



PRE-SUBMITTAL MEETING

City of Phoenix

Street Transportation Department

PROJECT # ST85100453

PROCUREPHX PRODUCT CATEGORY CODE: 925000000

RFx Number: 6000001623

June 28, 2024



Welcome and Introductions

- ▶ Chuck Christiansen, PE, Project Manager – Street Transportation Department
 - ▶ Kathleen Kennedy, Contracts Specialist II- Office of the City Engineer
- 



Agenda



Meeting Overview

Scope of Work/Services

SOQ Evaluation Criteria / RFQ Overview

Submittal Requirements (Page Count, Disqualifications)

Important Dates: Selection Schedule

Websites

ProcurePHX



Meeting Overview

PRE-SUBMITTAL ATTENDANCE SHEET

PLEASE SIGN YOUR NAME, FIRM NAME, PHONE NO. AND EMAIL ADDRESS

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX project page for RFX# 6000001623.

<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.



PROJECT MANAGER



Chuck Christiansen, PE



Project Description/Background

Project Name: Dobbins Road: SR 202L to 27th Avenue

Dobbins Road is in the South Phoenix/Laveen Area. The road has undergone many changes over the past decade due to increasing development within the region. Currently it is mostly a 2-lane road with some scalloped intersections.

The purpose of the project is to widen Dobbins Road to cross-section Z-C “scenic corridor” configuration – 4 Lanes. Includes 74-feet of pavement and multi-use path with active transportation opportunities. Drainage facilities, traffic signals, landscaping and SRP power & irrigation relocation are anticipated

Important to the City is to maintain the rural feel of Dobbins Road and enhance the natural beauty of South Mountain. Art and Aesthetics will be important.

Scope of Work / Services

The scope of work will include two main tasks:

Preliminary Engineering (PE) Design

Final Design (FD)

Preliminary Engineering will be used to address technical challenges & issues, address land rights and acquisition requirements, provide detailed cost estimates for construction programming and prepare 30% construction plans. The goal of PE will be to have all critical path items resolved such that the plan set will move forward without having to revisit previous challenges.

Scope of work will include but is not limited to:

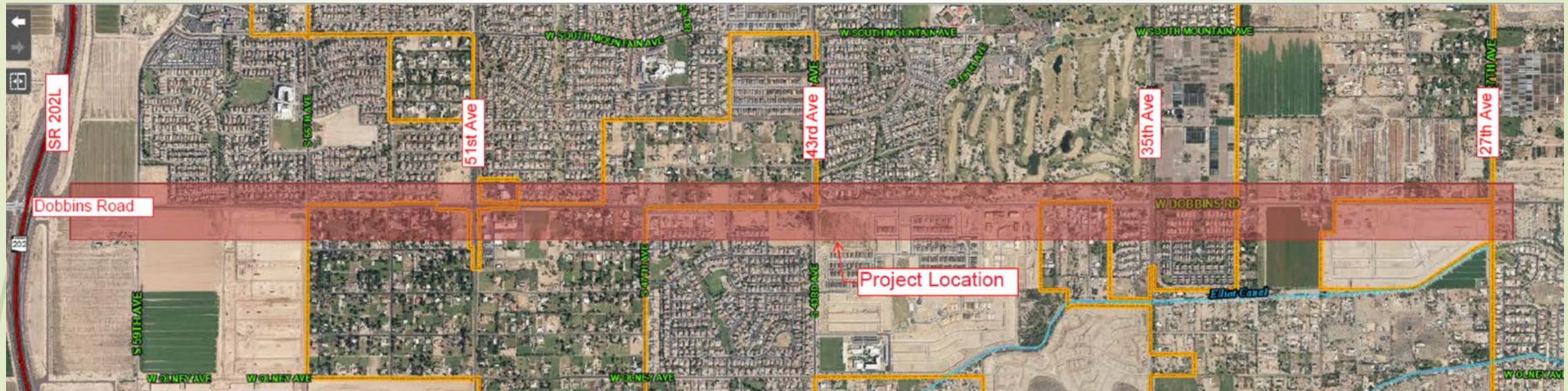
Street widening, intersection improvements and traffic analysis, completed multi-use path and active transportation, utility relocations, right-of-way acquisition, topographic survey, transit planning, public outreach, landscaping, art and aesthetics, environmental assessments and geotechnical engineering.

