



PRE-SUBMITTAL MEETING CITY OF PHOENIX

Street Transportation Department

**2022 SS4A RSAP Pedestrian Risk Network Engineering Services
&
2022 SS4A RSAP Speed Limit Setting Study Engineering Services**

PROJECT ST89320174

PROCUREPHX PRODUCT CATEGORY CODE: 925000000

RFx Number: 60000001596 & 60000001632

July 1, 2024

WELCOME AND INTRODUCTIONS

City of Phoenix Representatives

Tonja Lepur, Contracts Specialist I
Point of Contact for Submittals and RFQ Questions
Office of the City Engineer, Design and Construction Procurement
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Karina Matthiessen, Equal Opportunity Specialist
Point of Contract for DBE Requirements and Questions
Equal Opportunity Department
business.relationships.eod@phoenix.gov (602) 261-8873

Melissa L. Orlandini, PE, Traffic Engineer
Traffic Services Division
Street Transportation Department

Carl J. Langford, Traffic Operations Engineering Supervisor
Traffic Services Division
Street Transportation Department

AGENDA

Meeting Overview

EOD and/or Labor Compliance

Scope of Work/Services

SOQ Evaluation Criteria / RFQ Overview

Submittal Requirements (Page Count, Disqualifications)

Important Dates: Selection Schedule

Websites

ProcurePHX / RFx Electronic Submittal

MEETING OVERVIEW

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (RFx: 6000001632 & 6000001596):

<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.

EOD / LABOR COMPLIANCE

EOD Overview

Equal Opportunity Department (EOD) is responsible for ensuring contractors and consultants achieve full compliance with all 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



EOD/ LABOR COMPLIANCE

DBE Program

- ❑ U.S. Department of Transportation (USDOT) assists in the funding for this project, which is subject to the requirements of the **Federal Aviation Administration (FAA)** and 49 CFR Part 26.
- ❑ 49 CFR Part 26 mandates recipient (City) administers a **Disadvantaged Business Enterprise (DBE) Program**
- ❑ Phoenix DBE Program has annual Overall DBE Goal of 6.9% [to be achieved entirely with race- and gender-neutral (RGN) means]



EOD/ LABOR COMPLIANCE

Small Business Outreach

- ❑ Phoenix imposes **Small Business Outreach** requirements in lieu of DBE Goals (RGN measure)
- ❑ Four Elements of Small Business Outreach (demonstration of Good Faith Efforts):
 1. *Identify Opportunities*
 2. *Communicate Broadly*
 3. *Evaluate Proposals*
 4. *Constructive Feedback*



EOD/ LABOR COMPLIANCE

DBE Program (CA&I)

Submittal Requirements

(Due at time of submittal)

FORM EO1: Statement of Small
Business Outreach Commitment

Failure to submit = **Non-Responsive**



EOD/ LABOR COMPLIANCE

DBE Program (CA&I)

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**



Submit to EOD for review and approval

EOD/ LABOR COMPLIANCE

EQUAL
OPPORTUNITY
DEPARTMENT



For Assistance contact:



Martha A. Perches
Contract Compliance Programs
Assistant



martha.perches@phoenix.gov
602-495-5259



QUESTIONS

FOR EOD

PROJECT DESCRIPTION/BACKGROUND

ROAD SAFETY ACTION PLAN
VISION ZERO

The City of Phoenix was awarded a Federal 2022 Safe Streets and Roads for All Grant (SS4A) to develop a Supplemental Safety Action Plan, which builds upon the City's Vision Zero – Road Safety Action Plan (RSAP). The RSAP was adopted unanimously by City Council in September of 2022 and outlines the City's goal to eliminate fatal and serious injury crashes by 2050.

This Request for Services is specific to developing a Pedestrian High-Risk Network, that can be used to improve the safety of pedestrians and other Vulnerable Road Users (VRU) within the City.



SCOPE OF WORK / SERVICES

The City of Phoenix is seeking a qualified consultant team to provide engineering services for the development of a Pedestrian High-Risk Network Plan that will supplement the City's Vision Zero – Road Safety Action Plan (RSAP). The link provided has the report for the City's Road Safety Action Plan-Vision Zero web page: [Street Transportation Road Safety Action Plan \(phoenix.gov\)](#) and Road Safety Action Plan-Vision Zero document [Vision_Zero_Road_Safety_Action_Plan.pdf \(phoenix.gov\)](#), specifically, the Pedestrian and Bicyclist Strategy PB.03A of the RSAP regarding pedestrian risk factors and countermeasures. Services may include research, data collection, analysis, programming, procedure development, implementation requirements, and public involvement. The estimated cost of the project is \$350,000.

