



PRE- SUBMITTAL MEETING

WELCOME

CITY OF PHOENIX

INNOVATION 27
WORKFORCE TRAINING
AND EDUCATION COLLABORATIVE

2-STEP CMAR SERVICES
Meeting will start at 10:00 am

MUTE your MICROPHONE

&

Turn OFF your VIDEO

Please & Thank You

PRE-SUBMITTAL MEETING



**ED20000008 INNOVATION 27 WORKFORCE TRAINING
AND EDUCATION COLLABORATIVE**

2-STEP CMAR SERVICES

PROCUREPHX PRODUCT CATEGORY CODE: 912000000

RFx Number: 6000001594

**CITY OF PHOENIX
REQUEST FOR
QUALIFICATIONS**



WELCOME AND INTRODUCTIONS

Julie B. Smith, Contracts Specialist II

Point of Contact for Submittals and Questions

Office of the City Engineer

Julie.b.smith@phoenix.gov (602) 534-2418

Karla Scott, Program Manager

Community & Economic Development

Equal Opportunity Programs Assistant

Equal Opportunity Department

(602) 261-8283



AGENDA

Questions are welcome
after each presentation

Meeting Overview

Equal Opportunity Department

Project Description

Scope of Work – Architect and CMAR

Project Background / Scope Overview

SOQ Evaluation Criteria / RFQ Overview

Submittal Requirements (Page Count, Disqualifications)

Selection Process

Important Dates: Selection Schedule

Procurement Websites & Vendor Registration

ProcurePHX / RFx Electronic Submittal



MEETING OVERVIEW

The Attendance sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system on each of the related ProcurePHX RFX number at:

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

AND Posted on the City of Phoenix website:

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

To be added to the Attendance sheet, send an email by 5:00 PM today with the following:

SUBJECT: Attendance

INCLUDE: Your Name, Firm Name, Phone Number, and E-Mail Address

SEND TO:

Julie.b.smith@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.



EQUAL OPPORTUNITY DEPARTMENT

Equal Opportunity Department (EOD) is responsible for ensuring contractors and consultants achieve full compliance with applicable federal regulations during all phases of this project/contract:

- Solicitation
- Bid/Submittal Verification
- Subcontract Approval
- Compliance Monitoring
- Prompt Payment
- Release of Retention
- Sanctions and Penalties

DBE PROGRAM

- U.S. Environmental Protection Agency (EPA) assists in the funding for this project, which is subject to the requirements of the **Environmental Protection Agency (EPA)** and 40 CFR Part 33.
- 40 CFR Part 33 mandates recipient (City) administers a **Disadvantaged Business Enterprise (DBE) Program**
- Phoenix DBE Program administers this program using entirely race- and gender-neutral (RGN) means, which consists of Small Business Outreach Requirements

EPA'S ELEMENTS OF SMALL BUSINESS OUTREACH (GOOD FAITH EFFORTS):

- ❑ Ensure DBEs are made aware of subcontracting opportunities to the fullest extent practicable through outreach and recruitment activities.
- ❑ Make information on forthcoming opportunities available to DBEs in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- ❑ Consider, in the subcontracting process, when economically feasible, dividing requirements into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.

EPA'S ELEMENTS OF SMALL BUSINESS OUTREACH (GOOD FAITH EFFORTS), CONT:

- ❑ Consider subcontracting with a consortium of DBEs when a subcontract is too large for one of these firms to handle individually.
- ❑ Use services and assistance including, but not limited to, the Small Business Administration, the Minority Business Development Agency of the Department of Commerce, City of Phoenix SBE Directory, Arizona Department of Transportation directory, various minority and women's Chambers of Commerce and organizations, and Associated Minority Contractors of Arizona.