Coordination with multiple agencies is essential for the success of this project.

Multiple public meetings will be held and gathering of public input during the PE phase will be important for the project. The FD phase will also have multiple public meetings to relay the design decisions made during PE.

Project Location

Figure 1- Project location is on Dobbins Road from SR 202L to 27th Avenue.





Project Design Tentative Schedule and Deliverables

Anticipated start Date for Design: November 2024

Anticipated End Date for Design: March 2027

A two-stage design process:

- ▶ Preliminary Engineering Design & 30%+ plans.
- ▶ Final Design – Likely will be a CM@R construction delivery



Involved Agencies

Agencies involved includes but are not limited to:

Maricopa County Department of Transportation

Maricopa County Flood Control District

Arizona Department of Transportation (ADOT)

City of Phoenix Floodplain Administration

City of Phoenix Traffic Signal Services team

City of Phoenix Utility Coordinators team

City of Phoenix Environmental team

City of Phoenix Right of Way team

City of Phoenix Public Transit team



RFQ Available Information

The City has created a public web page to provide information to interested consultants regarding the upcoming Dobbins Road project. The web page includes the previous studies completed by the City of Phoenix and MAG.

[Street Transportation Dobbins Road: State Route 202 to 27th Avenue \(phoenix.gov\)](https://www.phoenix.gov/streetssite/Documents/RFQ_Presentation_Dobbins_Rd_SR2_02_27thAve.pdf)

The City has prepared an additional document to provide information about the upcoming design elements.

[https://www.phoenix.gov/streetssite/Documents/RFQ Presentation Dobbins Rd SR2 02 27thAve.pdf](https://www.phoenix.gov/streetssite/Documents/RFQ_Presentation_Dobbins_Rd_SR2_02_27thAve.pdf)

RFQ Information:

[Solicitation Details - Solicitations City of Phoenix](#)



QUESTIONS

FOR THE PROJECT MANAGER

SOQ Evaluation Criteria

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

- ❖ A. Design Experience of the Prime Firm (*50 pts max*)
- ❖ B. Design Experience of the Key Personnel and Subconsultants (*50 pts max*)
- ❖ C. Project Understanding and Approach (*250 pts max*)
- ❖ D. Staffing Information for Key Personnel (*50 pts max*)

***Reference Checks** (21 points) for references in addition to the 400-pts for **SOQ**

****Interviews are an additional 600 points, scores from SOQ evaluations carry over to Interviews**

Submittal Requirements

- Submit One (1) page Information Sheet
- Paper size shall be 8½ “ x11” ; font size no less than 10 point
- 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
- **EMAIL SOQ TO:**
kathleen.kennedy@phoenix.gov

MAXIMUM pages permitted is

14 pages:

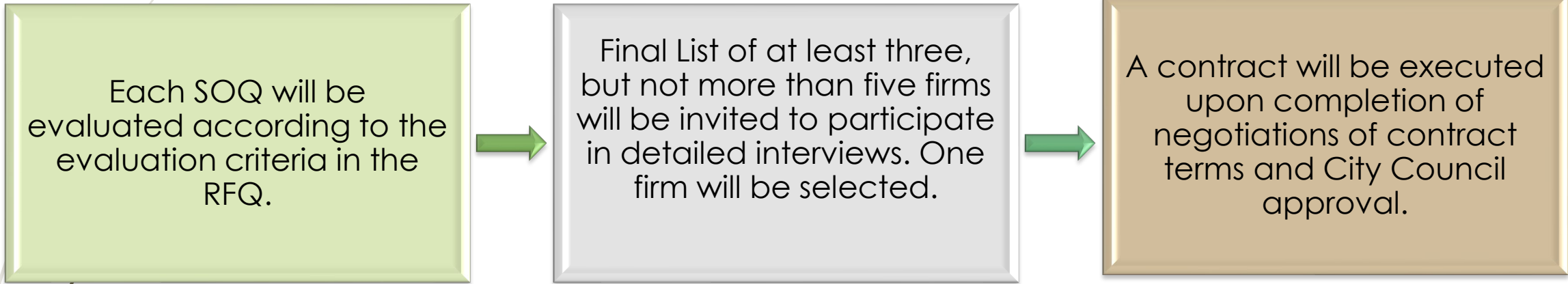
The following will NOT be counted in the max page count:

- Front and back covers
- Information Sheet
- Table of Contents

Grounds for disqualification:

- Failure to **EMAIL** to the assigned Contracts Specialist by the due date and time
- Violating the “Contact with City Employees” policy

Selection Process



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graph LR; A[Each SOQ will be evaluated according to the evaluation criteria in the RFQ.] --> B[Final List of at least three, but not more than five firms will be invited to participate in detailed interviews. One firm will be selected.]; B --> C[A contract will be executed upon completion of negotiations of contract terms and City Council approval.];
```

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

Final List of at least three, but not more than five firms will be invited to participate in detailed interviews. One firm 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	June 28, 2024
SOQs Due	July 19, 2024
Firms notified for interview	August 6, 2024
Interview	August 22, 2024
Scope Meeting	August 28, 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 header with the logo and navigation 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 text describes the contracting process and includes a notice: "*EFFECTIVE MONDAY, MARCH 11, 2019 ALL DESIGN AND CONSTRUCTION PROCUREMENT WEB PAGE LINKS NOW DIRECT TO THE MAIN CITY OF PHOENIX SOLICITATIONS PAGE." Below this are sections for "Current Opportunities", "Project Interviews", "Bid Results and Project Selections", and "Subscribe to Procurement 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." The "Other Useful Resources" section lists: 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.

