



Welcome

**STREET TRANSPORTATION DEPARTMENT
FY 2022 CMAQ ALLEY DUSTPROOFING
DESIGN-BID-BUILD**

Meeting will start at 9:05 a.m.



**CITY OF PHOENIX
REQUEST FOR BIDS
STREET TRANSPORTATION DEPARTMENT**

***Pre-Bid
Meeting***

**FY 2022 CMAQ ALLEY DUSTPROOFING
DESIGN-BID-BUILD**

**PROJECT NO.: ST87400405
FEDERAL AID NO.: PHX-0(372)D
ADOT TRACS NO.: T039701C**

**PROCUREPHX PRODUCT CATEGORY CODE:
912000000**

RFX NUMBER: 6000001622

June 28, 2024



WELCOME AND INTRODUCTIONS

City of Phoenix Representatives

Kathleen Kennedy, Contracts Specialist II
Point of Contact for Submittals and Bid Questions
Office of the City Engineer
kathleen.kennedy@phoenix.gov
(602) 534-5789

Krystina Aragon, PE, Project Manager
Street Transportation Department

Martha Perches, Equal Opportunity Programs Assistant
Point of Contact for DBE Requirements
Equal Opportunity Department
martha.perches@phoenix.gov
(602) 495-5259



AGENDA

Mute your microphone and turn
off camera

Questions are welcome after
each presentation

Unmute, Identify yourself, and
Ask Question

OR

Enter question/s into the Chat
Box and Identify yourself

- Meeting Overview
- Scope of Work and Project Location
- EOD / ADOT DBE Requirements
- Labor Compliance and Federal
Program Requirements
- Submittal Requirements
- Grounds for Disqualification
- DCP Procurement Webpages
- City of Phoenix Solicitation Webpages
- ProcurePHX for RFX
 - Vendor Registration
- Questions After Today



Meeting Overview

**PRE-SUBMITTAL ATTENDANCE SHEET
PLEASE SIGN YOUR NAME, FIRM NAME, PHONE NO. AND EMAIL ADDRESS**

The Attendance Sheet, PowerPoint and Addendums will be posted on City of Phoenix's ProcurePHX system at: (RFX 6000001622)

<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.



STREET TRANSPORTATION
Project Manager

KRYSTINA M ARAGON, PE
PROJECT MANAGER



SCOPE OF WORK

The City of Phoenix is proposing an alley dust proofing project that will include approximately 29.9 miles of alley located at:

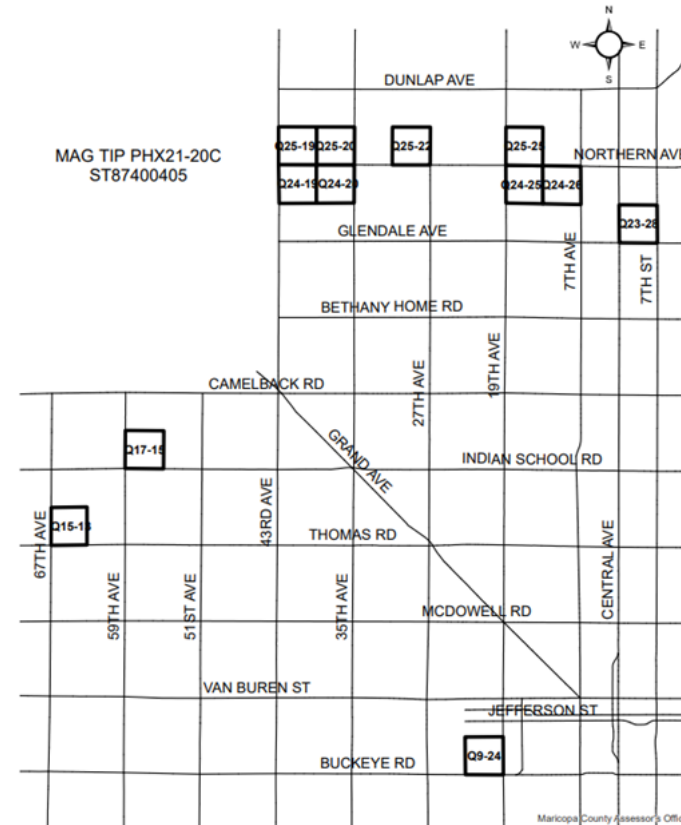
- Various Locations within the City of Phoenix, bounded North of Buckeye Rd, South of Dunlap Ave, East of 67th Ave, and West of 7th St



