

# Pre-Bid Meeting

**CITY OF PHOENIX  
REQUEST FOR BIDS**

**WATER SERVICES DEPARTMENT**

**35<sup>th</sup> AVENUE AND CAMELBACK ROAD RELIEF SEWER  
DESIGN-BID-BUILD**

**PROJECT: WS90500303**

**March 19, 2024**

# WELCOME AND INTRODUCTIONS

**JULIE SMITH**, CONTRACTS SPECIALIST II

*POINT OF CONTACT FOR BID QUESTIONS*

OFFICE OF THE CITY ENGINEER

[julie.b.smith@phoenix.gov](mailto:julie.b.smith@phoenix.gov)

(602) 534-2418

**KARINA MATTHIESSEN**, CONTRACT COMPLIANCE PROGRAM ASSISTANT

*POINT OF CONTACT FOR SBE REQUIREMENTS*

EQUAL OPPORTUNITY DEPARTMENT

[karina.matthiessen@phoenix.gov](mailto:karina.matthiessen@phoenix.gov)

(602) 261-8873

**BREANNA CONNOLLY**, PE, PROJECT MANAGER

WATER SERVICES DEPARTMENT

# MEETING OVERVIEW

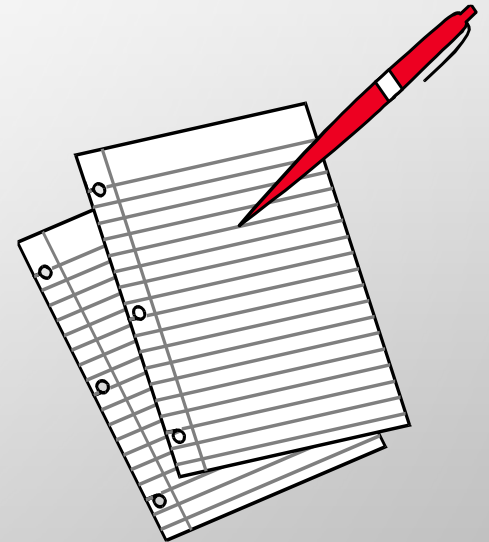
- ❑ By 5:00 PM today, send an email with your name, email address, company name, and telephone number to [julie.b.smith@phoenix.gov](mailto:julie.b.smith@phoenix.gov) to be added to the pre-bid sign-in sheet
- ❑ Please turn off your video
- ❑ Mute your microphones
- ❑ I will post the sign-in sheet and PowerPoint on the procurement's website:  
<https://eprocurement.phoenix.gov/irj/portal>  
<https://solicitations.phoenix.gov>

Bidders are responsible for determining, prior to submittal, if addenda's have been issued and to acknowledge on the bid submittal. They will be posted on the procurement's website.

- ❑ Questions are welcome after each presentation
- ❑ This is the **only** opportunity to discuss this project with city staff

# AGENDA

- ❑ EOD program requirements
  - ❑ Questions
  
- ❑ Project description and scope of work
  - ❑ Questions
  
- ❑ Submittal requirements
  - ❑ Questions



# **Equal Opportunity Department**

**Karina Matthiessen  
Contract Compliance EO Specialist  
SBE Requirements**

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# **SBE PROGRAM REQUIREMENTS**

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

The City encourages the participation of SBE firms throughout *all phases* of contracts.

Subject to City of Phoenix Code, Chapter 18, Article VI, pertaining to the participation of Small Business Enterprise (SBE) firms.

# SBE PROGRAM REQUIREMENTS

The City of Phoenix SBE Goals Committee has established an SBE participation goal of 13.5% for this contract.

The successful submitter is required to meet or exceed the required SBE Goal for ALL work performed on the construction contract.

The Prime Contractor is required to demonstrate good faith efforts to utilize certified SBE firms to achieve this goal during the life of this contract.