The project shall be finalized within 1 year of notice to proceed and will be published online upon approval from the City of Phoenix.



QUESTIONS

FOR THE MELISSA ORLANDINI



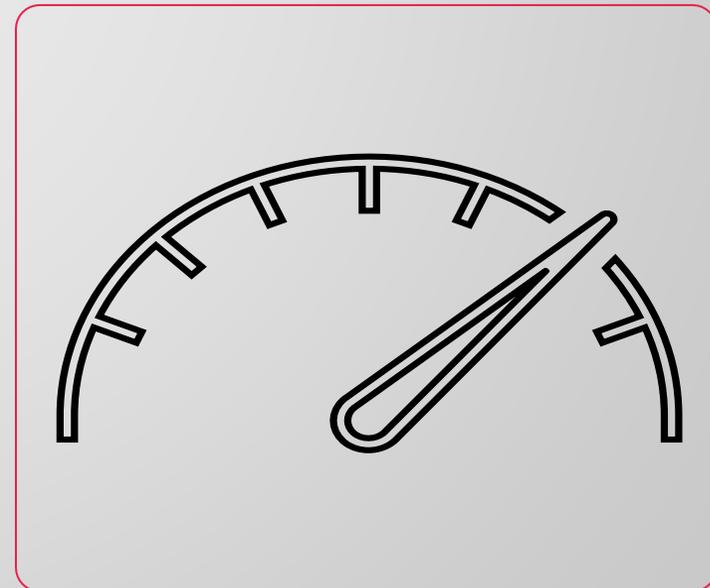
2022 SS4A RSAP SPEED LIMIT SETTING
STUDY ENGINEERING SERVICES

PROJECT DESCRIPTION/BACKGROUND



This Request for Services is specific to developing a Speed Limit Setting Procedure, that when implemented, may be used to appropriately set speed limits within the City that satisfies the mobility and safety needs of all users.

The City of Phoenix was awarded a Federal 2022 Safe Streets and Roads for All Grant (SS4A) to develop a Supplemental Safety Action Plan, which builds upon the City's Vision Zero – Road Safety Action Plan (RSAP). The RSAP was adopted unanimously by City Council in September of 2022 and outlines the City's goal to eliminate fatal and serious injury crashes by 2050.



PROJECT DESCRIPTION/BACKGROUND

The City of Phoenix is seeking a qualified consultant team to provide engineering services for the development of a Speed Limit Setting Procedure, that will supplement the City's Vision Zero – Road Safety Action Plan (RSAP) ([Provide Link](#)) specifically General Strategy GN03E of the RSAP regarding vehicle speed limits. Services may include research, data collection, data analysis, programming, procedure development, implementation requirements, public involvement. The estimated cost of the project is \$225,000. The Procedure shall be finalized within 1 year of notice to proceed and will be published online upon approval from the City of Phoenix.

The project shall be finalized within 1 year of notice to proceed and will be published online upon approval from the City of Phoenix.



QUESTIONS

FOR THE CARL LANGFORD

SOQ EVALUATION CRITERIA

The selection of the Consultant will be based on the following qualifications:

- A. Planning Experience of the Prime Firm (max. 300 pts.)
- B. Planning Experience of the Key Personnel and Subconsultants (max. 300 pts.)
- C. Project Understanding and Approach (max. 300 pts.)
- D. Staffing Information for Key Personnel (max. 100 pts.)
- E. Reference Check (max. 21 pts.*)

Provide responses in the order listed in the RFQ

*Be complete, be concise

Reference Check (*21 points*)

*These points are in addition to the 1000 points for the SOQ

SUBMITTAL REQUIREMENTS

- 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

MAXIMUM pages permitted is 10 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 electronically through the ProcurePHX online portal by the due date and time
- Violating “Contact with City Employees” policy

SELECTION PROCESS

Each SOQ will be evaluated according to the evaluation criteria in the RFQ.

Up to one firms will be selected.

A contract will be executed upon completion of negotiations of contract terms and City Council approval.

