



CITY OF PHOENIX REQUEST FOR QUALIFICATIONS

**PLANNING AND DEVELOPMENT DEPARTMENT
ON-CALL SERVICES
FOR FISCAL YEARS 24/25 – 26/27**

PRE-SUBMITTAL MEETING

PROCUREPHX PRODUCT CATEGORY CODES:

VARIOUS (SEE EACH RFQ)

RFx Numbers: 6000001534 thru 6000001539

and RFx6000001562 (SEE EACH RFQ)

February 16, 2024

Meeting will start at 10:00 a.m.



WELCOME AND INTRODUCTIONS

City of Phoenix Representatives

Annette Perez, Contracts Specialist II

Point of Contact for Submittals and RFQ Questions

Office of the City Engineer, Design and Construction Procurement

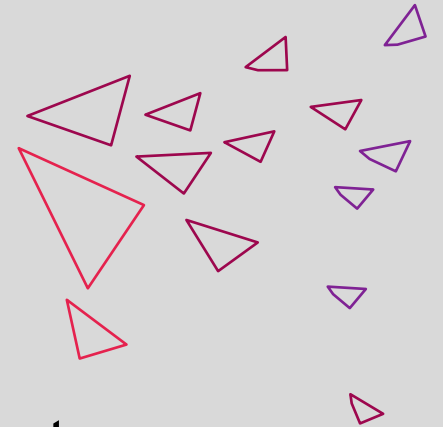
annette.perez@phoenix.gov (602) 273-3488

Zoe Harrington, Administrative Assistant II

Planning and Development Department

Debra Russell, Contracts Specialist II Team Lead

Office of the City Engineer, Design and Construction Procurement





WELCOME AND INTRODUCTIONS

Planning and Development Department (PDD) Presenters:

- **Don Brown**, PDD Team Leader
- **Tom Wandrie**, Deputy Director, Inspections
- **Robert Valladee**, Civil Inspections Field Supervisor
- **Keith Kesti**, Engineering Supervisor
- **Mike Abegg**, Acting Deputy Director/Building Official
- **Amanda Clayton**, Landscape Architect



AGENDA

*Hold
Questions
Until After
Presentation*

- Meeting Overview
- On-Call Services / Scope of Work w/ Categories
- SOQ Evaluation Criteria / RFQ Overview
- Submittal Requirements (Page Count)
- Grounds for Disqualification
- Selection Process
- Important Dates: *Selection Schedule*
- Procurement Webpages
- ProcurePHX for RFX
 - Vendor Registration
- Questions After Today



MEETING OVERVIEW

The Attendance Sheet, PowerPoint and Notification(s) will be posted on City of Phoenix's ProcurePHX system at: <https://eprocurement.phoenix.gov/irj/portal>

AND posted on City of Phoenix's Procurement website: <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.



ON-CALL SERVICES PROGRAM DESCRIPTION

- The City of Phoenix is seeking qualified firms for Planning & Development Department for On-Call Services from **July 1, 2024, through June 30, 2027**
- Selection will be based on Qualifications. There will be No Interviews
- No guarantee of work – City makes every effort to distribute work evenly
- Projects are on an “As-Needed” basis
- Work under the direction of the Planning and Development Department



ON-CALL SERVICES

This Pre-Submittal meeting is for the seven (7) Planning and Development Services On-Call RFQs being advertised:

1. Commercial AFP Plan Review and Inspection
2. Elevator Plan Review and Inspection
3. Residential, Commercial and Fire Building Field Inspection
4. Residential, Commercial and Fire Building Plan Review
5. Civil Plan Review
6. Civil Field Inspection
7. Residential and Commercial Landscape, and Inventory / Salvage Plan Review and Inspections



SCOPE OF WORK / SERVICES

- Planning and Development Department staff will give an overview of each RFQ Scope of Work and Categories
- License and Certifications
 - Licenses and Certifications shall meet requirements of City of Phoenix and State of Arizona
 - See **Exhibit A** in each RFQ for required licenses and certifications
- Review of Plans within City offices and Firm's offices
- Field Inspections: Consultants will be responsible for **TOOLS, VEHICLE, FUEL, LAPTOP, PHONE, etc.**
- **NO OUT OF STATE TRAVEL WILL BE PAID**
- City Databases
- And other requirements as outlined in the RFQs



**COMMERCIAL AFP
PLAN REVIEW AND INSPECTION
ON-CALL SERVICES**

RFX 6000001534

DON BROWN
PDD TEAM LEADER



SCOPE OF WORK

Commercial AFP Plan Review and Inspection

The firms will be responsible for providing services including, but not limited to, reviews of plans and inspections of new construction, alterations, and repairs submitted by commercial property owners for compliance with the Phoenix Building Construction Code and Fire Code.