DBE SUBMITTAL REQUIREMENTS (PROF SVCS)

Submittal Requirements

(Due at time of submittal)

FORM EO1: Statement of
Small Business Outreach
Commitment

Failure to submit = **Non-Responsive**





DBE PROGRAM (CMAR) POST-AWARD SUBMITTAL REQUIREMENTS

Due within 30 days of award or a date determined by the City

- 1. FORM EO2: Small Business Outreach Efforts**
- 2. Supporting documentation for FORM EO2***
- 3. FORM EO3: Proposed Statement of Small Business Participation**

*** Good Faith Effort Documentation**





EOD CONTACT

For assistance contact:

Karina Matthiessen

Equal Opportunity Programs Assistant

Karina.Matthiessen@phoenix.gov

(602) 261-8873



An aerial photograph of a large, rectangular industrial building with a white roof and a brown facade. The building is surrounded by a parking lot with several cars parked. In the background, there are other industrial buildings and a cityscape. The text "INNOVATION 27 WORKFORCE TRAINING AND EDUCATION COLLABORATIVE" is overlaid in the center of the image.

**INNOVATION 27
WORKFORCE TRAINING
AND EDUCATION
COLLABORATIVE**

PROJECT BACKGROUND

Former Kmart Store -
circa 1981

- 2526 W. Northern Ave.
- Vacant as of 2017

Community Visioning
Sessions 2018-19

- Early outcomes: Phoenix
Food Innovation Center
(PFIC)



PROJECT BACKGROUND

Feasibility Study 2021

- Findings: Desire for quality jobs and positive community impact. Opportunities for youth - retention.
- Alignment of institutions: ASU, MCCC, West-MEC
- Focus on education and workforce development.

Building Assessment 2021

- Determined building needs to realize findings
- Code, site, structural, mechanical, electrical, plumbing analysis.
- Construction cost estimation

