



Pre-Submittal Meeting

CITY OF PHOENIX
Public Works Department

**PHOENIX MUNICIPAL COURT SANITARY WASTE/VENT/AND STORM
DRAIN PIPING SYSTEM REPLACEMENT CONSTRUCTION MANAGER
AT RISK PROJECT PW26700051**

PROCUREPHX PRODUCT CATEGORY CODE: 912000000

RFx Number: 6000001566

MARCH 5, 2024

Please mute your computers and turn off your video



Welcome and Introductions

- ▶ **Heather Roye**
Contracts Specialist II
602-261-8894
heather.roye@phoenix.gov
 - ▶ Mark Binelli
Vertical Project Manager
Office of the City Engineer/Streets
 - ▶ Tom Ramson
Property Manager
Public Works Department
 - ▶ Karina Matthiessen
Equal Opportunity Specialist
Equal Opportunity Department
623-760-8052
- 



Meeting Overview

Please sign in on the attendance sheet if you are here in person. For those of you on-line, please email me your name, firm name, contact number and email address. I will add your name to the attendance sheet.

Attendance sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (RFx: 6000001566):

<https://eprocurement.phoenix.gov/irj/portal> **Technical issues with this site**

(or)

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

Due to technical issues with the eprocurement (RFx) website, please check both websites for updates information

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.



SMALL BUSINESS ENTERPRISE (SBE) GOAL
for construction phase will be established
upon substantial completion of design

