



WELCOME

HOUSING DEPARTMENT ARPA US VETS WASTE AND VENT UPGRADES DESIGN-BID-BUILD PRE-BID MEETING

Meeting will start at 8:30 a.m.



CITY OF PHOENIX REQUEST FOR BIDS HOUSING DEPARTMENT

***Pre-Bid
Meeting***

**ARPA US VETS WASTE AND VENT
UPGRADES - DESIGN-BID-BUILD**

PROJECT NO.: AH10010002

May 31, 2024

**PROCUREPHX PRODUCT
CATEGORY CODE: 912000000**

RFX NUMBER: 6000001603



WELCOME AND INTRODUCTIONS

City of Phoenix Representatives

Annette Perez, Contracts Specialist II

Point of Contact for Submittals and Bid Questions

Office of the City Engineer, Design and Construction Procurement

annette.perez@phoenix.gov

(602) 273-3488

Jaime J. Garrido, RA, LEED AP, CSI, CDT

Vertical Project Manager

Street Transportation Department

Martha A. Perches, Contract Compliance Equal Opportunity

Program Assistant

Point of Contact for DBE Requirements

Equal Opportunity Department

martha.perches@phoenix.gov

(602) 495-0887



AGENDA

- ❑ Meeting Overview
- ❑ EOD DBE Requirements
- ❑ Project Description, Scope of Work and Project Location
- ❑ Submittal Requirements
- ❑ Grounds for Disqualification
- ❑ DCP Procurement Webpages
- ❑ City of Phoenix Solicitation Webpages
- ❑ ProcurePHX for RFX
 - ❑ Vendor Registration
- ❑ Questions After Today



MEETING OVERVIEW

To be added to the Attendance Sheet, please sign your Name, Firm Name, Phone Number, and E-mail address on the Attendance Sheet or send an email by 5:00 PM today to annette.perez@phoenix.gov , subject line RFX 6000001603

The Attendance Sheet, PowerPoint and Addendums will be posted on City of Phoenix's ProcurePHX system at: (RFX 6000001603)

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

AND posted on City of Phoenix's Procurement website:

<https://solicitations.phoenix.gov>

It is your responsibility as an IFB holder to determine, prior to submittal, if any addendums have been issued and to acknowledge on the bid submittal.

This is your ONLY opportunity to discuss this solicitation with City staff.



***EQUAL OPPORTUNITY DEPARTMENT
DBE REQUIREMENTS***

Martha A. Perches
Contract Compliance
Equal Opportunity Program Assistant



DBE PROGRAM

- ❑ The City of Phoenix strives to advance the economic growth of small businesses through its **Disadvantaged Business Enterprise (DBE) Program**.

- ❑ The City receives **Federal Highway Administration (FHWA)** funding through the Arizona Department of Transportation (ADOT).





DBE PROGRAM

In partnership with ADOT's **Business Engagement and Compliance Office (BECO)**, City of Phoenix is responsible for ensuring contractors and consultants achieve full compliance with all applicable federal regulations related to the Disadvantaged Business Enterprise (DBE) Program:

- Solicitation
- Bid Verification
- Subcontractors Approval
- Compliance Monitoring
- Sanctions and Penalties

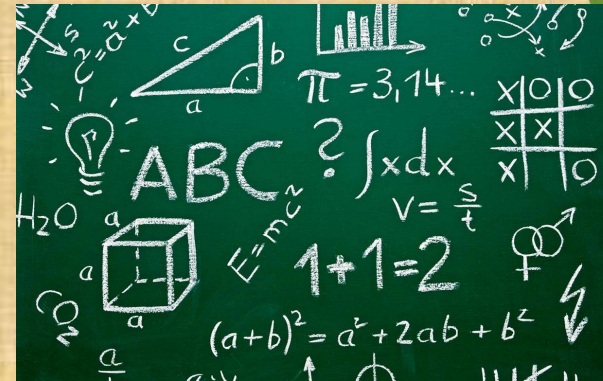




DBE PROGRAM

Required DBE Goal: **NA**

At time of Bid: $\frac{\text{Proposed \$ to DBEs}}{\text{Total Bid}}$



At time of Completion: $\frac{\text{Total Countable \$ Paid to DBEs}}{\text{Total Payment on Contract}}$

NOTE: Propose what you can minimally guarantee!



