

**CITY OF PHOENIX  
STREET TRANSPORTATION  
DEPARTMENT**

**PRE-SUBMITTAL MEETING**

**CITYWIDE ASBESTOS AND LEAD  
ON-CALL CONSULTING SERVICES**

**PROCUREPHX PRODUCT CATEGORY CODES: 925000000**

**RFx Number: 6000001627**

**June 28, 2024**

**Meeting will start at 11:05 a.m.**



# ***WELCOME AND INTRODUCTIONS***

## **City of Phoenix Representatives**

**Anna York**, Contracts Specialist I

*Point of Contact for Submittals and RFQ Questions*

Office of the City Engineer, Design and Construction Procurement

**[anna.york@phoenix.gov](mailto:anna.york@phoenix.gov)** (602) 534-3691

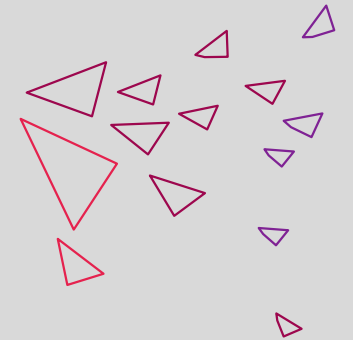
**Debra Russell**, Contracts Specialist – Team Lead

Office of the City Engineer, Design and Construction Procurement

**James Marshall**, Environmental Program Manager

Office of the City Engineer

**Tariq Abdellatif**, Environmental Planner III



# AGENDA

Questions are welcome  
after each presentation

- ❑ Meeting Overview
- ❑ Program Description
- ❑ Scope of Work / Services
- ❑ SOQ Evaluation Criteria / RFQ Overview
- ❑ Submittal Requirements (Page Count)
- ❑ Grounds for Disqualification
- ❑ Important Dates: *Selection Schedule*
- ❑ Procurement Webpages
- ❑ ProcurePHX for RFX
  - ❑ Vendor Registration
- ❑ Questions After Today



# MEETING OVERVIEW

## PRE-SUBMITTAL ATTENDANCE SHEET

**IN-PERSON:** PLEASE SIGN YOUR NAME, FIRM NAME, PHONE NO. AND EMAIL ADDRESS

**VIRTUAL:** BY 5:00 PM TODAY, SEND AN EMAIL WITH YOUR NAME, EMAIL ADDRESS, COMPANY NAME, AND TELEPHONE NUMBER TO ANNA.YORK@PHOENIX.GOV

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

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

(RFX 6000001627)

AND posted on City of Phoenix's Procurement website:

<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 MANAGERS***

James Marshall, Environmental Program Manager

Tariq Abdellatif, Environmental Planner III



# ***PROJECT DESCRIPTION***

- ▶ The City of Phoenix is seeking qualified environmental consultant teams to provide on-call asbestos and lead paint surveys and other related environmental consulting services on an as-needed basis for three years.
- ▶ Up to TEN firms will be selected.
- ▶ Services will be performed on City-owned or managed properties scheduled for renovation or demolition by the City departments.
- ▶ Firms must be able to respond promptly to the City's request for services, often with one to three working days.

*Refer to RFQ for details*

# **SCOPE OF WORK**

*Includes, but is not limited to:*

- ▶ Perform Asbestos and Lead Surveys. Lead surveys may include TCLP sample collection, XRF surveys, and paint chip sampling.
- ▶ Perform abatement oversight and collect final clearances for asbestos and lead projects. Clearances may include air, wipe, and soil sampling.
- ▶ Provide services for the preparation of technical specifications and drawings for abatement projects.
- ▶ Perform indoor air quality surveys and clearances. Including moisture testing, swab sampling, and microbial air sampling.

*Refer to RFQ for details*



# **SCOPE OF WORK**

*Includes, but is not limited to:*

- ▶ EPA and/or AHERA trained workers are required for all asbestos and lead services to be provided.
- ▶ Provide comprehensive and/or letter reports for services following the criteria in scope of services to be provided by the City.
- ▶ A detailed “Scope of Services” will be provided for review in the contract of selected consultants detailing the expectations of the City for services on this contract.
- ▶ Security Clearances will be required. Contractor badges will be required for the majority of the projects.
- ▶ Aviation Projects Specifics. Aviation staff will discuss with selected firms.

