



# ***PRE-SUBMITTAL MEETING***

**CITY OF PHOENIX  
REQUEST FOR QUALIFICATIONS  
OFFICE OF THE CITY ENGINEER**

**ENGINEERING  
ON-CALL SERVICES  
CALENDAR YEARS 2025-2027**

**PROCUREPHX PRODUCT CATEGORY CODE: 925000000  
RFx Number: 6000001630**

**JULY 8, 2024**



# ***WELCOME AND INTRODUCTIONS***

## City of Phoenix Representatives

**Tom Carroll**, Contracts Specialist II

**\*Point of Contact for Submittals and RFQ Questions\***

Design and Construction Procurement Section

Office of the City Engineer

[tom.carroll@phoenix.gov](mailto:tom.carroll@phoenix.gov)

(602) 534-1423

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

Design and Construction Procurement Section

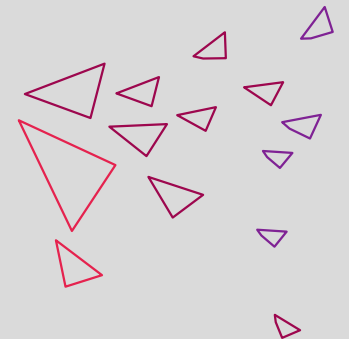
Office of the City Engineer

**Kandi Kawolsky**, Procurement Manager

Design and Construction Procurement Section

Office of the City Engineer

**Eric J. Froberg**, PE, City Engineer



# MEETING OVERVIEW

Sign-In Sheets and PowerPoint will be posted on City of Phoenix's ProcurePHX system (**RFx: 6000001630**):

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

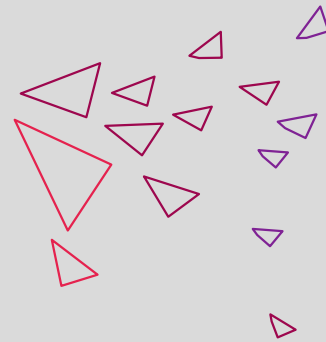
AND posted on City of Phoenix Procurement website:

**<https://solicitations.phoenix.gov>**

*It is the firm's responsibility as a RFQ holder to determine, prior to submittal, if any Notifications have been issued.*

No discussions with any City staff other than the assigned Contracts Specialist, Tom Carroll.

Hold all questions until the end of the presentation.



# **AGENDA**

*Hold all questions until the  
end of the presentation*

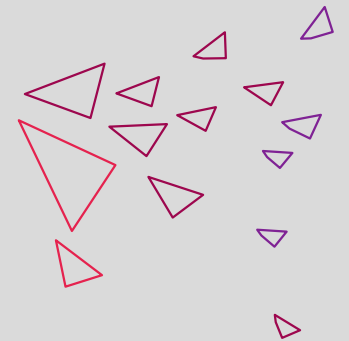
- ❑ RFQ Overview
- ❑ Scope of Work/Projects
- ❑ SOQ Evaluation Criteria
- ❑ Submittal Requirements
- ❑ Important Dates: *Selection Schedule*
- ❑ SOQ Submission
- ❑ Questions
- ❑ Vendor Registration and ProcurePHX
- ❑ RFx System



# ***REQUEST FOR QUALIFICATIONS***

The City of Phoenix is seeking up to 55 qualified consultants to provide Engineering On-Call Services citywide on an as-needed basis from January 1, 2025 through December 31, 2027.

- Small Business Enterprise firms will be included in the selection of the 55 firms.
- Open to all qualified firms.
- Projects will be capped at \$300,000 each.



# ***CLIENT DEPARTMENTS***

Most Design and Construction Procurement engineering work requests come from the following City departments (\*=new):

- ❑ AVIATION
- ❑ ARTS AND CULTURE\*
- ❑ CONVENTION CENTER
- ❑ FIRE
- ❑ HEAT RESPONSE AND MITIGATION\*
- ❑ HUMAN SERVICES
- ❑ LIBRARY
- ❑ OFFICE OF ENVIRONMENTAL PROGRAMS
- ❑ OFFICE OF HOMELESS SOLUTIONS\*
- ❑ PARKS & RECREATION
- ❑ PUBLIC TRANSIT
- ❑ PUBLIC WORKS
- ❑ STREET TRANSPORTATION
- ❑ WATER SERVICES

