



RFP PTD24-005

Fixed-Route Services – West Transit Facility

**Pre-Offer Conference
June 28, 2024**

Housekeeping

Meeting purpose is to provide a high-level overview of the solicitation, and any solicitation clarifications

- Introductions
- Appointment only attendees
- Please remain on mute to minimize noise disruption
- No recording allowable

Meeting Question Format

- Questions may be submitted using the WebEx “chat” feature during the presentation
- Toward the end of the meeting, these questions will read out loud for responses as needed.
- Verbal communications at this Pre-Offer Conference are in no way binding upon the City and will not affect or modify any of the terms or obligations set-forth in the solicitation.
- A solicitation addenda will be issued to officially respond to questions submitted.

RFP Schedule

Facility Site Visit	June 27, 2024	
Pre-Offer Conference	June 28, 2024	
Written Inquiries Due	July 18, 2024	5:00 pm
Proposals Due	August 20, 2024	2:00 pm



Contract Award	In or around late 2024 - early 2025
Contract Start Date	July 1, 2025



**Fixed-Route Services
– West Transit Facility**

Scope of Work

Scope of Work

West Transit Facility
405 N. 79th Ave

- 22-acre site owned by the City of Phoenix, Public Transit Department
- Operates approximately 30% of Phoenix's contracted local bus service
- Facility was designed to accommodate 250 buses.



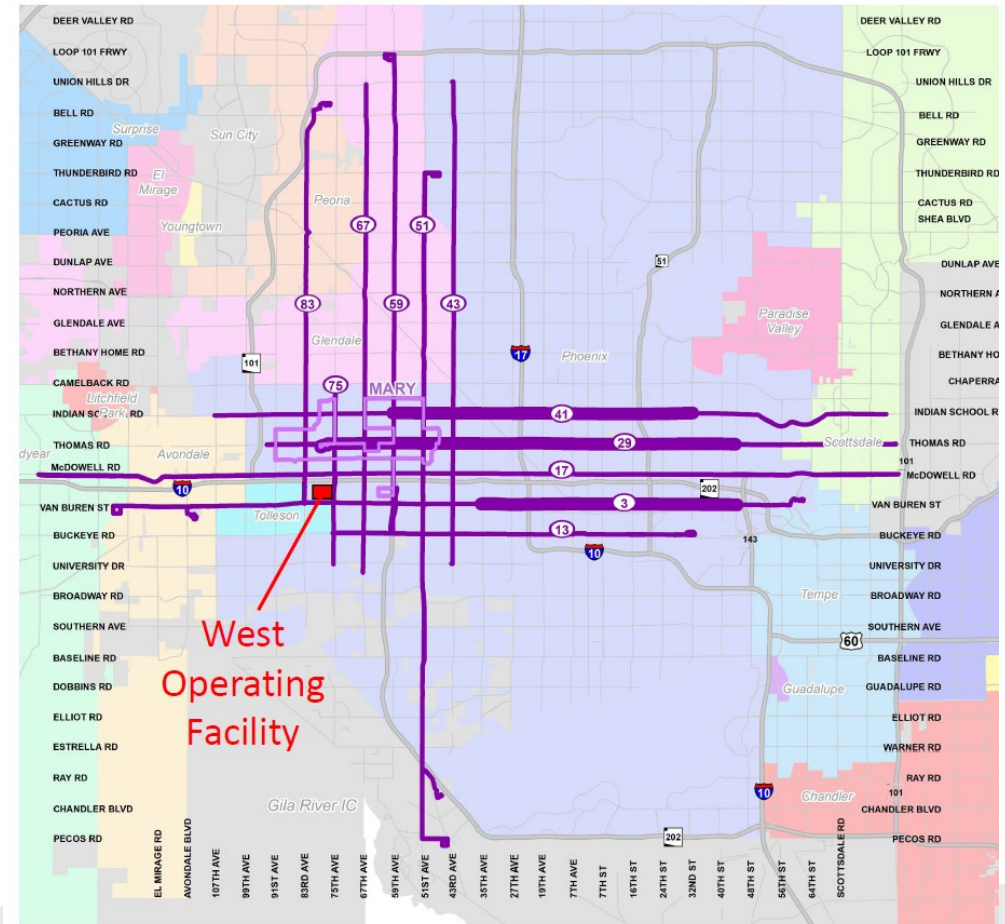
Scope of Work

Section No. 5.1 Service Overview

- Area of operation encompasses the Phoenix area and the following cities: Avondale, Glendale, Goodyear, Peoria, Tolleson, and Scottsdale
- Service Operates 4:00 a.m. to 11:00 p.m. Monday through Friday and 5:00 a.m. through 11:00 p.m. on Saturdays, Sundays, and Holidays.
- Early 2029 – CITY anticipates the introduction of Bus Rapid Transit (BRT) which will be operated from the West Facility