*Refer to RFQ for details*







# ***SCOPE OF WORK / SERVICES***



Project oversight services will include Contractor documents review, monitoring and approving all aspects of containment preparation, asbestos abatement and decontamination, final visual inspections, air monitoring, and demobilization. The Consultant will document daily activities. This information will be made available to the COP and incorporated into a final report.



# SCOPE OF WORK / SERVICES



Consultant personnel who provide onsite services will hold the following certifications that are current during the time oversight and clearance is performed:

- ACM Abatement oversight and air monitoring: Asbestos Hazard Emergency Response Act(AHERA) Consultant/Supervisor
- LBP Abatement oversight: Environmental Protection Agency (EPA) Inspector
- LBP Clearance testing: EPA Risk Assessor

# SCOPE OF WORK / SERVICES



Limited Lead Paint Chip Sampling, August 09, 2021

Sample Date	Sample Number	Component Location	Color/ Condition	Results (ppm)	Results (mg/cm <sup>2</sup> )
8/09/2021	PC-01	Baseball Fields	Dark Grey	<43	-
8/09/2021	PC-02	West Parking Lot	Tan	46	-
8/09/2021	PC-03	West Parking Lot	Light Gray	390000	-
8/09/2021	PC-04	East Parking Lot	Dark Brown	710	-

Notes:  
ppm = Parts Per Million  
mg/cm<sup>2</sup> = Milligrams per Square Centimeter



Lead Surveys - Analyze with portable (XRF) and/or, laboratory analysis of paint chips by atomic absorption spectroscope (AAS) by a qualified laboratory. All analysis will be reported in mg/cm<sup>2</sup>, parts per million (ppm), or by weight. Lead TCLP Samples may also be requested.

Survey Report Requirements: Provide a written report as per Chapter 7 of the 1995 HUD Guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing, 1997 Revised. The Occupational Health and Safety Association (OSHA) definitions of lead should also be considered when reporting results.

Executive summary of the report should include the project scope of work and results. If the scope of work is for a limited area in a building or structure, the report must specifically identify the area being surveyed. The list of components coated in lead paint or lead based paint, should include the location, component, substrate, and paint color.



# SCOPE OF WORK / SERVICES



Asbestos surveys will be performed by an individual currently certified as an asbestos inspector in accordance with the Asbestos Hazard Emergency Response Act (AHERA) regulations, Title 40 Code of Federal Regulations (CFR), Part 763, Subpart E, Appendix C.

The purpose of the survey will be to locate, inspect, assess, and sample all suspect materials where required. Identify all ACM as to type, condition, percent of asbestos content, and quantity.

# SCOPE OF WORK / SERVICES



Asbestos Surveys - Executive Summary: List ACMs, NESHAP categories, ACM quantities, locations, date of inspection, inspector(s) name(s).

Scope: Describe the extent of the survey, including any limitations (comprehensive, limited, etc.). If the survey is intended to support a renovation, then the areas and/or materials subject to the renovation must be made clear. Use drawings as necessary to identify the extent and limitations of the survey

Include a drawing depicting the locations where samples were collected. Provide one drawing for each structure.

Include a drawing depicting the types and location of all ACMs. Provide one drawing for each structure. Use patterns for ACM depiction that will remain distinct.



# SCOPE OF WORK / SERVICES



Mold survey, remediation oversight, and air clearance services. Survey may include visual and/or tape lift survey. May also include moisture testing.

The Consultant will provide the City of Phoenix (COP) with oversight and air monitoring of mold abatement projects. All building materials to be removed for mold abatement will be sampled for asbestos. Where mold abatement and asbestos abatement are needed for the same materials, oversight procedures for asbestos and mold will be combined as requested by COP for the safe and complete abatement of both materials.

Final Clearance may be conducted via air clearance, tape lifts, surface swab test, etc. as the scope of work requires.



# ***SCOPE OF WORK / SERVICES***



Technical Specs: The Consultant will provide the COP with technical work specifications and CADD drawings on an as needed basis for individual asbestos and/or lead-based paint (LBP) abatement or mold remediation projects.