City Purchase 2023

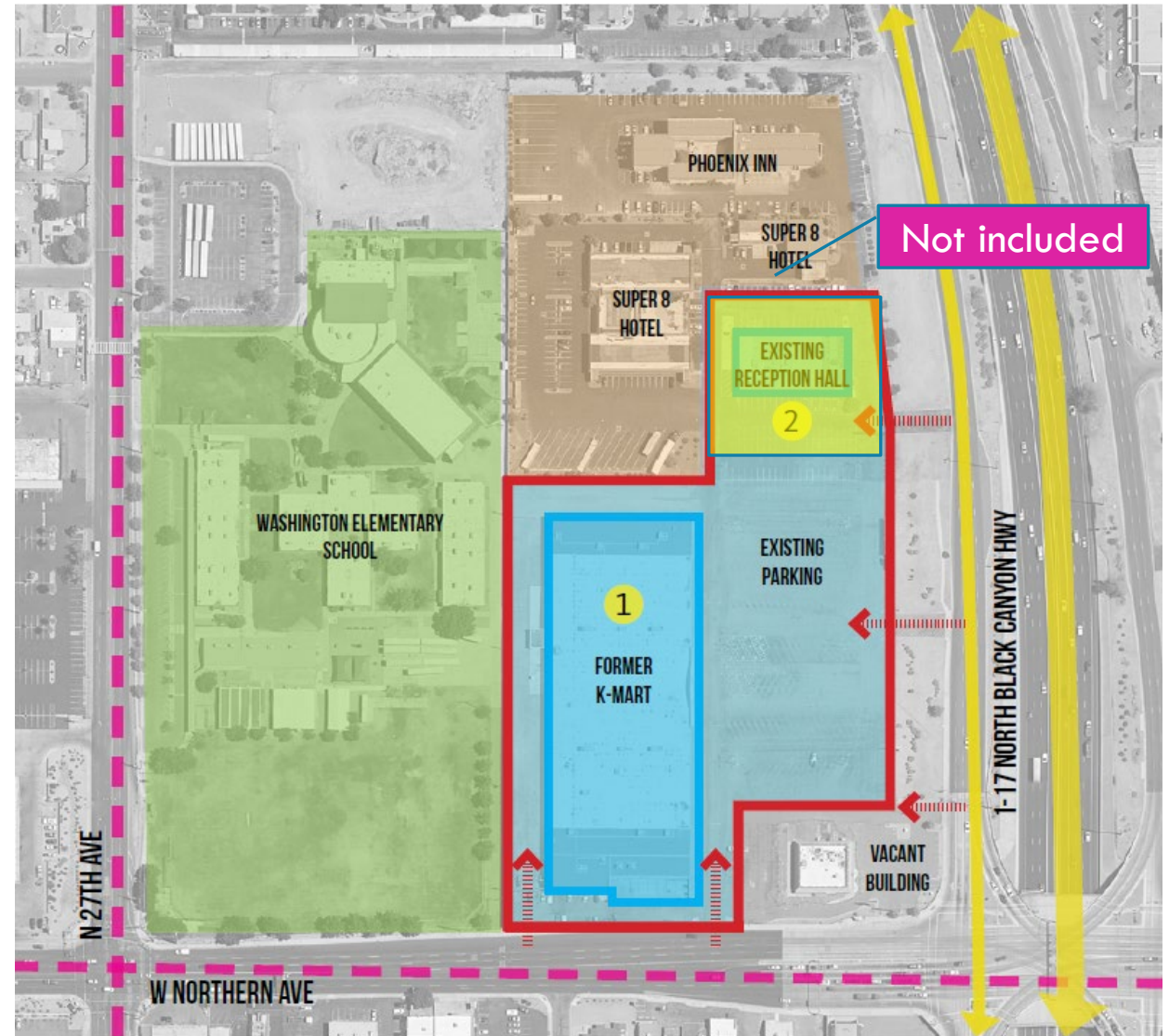
City of Phoenix Adaptive Reuse Study



PROJECT DESCRIPTION

Adaptive Reuse of Building/Site

- 112,270 SF on 10.55 acres
- 770 linear feet frontage- I-17
- 420 linear frontage - Northern
- New use: World class workforce and education facility – Innovation 27
- Diverse spaces: Classroom, gardens and community spaces
- Foster: Innovation, support education, re/upskilling of community
- Desired completion: Fall 2024



PROJECT SCOPE OVERVIEW

Adaptive Reuse of Building/Site

- Wells versed in design/construction of educational and government facilities
- Substantial experience: adaptive reuse, collaborative engagement/design, and accommodate competing interests
- Licensed to practice in Arizona
- Proven track record of high-quality, on time, within budget project delivery