- Up to **Five (5)** qualified consulting firms will be selected
- **Certifications**

Categories of work include:

- ❖ Building including Structural
- ❖ Plumbing / Mechanical
- ❖ Electrical
- ❖ Energy
- ❖ Fire
- ❖ Elevators / Escalators



**ELEVATOR
PLAN REVIEW AND INSPECTION
ON-CALL SERVICES**

RFX 6000001562

*DON BROWN
PDD TEAM LEADER*



SCOPE OF WORK

Elevator Plan Review and Inspection Services

The firms will be responsible for providing services including, but not limited to, equipment plan review and/or periodic inspections per ASME Elevator Code for work as submitted to the City by private property owners for permit issuance purposes. The contract elevator inspector must be certified as a Qualified Elevator Inspector I (QEI-1) by an organization that is accredited by the American Society of Mechanical Engineers.

- Up to **Five (5)** qualified consulting firms will be selected
- **Certifications**

Categories of work include:

- ❖ Traction Elevators
- ❖ Hydraulic Elevators
- ❖ Escalators
- ❖ Lifts
- ❖ Dumbwaiters



**RESIDENTIAL, COMMERCIAL AND FIRE
BUILDING FIELD INSPECTION
ON-CALL SERVICES**

RFX 6000001535

TOM WANDRIE
PDD DEPUTY DIRECTOR



SCOPE OF WORK

Residential, Commercial and Fire Building Field Inspection

The firms will be responsible for providing services including, but not limited to, field inspections of new construction, alterations, and repairs submitted by commercial and residential property owners for compliance with the Phoenix Building Construction Code and Fire Code.

- Up to **Fifteen (15)** qualified consulting firms will be selected
- **Certifications**

Categories of work include:

Residential

- ❖ Building including Structural
- ❖ Plumbing / Mechanical
- ❖ Electrical
- ❖ Energy
- ❖ Fire

Commercial

- ❖ Building including Structural
- ❖ Plumbing / Mechanical
- ❖ Electrical
- ❖ Energy
- ❖ Fire



**CIVIL FIELD INSPECTION
ON-CALL SERVICES**

RFX 6000001537

ROBERT VALLADEE
CIVIL INSPECTIONS FIELD SUPERVISOR



SCOPE OF WORK

Civil Field Inspection

The firms will be responsible for providing services including, but not limited to, civil field inspections of site and civil infrastructure construction associated with private developments. Interested firms must provide at least one “Civil Engineer Registered in the State of Arizona to perform State Delegate Work.”

- **Up to Twelve (12) qualified consulting firms will be selected**
- **Certifications**

Categories of work include:

- ❖ Grading and Drainage
- ❖ Storm Drains
- ❖ Storm Water Management
- ❖ Water
- ❖ Sewer
- ❖ Concrete
- ❖ Street Paving
- ❖ Approved State of Arizona Health Delegate
- ❖ Other civil inspection services as needed



**CIVIL PLAN REVIEW
ON-CALL SERVICES**

RFX 6000001538

KEITH KESTI
ENGINEERING SUPERVISOR



SCOPE OF WORK

Civil Plan Review

The firms will be responsible for providing services including, but not limited to, civil reviews of plans as submitted to the City by private property owners for permit issuance purposes.

- Up to **Ten (10)** qualified consulting firms will be selected
- **Certifications**

Categories of work include:

- ❖ Grading and Drainage
- ❖ Storm Drain Facilities
- ❖ Storm Water Management
- ❖ Concrete
- ❖ Street Paving
- ❖ Water Main Extensions
- ❖ Sewer Main Extensions
- ❖ Other plan review services as needed



**RESIDENTIAL, COMMERCIAL AND FIRE
BUILDING PLAN REVIEW
ON-CALL SERVICES**

RFX 6000001536

MICHAEL ABEGG
ACTING DEPUTY DIRECTOR /
BUILDING OFFICIAL



SCOPE OF WORK

Residential, Commercial and Fire Building Plan Review

The firms will be responsible for providing services including, but not limited to, reviews of plans for new construction, alterations, and repairs submitted by commercial and residential property owners for compliance with the Phoenix Building Construction Code and Fire Code.