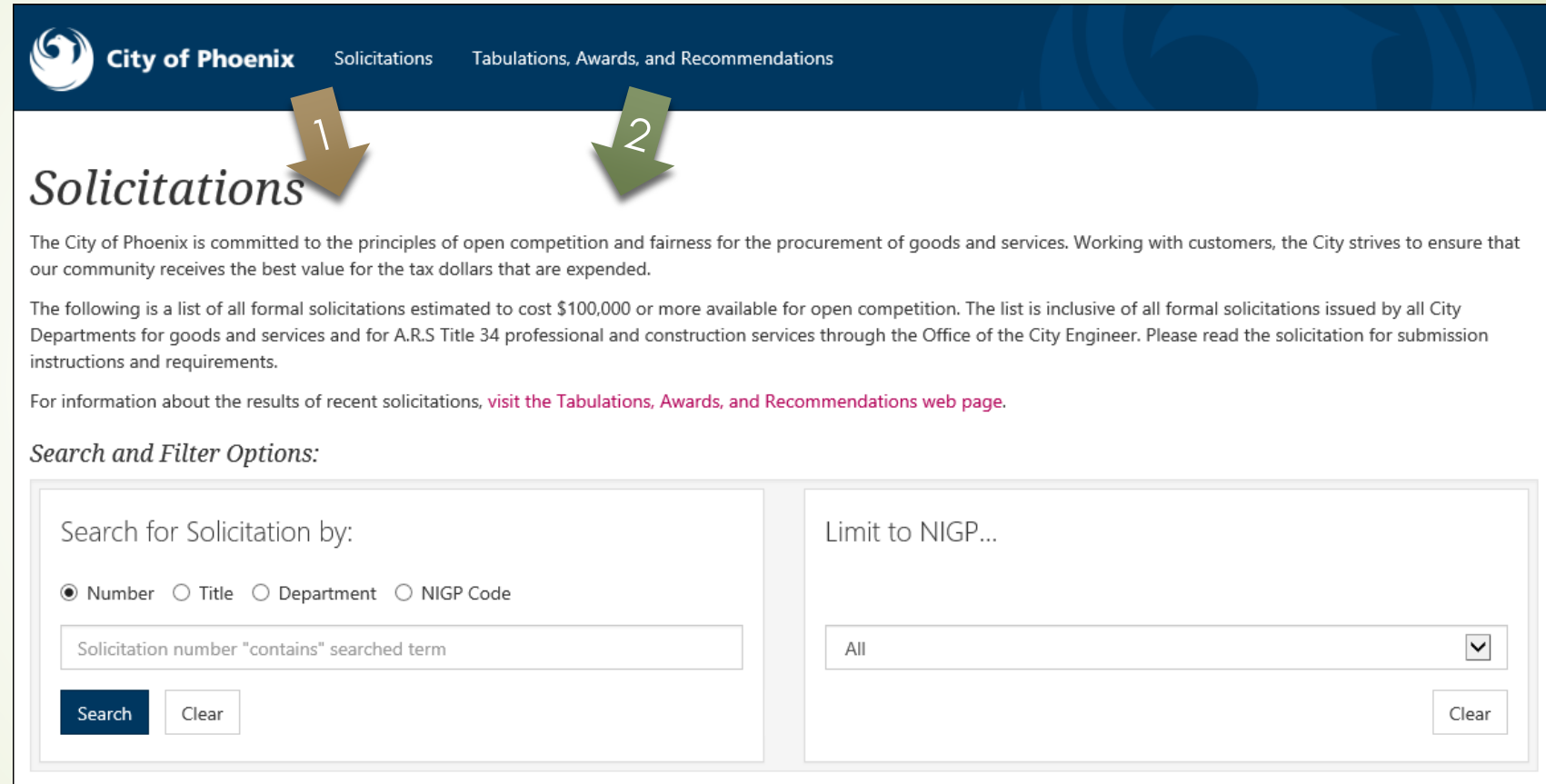
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Other Useful Resources

- Protest Policy
- [Submit Protest to City Clerk](#)
- Submitter's Handbook
- Public Records Request
- SBE/DBE Directory

City of Phoenix Solicitations Website

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



The screenshot shows the City of Phoenix Solicitations website. The navigation bar at the top contains the City of Phoenix logo, the text "City of Phoenix", and two links: "Solicitations" and "Tabulations, Awards, and Recommendations". A brown arrow labeled "1" points to the "Solicitations" link, and a green arrow labeled "2" points to the "Tabulations, Awards, and Recommendations" link. Below the navigation bar, the page title is "Solicitations". The main content area contains a paragraph about the City's commitment to open competition, a paragraph listing formal solicitations, and a link to the "Tabulations, Awards, and Recommendations" web page. Below this is a "Search and Filter Options" section with a search form and a filter dropdown.

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

Limit to NIGP...

All

<https://solicitations.phoenix.gov>

Vendor Registration

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 >

All Firms **MUST** be registered in the Vendor Management System **PRIOR TO** submitting a **Proposal by EMAIL** to:

kathleen.kennedy@phoenix.gov

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/vendorsreg>

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: **925000000**
RFx (Event) Number is: **6000001623**

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

A screenshot of the ProcurePHX login page. The page features the ProcurePHX logo in the top left corner, which consists of a purple shopping bag icon and the text "procurePHX". 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 "Login Problems? Get Support".

procurePHX

User *

Password *

Log On

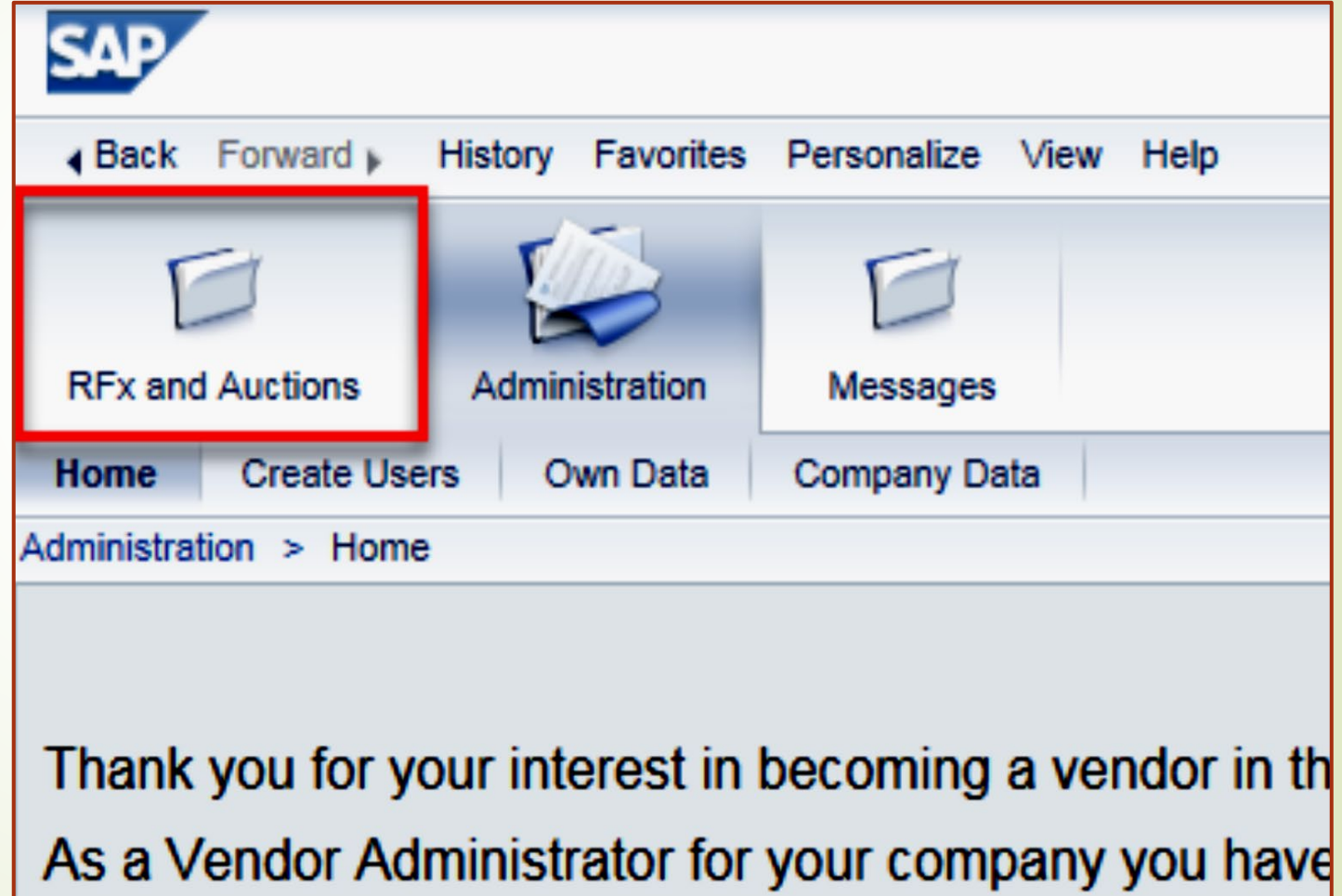
Login Problems? [Get Support](#)

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 want to view from the list, by RFx (Event) Number.
- For this solicitation, your RFx (Event) Number is: 6000001623.

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.**

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

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



Reminders

Place the following items on the Information Sheet:

- ❖ Project Title
- ❖ Project Number (*RFx Number 6000001623*)
- ❖ Firm Name
- ❖ Firm Address
- ❖ Firm Phone Number
- ❖ Vendor Number
- ❖ Name, Title, and Email Address of Contact Person
- **EMAIL SOQ TO: kathleen.kennedy@phoenix.gov**
- **Do NOT include any other information**

Questions after today?

Email all questions by July 12, 2024, 5PM to:
kathleen.kennedy@phoenix.gov

Reference **RFX 6000001623** in your email
subject line

Or call: **602-534-5789**



Thank You for Attending!!!