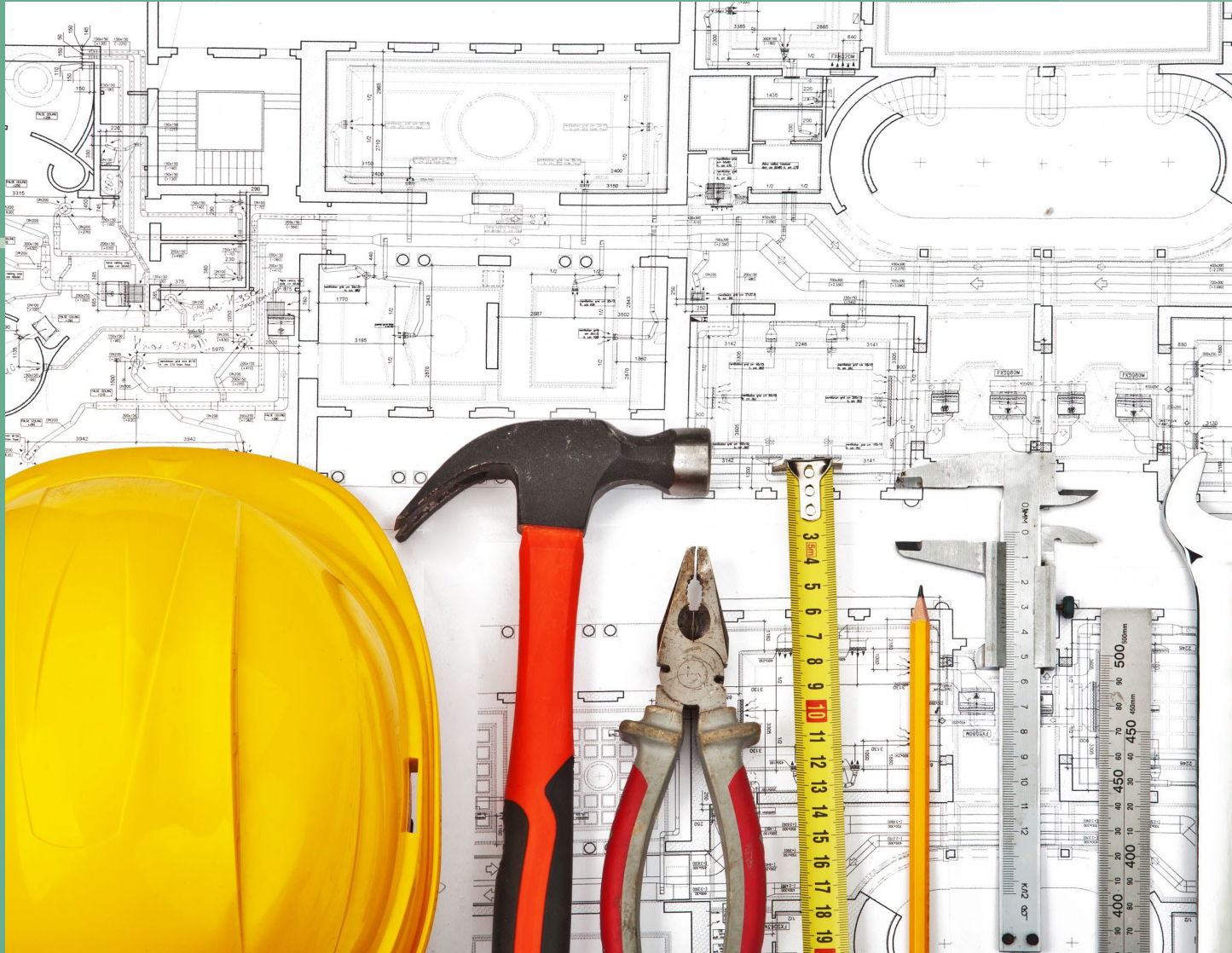


Small Business Enterprise Program (SBE)

Goal Setting Methodology

- Goals are established by City of Phoenix Goal Setting Committee
- Successful Prime will work with the Small Business Engagement Team prior to goal setting
- No established SBE goal for Design Phase
- SBE goal for construction phase will be established upon substantial completion of design





Small Business Enterprise Program (SBE)

Pre-Award Requirements:

- No SBE documents due at time of submittal
- Outreach Efforts and SBE Plan should be actively in development

Small Business Enterprise Program (SBE)

Post-Award Requirements:

To locate certified firms:

<https://phoenix.diversitycompliance.com>

Select: Directory of SBE Certified Firms

REMEMBER:

Confirm certification status of a firm

Confirm certified scope of work

Statement of Proposed SBE Participation must be reviewed and approved by EOD prior to executions of each GMP



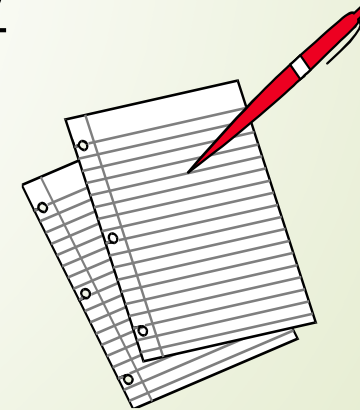
Equal Opportunity Department

Karina Mattiessen, Equal Opportunity Specialist

Equal Opportunity Department

karina.matthiessen@phoenix.gov

623-760-8052



PROJECT MANAGER





Project Description/Background

The Phoenix Municipal Court building is a nine-floor building that was constructed in 1999 and is comprised of a basement, nine stories of office and court room space, and a rooftop equipment penthouse. This is a high security facility with daily court sessions that will need to maintain operations throughout the duration of the pipe replacement project. All areas of the building are considered highly secure and must be maintained as such.

There is approximately 9,970 linear feet of cast iron sanitary waste and vent piping and approximately 465 linear feet of storm piping. Portions of the sanitary waste, vent and storm piping systems are showing signs of deterioration, rust, internal build up and corrosion. It was observed that portions of the existing sanitary and storm piping do not have the required slope per code. Internal scoping of the existing sanitary waste and storm piping observed areas where standing water was present. The internal scoping also observed many areas within the sanitary waste piping showing internal buildup of grease and internal corrosion. The failure and corrosion areas that have been identified are located throughout the building and do not appear to be localized in one area of the piping system. To replace the sanitary waste system, shaft walls and plumbing chases will need to be opened by removing drywall to gain access to some of the piping.



Project Description/Background

The storm drain piping appears to be in good condition. There are areas where corrosion has been identified and it is recommended to replace those sections of piping. There are many areas of the horizontal storm drain piping that are not sloped correctly. These areas can be seen in the internal videos that were taken of the storm drainage system. It is estimated an additional 35% of the storm drain piping needs to be re-sloped in order for the system to drain correctly and avoid standing water in the pipe which will continue to corrode the interior of the piping over time. Drain lines from all drinking fountains, break room sinks and floor drains will be replaced as part of this project. Chlorinated Polyvinyl Chloride (CPVC) piping shall be used for pipe replacement.

Restrooms will be renovated as part of the scope of work. Toilets, urinals, faucets, and soap dispensers shall all be replaced with Energy Star rated items and low flow/touchless equipment that match existing City standards. Existing restroom stalls/partitions/accessories, paper towel dispensers and new countertops may need to be replaced in order to ensure all components are within ADA compliance. ADA must be strictly adhered to as part of this project.

Work is to occur after normal business hours and over weekends and is to be scheduled in preapproved and controlled phases so as not to hinder daily court operations. Court Security will be required (2 per shift) in pre-determined areas to ensure compliance with safety protocols. Security shall be provided by the Owner.