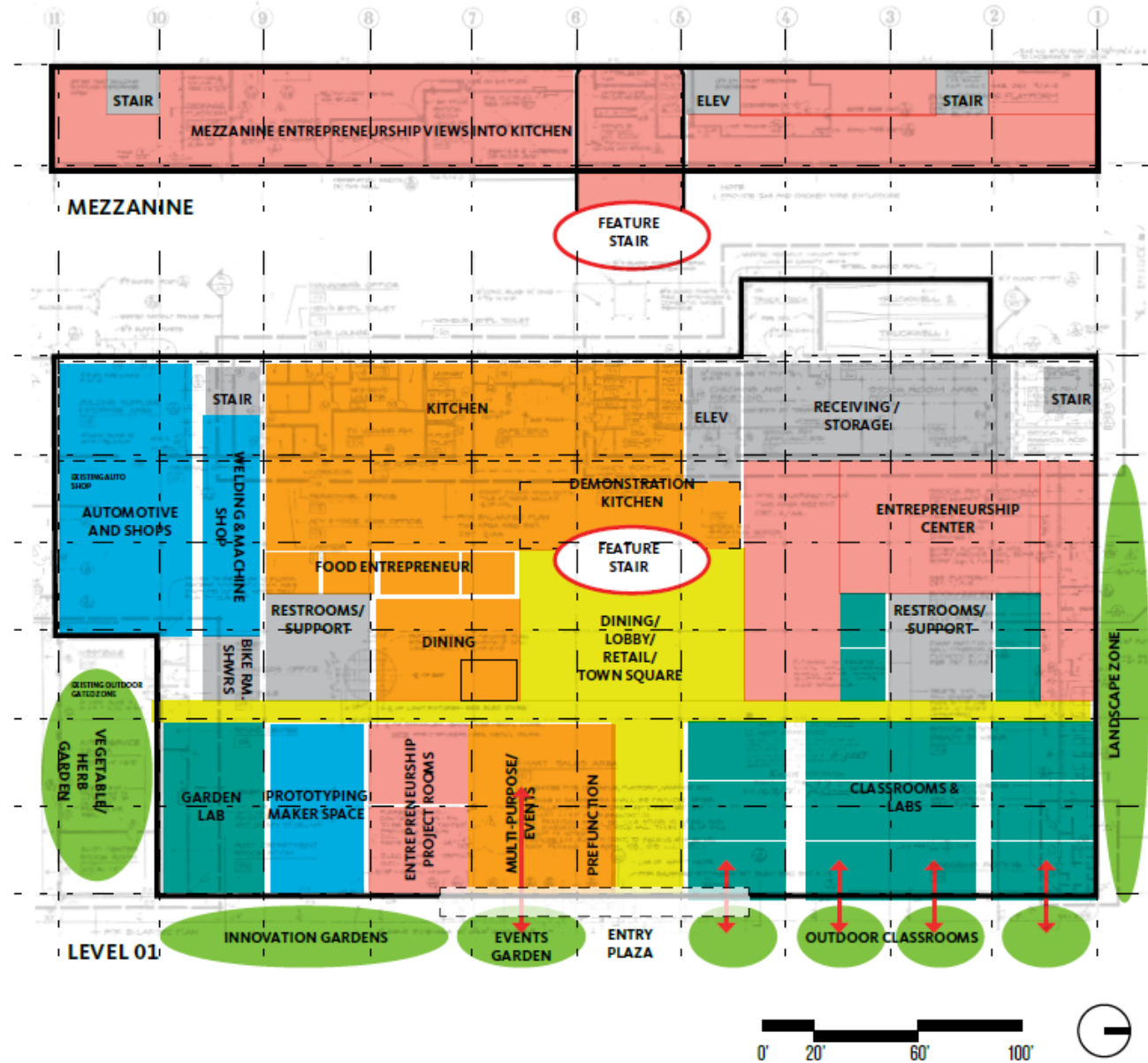
Conceptual Blocking Plan

COLOR KEY:

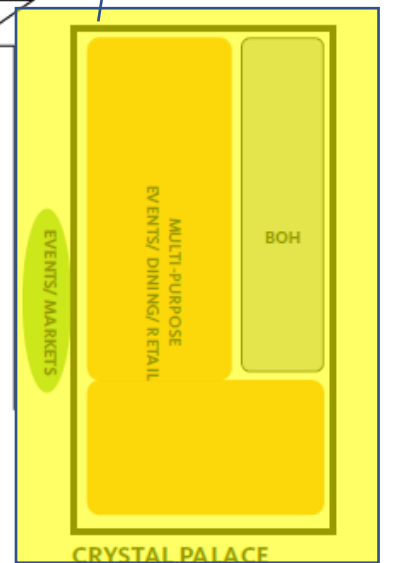
- GENERAL BASE BUILDING
- LOBBY / PUBLIC
- PLAZAS / GARDENS
- CAREER TECHNICAL EDU
- GENERAL ACADEMIC
- FOOD INCUBATOR
- ENTREPRENEURSHIP

BUILDING SIZE :

- LEVEL 01 - 112,270 SF
- MEZZANINE - 16,000 SF
- CRYSTAL PALACE - 10,175 SF



Not a part



LANDSCAPE CONCEPT | COMMUNITY ENGAGEMENT



SCOPE OF WORK — CMAR SERVICES

SERVICES BY THE FIRMS MAY INCLUDE THE FOLLOWING:

- Assist the City throughout planning, design and completion
- Collaborate with City, Architect
- Pre-construction services
- Plan review, constructability review, value engineering
- Phasing recommendations
- Early procurement of long-lead items
- Build-out all required infrastructure and tenant improvements
- Safety and efficiency

SCOPE OF WORK — CMAR SERVICES (CONT.)