# SBE PROGRAM REQUIREMENTS

## Due at Time of Submittal

Contractor's Statement of Proposed SBE Utilization

Letters of Intent to Perform as an SBE Subcontractor / Supplier

Failure to submit complete & accurate forms =

**Non-Responsive**



# CERTIFIED SBE FIRMS

- ❑ To participate in this opportunity as an SBE, only firms certified by the city of phoenix in the specified scopes of work shall be considered in calculating SBE participation.
- ❑ Prime contractors may not self perform work proposed for SBE participation.
- ❑ Eligible SBE's can be found at:

<https://phoenix.diversitycompliance.com>

# SBE WAIVER REQUEST

If the Bidder is Unable to Meet the Goal  
“Good Faith Efforts”

To show proof of having exercised good faith efforts in trying to obtain bids from SBE firms to meet the utilization goals:

- ✓ Partial Waiver Request
- ✓ Full Waiver Request
- ✓ Supporting Documentation

Details pertaining to the above requirements are listed in the SBE Clause for this contract under the SBE Clause –Section III

# 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 Assistance contact:**

**Karina Matthiessen  
Contract Compliance EO Specialist**

**Equal Opportunity Department**

**[karina.matthiessen@phoenix.gov](mailto:karina.matthiessen@phoenix.gov)**

**602-261-8873**

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# Questions



# PROJECT DESCRIPTION

This Project was established under the Sanitary Sewer Relief Program.

Work includes Construction services for installation of approximately 5,500 linear feet of new 21-inch sewer in the area of 35th Avenue and Camelback Road.



# SCOPE OF WORK

The proposed work includes installation of approximately:

- 5,500 linear feet of new 21-inch VCP sanitary sewer
- 19 - 60-inch manholes
- 1 - 48-inch manhole
- Coordination to connect to the new sewer construction to the west

# Questions





# IMPORTANT INFORMATION

- BIDS DUE APRIL 2, 2024, AT 2:00 PM (PHOENIX TIME)
- Confirm bid items due at time of bid submittal
- Confirm post-bid items due 3 days after bid opening by 5 PM
- Submittal MUST be delivered to Phoenix City Hall, 1<sup>st</sup> floor
- All questions MUST be submitted in writing by March 25, 2024
- All questions must be directed to my attention – no other contact with city staff

# IMPORTANT INFORMATION CONT.

- Changes to the Invitation for Bids (IFB) will be posted on our website as an addendum:

## [SOLICITATIONS - SOLICITATIONS CITY OF PHOENIX](#)

It is your responsibility as an IFB holder to determine, prior to submittal, if an addendum has been issued.

# GROUNDS FOR DISQUALIFICATION

- Receipt of bid after the specified cut-off date and time
- Deposit of bid in the wrong location
- Violating the “contact with city employees” policy. Please do not contact the designer of record.
- L.O.S-2 - ALL vendors providing work must be listed
- All questions MUST be emailed to [julie.b.smith@phoenix.gov](mailto:julie.b.smith@phoenix.gov)

# SUBSTITUTIONS

- The engineer will consider written request(s), by a prime bidder only, for substitution(s) which is/are considered equivalent to the item(s) specified in the contract documents.
- The written request will be considered only if it is received at least twelve calendar days prior to the established bid date. Notification of acceptable substitutions will be made by addendum issued no fewer than seven calendar days prior to the established bid date.

# QUESTIONS AFTER TODAY

E-mail your questions to:

[Julie.b.smith@phoenix.gov](mailto:Julie.b.smith@phoenix.gov)

All questions regarding the plans and specifications must be received (in writing) at a minimum seven calendar days prior (March 25, 2024) to bid opening

Questions received after that time may not be given any consideration.

# THANK YOU FOR ATTENDING

35<sup>TH</sup> AVE. AND CAMELBACK RD.  
RELIEF SEWER  
DESIGN-BID-BUILD

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OPEN FOR QUESTIONS

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*THANK YOU FOR ATTENDING!!!*