# ***QUESTIONS***





# **SOQ EVALUATION CRITERIA**

**Maximum Number of Points is 1000**

- A. Experience of the Prime Firm *(250 pts max)*
- B. Experience of Key Personnel *(250 pts max)*
- C. Project Management, Approach, and Responsiveness *(350 pts max)*
- D. Staffing Information for Key Personnel *(150 pts max)*

*\*Provide responses in the order listed in the RFQ*

*\*Be complete, be concise\**



# ***SUBMITTAL REQUIREMENTS***

**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
- Example / Sample Reports

## **Grounds for disqualification:**

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

Submit One (1) page Information Sheet: Project title/number; RFX number; firm name (legal name), address, phone number, vendor number; project contact person name, title, email address and signature. **Do not include any additional information.**

Paper Size 8½” x 11”; 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 noted above

# *Selection Process*

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

*Up to TEN consultants may be selected.*

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

# **IMPORTANT DATES** **SELECTION SCHEDULE**

- SOQs Due July 12, 2024
- Selection Notification July 31, 2024
- On-Call Kick-off Workshop Meeting Early-August 2024



# DCP PROCUREMENT WEBPAGES

[HTTPS://WWW.PHOENIX.GOV/STREETS/PROCUREMENT-OPPORTUNITIES](https://www.phoenix.gov/streets/procurement-opportunities)

- **Current Opportunities:**
  - *Project-specific RFQs, Notifications, 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>





# DCP PROCUREMENT WEBPAGES

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

- ❖ RFQ
- ❖ Pre-Submittal Power Point Presentation & Sign-In Sheet
- ❖ Preliminary Results
- ❖ Final Results



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/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



# CITY OF PHOENIX SOLICITATIONS WEBSITE



1. **Project-specific RFQs, Notifications, 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



## REGISTRATION HELP



Call Help Desk  
(602) 262-1819

Email Help Desk  
[vendor.support@phoenix.gov](mailto:vendor.support@phoenix.gov)

# VENDOR REGISTRATION

- **All Firms MUST** be registered in the Vendor Management System **PRIOR TO SUBMITTING A SOQ**
- 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 Codes are: 925000000
- RFX Number is: 6000001627
- The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications



## BECOME A VENDOR



1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System
4. **Set-Up** ID & Password

Steps to Success!

To do business with the city you must register in **procurePHX**. To register, you must have a signed, scanned copy of your W-9. **Need Help?** Email [vendor.support@phoenix.gov](mailto:vendor.support@phoenix.gov) or call (602) 262-1819.

Instructions >

Registration >

ProcurePHX Login >





**QUESTIONS  
AFTER TODAY?**

***Stay for  
ProcurePHX  
Overview***

**THANK YOU FOR  
ATTENDING!!!**

Email all questions to:  
**[anna.york@phoenix.gov](mailto:anna.york@phoenix.gov)**

Reference RFx Number:  
**6000001627** in your email subject  
line

Or call Anna York at:  
**(602) 534-3691**

# ***PROCUREPHX / RFX OVERVIEW***

Vendor  
Registration

Frequently  
Asked  
Questions

Tips and  
Tricks

Login

Viewing  
Solicitations

Subscribe to  
Notifications

Questions





## ***RFX TIPS***

### ▶ Brief overview for online submissions

- Click “**Refresh**” often
- Make sure your Pop-Up blocker is turned **OFF**
- Application is accessible with **Google Chrome (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.



# 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: 6000001627*

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

The screenshot shows the ProcurePHX login interface. At the top left is the ProcurePHX logo, which includes a red shopping bag icon and the text "procurePHX". 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 reads "Lagon Problems? [Get Support](#)".



## RFX HOME SCREEN - LOGIN

Once you are logged in to ProcurePHX portal:

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

Select RFX and Auctions tab on the Ribbon

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

**SAP**

◀ Back Forward ▶ History Favorites Personalize View Help

**RFX and Auctions** Administration Messages

Home Create Users Own Data Company Data

Administration > Home

Thank you for your interest in becoming a vendor in the...  
As a Vendor Administrator for your company you have...



# FINDING SOLICITATIONS

Click **Refresh** Button on the RFX Overview (Event) Page to see the most current information.

Find the solicitation you'd like to view from the list, by RFX (Event) Number.

For this solicitation, your RFX (Event) Number is:  
**6000001627**

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** | [Export](#)

Event Number	Event Description	Event Type	Event Status
<a href="#">6000000583</a>	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. Notifications, New Attachments.*
2. Review **Rfx Information** Tab for Start/Due dates/ Title of Solicitation





# QUESTIONS