SERVICES MAY INCLUDE THE FOLLOWING:

- Prepare Guaranteed Maximum Price Proposals consistent with project scope, construct all scope of services, provide selection of subcontractors and suppliers plan acceptable City requirements, coordinate with various City departments and stakeholders, schedule and manage site operations, provide quality controls, maintain an accurate set of project records, address all state and local requirements.



QUESTIONS

FOR THE PROJECT MANAGER



SOQ EVALUATION CRITERIA — CMAR SERVICES

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

Maximum Number of Points is 1000

- A. General Information *(150 points)*
- B. Experience & Qualifications of the Firm *(250 points)*
- C. Experience of Key Personnel to be Assigned to this Project *(250 points)*
- D. Understanding of the Project and Approach *(350 points)*

**Reference Checks (21 Points) These points are in addition to the 1000 points for the SOQ*

SUBMITTAL REQUIREMENTS

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 via email to Julie.b.smith@phoenix.gov by the due date and time
- Violating “Contact with City Employees” policy
- Failure to submit EO1 Form electronically via email to the contract specialist by the due date and time
- Failure to submit **Bonding Statement** electronically through the ProcurePHX online portal by the due date and time

Submit One (1) page Information Sheet:

project title/number; RFx number; firm name (AZ CORP 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

BONDING STATEMENT: Separate PDF attachment. **WILL NOT** count towards maximum number of pages

SOQS DUE	MAY 17, 2024
FIRMS NOTIFIED OF SHORT LIST FOR RFP	JUNE 5, 2024
ISSUE REQUEST FOR PROPOSAL TO FINALISTS	JULY 8, 2024
PRE-PROPOSAL MEETING	JULY 15, 2024
REQUEST FOR PROPOSALS DUE	JULY 26, 2024
NOTIFY FIRMS OF AWARD SELECTION	EARLY-AUGUST
SCOPE MEETING	EARLY/MID-AUGUST

IMPORTANT DATES — Selection Schedule

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 page. At the top, there is a dark blue header with the City of Phoenix logo and name on the left, and a yellow box for 'Convention Center Public Meetings' on the right. Below the header is a search bar. A navigation bar contains 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 and includes a notice that effective Monday, March 11, 2019, all links direct to the main solicitations page. It lists sections for 'Current Opportunities', 'Project Interviews', and 'Bid Results and Project Selections'. A note states that construction plans and specifications are available for download. At the bottom, there are links for 'Other Useful Resources' including '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.