DBE PROGRAM

Eligible DBEs can be found at:

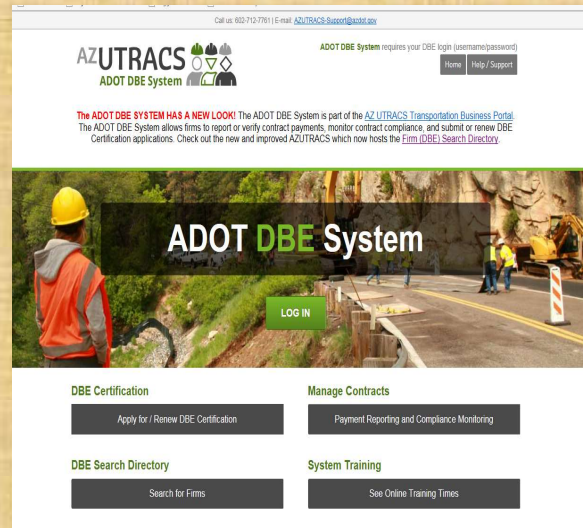
www.adot.dbesystem.com

To participate in this opportunity as a Prime Contractor, you **MUST** be registered in

AZ UTRACS at

<https://utracs.azdot.gov>

All proposed DBE Subcontractors must also be listed in AZ UTRACS and certified in specified scopes of work to be considered in calculating DBE participation.





DBE PROGRAM

Bid Submittal Requirements
(DUE AT TIME OF SUBMITTAL)

FORM EO2

Submit in a separate sealed envelope
Failure to submit = **Non-Responsive**





DBE PROGRAM

Post-Bid Submittal Requirements

(DUE within 3 Calendar Days After Bid Opening Date)

FORM E03

Submit in a separate sealed envelope
Failure to submit = **Non-Responsive**





Equal Opportunity Department

For more information, please contact:

Email:

martha.perches@phoenix.gov

602-495-0887





PROJECT MANAGER

Jaime J. Garrido, RA, LEED AP, CSI, CDT
Architect

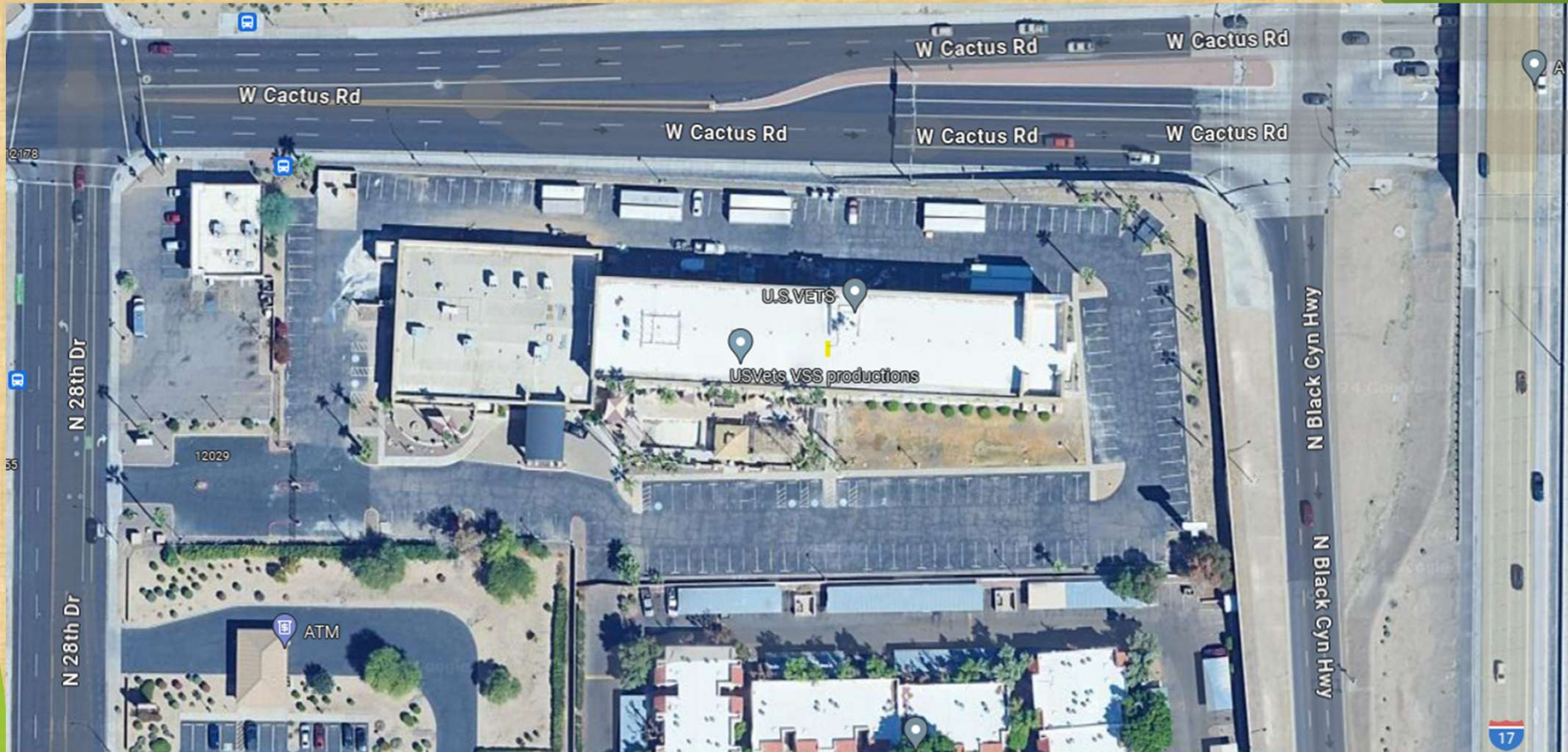


PROJECT DESCRIPTION

Work covers construction of a replacement and upgrades to the existing sanitary waste and vent systems serving the resident room wing, floor one through four and sanitary waste main running below slab through building and the sanitary sewer main outside of building up to point of connection to city tap.



PROJECT LOCATION



12027 N. 28th Drive, Phoenix



SCOPE OF SERVICES

- ▶ Project shall be constructed under a single contract that shall include the installation of new and repairs to Plumbing piping, plumbing fixtures and wall, floor and ceiling finishes work to match existing
- ▶ The scope of work shall also be inclusive of replacement of damaged plumbing fixtures recently installed along with installation of plumbing fixtures currently not installed, and all incidental work required to have a complete installation



ALLOWANCES

- ▶ Contingency Allowances to be included in General Contractor's Base Bid:
 - ▶ The Contractor shall include a contingency allowance in the amount of 15% of total bid amount to cover costs of any additional work ordered by Owner.



SCHEDULE OF ALTERNATES

A. Alternate Bid No. 1: In lieu of lining pipe within based bid, provide for replacement of waste stack pipe laterals below level one slab on grade with new piping from point of connection to waste stack riser, just above slab and up to connection to existing waste main within corridor, below slab.

B. Alternate Bid No. 2: In lieu of lining pipe within based bid, provide for replacement of waste stack piping from point of connection to lateral just above level one slab on grade and up through fourth floor.

Alternate Bid No.3: In lieu of lining pipe within based bid, provide for replacement of vent stack piping from point of connection to fixtures served main vent on level one and up through roof.



***Pre-Bid Meeting will continue at
Project Location at 10:30 a.m.***

12027 N. 28th Drive, Phoenix

Meet at Lobby Area to the right of the Carport area



Any
Questions





BIDDERS SHOULD REVIEW

Information for Bidders (IFB) Section

Questions

All questions regarding plans and specifications must be received by the CS, via email, minimum 7 calendar days prior to bid opening (**By June 11, 2024**)

Bid Submittal Checklist

Items due at time of bid submittal

Post-Bid Submittal Checklist (the three lowest bidders)

Items due within 3 calendar days after bid opening by 4:00 p.m.

Submit to DCP Drop Box (Lobby of City Hall) OR

E-mail to: **annette.perez@phoenix.gov**



SUBMITTAL REQUIREMENTS

Bid Submittal Checklist – Items Due at time of Bid Submittal

- ❖ Acknowledge all Addenda P-1
- ❖ Completed Bid Proposal P-1 to P-3 & P.S.-1
- ❖ Included your Bid Bond or Guarantee Cashier's Check (S.B.-1)
- ❖ Completed Certification with Regard to Equal Opportunity Clause for Contractor and Subcontractors (E.O.C.-1)
- ❖ Completed Documentation of DBE Small Business Outreach Efforts (Form EO2)
- ❖ Completed List of Major Subcontractors & Suppliers (L.O.S.-1)
- ❖ Buy American Certificate (B.A.C.-1)
- ❖ Non-Collusion Affidavit (N.C.A.-1)
- ❖ Certification of Non-Segregated Facilities (N.S.F.-1)

Submit in a separate sealed envelope:

Bid Bond – S.B.-1 (rated A- or better)