PROJECT LOCATION

Quarter Sections:

- QS 9-24
- QS 15-13
- QS 17-15
- QS 23-28
- QS 24-19
- QS 24-20
- QS 24-25
- QS 24-26
- QS 25-19
- QS 25-20
- QS 25-22
- QS 25-25





SCOPE OF WORK

The scope of work based on the typical alley section and specifications will include but not be limited to:

- Approximately 193,000 square yards of learning, grubbing and subgrade preparation, including removal, hauling and disposal of deleterious materials and degraded asphalt millings.
- Approximately 474 Tons of single application Liquid Asphalt (MC-250) & 5,313 tons of precoated fractured aggregate
- Weed Control
- Miscellaneous work included in the Bid Tab to complete the project



SCOPE OF WORK

- The project would be constructed within City of Phoenix Right-of-Way and Easements.
- Contractor will provide traffic control and other ancillary items.
- Buy America Certificate for procurement of steel, iron, or manufactured products.
- A construction material, when used on a federal-aid construction project shall comply with the requirements of Build America, Buy America (BABA) Act.
- This is a federal-aid project; however, the prevailing basic hourly wage rates and fringe benefit payments, as determined by the Secretary of Labor pursuant to the provisions of the Davis-Bacon Act, are not applicable.
- Work to be completed in 360 Calendar Days from NTP.



SCOPE OF WORK

Federal Aid Project requires compliance Environmental Mitigation Measures shown in the Supplementary Conditions and include but not limited to:

- If burrowing owls or potentially active burrows, natural or manmade holes 3 inches in diameter or greater are observed during construction, work shall cease within 100 feet and the Office of the City Engineer Environmental Services Section shall be notified immediately and allowed time to make appropriate arrangements.
- The contractor shall post the Migratory Bird Treaty Act and Western burrowing owl flyers at the construction site at all time during construction.
- If hazardous materials are suspected or found within the project area, the contractor shall contact the City of Phoenix Engineer.



Ask
Questions!



***EQUAL OPPORTUNITY DEPARTMENT
ADOT-DBE REQUIREMENTS***

**Karina L Matthiessen-Presenting
Contract Compliance
Equal Opportunity Specialist**

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

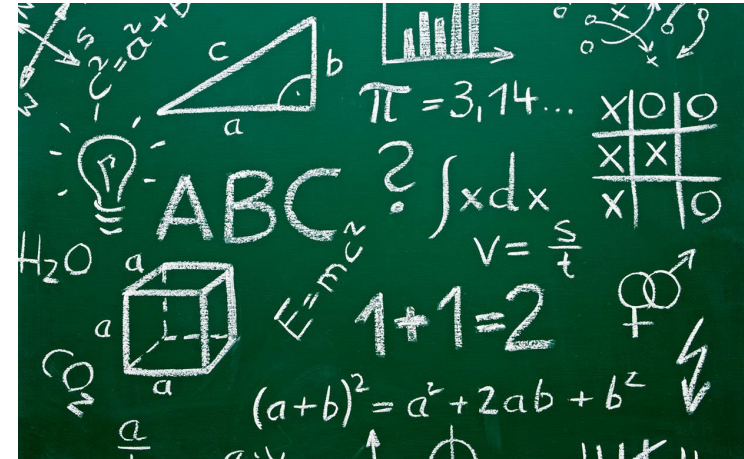




DBE Program

Required DBE Goal: 0%

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:

