



CITY OF PHOENIX

AVIATION DEPARTMENT

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL AND ENGINEERING SUPPORT SERVICES

FOR AVIATION JOB ORDER CONTRACTS

PROCUREPHX PRODUCT CATEGORY CODES:

906000000, 925000000

RFx Number: 6000001578

PRE-SUBMITTAL MEETING

May 16, 2024



Samantha B. Ansmann, Contracts Specialist

Point of Contact for Submittals and RFQ Questions

Office of the City Engineer

samantha.ansmann@phoenix.gov (602) 681-5361

Mario Brown, Special Projects Administrator

Aviation Department

Jaime Brown, JOC Administrator

Aviation Department

WELCOME & INTRODUCTIONS



Attendance sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system
(RFx: **6000001578**):

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

(or)

<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.

MEETING OVERVIEW



Vendor Registration

Project Description and Scope of Work

SOQ Evaluation Criteria

Submittal Requirements: *Page Count, Disqualifications*

Procurement Information

Important Dates: *Selection Schedule*

AGENDA



VENDOR REGISTRATION

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 approx. 2 days

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

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

****VENDOR NUMBER must be included on the Information Sheet****



procurePHX

Have you
signed up?

VENDOR REGISTRATION

VENDOR.SUPPORT@PHOENIX.GOV

602.262.1819



PROJECT DESCRIPTION

- ▶ The City of Phoenix is seeking qualified consultants with airport experience to provide architectural and engineering services in support of the Aviation Department's Architectural and Civil Construction Job Order Contracting (JOC) Programs.
- ▶ **Other Aviation Architectural and Engineering Services approved in advance by the City Engineer**
- ▶ Up to two firms will be selected for Architectural Support Services and up to two firms will be selected for Engineering Support Services.
- ▶ The estimated annual construction value to be performed through the Aviation Architectural Construction JOC Program is \$7 million.
- ▶ The estimated annual construction value to be performed through the Aviation Civil Construction JOC Program is \$8 million.



PROJECT DESCRIPTION

- ▶ The selected architectural and engineering firms will be required to perform programming, studies, design, and construction administration and inspection (CA&I) services on an as-needed basis, to support the work of the Job Order Contractors.
- ▶ Individual projects will be identified by Aviation staff for implementation under the JOC Program. Projects will differ in size, scope and complexity.
- ▶ At any given time, there may be a number of projects in various stages of implementation.
- ▶ The selected architectural and engineering firms will be required to manage all projects in all phases simultaneously, and to coordinate with Aviation staff and the JOC contractors.



ARCHITECTURAL SCOPE OF WORK

INCLUDES, BUT IS NOT LIMITED TO:

- ▶ Mechanical, electrical, plumbing
- ▶ Underground and above ground utilities (water, sewer, electrical, etc.)
- ▶ Environmental Services (asbestos, mold, lead paint abatement, monitoring wells, etc.)
- ▶ Roofing, carpentry, painting and flooring
- ▶ Building and office remodels
- ▶ Demolition and new builds
- ▶ Americans with Disabilities Act (ADA) modifications
- ▶ Energy systems, fire alarms, ACAMS, lighting and controls, CCTV and other related technology
- ▶ Signage and infrastructure
- ▶ Fence and gate installation and repairs
- ▶ Landscaping
- ▶ Bridge repairs (structural and maintenance)