Failure to submit = Non-Responsive



POST-BID SUBMITTAL CHECKLIST

**THE THREE LOWEST BIDDERS MUST PROVIDE WITHIN
THREE (3) CALENDAR DAYS AFTER BID OPENING DATE BY 4:00 P.M.**

- ✓ DBE Form EO3
- ✓ List of All Subcontractors and Suppliers Form (L.O.S.-2)
- ✓ Bidders Disclosure Statement (B.D.S.-1 to 4)
- ✓ Affidavit of Identity (if a sole proprietor) (A.O.I.-1)

Failure to submit = Non-Responsive

Contract Execution:

- ✓ Contractor must provide proof of license required to perform the work
- ✓ Verification of Experience Modification Rate (EMR)



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



SEALED BIDS DUE DATE

- ▶ Bids Will Be Due:
TUESDAY, JUNE 18, 2024 at 2:00 P.M.
- ▶ Submitted into the Design and Construction Procurement bid box located on the 1st Floor lobby:
Phoenix City Hall Building
200 W. Washington Street
Phoenix, Arizona, 85003





DCP Procurement Webpages

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

- ❖ Invitation for Bids (IFB) = Specs / Plans / Addenda
- ❖ Pre-Bid Power Point Presentation & Sign-In Sheet
- ❖ Preliminary Bid Results
- ❖ Final Results & Bid Tabulation

Solicitations Website

Procurement Newsletter

Submitter's Handbook



DCP Procurement WEBPAGES

[HTTPS://WWW.PHOENIX.GOV/STREETS/PROCUREMENTOPPORTUNITIES](https://www.phoenix.gov/streets/procurementopportunities)

▶ **Current Opportunities:**

▶ *Project-specific RFQs, Addendas, 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>



City of Phoenix Solicitations Website

1. **Project-specific IFBs, Addendas, 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



Vendor Registration
vendor.support@phoenix.gov
602.262.1819



procurePHX

Have you
signed up?



Vendor Registration

- ▶ **All Firms MUST** be registered in the Vendor Management System **PRIOR TO SUBMITTING A BID**
- ▶ 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 Code is: 912000000
- ▶ RFx Number is: 6000001603
- ▶ The **VENDOR NUMBER** is to be included in the Bid Proposal Sheet.

REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov



procurePHX

Have you signed up?

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
otherwise,**

**THANK YOU FOR
ATTENDING!!!**

Email all questions to:
annette.perez@phoenix.gov

Reference RFx Number: 6000001603
in your email subject line

Or call Annette Perez at:
(602) 273-3488



ProcurePHX and RFx Overview

*Vendor
Registration*

Login

*Viewing
Solicitations*

*Subscribe to
Notifications*



Login to ProcurePHX

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

*Product Category Code is: 912000000
RFx (Event) Number is: 6000001603*

*Note: The **VENDOR NUMBER** is to be included on the cover of the Bid Proposal*

A screenshot of the ProcurePHX login interface. The page features the 'procurePHX' logo in the top left corner, with a small shopping bag icon to the left of the text. Below the logo, there are two input fields: 'User *' and 'Password *'. To the right of the 'Password *' field is a 'Log On' button. At the bottom left of the page, there is a link that reads 'Login Problems? [Get Support](#)'.



RFx Tips

Click **“Refresh”** often

Make sure your Pop-Up blocker is turned **OFF**

Application is accessible with **MS Edge (NOT Internet Explorer)**

When in the application, check for Addendums 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.



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: **6000001603**

The screenshot shows the 'RFX and Auctions Overview' page. At the top, there are navigation tabs for 'RFX and Auctions', 'Administration', and 'Messages'. Below the tabs, the page title is 'Overview' and the breadcrumb trail is 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is divided into sections: 'Active Queries' with 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. At the bottom, there is a table with columns for 'Event Number', 'Event Description', 'Event Type', and 'Event Status'. The table contains one row with the event number '6000000583', description 'PHX-19-R-ZCIP-63-000004-001', and status 'Published'. To the right of the table, there is a 'View: [Standard View]' dropdown and several action buttons: 'Create Response', 'Display Event', 'Display Response', 'Print Preview', and 'Refresh'. The 'Refresh' button is highlighted with a red box.

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



View selected solicitation

RFx and Auctions Administration Messages

Overview

RFx and Auctions > Overview > RFx and Auctions

Active Queries

eRFxs **All (7)** [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

Show Quick Criteria Maintenance

View: [Standard View] | Create Response **Display Event** Display Re

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. Addendas, New Attachments.*
2. Review **RFX Information** Tab for Start/Due dates/ Title of Solicitation



QUESTIONS