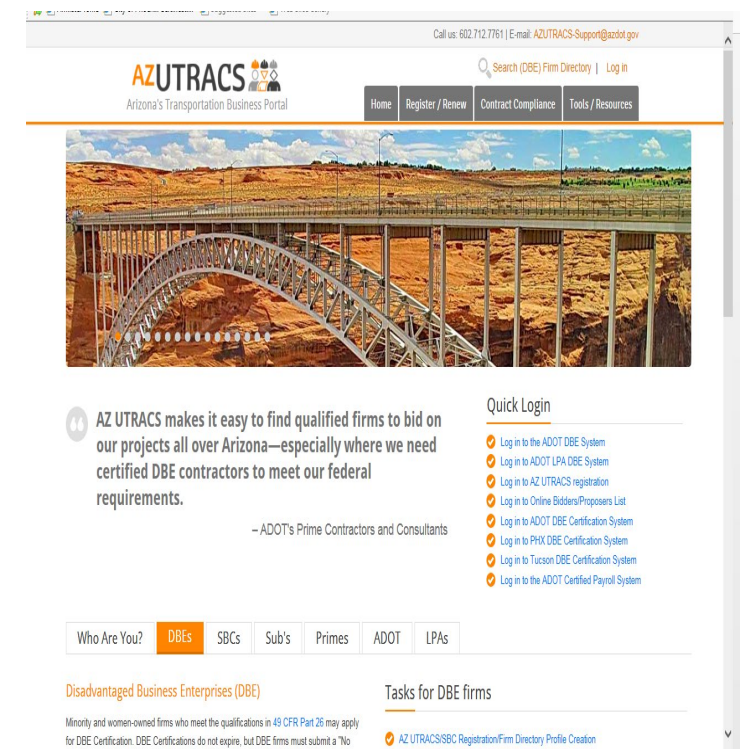
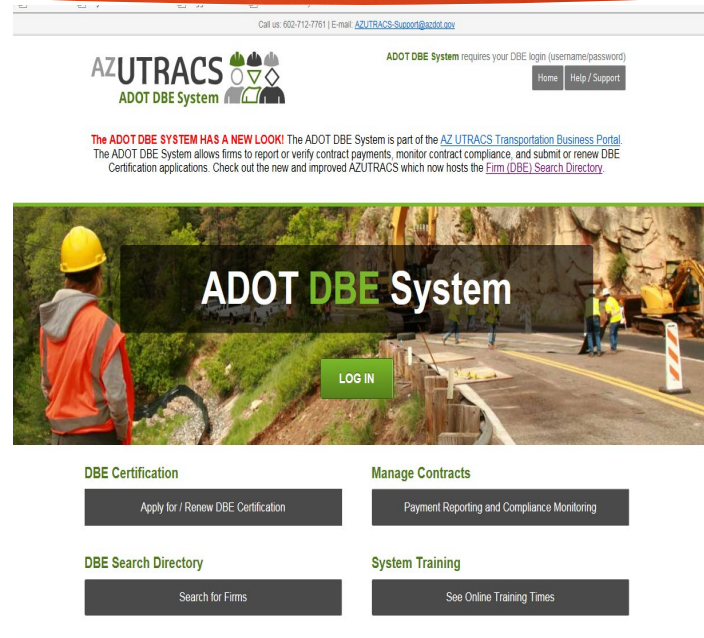
www.adot.dbesystem.com

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)

ADOT DBE Assurance Form 3102C

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





DBE Program

Post-Bid Submittal Requirements

(DUE within 5 Calendar Days After Bid Opening Date)

1. ADOT DBE Intended Participation Affidavit and Confirmation Form 3105C*
2. ADOT DBE Intended Participation Affidavit Summary Form 3106C*



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



Equal Opportunity Department

For more information, please contact:



Email:

martha.perches@phoenix.gov

602-495-50887



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 July 9, 2024**)

Bid Submittal Checklist

Items due at time of bid submittal

Post-Bid Submittal Checklist (the three lowest bidders)

Items due within 5 calendar days after bid opening by 4:00 p.m.