IMPORTANT DATES: SELECTION SCHEDULE

| Event: | Date: |
|-------------------------------|--------------------------|
| Pre-submittal meeting | July 1, 2024 |
| SOQs Due | July 12, 2024 |
| Selection Notification | Early August 2024 |
| Scope of Work Meeting | Mid-August 2024 |

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 navigation bar with the City of Phoenix logo, a search bar, and links for 'Convention Center Public Meetings' and a 'menu'. Below the navigation bar is a secondary menu with links: '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 introductory text states: '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.' A notice in red text reads: '*EFFECTIVE MONDAY, MARCH 11, 2019 ALL DESIGN AND CONSTRUCTION PROCUREMENT WEB PAGE LINKS NOW DIRECT TO THE MAIN CITY OF PHOENIX SOLICITATIONS PAGE.' The page lists several sections: 'Current Opportunities' (Request for Qualifications, project plans, and specifications), 'Project Interviews' (Firms recently short-listed to participate in interviews), 'Bid Results and Project Selections' (Preliminary and final bid results), and 'Subscribe to Procurement Newsletter' (Register to be on the distribution list for the free weekly newsletter). A note states: 'In an effort to decrease paper costs, Design and Construction Procurement will place all construction plans, specifications, and addendum/notificator 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.' Under 'Other Useful Resources', there are 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 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/notificator 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



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

1. Project-specific RFQs, Notifications, Sign-in Sheets, PowerPoint Presentations
2. Link to **“Tabulations, Awards and Recommendations”** web page

<https://solicitations.phoenix.gov>

RFX HINTS & TRICKS

Brief overview for online
submissions



procurePHX

Have you
signed up?

RFX OVERVIEW

Vendor
Registration

Login

Viewing
Solicitations

Subscribe to
Notifications

Uploading &
Attaching
SOQ

Submitting
SOQ

Checking
Response
Status

Editing
Response

FAQ

Tips & Tricks

Things to
Remember

Questions

REGISTRATION

REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov

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 approximately two days

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

https://www.phoenix.gov/finance/vendor_sreg



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 >

LOGIN TO PROCUREPHX



The screenshot shows the ProcurePHX login interface. At the top left is the ProcurePHX logo, which consists of a red shopping bag icon with a white 'P' and the text 'procurePHX' in a sans-serif font. Below the logo 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](#)'.

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: **925000000**
RFx (Event) Number is: **6000001595 & 6000001632**

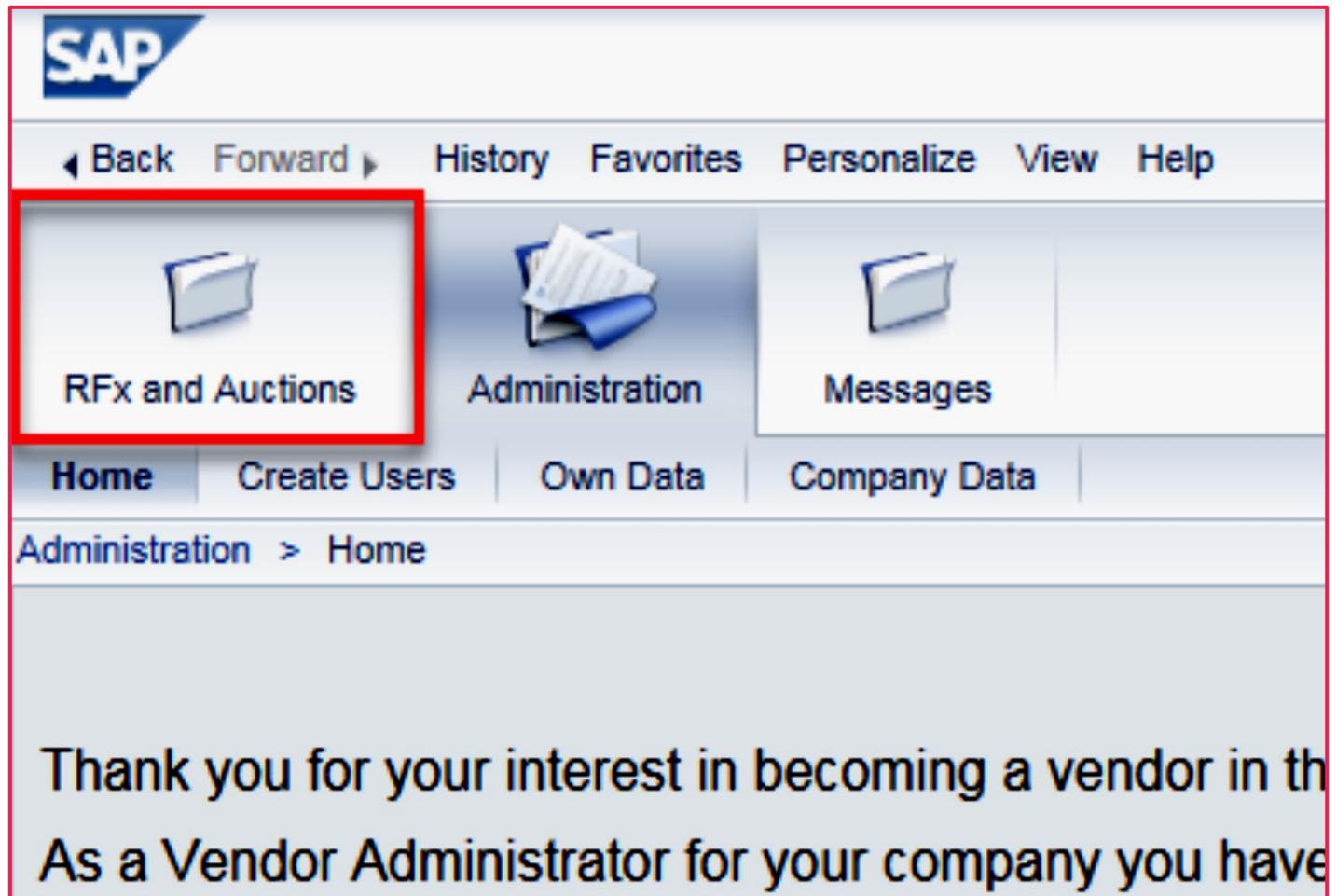
Note: The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications

