents are due at the time of each Job Order Agreement (JOA)



SBE Program

The Equal Opportunity Department is responsible for ensuring contractors and consultants achieve full compliance with all requirements related to the Small Business Enterprise (SBE) Program:

- Solicitation
- Bid Verification
- Subcontractors Approval
- Compliance Monitoring
- Sanctions and Penalties

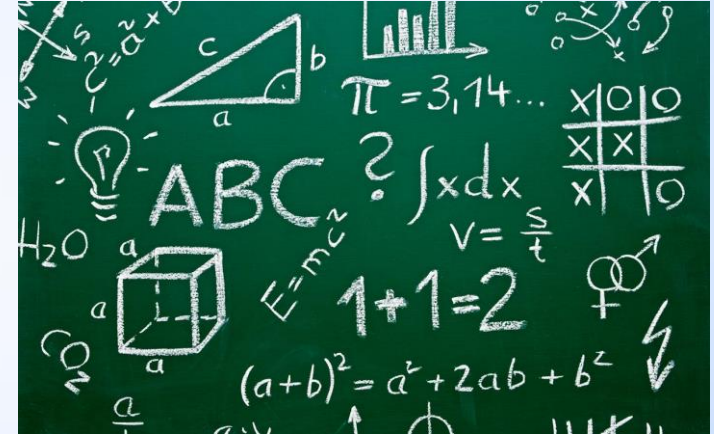




SBE Program

Required SBE Goal:

CIVIL- 11.00%



1. At time of JOA: $\frac{\text{Proposed \$ to SBEs}}{\text{Total JOA Value}}$

2. Annual Reviews: $\frac{\text{Total Countable \$ Paid to SBEs}}{\text{Total Payment on all JOAs During Year}}$

3. At time of Completion: $\frac{\text{Total Countable \$ Paid to SBEs}}{\text{Total Payment on Contract}}$



SBE Program

SBE Requirements @ Solicitation:

None!

SBE Requirements Post-Award:

Use SBEs and Report

All proposed SBE Subcontractors must be listed in Phoenix SBE Directory and certified in specified scopes of work at the time of performance.

We can't count what we can't monitor. Share with EOD the *Proposed Statement of SBE Utilization and Letters of Intent (LOIs)* at the beginning of each JOA.

Eligible SBEs can be found at:
www.phoenix.diversitycompliance.com



SMALL BUSINESS SUB-CONTRACTING GOAL

- SBE REQUIREMENT IS 11%
- THIS SOLICITATION IS OPEN TO ALL CONTRACTORS
- NO SBE DOCUMENTS DUE AT THIS TIME
- SBE DOCUMENTS DUE TO EOD AT JOA CONTRACT TIME



SBE PROGRAM

GOOD FAITH EFFORTS

In order to be a successful Prime Contractor in the SBE Program, you must show that you took all necessary and reasonable steps to achieve an SBE goal or other requirements of the SBE Program. The steps must be steps which could reasonably be expected to obtain sufficient SBE participation, **even if such steps were not fully successful.**



Equal Opportunity Department

For more information, please contact:



Karina L Matthiessen,
Program Assistant
Equal Opportunity Department
(623) 760-8052

Email:

business.relations.eod@phoenix.gov



WHAT IS JOB ORDER CONTRACTING?

- ❑ Alternative Project Delivery Method (APDM)
- ❑ This JOC RFQ is a 1-Step Qualifications-Based Selection Process based on the criteria in the RFQ
- ❑ Not a Bid
- ❑ No guarantee of work
- ❑ Projects are on an “as-needed” basis
- ❑ No Federal funding



SOQ Evaluation Criteria

Maximum number of Points is 1,000

- General Information (150 *pts.*)
- Experience and Qualifications of the Firm (250 *pts.*)
- Experience of Key Personnel Assigned (250 *pts.*)
- Approach to Performing Required Services (350 *pts.*)

*****Reference Checks (75 Points)*****

These points are in addition to the 1,000 points for the SOQ



Submittal Requirements

- ❖ Submit One (1) page Information Sheet
- ❖ Paper Size shall be 8½ “ x11”; 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



10 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)

*Maximum
Page Count*

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



*Grounds
for
Disqualification*

- Failure to submit electronically by the due date and time
- Violating “Contact with City Employees” policy
- Failure to provide Bonding Statement



Selection Process

- Each SOQ will be evaluated according to the evaluation criteria in the RFQ.
- No Interviews WILL be conducted
- Up to two contractors may be selected for this JOC program
- A contract will be executed upon completion of negotiations of contract terms and City Council approval.



SOQs Due February 9, 2024
Selection Notification Late February, 2024
JOC Workshop March 2024

***Important
Dates***



procurePHX

Have you
signed up?

Vendor Registration

vendor.support@phoenix.gov

602.262.1819



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 Number: **6000001533**

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



*Things
to
Remember*

Place the following items on the Information Sheet:

- ❖ Project Title
- ❖ Project Number (4108JOC227)
- ❖ RFx Number
- ❖ Firm Name
- ❖ Firm Address
- ❖ Firm Phone Number
- ❖ Vendor Number
- ❖ Name, Title, Email address, and Signature of contact person

Do NOT include any other information



Procurement Info

- **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 AFTER Today...

- Last Day for questions is seven days before the SOQs are due or **Friday February 2, 2024.**
- Email all questions to:
bobbie.hobart@phoenix.gov
- Reference RFX Number: **6000001533** in your email subject line
- Or Call Bobbie at **(602) 534-8352**



Questions?





*THANK YOU
FOR
ATTENDING*