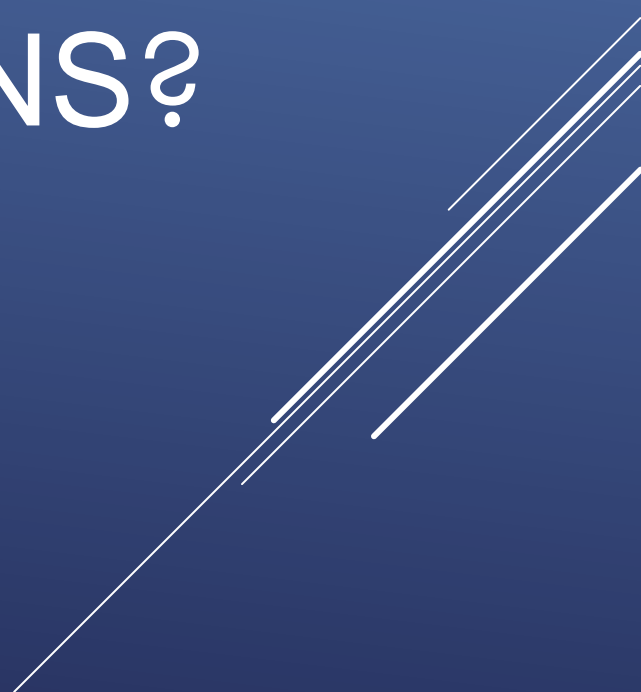
ENGINEERING SCOPE OF WORK

INCLUDES, BUT IS NOT LIMITED TO:

- ▶ Earthwork and dust stabilization
- ▶ Concrete paving and flatwork
- ▶ Asphalt overlay and pavement rehabilitation
- ▶ Underground and above ground utilities (water, sewer, electrical, etc.)
- ▶ Americans with Disabilities Act (ADA) modifications
- ▶ Roadway striping and markings
- ▶ Bridge repairs (structural and maintenance)
- ▶ Fence and gate installation and repairs
- ▶ Landscaping
- ▶ Grading and drainage
- ▶ Safety and Security Systems (loop detectors, barriers, attenuators, etc.)
- ▶ Demolition
- ▶ Signage
- ▶ Airfield and landside maintenance



QUESTIONS?





Maximum number of Points is 1,000

- A. Design Services Experience of the Prime Firm *(150 points)*
- B. CA&I Services Experience of the Prime Firm *(150 points)*
- C. Design Services Experience of the Key Personnel *(125 points)*
- D. CA&I Services Experience of Key Personnel *(125 points)*
- E. Project Understanding and Management, Approach and Responsiveness *(300 Points)*
- F. Staffing Information for Key Personnel *(150 Points)*

SOQ EVALUATION CRITERIA



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, 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

Submit SOQ via email, in .pdf format to Samantha B. Ansmann at samantha.ansmann@phoenix.gov

SUBMITTAL REQUIREMENTS



10 pages permitted to address
Criteria B, C, D, E, and F
2 pages permitted to address
Criterion A

The following will NOT be counted in the
Maximum Page Count:

- Front and back covers
- Information Sheet
- Table of Contents
- Dividers (tabs)

UNLESS you include information that
may be considered by the selection
panel

MAXIMUM
PAGE
COUNT



Failure to submit electronically by email to samantha.anmann@phoenix.gov by the due date and time

Violating "Contact with City Employees" policy

GROUNDS FOR DISQUALIFICATION



THINGS TO REMEMBER

*PLACE THE FOLLOWING ITEMS ON THE
INFORMATION SHEET:*

- PROJECT TITLE
- PROJECT NUMBER
 - FIRM NAME
 - FIRM ADDRESS
- FIRM PHONE NUMBER
- VENDOR NUMBER
- NAME, TITLE, AND EMAIL ADDRESS OF CONTACT PERSON
- **CATEGORY FOR WHICH YOU ARE SUBMITTING**

DO NOT INCLUDE ANY OTHER INFORMATION



PROCUREMENT INFO

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>



SELECTION SCHEDULE

SOQ DUE.....MAY 31, 2024

SELECTION NOTIFICATION.....EARLY JUNE 2024

ON-CALL WORKSHOP.....EARLY SEPTEMBER 2024

CONTRACTS EFFECTIVE.....OCTOBER 1, 2024



QUESTIONS AFTER TODAY...

Last Day for questions is seven days before the SOQ's are due or Friday May 24, 2024.

Email all questions to:

samantha.ansmann@phoenix.gov

Reference RFx Number: **6000001578** in your email subject line

Or Call Samantha at (602) 681-5361



THANK YOU!