RFX HOME SCREEN

Once you are logged in to the ProcurePHX portal:

Select **Rfx and Auctions** tab on the top Ribbon

You will be taken to the **Rfx Overview** (Event) Page



FINDING SOLICITATIONS

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 |

- Click the 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: 6000001596 & 6000001632

VIEW SELECTED SOLICITATION

1. Click the gray box next to the RFX (Event) Number you'd like to view.

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.**

The screenshot shows a web application interface for RFX and Auctions. The top navigation bar includes tabs for "RFX and Auctions", "Administration", and "Messages". Below this is an "Overview" section with a breadcrumb trail: "RFX and Auctions > Overview > RFX and Auctions".

The main content area is titled "Active Queries" and displays the following statistics:

- eRFxs: All (7), Published (1), Ended (0), Completed (0)
- eAuctions: All (0), Published (0), Ended (0), Completed (0)

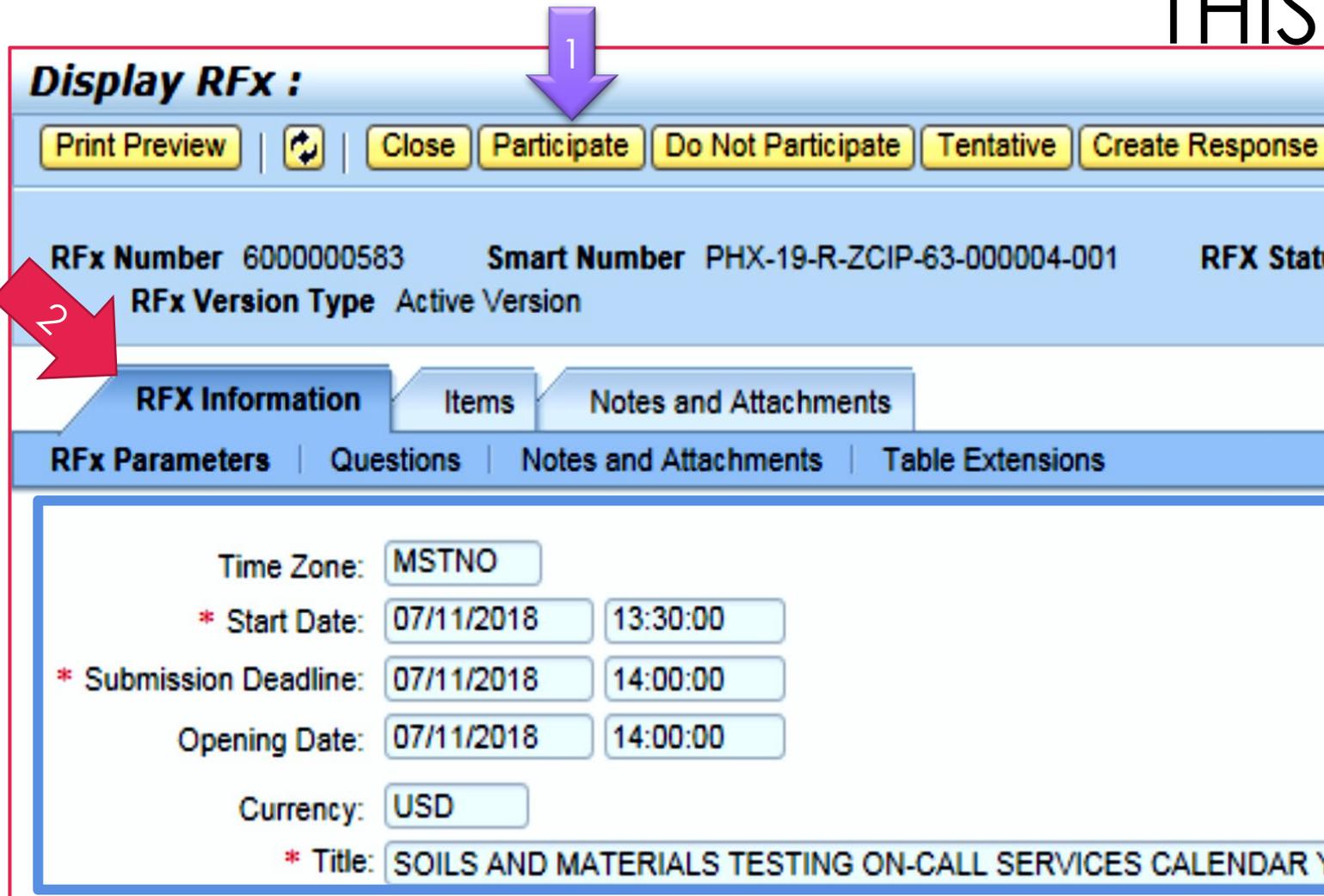
Below the statistics is a section titled "eRFxs - All" with a button labeled "Show Quick Criteria Maintenance".