West Operating Facility - Details

- Major activities include bus operations, maintenance, fueling, and cleaning
- Passenger boardings: 1 million per month
- Fleet size is ~169 vehicles
- 12 routes operated with an average of 546,000 service miles per month
 - 11 local Routes
 - 1 Circulator Route –Maryvale Circulator



Scope of Work

Section No. 5.3.1 City-Furnished Vehicles

- The fleet is comprised of diesel, Compressed Natural Gas (CNG), unleaded (circulators), and hybrid electric buses.
- The CITY will acquire battery-electric and hydrogen buses during the 1st quarter of 2025.
- Forty (40) buses are replaced annually (contingent on funding).

Scope of Work

Section No. 5.4.2 Operations Control Center (OCC)

- OCC manages all Phoenix buses in revenue service.
- OCC responsibilities include data collection, reporting, system monitoring, creating public service announcements, and operational reports.
- OCC is managed under a separate contract with the CITY.



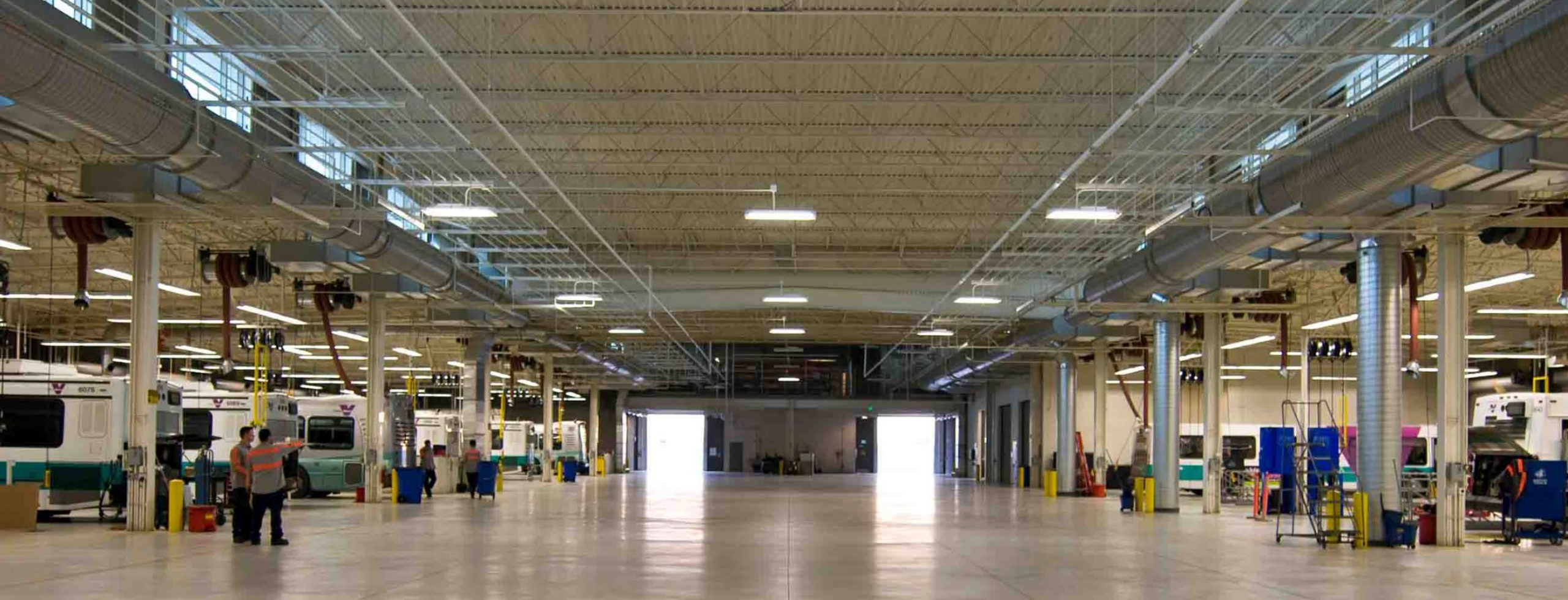
Scope of Work

Section No. 5.14 – Data Gathering and Reporting Requirements

Contractor shall collect data as required and outlined by the City and provide periodic reporting.