Scope of Work / Services

The City proposes to retain a highly qualified, capable firm to act as the CMAR throughout pre-construction and construction of the 300 W. Washington Renovation project. Work is expected to begin immediately upon contract award. The preferred CMAR will have significant, current experience as the primary contractor of public safety facilities, urban high rises and/or multilevel municipality facilities. Significant collaboration with the City's Engineer and Owner's Representative will be required to deliver a timely, efficient, and effective 300 W. Washington renovation project for the City.

The Construction Manager at Risk will begin with the firm in an agency support role for preconstruction services. The CMAR will assume the risk of delivering the project through a Guaranteed Maximum Price (GMP) contract. The CMAR will be responsible for construction means and methods and will be required to solicit bids from prequalified subcontractors to perform the work using the City's subcontractor selection process. The CMAR may also compete to self-perform limited amounts of work. The GMP must be submitted in MAG or CSI format, or it will not be accepted.



Scope of Work / Preconstruction Phase

Preconstruction phase services by the CMAR may include the following:

- provide detailed cost estimating and knowledge of marketplace conditions
- provide project planning and scheduling
- provide for construction phasing and scheduling that will minimize interruption to Municipal Court operations
- provide alternate systems evaluation and constructability studies
- advise City on ways to gain efficiencies in project delivery
- provide long-lead procurement studies and initiate procurement of long-lead items
- assist in the permitting processes
- participate with the City in a process to set a goal for local and SBE participation and implement the local and SBE process
- protect the City's sensitivity to quality, safety, and environmental factors
- advise City on choosing green building materials



Scope of Work / Construction Phase

Construction phase services by the CMAR may include:

- construct the renovations of each item included in the Project and any other related plumbing, mechanical, electrical, or structural work that may be required
- attend regular meetings, provide timely reports, successfully collaborate with the City, Engineer and Owner's Representative
- select subcontractors/suppliers for this project using subcontractor selection process agreed upon with the City, including achieving SBE goal
- prepare a Guaranteed Maximum Price (GMP) proposal that meets the approval of the City
- coordinate with various City of Phoenix departments, other agencies, utility companies, etc.
- arrange for procurement of materials and equipment
- schedule and manage site operations
- bid, award, and manage all construction related contracts while meeting City bid requirements including the local and SBE participation goal
- provide quality controls
- bond and insure the construction
- address all federal, state and local permitting requirements
- address any issues raised by the City or its delegates
- deal with owner issues
- maintain a safe work site for all project participants



QUESTIONS

FOR THE PROJECT MANAGER



SOQ Evaluation Criteria

The selection of the Contractor will be based on the following qualifications:

Maximum Number of Points if 400

- **General Information (50 points)**
- **Experience and Qualifications of the Firm (100 points)**
- **Experience of Key Personnel to be Assigned to this Project (100 points)**
- **Understanding of the Project and Approach to Performing the Required Services (150 points)**
- **Reference Checks (21 points). These points are in addition to the 400 points for the SOQ**
- **Interviews are an additional 600 points, scores from SOQ evaluations carry over to Interviews**

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, cover letter 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

MAXIMUM pages permitted is **15**
pages:

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

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

Grounds for disqualification:

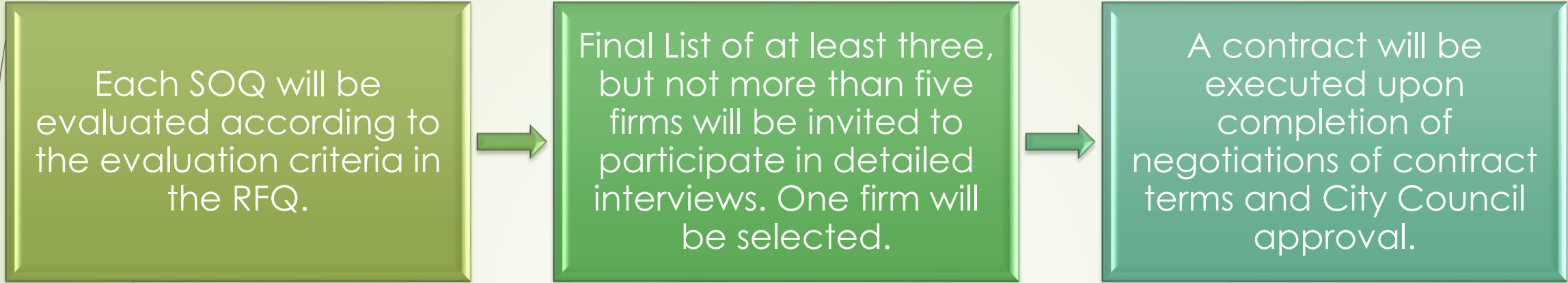
- Failure to submit electronically through email by the due date and time
- Violating “Contact with City Employees” policy
- Failure to submit Bonding Statement with SOQ submittal