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

E-mail to: **kathleen.kennedy@phoenix.gov**



SUBMITTAL REQUIREMENTS

Bid Submittal Checklist

Items due at time of bid submittal

- ❖ Acknowledge all Addenda P-1
- ❖ Completed Bid Proposal P-2 to P-3 & P.S.-1
- ❖ Included your Bid Bond or Guarantee Cashier's Check (S.B.-1)
- ❖ Completed ADOT DBE Assurance Form 3102C
- ❖ Completed Certification with Regard to Equal Opportunity Clause for Contractor and Subcontractors (E.O.C.-1)
- ❖ Completed List of Major Subcontractors & Suppliers (L.O.S.-1)
- ❖ Buy American Certificate (B.A.C.-1)
- ❖ Non-Collusion Affidavit (N.C.A.-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
FIVE (5) CALENDAR DAYS AFTER BID OPENING DATE BY 4:00 P.M.**

- ✓ ADOT DBE Intended Participation Affidavit: Individual Form 3105C
- ✓ ADOT DBE Intended Participation Affidavit Summary for Prime Form 3106C
- ✓ 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, July 16, 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

The screenshot shows the City of Phoenix website interface. At the top left is the City of Phoenix logo. To its right is the text 'City of Phoenix'. Further right is a 'Convention Center Public Meetings' button. Below these is a search bar with the placeholder text 'Search...'. A navigation menu 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'. Below this is a paragraph describing the contracting process. A notice states: '*EFFECTIVE MONDAY, MARCH 11, 2019 ALL DESIGN AND CONSTRUCTION PROCUREMENT WEB PAGE LINKS NOW DIRECT TO THE MAIN CITY OF PHOENIX SOLICITATIONS PAGE.' Three sections follow: 'Current Opportunities' (Request for Qualifications, project plans, etc.), 'Project Interviews' (Firms recently short-listed), and 'Bid Results and Project Selections' (Preliminary and final bid results). A 'Subscribe to Procurement Newsletter' section is also present. At the bottom, 'Other Useful Resources' includes 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...

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 advertisement 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



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

- ▶ **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: 6000001622
- ▶ 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 *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 >



**QUESTIONS
AFTER TODAY?**

**Stay for
ProcurePHX
Overview
otherwise,**

**THANK YOU FOR
ATTENDING!!!**

Email all questions to:
kathleen.kennedy@phoenix.gov

Reference RFx Number: **6000001622**
in your email subject line

Or call Kathleen Kennedy at:
(602) 534-5789



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](https://eprourement.phoenix.gov/irj/portal) TO LOGIN AND ACCESS THE ELECTRONIC SOLICITATION

*Product Category Code is: 912000000
RFx (Event) Number is: 6000001622*

*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, which includes a purple shopping bag icon. 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 login area, there is a link that says 'Logon Problems? [Get Support](#)'.



RFx Tips

▶ Brief overview for online submissions

- 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 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.