The table in Section 5.14.3 provides a comprehensive list and the frequencies for Contractor's preparation of:

- Policies
- Programs
- Schedules
- Reporting
- Procedures
- Plans
- Reports



Fixed-Route Services – West Transit Facility

Solicitation Overview



Solicitation Structure

Sections:

- Section I Solicitation Instructions
- Section II Standard Terms and Conditions
- Section III Special Terms and Conditions
- Section IV Insurance and Indemnification
- Section V Scope of Work
- Section VI FTA Clauses and Certifications
- Section VII Submittals

Solicitation Structure

Attachments:

Attachment A	Fee Schedule
Attachment B	EO1 Form
Attachment C	EO2 and EO3 Forms
Attachment D	Disadvantaged Business Enterprise/Small Business Participation Plan

Solicitation Structure

Exhibits:

Please refer to Solicitation, Table of Contents, for a full exhibit listing.

Exhibits 1 – 22

Exhibits 23 – 30

Exhibits 31 – 45

- There are 45 exhibits (in total) referenced in the solicitation

Term

Section No. 3.1 – Term of Contract and Option to Extend

Initial Term: July 1, 2025 - June 30, 2030

The CITY may, at its sole option, extend the period of this Contract for an additional **two (2) years**.

The CITY may, at its sole option, extend the Initial Term or the Option Term on a month-to-month basis for **up to six (6) months**.

Evaluation Criteria

(1,000 Possible Points)

Section 7.6 – Offer Evaluation Criteria

Evaluation Criteria #1	
Method of Approach (Technical Proposal Tab 1)	275 Points
Evaluation Criterion #2	
Management Structure and Personnel (Technical Proposal Tab 2)	225 Points
Evaluation Criterion #3	
Corporate Experience and Past Performance (Technical Proposal Tab 3)	100 Points
Evaluation Criteria #4	
Facilities Experience (Technical Proposal Tab 4)	100 Points
Evaluation Criterion # 5	
Price Proposal (Fee Schedule) – Attachment A	300 Points

Solicitation Submittals

Section 7.4 – Technical Proposal

TECHNICAL PROPOSAL

Tab 1 Method of Approach – limit of 40 pages

Tab 2 Management Structure and Personnel – limit of 25 pages

Tab 3 Corporate Experience and Past Performance – limit of 20 pages

Tab 4 Facilities Experience – limit of 15 pages

Solicitation Submittals (cont.)

SUBMITTALS

Section 7.8 Emergency 24-Hour Service Contact

Section 7.9 Certification of Business/Experience and Project Commitment

Section 7.10 References

Section 7.11 Solicitation Disclosure Form

Section 7.12 Financial Responsibility Questionnaire

Section 7.13 Addenda Certification

Section 7.14 Offer (signed by Authorized Signatory)

Solicitation Submittals (cont.)

SUBMITTALS

Attachment A – Fee Schedule/Price Proposal

Attachment B – EO1 Form (Statement of Outreach Commitment)

FTA Certifications:

- Debarment and Suspension Certification
- Lobbying Certification
- Tax Liability Certification
- Any other applicable FTA Certifications

Solicitation Submittals (cont.)

SUBMITTALS

One (1) Printed Original - includes cover sheet, technical proposal, price proposal, required submittal forms

One (1) Electronic Copy (thumb drive) of same

Four (4) Printed Copies - excludes the price proposal and required submittal forms (includes cover sheet and technical proposal)

One (1) Electronic Copy (thumb drive) of same

Solicitation Instructions

Section No. 1.27.3 – Determining Responsiveness and Responsibility

“Exceptions, conditions, reservations, or understandings are presumed to be unacceptable, and an Offer that includes unacceptable exceptions, conditions, reservations, or understandings may be rejected as nonresponsive. Alternatively, the City in its sole discretion may instruct in writing that any Offeror remove the conditions, exceptions, reservations or understandings. If the Offeror fails to do so in writing, the City may determine the Offer to be nonresponsive.”