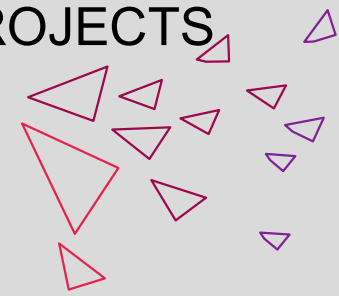


## SCOPE OF WORK

- ❑ ASSESSMENTS
- ❑ STUDIES
- ❑ DESIGN
- ❑ COST ESTIMATING
- ❑ CONSTRUCTION  
ADMINISTRATION & INSPECTION
- ❑ POST-DESIGN SERVICES
- ❑ COMMUNITY OUTREACH
- ❑ SPECIAL INSPECTIONS

## PROJECTS

- ❑ BIKE/PEDESTRAIN PATHWAYS
- ❑ PARK DESIGN/RENOVATION
- ❑ FACILITY REMODEL
- ❑ ADA/MOBILITY ENHANCEMENTS
- ❑ WATER/WW FACILITY PROJECTS
- ❑ FLOODPLAIN STUDY
- ❑ HVAC DESIGN
- ❑ MONUMENT INSTALL
- ❑ SOLAR COVERED PARKING



# ***UPCOMING GO BOND PROJECTS***

- Police Precinct Facility Renovations
- New Fire Stations
- Drainage Programs
- New Libraries or Library Expansions
- ADA Improvements
- Civic Space
- Park Improvements
- Pools and Splash Pads
- Community Center / Sports Complex
- Historic Preservation Program
- Roadway Safety Enhancements
- Theater Facility Projects
- Museum Facility Renovations
- Senior Center Renovations
- Heat Resiliency Study
- Roadway Safety Enhancements

<https://www.phoenix.gov/bond>





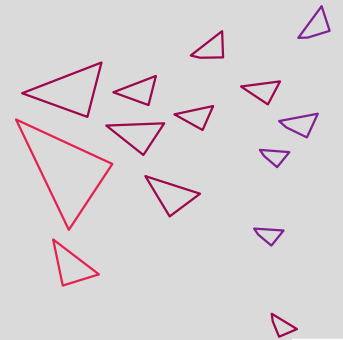
# ON-CALL SERVICES CATEGORIES (\*=NEW)

- Complete Streets *(up to 3 firms)*
- Construction & Project Management *(up to 3 firms)*
- Data Sciences *(up to 1 firm)*
- Electrical *(up to 2 firms)*
- Energy *(up to 2 firms)*
- Fire / Life Safety *(up to 1 firm)*



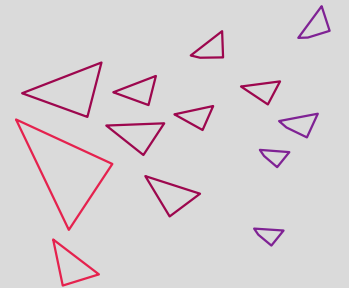
# ON-CALL SERVICES CATEGORIES, CONT.

- Floodplain Mitigation\* (*up to 2 firms*)
- General Civil (*up to 13 firms*)
  - *Multimodal / Active Transportation Attachment A*
- Green Stormwater\* (*up to 2 firms*)
- Landscape Architecture (*up to 3 firms*)
- Mechanical / Plumbing (*up to 2 firms*)
- Public Information (*up to 2 firms*)



# ON-CALL SERVICES CATEGORIES, CONT.

- Structural (*up to 3 firms*)
- Survey (*up to 2 firms*)
- Traffic Engineering (*up to 3 firms*)
- Water / Wastewater (*up to 11 firms*)



