

**CITY OF PHOENIX
STREET TRANSPORTATION
DEPARTMENT**

PRE-SUBMITTAL MEETING

**PAPAGO PARK AND ZOO DAMS
INSPECTION SERVICES
ENGINEERING SERVICES
PA75200709**

PROCUREPHX PRODUCT CATEGORY CODES: 925000000

RFx Number: 6000001571

April 4, 2024

Meeting will start at 10:30 a.m.



WELCOME AND INTRODUCTIONS

City of Phoenix Representatives

Bobbie Hobart, Contracts Specialist I

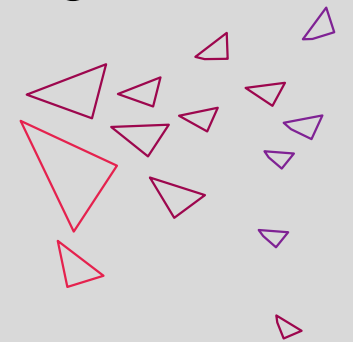
Point of Contact for Submittals and RFQ Questions

Office of the City Engineer, Design and Construction Procurement

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

Ryan Stevens, PE, Engineering Manager, Project Manager

Street Transportation Department



AGENDA

Questions are welcome
after each presentation

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



MEETING OVERVIEW

**PLEASE SIGN YOUR NAME, FIRM NAME, PHONE NO. AND EMAIL ADDRESS
IN ATTENDANCE SHEET**

**The Attendance Sheet, PowerPoint and Notification(s) will be posted on
City of Phoenix's ProcurePHX system at:**

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

(RFX 6000001571)

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.





PROJECT MANAGER

Street Transportation Department

Ryan Stevens PE,
Engineering Manager

PROJECT DESCRIPTION

The Street Transportation Department (Streets) inspects eight earthen dams in the Phoenix Mountain Preserve annually for the Parks and Recreation Department.

Streets previously did an evaluation of the Papago dams for the Parks Department in or around 2009.

Subsequent site visits demonstrate that conditions currently existing have not been addressed since that inspection.

The project site is located at Papago Park and Phoenix Zoo boundaries, 625 N. Galvin Parkway.



SCOPE OF WORK

Formal Inspection of eight (8) dams within Papago Park and Phoenix Zoo properties. Formal inspections will be conducted by a multi-disciplinary team consisting of:

- ✓ Dam Safety Professionals
- ✓ Civil Engineers
- ✓ Geotechnical Engineers
- ✓ Structural Engineers
- ✓ Hydrologist
- ✓ Hydraulic Engineers
- ✓ Dam Safety Action Planners
- ✓ Specialty sub-consultants