Solicitation Instructions

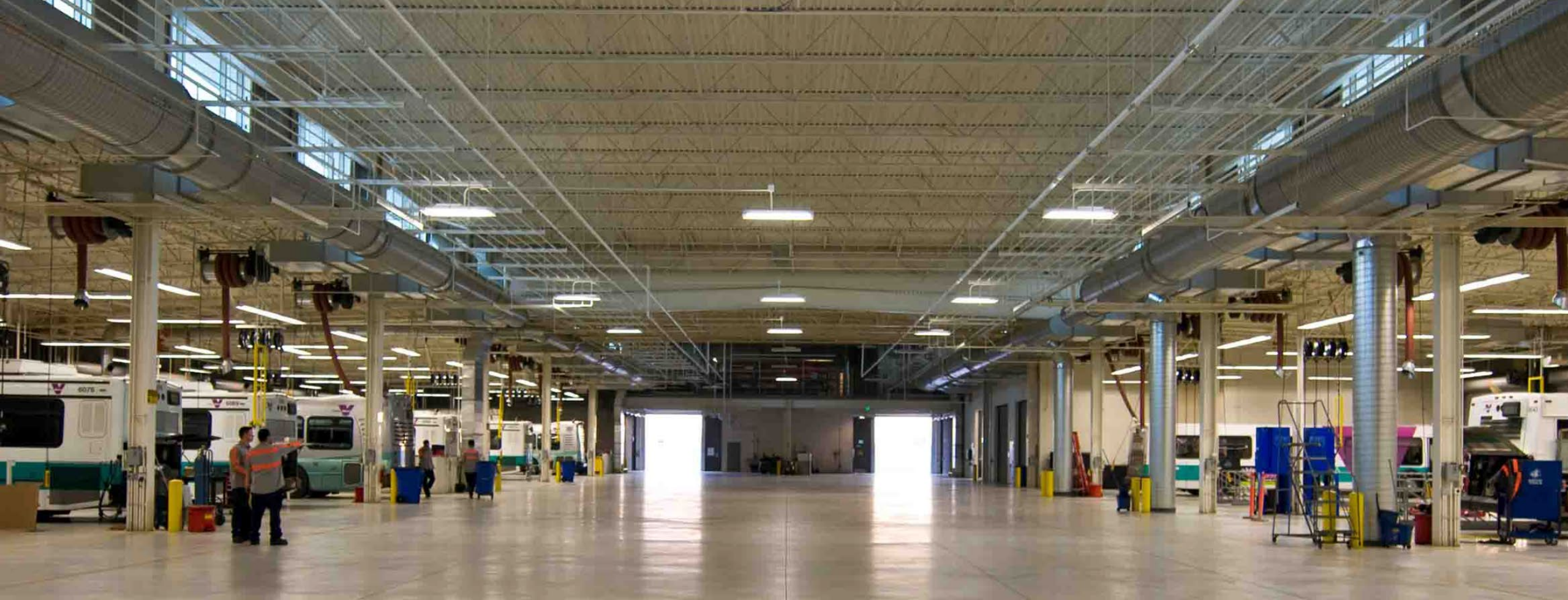
Section No. 1.7 – Exceptions

“Offerors must not take any exceptions to any terms, conditions, or material requirements of this solicitation. Offers submitted with exceptions may be deemed **non-responsive and disqualified** from further consideration in the CITY’s sole discretion. Offerors must conform to all the requirements specified in the solicitation.”

Offer Validity

Section No. 7.2 – Offer Validity

This Offer will remain in effect from the opening date until contract award and execution, which is anticipated to occur for the prevailing offeror on or around late 2024/early 2025, with Year 1 fixed-route services to begin on July 1, 2025, and such Offer is irrevocable unless it is in the City's best interest to release offer(s).



Disadvantaged Business Enterprise (DBE) Outreach

Valeria Williams, Equal Opportunity Specialist



Small Business Outreach

Fixed Route Services - West Transit Facility

PTD24-005

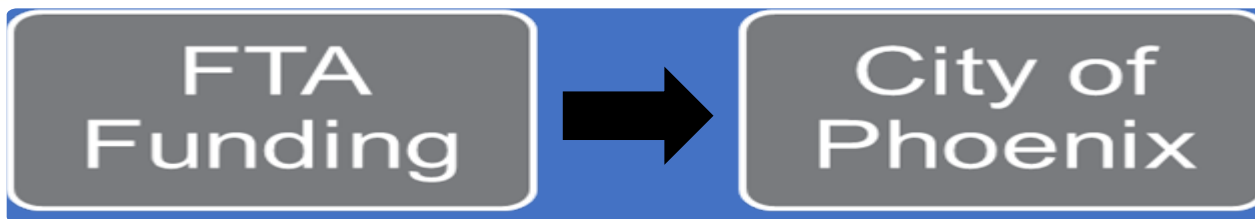
The City of Phoenix Public Transit Department (PTD) strives to advance the economic growth of businesses through its Disadvantaged Business Enterprise (DBE) Program.

The DBE program includes an element to structure contracting requirements to facilitate competition by small business concerns, taking all reasonable steps to eliminate obstacles to their participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors

Federal Transit Administration DBE Final Rule

On April 9, 2024, the U.S. Department of Transportation published its Final Rule for the Disadvantaged Business Enterprise (DBE) program. The Final Rule is the most significant overhaul to the DBE Program in a decade and went into effect on May 9, 2024.