# SERVICES MATRIX

Design and Construction Procurement

2023-2024 ENGINEERING/CONSULTING ON-CALL MATRIX

1/19/2023 8:10 AM

FIRM NAME	Complete Streets	Construction Project Mgmt	Data Science	Electrical	Energy	Fire/Life Safety	General Civil	Landscape Architecture	Mechanical/Plumbing	Public Information	Structural	Survey	Traffic Engineering	Water Wastewater
ADVANCED STRUCTURAL ENGINEERING, INC. (ASE)											♦			
AECOM TECHNICAL SERVICES, INC.		♦					♦				♦		♦	♦
AFFILIATED ENGINEERS, INC. (AEI)				♦	♦				♦					
ALTA PLANNING + DESIGN, INC.	♦													
ALTA SURVEY, LLC (DBA ALTA ARIZONA)												♦		
ARCADIS U.S. INC.														♦
ARDURRA GROUP, INC.	♦	♦					♦					♦	♦	♦
AZTEC ENGINEERING GROUP, INC.	♦	♦					♦	♦			♦	♦	♦	♦
BLACK & VEATCH CORPORATION			♦				♦							♦
BROWN AND CALDWELL, INC.														♦
C R ENGINEERS, INC.				♦										♦
CAROLLO ENGINEERS, INC.														♦
CARUSO TURLEY SCOTT, INC.											♦			
CONSULTANT ENGINEERING, INC. (CEI)		♦												
CIVIL CONSULTANTS, INC.		♦					♦	♦				♦		♦
DIBBLE & ASSOCIATES CONSULTING ENGINEERS, INC. (DBA DIBBLE)							♦				♦	♦	♦	♦
EIC ENGINEERS, LLC														♦
ENGINEERING ALLIANCE, INC. (EAE)							♦					♦		♦
ENGINEERING AND ENVIRONMENTAL CONSULTANTS, INC.		♦					♦	♦				♦		♦
ENTELLUS, INC.	♦	♦					♦					♦		♦
ETHOS ENGINEERING, LLC							♦				♦			
FISHER ENGINEERING, INC.						♦								
GANNETT FLEMING, INC.		♦	♦	♦	♦		♦		♦		♦			
GAVAN AND BARKER, INC.	♦						♦	♦						
GHD, INC.	♦						♦			♦				♦

**LEGEND:**  
 (\*) SBE  
 (♦) Awarded in Category  
 (◆) Service Provider in Category

# SOQ EVALUATION CRITERIA

Selection of Consultants will be based on the following:

- A. Experience of the Prime Firm – *(300 points max.)*
- B. Experience of Key Personnel – *(300 points max.)*
- C. Project Management and Responsiveness – *(250 points max.)*
- D. Staffing Information – *(150 points max.)*

*Maximum number of points is 1,000*

❖ Provide responses in the order listed in the RFQ

❖ Be complete, be concise

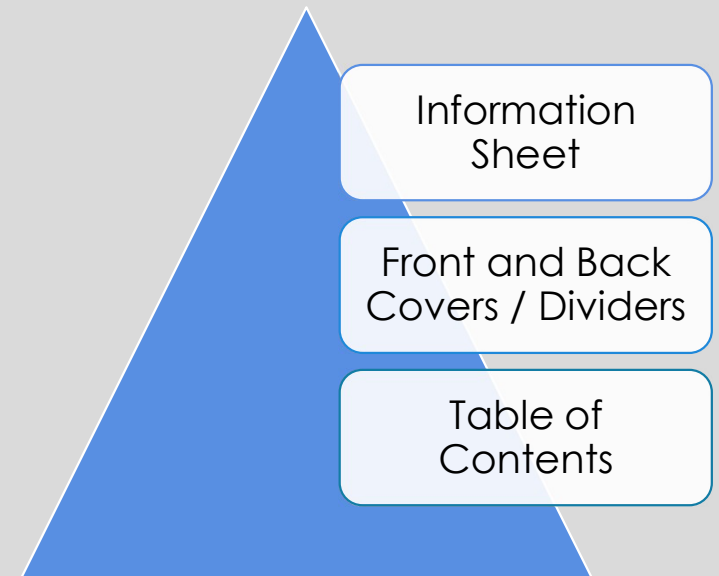
❖ NO REFERENCES REQUIRED



# ***SUBMITTAL REQUIREMENTS***

- ☑ Submit only one (1) SOQ electronically in **.PDF format**
- ☑ Paper Size is 8 ½” x 11”
- ☑ Font size no less than 10 point
- ☑ Clearly display **the legal firm name**, vendor number, and project title on the cover of the SOQ
- ☑ Pages containing resumes, evaluation criteria, and additional content **will be counted** toward the maximum page limit
- ☑ Pages having project photos, charts and/or graphs **will be counted** toward the maximum page limit
- ☑ Do not include links for references outside the SOQ

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



# *Maximum Page Count*

**Eight pages** permitted to address **Criteria B, C, and D**

**Three additional pages**, per category, to address **Criterion A**



# ***SELECTION PROCESS***

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



Up to 55 consultants will be selected.