- **Up to Ten (10) qualified consulting firms will be selected**
- **Certifications**

Categories of work include:

- ❖ Building
- ❖ Plumbing / Mechanical
- ❖ Electrical
- ❖ Energy
- ❖ Fire
- ❖ Structural
- ❖ Other plan review services as needed



**RESIDENTIAL AND COMMERCIAL
LANDSCAPE AND INVENTORY / SALVAGE
PLAN REVIEW AND INSPECTIONS
ON-CALL SERVICES**

RFX 6000001536

*AMANDA CLAYTON
LANDSCAPE ARCHITECT II*



SCOPE OF WORK

Residential and Commercial Landscape and Inventory / Salvage

Plan Review and Inspections

The firms will be responsible for providing services including, but not limited to, landscape and inventory/salvage reviews of plans as submitted to the City by private property owners for permit issuance purposes.

- Up to **Five (5)** qualified consulting firms will be selected
- **Certifications**

Categories of work include:

- ❖ Landscape
- ❖ Hillside
- ❖ Scope Analysis
- ❖ Inventory / Salvage
- ❖ Grading and Drainage





SOQ EVALUATION CRITERIA

Maximum Number of Points is 1000

- A. Experience of the Firm *(250 pts max)*
- B. Experience of the Key Personnel *(250 pts max)*
- C. Project Management, Approach and Responsiveness
(350 pts max)
- D. Staffing Information for Key Personnel *(150 pts max)*

**Provide responses in the order listed in the RFQ*

**Be complete, be concise*



SUBMITTAL REQUIREMENTS

MAXIMUM pages permitted is
12 pages:

The following will **NOT** be counted in
the max page count:

- Front and back covers
- Information Sheet
- Table of Contents

Grounds for disqualification:

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

****SUBMITTAL MUST BE SENT VIA EMAIL TO
THE CONTRACTS SPECIALIST BY THE DUE
DATE AND TIME**

Submit One (1) page Information Sheet:

Project title; RFX number; firm name (full legal name), address, phone number; vendor number; and name, title, email address and signature of contact person for the project.

Do not include any additional information.

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



GROUNDS FOR DISQUALIFICATION

***SUBMITTAL MUST BE
SENT VIA EMAIL TO THE
CONTRACTS SPECIALIST
BY THE DUE DATE AND
TIME***

SUBJECT LINE INSERT
ASSOCIATED RFQ:
RFx6000001534 – 1539, 1562

Violating the “Contact with City Employees” policy

Failure to submit electronically by the due date and time



IMPORTANT DATES

SELECTION SCHEDULE

- SOQs DUE March 1, 2024
- Selection Notification Late March 2024
- On-Call Kick-Off Workshop Late June 2024
- Contracts Effective July 1, 2024



DCP PROCUREMENT WEBPAGES

[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>



DCP PROCUREMENT WEBPAGES

► <https://www.phoenix.gov/streets/procurement-opportunities/>

- ❖ RFQ
- ❖ Pre-Submittal Power Point Presentation & Sign-In Sheet
- ❖ Preliminary Results
- ❖ Final Results

Solicitations
Website

Procurement
Newsletter

Submitter's
Handbook

City of Phoenix

Convention Center Public Meetings

Search_

PHX At Your Service PHX Pay Online Map It Find Public Records PHXTV Translate

City of Phoenix > Street Transportation > Procurement Opportunities

Consulting & Construction For Capital Improvement Programs

Design and Construction Procurement coordinates the contracting process for capital improvement projects using Design-Bid-Build, Job Order Contracting, Design-Build, and Construction Manager at Risk project delivery methods. The section handles all aspects relating to the contracting process from advertisement through contract award and execution under A.R.S. Title 34 and the direction of the City Engineer.

***EFFECTIVE MONDAY, MARCH 11, 2019 ALL DESIGN AND CONSTRUCTION PROCUREMENT WEB PAGE LINKS NOW DIRECT TO THE MAIN CITY OF PHOENIX SOLICITATIONS PAGE.**

Current Opportunities – Request for Qualifications, project plans, and specifications for projects that are currently available, as well as project amendments, notifications, plan holders list, pre-bid or pre-submittal sign-in sheets and PowerPoint presentations.

Project Interviews – Firms recently short-listed to participate in interviews for professional services and construction opportunities, as well as firms short-listed for 2-Step procurement processes.

Bid Results and Project Selections - Preliminary and final bid results are for Design-Bid-Build procurement opportunities. Preliminary bid results do not reflect the responsiveness or responsibility of any received bids. Project Selections identify firms to be awarded professional services and construction opportunities with the City.

Subscribe to Procurement Newsletter – Register to be on the distribution list for the free weekly newsletter that advertises design and construction opportunities.

In an effort to decrease paper costs, Design and Construction Procurement will place all construction plans, specifications, and addendum/notification on the City of Phoenix website for downloading. Interested parties can download the information and print at their own offices or copy the information to a disk and take to any reprographics company of their choice.