The DBE program is designed to allow small businesses owned and controlled by socially and economically disadvantaged individuals to compete fairly for DOT-funded contracts procured by State and local transportation agencies. The Final Rule improves program implementation in several major areas (see 49 CFR Part 26 for more information).



Overview

- Recipients and sub-recipients **must** encourage, track, and report DBE and Small Business participation for each contract.
- Our current Aspirational Goal for the 2024-2026 period is 7.83% DBE participation for FTA-funded contracts.
- PTD's DBE Program is Race and Gender neutral. (RGN) All DBE participation must be achieved without regard to the race and gender ownership of the firm.
- Offerors **MUST** conduct outreach to small businesses!

Requirements for Successful Offerors



Important!

Required Outreach Efforts

01

Identify DBE and Small Business participation opportunities.

02

Solicit proposals from DBEs and Small Businesses.

03

Evaluate in good faith each DBE and Small Business proposal.

04

Communicate selection decisions to DBEs & Small Businesses, including each rejection of a DBE or Small Business proposal.

DBE/Small Business Outreach

Outreach Efforts are required on all FTA Funded projects

The City strives to advance economic growth of businesses through the DBE/SBE Program

DBE requirements are in accordance with 49 CFR Part 26

Tracking of DBE and /or small business participation that occurs through: Contracts, procurements, purchase orders, goods/services, and/or other arrangements involving sub-tier participation

Data and supporting documentation must be entered monthly into the Business2Government (B2G) System at: www.phoenix.diversitycompliance.com

Small Business Classifications

- **Disadvantaged Business Enterprise (DBE)** means a firm that has been granted DBE certification status by the Agency or another member of the Arizona Unified Certification Program pursuant to the criteria contained in 49 Code of Federal Regulations (CFR) Parts 23 and 26.
- **Small Business Enterprise (SBE)** is a small business that has successfully completed the Phoenix SBE certification process.
- **Small Business Concern (SBC)** is a registration defined Section 3 of the Small Business Act 13 CFR part 121.

Where to find them:

DBE & SBC Search: <https://utracs.azdot.gov/>

SBE Search: <https://phoenix.diversitycompliance.com/>



EO1: Statement of Outreach Commitment

On behalf of the Submitter, I certify under penalty of perjury that the following information is true and correct.

If selected as the Successful Submitter, the Successful Submitter will:


1. Fulfill all required small business outreach requirements and shall submit all required outreach efforts documentation for contracting opportunities within 3 days of preliminary notice of selection or a date determined by the City following preliminary notice of selection;
2. Conduct all required small business outreach and will submit all supporting documentation; and
3. Comply with the Race - and Gender-Neutral post-award requirements stated in the DBE Contract Clause.

Please complete company data in full and sign.

****IMPORTANT****

Sample: E01 Statement of Outreach Commitment

The E01 form must be completed in its entirety and submitted with the bidder's initial offer. Failure to submit Form E01 will result in your submission being deemed **non-responsive**.

	SECTION VII - SUBMITTALS	CITY OF PHOENIX Public Transit Department 302 N. 1 st Ave. Phoenix, AZ 85003 PTDProcurement@phoenix.gov
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ATTACHMENT B

FORM E01 STATEMENT OF OUTREACH COMMITMENT

Due by the offer due date

Professional Services RFP

Project Number:	Project Title:
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On behalf of the Submitter, I certify under penalty of perjury that the following information is true and correct.

If selected as the Successful Submitter, the Successful Submitter will:

- 1) Fulfill all required small business outreach requirements and shall submit all required outreach efforts documentation for contracting opportunities **within three (3) business days following issuance of the notice of contract award recommendation.**
- 2) Conduct all required small business outreach and will submit all supporting documentation; and
- 3) Comply with the Race - and Gender-Neutral post-award requirements stated in the DBE Contract Clause.