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







# ***RATE NEGOTIATIONS***

**Contracts will be negotiated for the first two years and will include a third year negotiated rate to prevent the need for an amendment.**

# ***GROUNDS FOR DISQUALIFICATION***

- Failure to submit SOQ via **EMAIL** to **STR.DCPENGOC@phoenix.gov** by the due date and time
- Violating “Contact with City Employees” policy



# *Things to Remember*

**Place the following items on the Information Sheet:**

- ❖ **Project Title**
- ❖ **RFx Number (*RFx Number 6000001630*)**
- ❖ **Firm Name (logo is acceptable)**
- ❖ **Firm Address**
- ❖ **Firm Phone Number**
- ❖ **Vendor Number**
- ❖ **Name, Title, and Email address of contact person**
- ❖ **List the Categories for which you are submitting – also list any other services you can provide in addition to those listed**

*Do NOT include any other information*

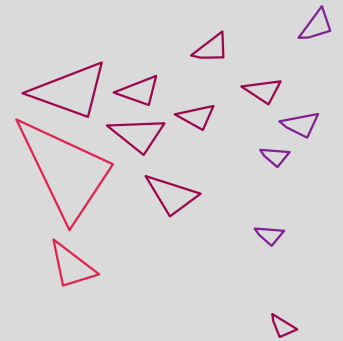


# **PROCUREMENT WEBPAGE**

[HTTPS://SOLICITATIONS.PHOENIX.GOV](https://solicitations.phoenix.gov)

- Current Opportunities**
  - Project-specific RFQs, Notifications, Sign-in Sheets, Presentations
- Project Interviews**
- Bid Results and Project Selections**
- Sign up for Procurement's Weekly e-Newsletter**

**The ProcurePHX online portal will be used for Professional Services and Construction Services Solicitations.**  
[\*\*https://eprocurement.phoenix.gov/irj/portal\*\*](https://eprocurement.phoenix.gov/irj/portal)



***IMPORTANT  
DATES***

**SOQs Due 12:00pm..... July 19, 2024**

**Selection Notification.....Late August 2024**

**Rate Negotiation Starts..... September 2024**

**Contract Effective Date.....January 1, 2025**



# SOQ SUBMISSION

- SOQ Submission will be via email to:

[str.dcpengoc@phoenix.gov](mailto:str.dcpengoc@phoenix.gov)



***QUESTIONS?***

Email all questions to:  
[tom.carroll@phoenix.gov](mailto:tom.carroll@phoenix.gov)  
Or call: 602-534-1423

Reference RFX Number: **6000001630**  
in your email subject line



# ***PROCUREPHX / RFX OVERVIEW***

Vendor  
Registration

Frequently  
Asked  
Questions

Tips and  
Tricks

Login

Viewing  
Solicitations

Subscribe to  
Notifications

Questions



# VENDOR REGISTRATION

- ❑ All firms **MUST** be registered in the Vendor Management System **PRIOR TO** submitting a Statement of Qualifications
- ❑ **New Firms** – After registering, the City will send an email 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>

## REGISTRATION HELP



Call Help Desk  
**(602) 262-1819**

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



### 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 >



# 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:* **6000001630**

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

A screenshot of the ProcurePHX login page. The page features the ProcurePHX logo in the top left corner, which consists of a red 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. Below the input fields, there is a link that says "Logon Problems? [Get Support](#)". The entire screenshot is framed by a thin black border.

  
User \*   
Password \*   
  
Logon Problems? [Get Support](#)



# PROCUREMENT WEBSITE

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

**City of Phoenix** Convention Center Public Meetings

Search\_ Q

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](#)

Solicitations  
Website

Procurement  
Newsletter

Submitter's  
Handbook

# 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>**

# TIPS & TRICKS

- ▶ Click **“Refresh”** often
- ▶ Make sure your **Pop-Up** blocker is turned off
- ▶ Scroll within the RFX system windows
- ▶ Application is accessible with 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.
- ▶ Vendor Registration Help Desk is **only for vendor registration questions and password resets.**



# RFX HOME SCREEN

- **Once you are logged in to the ProcurePHX portal:**
- **<https://eprocurement.phoenix.gov/irj/portal>**
- **Select RFX and Auctions tab on the top 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