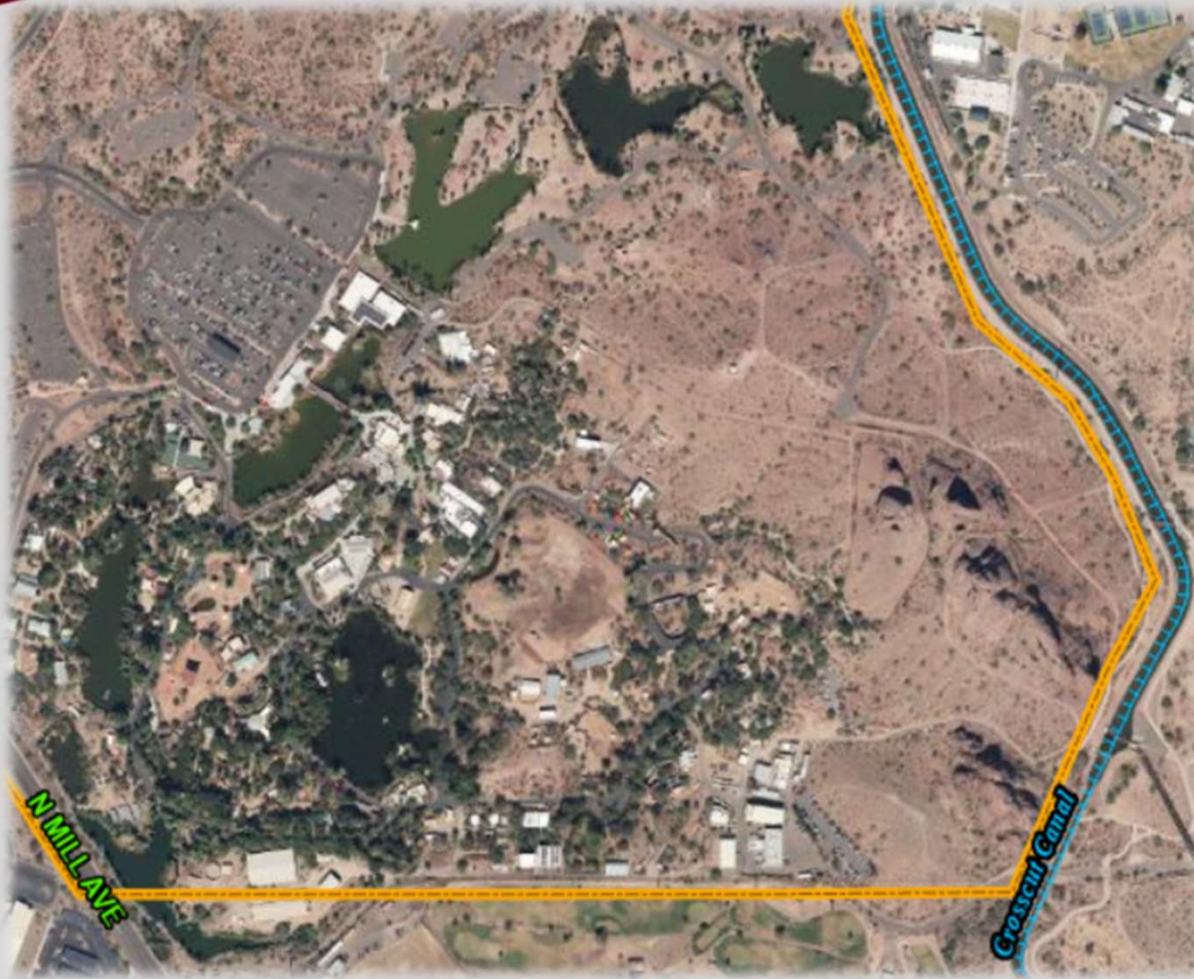
SCOPE OF WORK

The services include, but are not limited to:

- Conduct planning and initial site preparation for the completion of formal inspections of eight dams
- Develop dam specific plans for required vegetation removal or thinning
- Oversight of vegetation removal on each dam
- Pre-inspection work
- Formal inspection of dam structures
- Facilitation of Failure Mode and Effects Analysis table-top workshop
- Stakeholder communications with Salt River Project (SRP), Arizona Department of Water Resources (ADWR), Flood Control District (FCD), and Maricopa County Emergency Management (MCEM)
- Support public outreach
- Other work as required



SCOPE OF WORK



SCOPE OF WORK

- Project Administered and Led by Street Transportation Department
- Stakeholders include
 - Parks Recreation Department
 - Phoenix Zoo
 - SRP
 - ADWR
 - Among others
- Dam Safety Best Practices
- Operational Plans / documentation



SCOPE OF WORK

- Facilitate Meetings, Work Group Sessions
- Inventory of existing conditions
- Remediation Recommendations
- Prioritization
- Minor design efforts could be included, most design efforts will be undertaken separately



QUESTIONS



SOQ EVALUATION CRITERIA

Maximum Number of Points is 1000

- A. Design Experience of the Prime Firm *(150 pts max)*
- B. Inspection Experience of the Prime Firm *(150 pts max)*
- C. Design Experience of the Key Personnel and Subconsultants *(125 pts max)*
- D. Inspection Experience of Key Personnel and Subconsultants *(125 pts max)*
- E. Project Understanding and Approach *(300 pts max)*
- F. Staffing Information for Key Personnel *(150 pts max)*

Reference Check *(21 pts max)*

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

Be complete, be concise



SUBMITTAL REQUIREMENTS

MAXIMUM pages permitted is
10 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 via **EMAIL** to the assigned Contracts Specialist by the due date and time
- Violating “Contact with City Employees” policy

Submit One (1) page Information Sheet: Project title/number; RFx number; firm name (legal name), address, phone number, vendor number; project contact person name, title, email address and signature. **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

Selection Process

Each SOQ will be evaluated according to the evaluation criteria in the RFQ.