At the bottom of the interface, there is a table with the following columns: "Event Number" and "Event Description". The table contains two rows:

| Event Number | Event Description |
|--------------|-----------------------------|
| 6000000583 | PHX-19-R-ZCIP-63-000004-001 |
| 6000000578 | PHX-19-R-ZCIP-84-000001 |

A red box highlights the "Display Event" button, and a red arrow points to it with the number "2". A blue arrow points to a gray box in the table next to the event number "6000000583".

WOULD YOU LIKE UPDATES ON THIS SOLICITATION?



Display RFX :

Print Preview | Refresh | 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

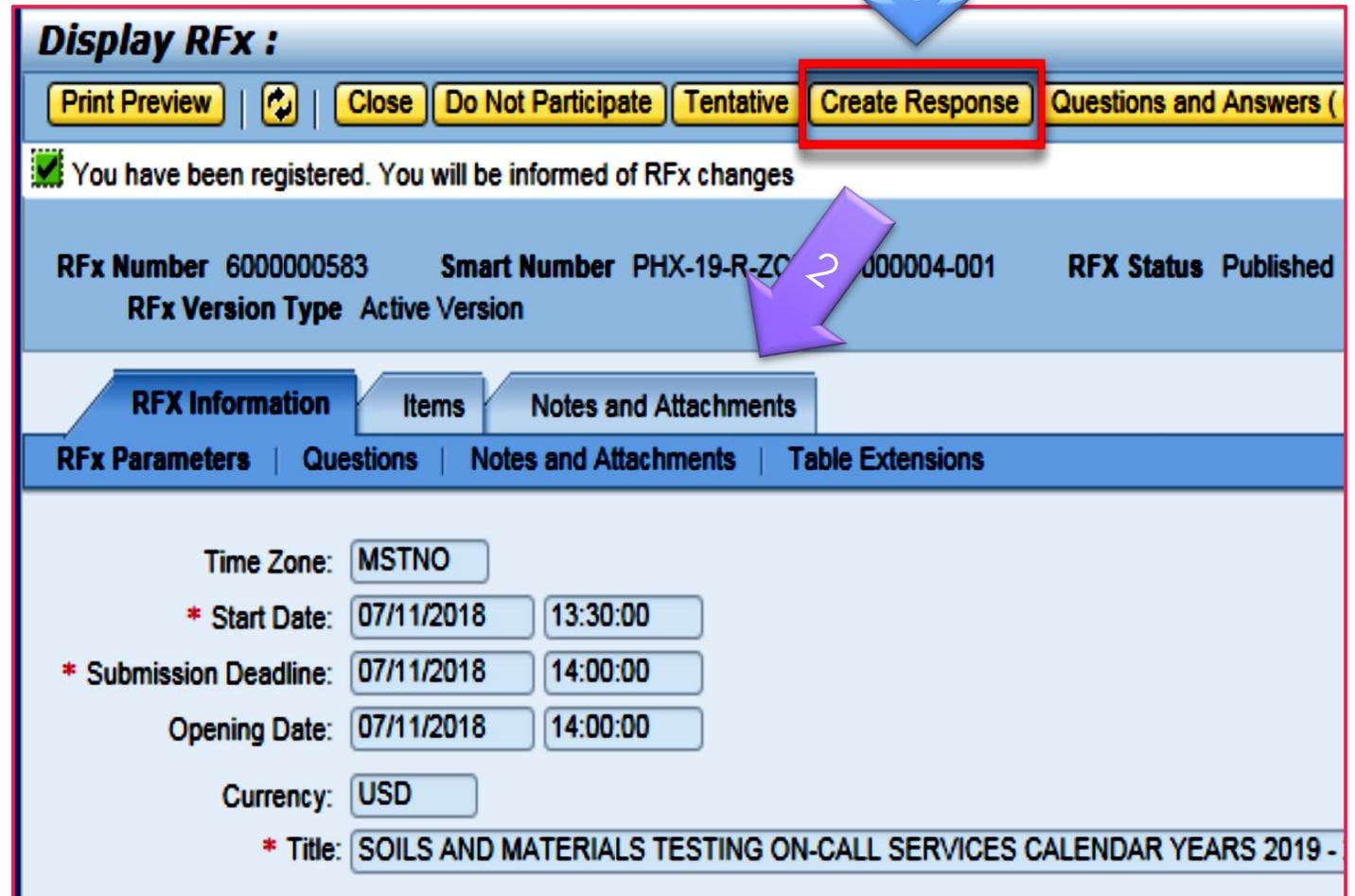
* Title: SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR Y