Other Useful Resources

- [Protest Policy](#)
- [Submit Protest to City Clerk](#)
- [Submitter's Handbook](#)
- [Public Records Request](#)
- [SBE/DBE Directory](#)



CITY OF PHOENIX SOLICITATIONS WEBSITE



- 1. Project-specific RFQs, Notifications, Sign-in Sheets, PowerPoint Presentations**
- 2. Link to “Tabulations, Awards and Recommendations” web page**

<https://solicitations.phoenix.gov>

City of Phoenix Solicitations Tabulations, Awards, and Recommendations

Solicitations

The City of Phoenix is committed to the principles of open competition and fairness for the procurement of goods and services. Working with customers, the City strives to ensure that our community receives the best value for the tax dollars that are expended.

The following is a list of all formal solicitations estimated to cost \$100,000 or more available for open competition. The list is inclusive of all formal solicitations issued by all City Departments for goods and services and for A.R.S Title 34 professional and construction services through the Office of the City Engineer. Please read the solicitation for submission instructions and requirements.

For information about the results of recent solicitations, [visit the Tabulations, Awards, and Recommendations web page.](#)

Search and Filter Options:

Search for Solicitation by:

Number Title Department NIGP Code

Solicitation number "contains" searched term

Search Clear

Limit to NIGP...

All

Clear



REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov

VENDOR REGISTRATION

- **All Firms MUST** be registered in the Vendor Management System PRIOR TO SUBMITTING A SOQ

- Information on how to register with the City is available at:

<https://www.phoenix.gov/finance/vendorsreg>

- **New Firms** – After Registering, the City will send an e-mail with a vendor number in approx. 2 days

- If your firm is already registered with the City of Phoenix's ProcurePHX system, login and access the electronic solicitation at:

<https://eprocurement.phoenix.gov/irj/portal>

- Product Category Codes are: **SEE EACH RFQ**

- RFx Number is: **SEE EACH RFQ**

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



BECOME A VENDOR



1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System Steps to Success!
4. **Set-Up** ID & Password

To do business with the city you must register in **procurePHX**. To register, you must have a signed, scanned copy of your W-9. **Need Help?** Email vendor.support@phoenix.gov or call (602) 262-1819.

Instructions >

Registration >

ProcurePHX Login >



**QUESTIONS
AFTER TODAY?**

***Stay for
ProcurePHX
Overview***

**THANK YOU FOR
ATTENDING!!!**

Email all questions to:
annette.perez@phoenix.gov

Reference RFx Number Per Each
RFQ: **6000001534 – 1539, 1562**
in your email subject line

Or call Annette Perez at:
(602) 273-3488



PROCUREPHX / RFX OVERVIEW

Vendor
Registration

Login

Viewing
Solicitations

Subscribe to
Notifications

Things to
Remember

Questions



LOGIN TO PROCUREPHX

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: **SEE RFQ**

RFx (Event) Number is: **SEE RFQ**

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

A screenshot of the ProcurePHX login interface. The page features the 'procurePHX' logo in the top left corner, with a small purple shopping bag icon to the left of the text. Below the logo, there are two input fields: 'User *' and 'Password *', each followed by a text box. To the right of the password field is a 'Log On' button. At the bottom left, there is a link that says 'Logon Problems? [Get Support](#)'.



RFX TIPS

▶ Brief overview for online submissions

- Click “**Refresh**” often
- Make sure your Pop-Up blocker is turned **OFF**
- Application is accessible with **Google Chrome (NOT Internet Explorer)**
- When in the application, check for Notifications and other uploads by scrolling to the far right until you see a vertical ribbon. Then scroll down on the ribbon.
- When finished, always click “**Close**” on current screen, then click “**Log Out**” on upper right corner, following you can click the “**X**” in the upper right corner of the internet application.



RFX HOME SCREEN - LOGIN

Once you are logged in to ProcurePHX portal:

<https://eprocurement.phoenix.gov/irj/portal>

Select RFX and Auctions tab on the Ribbon

You will be taken to the RFX Overview (Event) Page

SAP

◀ Back Forward ▶ History Favorites Personalize View Help

RFX and Auctions Administration Messages

Home Create Users Own Data Company Data

Administration > Home

Thank you for your interest in becoming a vendor in the
As a Vendor Administrator for your company you have



FINDING SOLICITATIONS

Click **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: **VARIOUS PER EACH RFQ**

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



VIEW SELECTED SOLICITATION

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 Re

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

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**.*



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 Statu
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



***THANK YOU FOR
ATTENDING!***