Reminders

Place the following items on the Information Sheet:

- ❖ Project Title
 - ❖ Project Number *PW26700051*
 - ❖ Firm Name
 - ❖ Firm Address
 - ❖ Firm Phone Number
 - ❖ Vendor Number
 - ❖ Name, Title, and Email Address of Contact Person
-
- **Do NOT include any other information. If a cover letter is included, it will be counted towards your number of pages.**
 - **Please use the firm's legal name you are registered with the AZ Corporate Commission and W9 with the City**



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graph LR; A[Each SOQ will be evaluated according to the evaluation criteria in the RFQ.] --> B[Final List of at least three, but not more than five firms will be invited to participate in detailed interviews. One firm will be selected.]; B --> C[A contract will be executed upon completion of negotiations of contract terms and City Council approval.];
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Each SOQ will be evaluated according to the evaluation criteria in the RFQ.

Final List of at least three, but not more than five firms will be invited to participate in detailed interviews. One firm will be selected.

A contract will be executed upon completion of negotiations of contract terms and City Council approval.



Selection Process



Important Dates: Selection Schedule

Event:	Date:
Pre-Submittal Meeting	March 5, 2024
SOQs Due	March 15, 2024
Notify for Interviews	March 29, 2024
Interviews	April 15, 2024
Selection Notification	April 2024
Scope of Work Meeting	May 2024

Procurement Website

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

Solicitations Website

Procurement Newsletter

Submitter's Handbook

The screenshot shows the City of Phoenix website's Procurement Opportunities page. At the top, there is the City of Phoenix logo and a search bar. Below the search bar is a navigation menu with links for 'PHX At Your Service', 'PHX Pay Online', 'Map It', 'Find Public Records', 'PHXTV', and 'Translate'. The breadcrumb trail reads 'City of Phoenix > Street Transportation > Procurement Opportunities'. The main heading is 'Consulting & Construction For Capital Improvement Programs'. The text describes the contracting process for capital improvement projects. A notice states that as of Monday, March 11, 2019, all design and construction procurement web page links now direct to the main City of Phoenix Solicitations Page. The page lists several key sections: 'Current Opportunities' (Request for Qualifications, project plans, etc.), 'Project Interviews' (Firms recently short-listed), 'Bid Results and Project Selections' (Preliminary and final bid results), and 'Subscribe to Procurement Newsletter' (Register to be on the distribution list). It also includes a note about decreasing paper costs and providing information for downloading and printing. At the bottom, there is a section for 'Other Useful Resources' with links to 'Protest Policy', 'Submit Protest to City Clerk', 'Submitter's Handbook', 'Public Records Request', and 'SBE/DBE Directory'.

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 advertiser 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/notifications 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](#)