Update your **Participation Status** accordingly

1. Click **Participate**. This will ensure you to get email notifications regarding your RFX Event, i.e. Notifications, New Attachments.
2. Review **RFX Information** Tab for Start/Due dates/ Title of Solicitation

DO YOU WANT TO SUBMIT FOR THIS SOLICITATION?

1. Click **Create Response**
2. Review **Notes and Attachments** Tab for the RFQ, Pre-Submittal Presentation, Attendance Sheet, and Notifications, etc.



Display RFX :

Print Preview |  | Close Do Not Participate Tentative **Create Response** Questions and Answers (

You have been registered. You will be informed of RFX changes

RFX Number 6000000583 Smart Number PHX-19-R-ZC-000004-001 RFX Status Published
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 YEARS 2019 -

HOW TO UPLOAD YOUR SOQ

Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and A

⚠ Time zone MSTAZ is not valid in country US (several possibilities) - [Display Help](#)

RFX Response Number 7000000157 RFX Number 6000000583 Status In Process
RFX Response Version Number Active Version RFX Version Number 2

RFX Information Items **Notes and Attachments** Summary Tracking

▼ Notes

Add ▲ Clear

| Assigned To | Category |
|--------------|---|
| Document ... | Conditions of Participation |
| Document ... | RFX/Auction Text |

▼ Attachments

Add Attachment Add URL Edit Description Versioning ▲ Delete Create Qualification Profil

| Assigned To | Category | Description |
|---------------------------------------|----------|-------------|
| ⓘ The table does not contain any data | | |

1. Attach SOQ by clicking **Add Attachment**, there will be a separate pop up window
2. Click **Browse** in the pop up window to navigate to the desired attachment document

Add Attachment

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: **Browse...**

Description:

* Assign To:

OK Cancel

ADDING AN ATTACHMENT

1. Once you've selected your document, add a Description and then click **OK**
2. The **Summary** Tab provides a high-level overview of your RFX Response
3. Under description click the **blue link** to double check the file that has been uploaded

The image shows two overlapping windows from the SAP RFX Response system. The top window is titled 'Add Attachment' and contains the following fields:

- File: H:\SAP\RFX\My Compan| Browse...
- Description: My Company's Response to RFQ
- * Assign To: General Data

The bottom window is titled 'Create RFX Response' and shows the 'Summary' tab selected. It displays RFX information and a table of attachments. A red arrow labeled '2' points to the 'Summary' tab, and a blue arrow labeled '3' points to the 'My Company's Response to RFQ' attachment. A purple arrow labeled '1' points to the 'OK' button in the 'Add Attachment' dialog.

| Assigned To | Category | Description |
|--------------|-----------------------------|-------------|
| Document ... | Conditions of Participation | |
| Document ... | RFx/Auction Text | |

| Assigned To | Category | Description |
|-----------------|---------------------|------------------------------|
| Document Header | Standard Attachment | My Company's Response to RFQ |