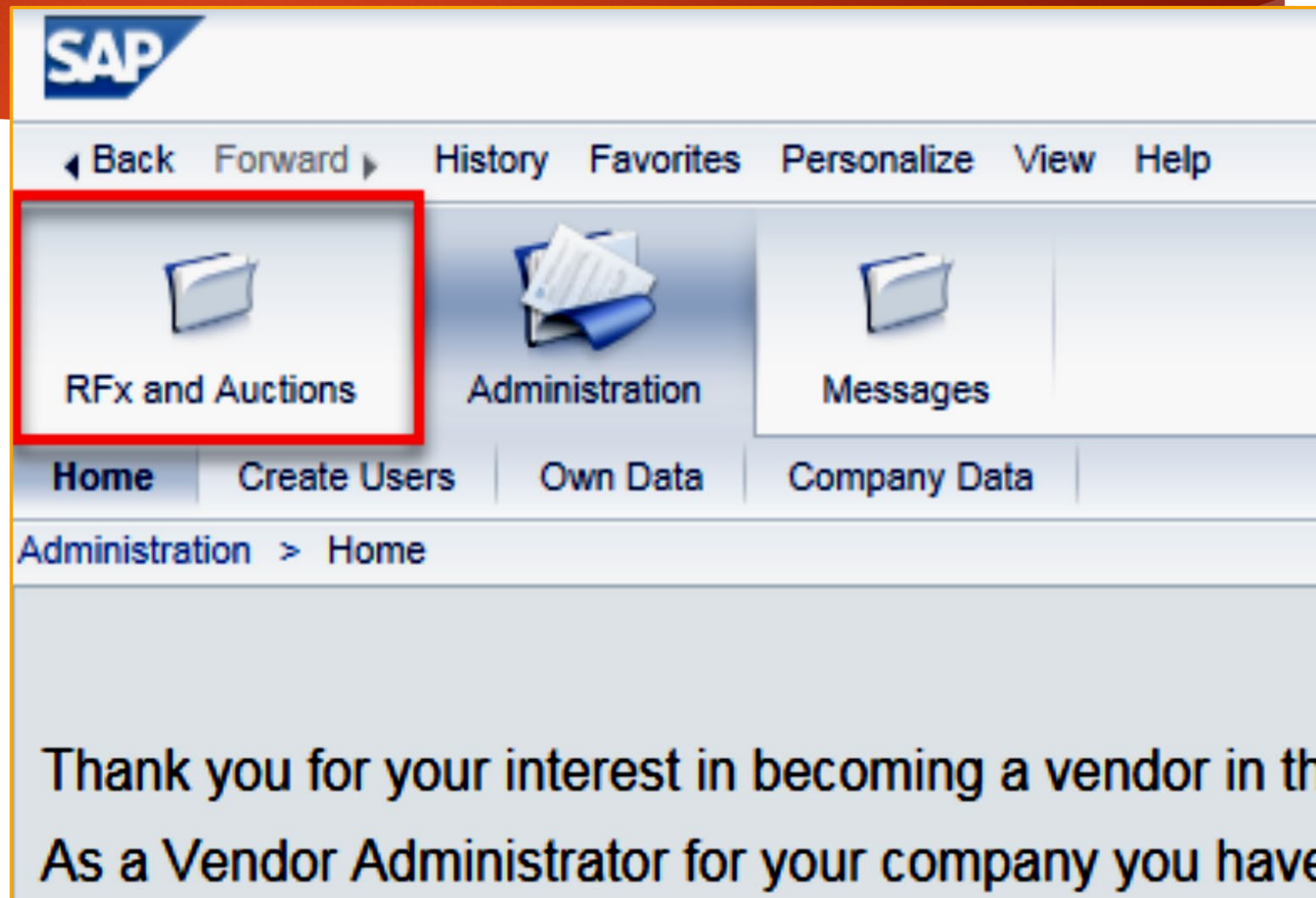
RFx Home screen - Login

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

A screenshot of the SAP RFx Home screen. The interface features a top navigation bar with the SAP logo and menu items: Back, Forward, History, Favorites, Personalize, View, and Help. Below this is a ribbon with three main tabs: 'RFx and Auctions' (highlighted with a red box), 'Administration', and 'Messages'. Underneath the ribbon are four sub-tabs: 'Home', 'Create Users', 'Own Data', and 'Company Data'. A breadcrumb trail shows 'Administration > Home'. The main content area displays a message: 'Thank you for your interest in becoming a vendor in the...' and 'As a Vendor Administrator for your company you have...'.

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:

6000001622

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 Response | Print Preview **Refresh** Ex

Event Number	Event Description	Event Type	Event Sta
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 Statu
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