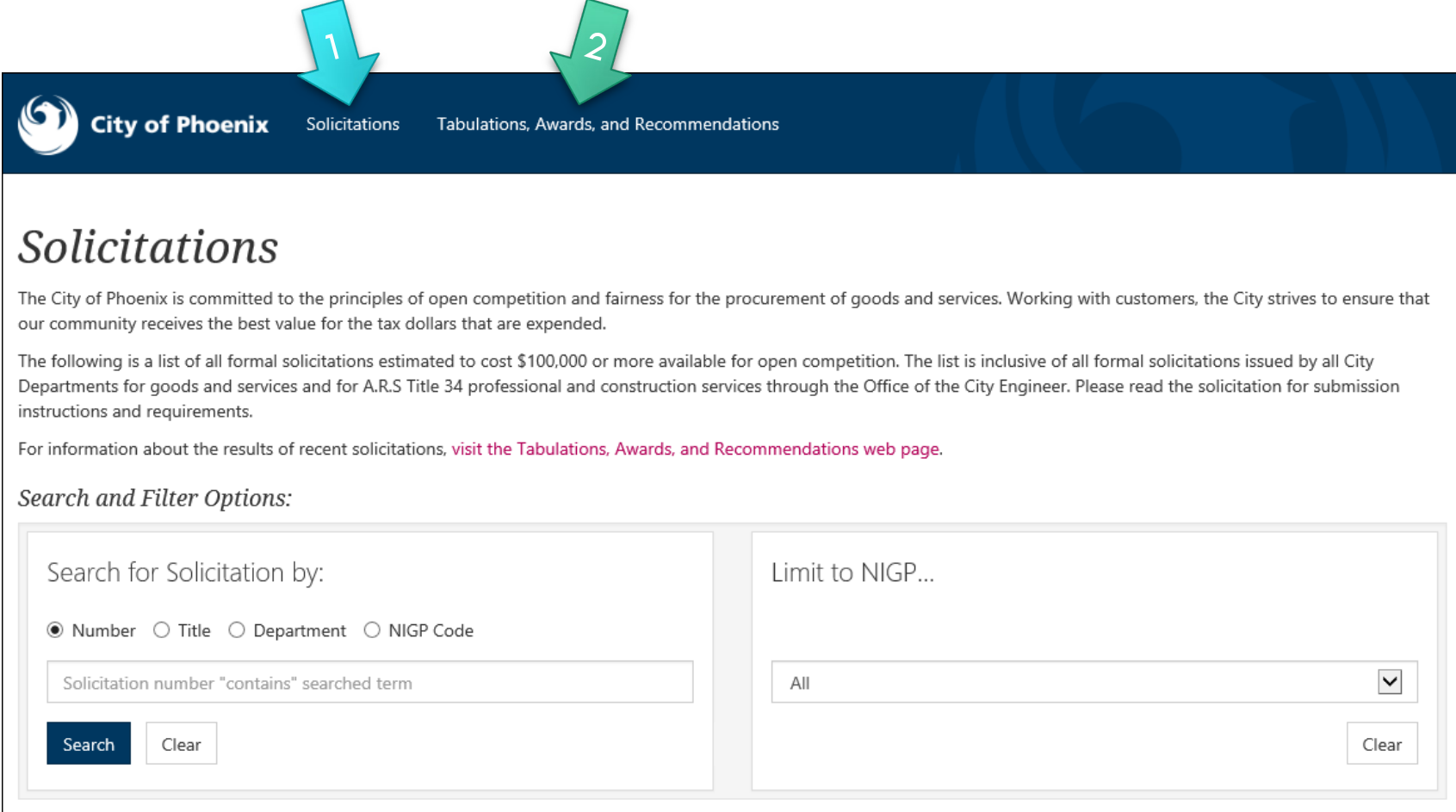
Other Useful Resources

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

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>



The screenshot shows the City of Phoenix website's 'Solicitations' page. At the top, a dark blue navigation bar contains the City of Phoenix logo, the text 'City of Phoenix', and two menu items: 'Solicitations' and 'Tabulations, Awards, and Recommendations'. A cyan arrow labeled '1' points to 'Solicitations', and a green arrow labeled '2' points to 'Tabulations, Awards, and Recommendations'. Below the navigation bar, the page title is 'Solicitations'. The main content area includes a paragraph about the City's commitment to open competition, a paragraph listing the types of solicitations available, and a link to the 'Tabulations, Awards, and Recommendations' page. At the bottom, there is a 'Search and Filter Options' section with two panels. The left panel has a search input field and radio buttons for 'Number', 'Title', 'Department', and 'NIGP Code'. The right panel has a dropdown menu for 'Limit to NIGP...' set to 'All' and a 'Clear' button.

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



procurePHX

Have you
signed up?

VENDOR.SUPPORT@PHOENIX.GOV
602.262.1819

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/iri/portal>

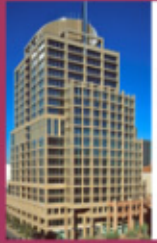
Product Category Code is: SEE RFQ

RFx Number is: SEE 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 >

Overview

ProcurePHX

Email all questions to:
Julie.b.smith@phoenix.gov

Reference RFx Number:
6000001594 in your email subject
line for CMAR

Or Call Julie B. Smith at
(602) 534-2418