DOUBLE CHECK & SUBMIT

1. Click the **CHECK** button to ensure no system errors
2. Click the **SUBMIT** button to submit your RFX response

The screenshot shows the 'Create RFX Response' interface. A blue arrow labeled '1' points to the 'Check' button in the top navigation bar. A red arrow labeled '2' points to the 'Submit' button. Below the navigation bar, a green checkmark icon is followed by the text 'RFX response is complete and contains no errors'. A table displays RFX details: RFX Response Number 7000000157, RFX Number 6000000583, Status In Process, Submission Deadline 07/11/2018 14:00:00 MSTNO, and Opening Date. Below the table are tabs for RFX Information, Items, Notes and Attachments, Summary, and Tracking. The Summary tab is active, showing a summary for RFX Response Number 7000000157: Items with Response: 2 out of 2 items responded to; Questions: 0 out of 0 questions answered (0 out of 0 mandatory); Notes: 1 notes added; Attachments: 1 attachments added.

| RFX Response Number | RFX Number | Status | Submission Deadline | Opening Date |
|---------------------|------------|------------|---------------------------|--------------|
| 7000000157 | 6000000583 | In Process | 07/11/2018 14:00:00 MSTNO | |

RFX Response Version Number: Active Version
RFX Version Number: 2

RFX Response Number: 7000000157

Items with Response: 2 out of 2 items responded to

Questions: 0 out of 0 questions answered (0 out of 0 mandatory)

Notes: 1 notes added

Attachments: 1 attachments added

RFX RESPONSE SUBMITTED

1. You will see a RFX response message that your response was submitted. No email notification will be sent.
2. Confirm you have the **required number of attachments** listed, as outlined in the RFQ.
3. Click **Close** and return to the RFX Overview (Event) Page.

The screenshot shows a web interface for displaying an RFX response. At the top, a blue header bar contains the text "Display RFX Response:" and a row of action buttons: Edit, Print Preview, Close, Withdraw, Export, Questions and Answers (0), System Information, and Create Memory Snapshot. A red arrow labeled "1" points to a green checkmark icon next to the text "RFX response 7000000157 submitted". A blue arrow labeled "3" points to the "Close" button. Below the header, a table displays RFX details: RFX Response Number 7000000157, RFX Number 6000000583, Status In Process, Submission Deadline 07/11/2018 14:00:00 MSTNO, and Opening Date. Below the table are tabs for RFX Information, Items, Notes and Attachments, Summary, and Tracking. The Summary tab is active, showing a summary for RFX Response Number 7000000157. A blue oval highlights this summary section, with a purple arrow labeled "2" pointing to it. The summary includes: Items with Response: 2 out of 2 items responded to; Questions: 0 out of 0 questions answered (0 out of 0 mandatory); Notes: 1 notes added; Attachments: 1 attachments added.

| RFX Response Number | RFX Number | Status | In Process | Submission Deadline | Opening Date |
|---------------------|------------|------------|------------|---------------------------|--------------|
| 7000000157 | 6000000583 | In Process | | 07/11/2018 14:00:00 MSTNO | |

RFX Response Number: 7000000157

Items with Response: 2 out of 2 items responded to

Questions: 0 out of 0 questions answered (0 out of 0 mandatory)

Notes: 1 notes added

Attachments: 1 attachments added

CHECKING THE RESPONSE STATUS

1. Click **Refresh** on the RFX Overview (Event) Page.
2. Locate the desired RFX (Event) Number, and scroll to the right.
3. Your Response Status should display '**Submitted**'.

Note: A Response Status of **In Progress**, or **Saved** indicates you are still in edit mode, and need to complete steps before the system will update your RFX response to **Submitted**.

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

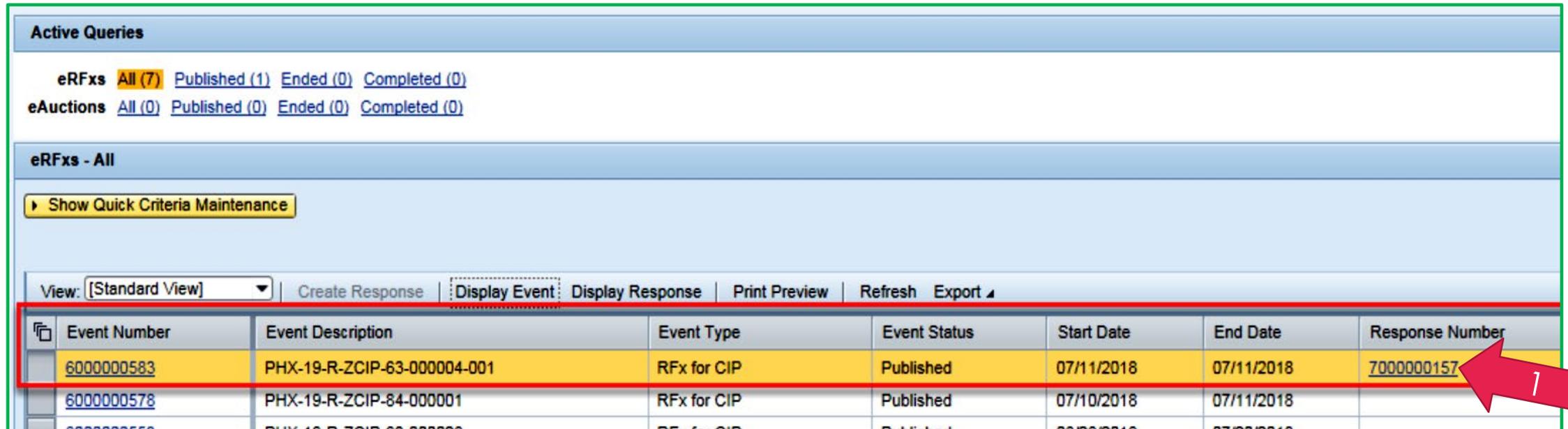
View: [Standard View] Create Response **Display Event** Display Response Print Preview Refresh Export