# RFX SYSTEM

- 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:  
**6000001630**

The screenshot shows the RFX SYSTEM interface. At the top, there are navigation tabs for 'RFX and Auctions', 'Administration', and 'Messages'. Below these is the 'Overview' section, which includes a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is divided into sections: 'Active Queries' with links for 'eRFxs' (All (7), Published (1), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). Below this is a section for 'eRFxs - All' with a 'Show Quick Criteria Maintenance' button. At the bottom, there is a table with columns for 'Event Number', 'Event Description', 'Event Type', and 'Event Sta'. The first row in the table shows the event number '6000000583', description 'PHX-19-R-ZCIP-63-000004-001', and event type 'RFX for CIP'. A 'Refresh' button is highlighted with a red box in the bottom right corner of the interface.

Event Number	Event Description	Event Type	Event Sta
<a href="#">6000000583</a>	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published

# 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 the 'RFX and Auctions' interface. At the top, there are navigation tabs for 'RFX and Auctions', 'Administration', and 'Messages'. Below this is the 'Overview' section, which includes a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is titled 'Active Queries' and shows counts for 'eRFxs' (All (7), Published (1), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). Below this is a section for 'eRFxs - All' with a 'Show Quick Criteria Maintenance' button. At the bottom, there is a table with columns 'Event Number' and 'Event Description'. The first row is highlighted in yellow and has its 'Event Number' cell (6000000583) highlighted with a red box and a blue arrow labeled '1'. To the right of the table, there are buttons for 'View: [Standard View]', 'Create Response', 'Display Event' (highlighted with a red box and a red arrow labeled '2'), and 'Display Re...'. The 'Display Event' button is the target of the second step in the instructions.

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?

The screenshot shows a web interface for an RFX (Request for Quote) system. At the top, a purple arrow labeled '1' points to the 'Participate' button in a toolbar. Below the toolbar, the RFX details are displayed: RFX Number 6000000583, Smart Number PHX-19-R-ZCIP-63-000004-001, and RFX Version Type Active Version. A red arrow labeled '2' points to the 'RFX Information' tab in the navigation menu. The main content area shows RFX Parameters, including 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), and Currency (USD). The title of the solicitation is 'SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR Y'.

**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 Status  
RFX Version Type Active Version

**RFX Information** | Items | Notes and Attachments

RFX Parameters | Questions | Notes and Attachments | Table Extensions

Time Zone:

\* Start Date:

\* Submission Deadline:

Opening Date:

Currency:

\* 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

# **FREQUENTLY ASKED QUESTIONS, CONT.**

- ▶ ***Q: Within the category of expertise, are we required to address all bulleted items within that category?***
  - ▶ ***A: No, it is not required.***
  
- ▶ ***Q: Does a firm have to be able to perform all services under each category or can they just perform one or more? For example – under structural, does a firm need to show experience and perform structural services for bridges, building, and water/wastewater or can they submit only under one category. If all services under each category are required, are sub-consultants acceptable?***
  - ▶ ***A: A firm is not required to provide the full range of services to be selected within a category. All subcategories listed under a Category service, are not required to submit for that Category. Therefore, sub-consultants should not be identified.***
  
- Q: Will sub-consultant's qualifications be considered as part of the evaluation?***
  - ▶ ***A: No.***

## **FREQUENTLY ASKED QUESTIONS, CONT.**

- ▶ **Q: *I am a former City of Phoenix Employee who left less than a year ago. Would there be a Conflict of Interest if awarded a contract?***
  - ▶ **A: *The only requirement under City Regulations states at least six months must elapse between retirement from the city, and an agreement or contract for reemployment. This applied to any person as the owner of a firm, not as an employee of firm for which you are not the owner.***
  
- ▶ **Q: *of the 55 firms to be selected will you be allocating a certain amount to SBEs?***
  - ▶ **A: *This solicitation is open to all firms, SBEs and non-SBEs. We encourage all firms to submit for this procurement. We are not allocating a certain number of contracts for SBEs. There is a possibility of a future SBE On-Call Opportunity.***
  
- ▶ **Q: *Is there a maximum file size for our attachment?***
  - ▶ **A: *No maximum file size has been defined.***

# QUESTIONS





***THANK YOU!***