Registration

REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov



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 >

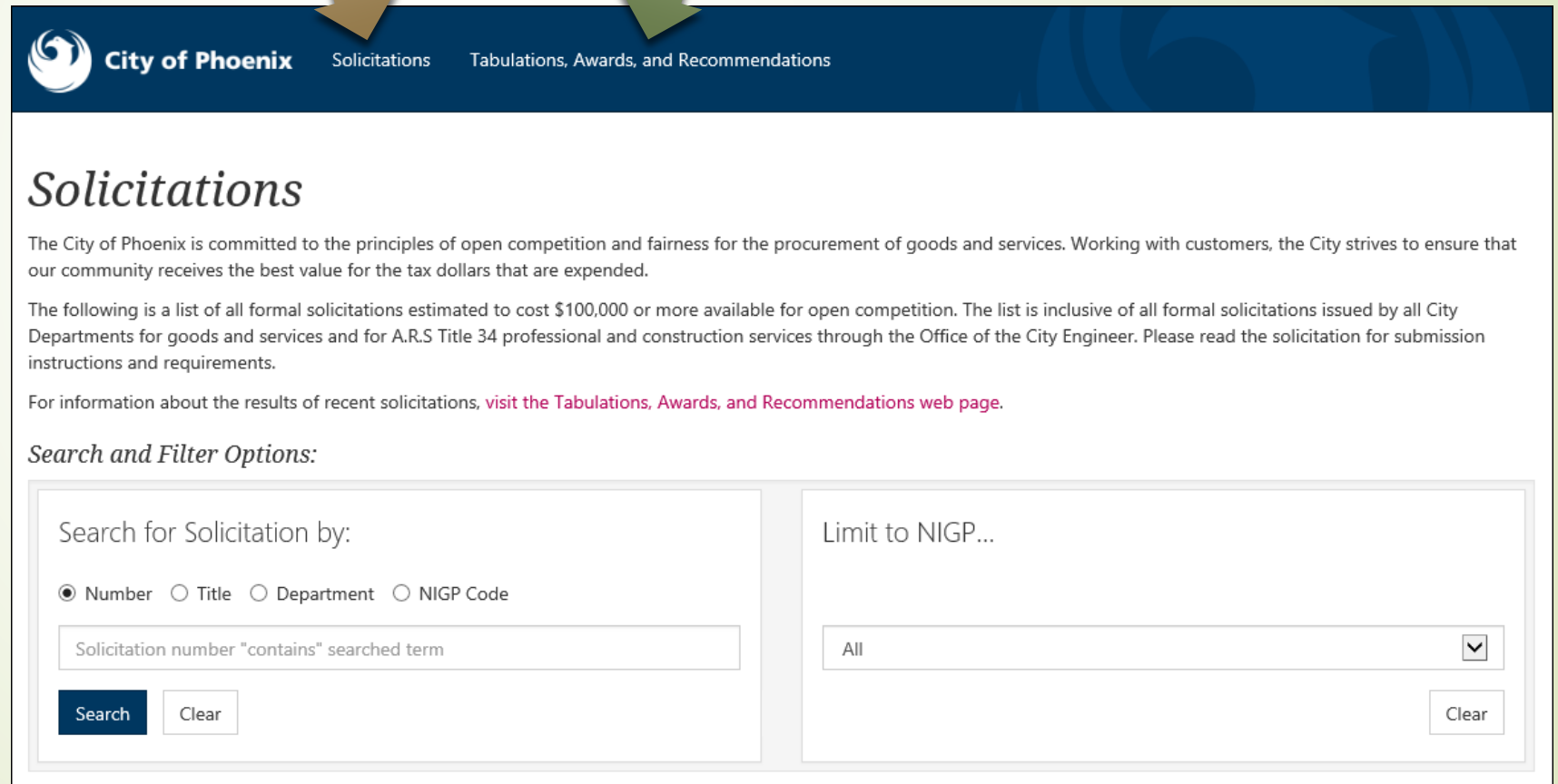
All Firms **MUST** be registered in the Vendor Management System **PRIOR TO** submitting a Proposal

New Firms – After registering, the City will send an e-mail with a vendor **number** in approximately two days

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

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


City of Phoenix Solicitations Website



The screenshot shows the City of Phoenix Solicitations website. At the top, there is a dark blue header with the City of Phoenix logo and the text "City of Phoenix". Below the logo, there are two navigation links: "Solicitations" and "Tabulations, Awards, and Recommendations". A brown arrow labeled "1" points to the "Solicitations" link, and a green arrow labeled "2" points to the "Tabulations, Awards, and Recommendations" link. The main content area has a white background with the heading "Solicitations" in a large, bold, serif font. Below the heading, there is a paragraph of text: "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." This is followed by another paragraph: "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." Below this, there is a link: "For information about the results of recent solicitations, visit the [Tabulations, Awards, and Recommendations web page](#)." At the bottom of the screenshot, there is a section titled "Search and Filter Options:". This section contains two main areas. The first area is "Search for Solicitation by:" with four radio button options: "Number" (selected), "Title", "Department", and "NIGP Code". Below these options is a text input field containing the placeholder text "Solicitation number 'contains' searched term". There are "Search" and "Clear" buttons below the input field. The second area is "Limit to NIGP..." with a dropdown menu currently set to "All" and a "Clear" button below it.

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

<https://solicitations.phoenix.gov>





Due to technical issues with the eprocurement (RFx) System, ALL Statement of Qualifications (SOQ) and Bonding Statement will be emailed to

heather.roye@phoenix.gov

by noon (Phoenix time) on Friday, March 15, 2024.

Same rules apply. If your SOQ is received after 12 PM, it will be disqualified.



No Statement of
Qualifications will be put into
the eprocurement (RFx)
system at this time.

Please email to
heather.roye@phoenix.gov

Questions after today?

Email all questions to:
heather.roye@phoenix
Or call: 602-261-8894

Reference **RFx**
6000001566 in your email
subject line



Thank You for Attending!!!