| Event Number | Event Description | Event Type | Event Status | Start Date | End Date | Response Number | Response Status |
|----------------------------|-----------------------------|-------------|--------------|------------|------------|----------------------------|-----------------|
| 6000000583 | PHX-19-R-ZCIP-63-000004-001 | RFX for CIP | Published | 07/11/2018 | 07/11/2018 | 7000000157 | Submitted |
| 6000000578 | PHX-19-R-ZCIP-84-000001 | RFX for CIP | Published | 07/10/2018 | 07/11/2018 | | No Bid Created |

HOW TO EDIT YOUR SUBMISSION

The RFX Overview (Event) Page is also where you can find your saved RFX response. Locate the desired RFX (Event) Number, and scroll to the right. You will see your RFX response number shown as a hyperlink.

1. Click on the **hyperlink**, a new window will pop up to allow you to edit your RFX response.



The screenshot shows the 'Active Queries' section with a table of RFX events. The table has columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, and Response Number. The first row is highlighted in yellow, and a red box surrounds the entire table. A red arrow points to the 'Response Number' column of the first row, which contains the value '7000000157'.

| Event Number | Event Description | Event Type | Event Status | Start Date | End Date | Response Number |
|----------------------------|-----------------------------|-------------|--------------|------------|------------|----------------------------|
| 6000000583 | PHX-19-R-ZCIP-63-000004-001 | RFX for CIP | Published | 07/11/2018 | 07/11/2018 | 7000000157 |
| 6000000578 | PHX-19-R-ZCIP-84-000001 | RFX for CIP | Published | 07/10/2018 | 07/11/2018 | |
| 6000000552 | PHX-19-R-ZCIP-63-000006 | RFX for CIP | Published | 06/28/2018 | 07/20/2018 | |

FREQUENTLY ASKED QUESTIONS

When I submit, what does the red circle mean?

Error on page and **nothing** will be submitted

When I submit, what does the yellow triangle mean?

Typically a time zone error, information will still be **submitted**

When I submit, what does the green square mean?

Verify information is correct and click **submit**

Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions

- ❗ Line 0002: Attribute Did you provide a response? is mandatory; maintain attribute value
- ❗ Line 0003: Attribute Did you provide a response? is mandatory; maintain attribute value
- ❗ Line 0004: Attribute Did you provide a response? is mandatory; maintain attribute value
- ❗ Line 0005: Attribute Did you provide a response? is mandatory; maintain attribute value
- ⚠ Time zone MSTAZ is not valid in country US (several possibilities) - [Display Help](#)

RFX Response Number 7000000157 RFX Number 6000000583 Status In Process
RFX Response Version Number Active Version RFX Version Number 2

TIPS & TRICKS

- Click “**Refresh**” often
- Make sure your Pop-Up blocker is turned **off**
- Application is accessible with Internet Explorer or Google Chrome
- 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.



How to scroll (Screenshot w/arrows)

REMINDERS

Place the following items on the Information Sheet:

- ❖ Project Title
- ❖ Project Number (*RFx Number 6000001596 & 6000001632*)
- ❖ Firm Name
- ❖ Firm Address
- ❖ Firm Phone Number
- ❖ Vendor Number
- ❖ Name, Title, and Email Address of Contact Person

- **Do NOT include any other information**

QUESTIONS AFTER TODAY?

Email all questions to:
Tonja.lepur@phoenix.gov
Or call: 602-256-4107

Reference **RFx**
6000001596 & 6000001632
in your email subject line



Thank You for Attending!!!