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

IMPORTANT DATES **SELECTION SCHEDULE**

- SOQs Due April 19, 2024
- Selection Notification Mid-May
- Scope Meeting Early June



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

A screenshot of the City of Phoenix website. The header includes the City of Phoenix logo and name, a search bar, and navigation links for "PHX At Your Service", "PHX Pay Online", "Map It", "Find Public Records", "PHXTV", and "Translate". The main content area is titled "Consulting & Construction For Capital Improvement Programs" and contains detailed information about the procurement process, including a notice effective March 11, 2019, and sections for "Current Opportunities", "Project Interviews", "Bid Results and Project Selections", and "Subscribe to Procurement Newsletter". A section titled "Other Useful Resources" lists links for "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_ Q

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/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: 925000000
- RFX Number is: 6000001571
- 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
4. **Set-Up** ID & Password

Steps to Success!

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:
bobbie.hobart@phoenix.gov

Reference RFX Number:
6000001571
in your email subject line

Or call Bobbie Hobart at:
(602) 534-8352

PROCUREPHX / RFX OVERVIEW

Vendor
Registration

Frequently
Asked
Questions

Tips and
Tricks

Login

Viewing
Solicitations

Subscribe to
Notifications

Questions



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.



LOGIN TO PROCUREPHX

If your firm is already registered with the City of Phoenix's ProcurePHX system, visit <https://eprocmurement.phoenix.gov/irj/portal> to login and access the electronic solicitation

Product Category Code is: 925000000

RFx (Event) Number is: 6000001571

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

A screenshot of the ProcurePHX login page. The page features the ProcurePHX logo in the top left corner, which includes a red shopping bag icon with a white smiley face. Below the logo, there are two input fields: "User *" and "Password *". To the right of the "Password *" field is a "Log On" button. Below the input fields, there is a link that reads "Logon Problems? [Get Support](#)". The entire screenshot is framed by a thin black border.



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:
6000001571

The screenshot shows the 'RFX and Auctions' overview page. At the top, there are navigation tabs for 'RFX and Auctions', 'Administration', and 'Messages'. Below this is a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is titled 'Active Queries' and shows counts for 'eRFxs' (All (7), Published (1), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). Below this is a section for 'eRFxs - All' with a 'Show Quick Criteria Maintenance' button. At the bottom, there is a table with columns for 'Event Number', 'Event Description', 'Event Type', and 'Event Status'. A 'View: [Standard View]' dropdown and several action buttons ('Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', 'Export') are located above the table. The 'Refresh' button is highlighted with a red box. The table contains one row with the event number '6000000583', description 'PHX-19-R-ZCIP-63-000004-001', type 'RFX for CIP', and status 'Published'.

Event Number	Event Description	Event Type	Event Status
6000000583	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published



VIEW SELECTED SOLICITATION

The screenshot shows the 'RFX and Auctions' interface. At the top, there are navigation tabs for 'RFX and Auctions', 'Administration', and 'Messages'. Below this is the 'Overview' section, which includes a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is titled 'Active Queries' and contains links for 'eRFxs' (All (7), Published (1), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). Below this is the 'eRFxs - All' section, which includes a 'Show Quick Criteria Maintenance' button. A table of RFX events is displayed with columns for 'Event Number' and 'Event Description'. The first row is highlighted in yellow and contains the event number '6000000583' and the description 'PHX-19-R-ZCIP-63-000004-001'. The second row contains '6000000578' and 'PHX-19-R-ZCIP-84-000001'. A red box highlights the 'Display Event' button, and a red arrow labeled '2' points to it. A blue arrow labeled '1' points to the 'Event Number' column header.

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 Status
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

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



QUESTIONS