Company Name: _____

Company Mailing Address: _____

Representative Name: _____

Title: _____

Email Address: _____

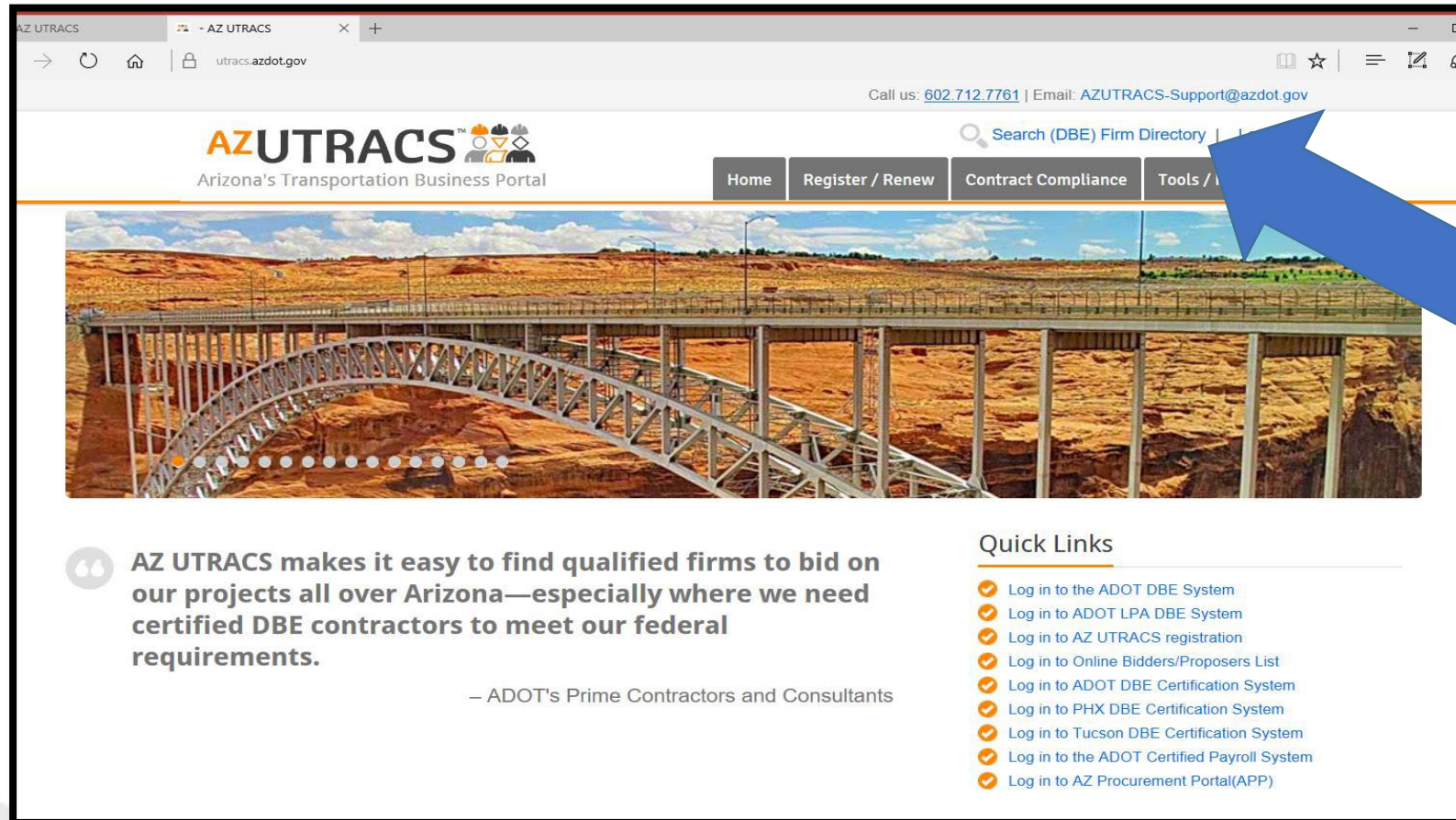
Phone Number: _____

Signature: _____ Date: _____

PTD24-005

Locating Small Businesses

<https://utracs.azdot.gov/search>



The screenshot shows the AZ UTRACS website interface. At the top, there is a navigation bar with the AZ UTRACS logo and the text "Arizona's Transportation Business Portal". To the right of the logo is a search bar labeled "Search (DBE) Firm Directory". Below the navigation bar is a large banner image of a bridge under construction in a desert landscape. Below the banner, there is a section titled "AZ UTRACS makes it easy to find qualified firms to bid on our projects all over Arizona—especially where we need certified DBE contractors to meet our federal requirements." followed by a quote from ADOT's Prime Contractors and Consultants. To the right of this section is a "Quick Links" section with a list of links, each preceded by a checkmark icon. A large blue arrow points to the search bar.

Call us: [602.712.7761](tel:602.712.7761) | Email: AZUTRACS-Support@azdot.gov

AZUTRACS
Arizona's Transportation Business Portal

Home Register / Renew Contract Compliance Tools /

Search (DBE) Firm Directory

AZ UTRACS makes it easy to find qualified firms to bid on our projects all over Arizona—especially where we need certified DBE contractors to meet our federal requirements.

— ADOT's Prime Contractors and Consultants

Quick Links

- ✓ Log in to the ADOT DBE System
- ✓ Log in to ADOT LPA DBE System
- ✓ Log in to AZ UTRACS registration
- ✓ Log in to Online Bidders/Proposers List
- ✓ Log in to ADOT DBE Certification System
- ✓ Log in to PHX DBE Certification System
- ✓ Log in to Tucson DBE Certification System
- ✓ Log in to the ADOT Certified Payroll System
- ✓ Log in to AZ Procurement Portal(APP)

Locating Small Businesses

<https://utracs.azdot.gov/search>

The screenshot shows a web browser window with the AZUTRACS website. The browser tabs are labeled "AZ UTRACS". The address bar shows "utracs.azdot.gov/Search". The page header includes the AZUTRACS logo, the text "Arizona's Transportation Business Portal", and navigation buttons for "Home", "Register / Renew", "Contract Compliance", and "Tools / Resources". There is also a search bar and a "Log in" link. The main content area is titled "Firm Search" and contains several search options: "Quick DBE Search", "Quick SBC Search", "Quick ACDBE Search", and "Search Tips". Below these is a "Search Criteria" form with the following fields:

- Firm Name/DBA:
- Business Description:
- Contact First Name:
- Contact Last Name:
- City:
- State:
- ZIP:
- AZUTRACS Number:
- County firm willing to work in:
- Firm Type:
- Professional Work Category:
- Construction Work Category:
- Goods And Services:
- Equipment:

At the bottom of the form are three buttons: "Search", "Clear Search", and "Customize Search Results".

SMALL BUSINESS OUTREACH

NAICS Code Examples

531390- Real estate fiduciaries. Real estate listing services

541199- Notary Services , Process serving services

339940- Office supplies

492110- Couriers and Express Delivery Services


492210 - Local Messengers and Local Delivery

561611- Investigation and Personal Background Check Services

561720- Janitorial Services

SMALL BUSINESS OUTREACH

- Identify opportunities for small business participation
- Conduct outreach for small business participation
- Evaluate small business participation
- Tell small businesses that responded to the outreach efforts of their selection decision whether the small business was selected


 City of Phoenix
Contract Number and Contract Title
Form – EOD-2 / SMALL BUSINESS OUTREACH EFFORTS
 (Due with Response at Time of Submittal and every year on the anniversary of the contract)

Respondent's Name: _____ Contract Title/Number: _____

Successful Respondent must conduct outreach efforts and submit documentation of those outreach efforts as described in Business Enterprise (DBE) Program Race- and Gender-Neutral Contract Clause (Contract Clause). Detailed instructions for this form are included in the Contract Clause. Supporting documentation is required for Columns D and E. Successful Respondent should make additional copies of this form as needed.

(A) Business Name and Contact Information	(B) Business Type	(C) Opportunity for Small Business Participation	(D) Solicitation Method	(E) Was this firm selected as a participant?	(F) Communication of final selection outcome
Name: _____ Address: _____ City, State, Zip: _____ Phone Number: _____ Fax Number: _____ Email: _____ Number of Employees: _____ SBE - City of Phoenix Certified: _____ DBE: _____ SBC - Small Business Concern: _____ ACD/BE: _____	<input type="checkbox"/> JV Partner, % <input type="checkbox"/> Supplier-Goods Cost of Goods Sold \$ _____ <input type="checkbox"/> Supplier-Services Expenses \$ _____ <input type="checkbox"/> Unknown	<input type="checkbox"/> Newspapers or Websites <input type="checkbox"/> Trade and/or Professional Listing <input type="checkbox"/> Business Outreach Events <input type="checkbox"/> E-mail blast <input type="checkbox"/> Other	<input type="checkbox"/> Firm was selected <input type="checkbox"/> Firm was NOT selected Please provide an explanation, if this firm was NOT selected: _____	Firms must be notified of final selection outcome prior to submittal of this form. When was firm notified? _____ How was the selection outcome communicated to this firm? _____	
Name: _____ Address: _____ City, State, Zip: _____ Phone Number: _____ Fax Number: _____ Email: _____ Number of Employees: _____ SBE - City of Phoenix Certified: _____ DBE: _____ SBC - Small Business Concern: _____ ACD/BE: _____	<input type="checkbox"/> JV Partner, % <input type="checkbox"/> Supplier-Goods Cost of Goods Sold \$ _____ <input type="checkbox"/> Supplier-Services Expenses \$ _____ <input type="checkbox"/> Unknown	<input type="checkbox"/> Newspapers or Websites <input type="checkbox"/> Trade and/or Professional Listing <input type="checkbox"/> Business Outreach Events <input type="checkbox"/> E-mail blast <input type="checkbox"/> Other	<input type="checkbox"/> Firm was selected <input type="checkbox"/> Firm was NOT selected Please provide an explanation, if this firm was NOT selected: _____	Firms must be notified of final selection outcome prior to submittal of this form. When was firm notified? _____ How was the selection outcome communicated to this firm? _____	

The EOD-2 form must be completed in its entirety and be submitted within **three (3)** business days following the issuance of the notice of contract award recommendation.

EO3 Documentation

On behalf of the Recommended Offeror, I certify under penalty of perjury that the information submitted herein is true and correct:

The firms indicated as 'Selected' in **Form – EO 2: Documentation of Outreach Efforts**, will participate in this contract;

The Recommended Offeror will comply with the Race-and-Gender-Neutral post-award requirements as stated in the DBE contract clause;

I understand and agree that all changes or substitutions must be authorized by the Public Transit Department prior to implementation; and

The following statement is true and correct:


The proposed total participation of DBE, SBC, and SBE firms on this contract will be: \$_____

Don't Forget to sign and date!



EO3: SMALL BUSINESS UTILIZATION COMMITMENT

The EO3 form must be completed in its entirety and be submitted within **three (3)** business days following issuance of the notice of contract award recommendation.

	SECTION VII - SUBMITTALS	CITY OF PHOENIX Public Transit Department 302 N. 1 st Ave. Phoenix, AZ 85003 PTDProcurement@phoenix.gov
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ATTACHMENT C (FORM 2 OF 2)
FORM EO3 SMALL BUSINESS UTILIZATION COMMITMENT

Due within three (3) business days following issuance
of the notice of contract award recommendation

Project Number:	Project Title:
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On behalf of the Successful Submitter, I certify under the penalty of perjury that the information submitted herein is true and correct:

1. The firms indicated as "Selected" in Form EO2 Small Business Outreach Efforts, will participate in this contract;
2. The Successful Submitter will comply with the Race- and Gender-Neutral post-award compliance requirements as stated in the DBE contract clause;
3. Successful Submitter understands and agrees that any and all changes or substitutions to subcontracts with DBE's and Small Businesses must be authorized by the Phoenix DBE Compliance Specialist prior to implementation; and
4. The following statement is true and correct: The proposed total participation of DBE, SBC, and SBE firms on this contract will be:

\$ _____

Company Name: _____

Company Mailing Address: _____

Representative Name: _____

Title: _____

Email Address: _____

Phone Number: _____

Signature: _____ Date: _____

Documentation Requirements

All documentation is due **three (3)** days following the issuance of the notice of contract award recommendation.



1) Must complete and submit Forms EO2 & EO3



2) Submit supporting documentation (i.e. phone logs, emails, letters)



3) Will be contractually obligated to achieve the participation percentage amount on EO3

Small Business Outreach

Post-Award Requirement:

Due within **three (3)** business days following the issuance of the Notice of Contract Award Recommendation, successful respondent must submit forms **EO2** and **EO3** (Small Business Outreach Efforts) with all supporting documents

- Including –

***NEW* Small Business Participation Plan (SBPP)**

- ✓ Shall contain strategies to foster small business participation, including contracted firm(s) name(s) and address(es)
- ✓ Any material changes to your Public Transit Small Business Participation Plan are due on the Agreement Anniversary Date

Program Requirements

Small Business Participation

- Comply with City of Phoenix DBE Program Plan and 49 CFR Part 26
- Track and report all DBE and/or small business participation that occurs as a result of:
 - **Contracts**
 - **Procurements**
 - **Purchase orders**
 - **Goods/services**
 - **Other arrangements involving sub-tier participation**
- Data and supporting documentation must be entered monthly into the City of Phoenix Certification & Compliance System at phoenix.diversitycompliance.com



Pre-Offer
Conference
Questions



Questions and Answers Reminder

Section No. 1.8 – Inquiries

QUESTIONS

Inquiries Form

All questions must be submitted in writing to cathy.lonnegren@phoenix.gov. Please cite the solicitation number in the subject line of the email.

“No informal contact initiated by Offerors on the proposed service will be allowed with members of City’s staff or City Council from date of distribution of this solicitation until after City Council awards the contract. All questions or issues related to this solicitation must be presented in writing” to the Procurement Officer.

ANSWERS

RFP Addendum

All answers will be provided in an RFP Addendum

Transparency Policy

City Code 43-36

All respondents and their representatives under penalty of disqualification will refrain from contacting anyone involved in this process other than the procurement officer.

OFFERORS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED