

# INDIGENOUS LAND ACKNOWLEDGEMENT

We respectfully acknowledge that the Children's Museum of Phoenix is located on the traditional lands of the Akimel O'odham (Pima). We recognize, celebrate, and honor the diverse ancestry of the Indigenous peoples of modern-day Arizona; being the original stewards of this land, they are an important part of our history, present, and future. As an arts, culture, and educational organization, we are committed to preserving and uplifting multi-generational contributions through our programs and exhibits.

children's  
museum  
phoenix



museo de  
los niños  
*de* phoenix



**CITY OF PHOENIX**

**REQUEST FOR QUALIFICATIONS  
PRE-SUBMITTAL MEETING**

**CHILDREN'S MUSEUM OF PHOENIX  
GO BOND EXPANSION**

**ARCHITECTURAL SERVICES**

**PROCUREPHX PRODUCT CATEGORY CODE: 906000000**

**RFx Number: 6000001633**

**July 11, 2024**

**Meeting will start at 3:35 PM.**



# ***WELCOME AND INTRODUCTIONS***

## **City of Phoenix Representatives**

**Tom Carroll**, Contracts Specialist II

*Point of Contact for Submittals and RFQ Questions*

Office of the City Engineer, Design and Construction Procurement

**Tom.Carroll@phoenix.gov** (602) 534-1423

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

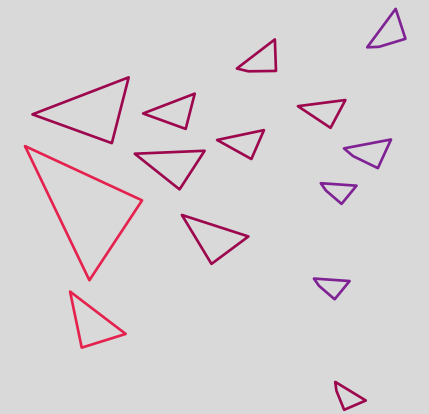
Office of the City Engineer, Design and Construction Procurement

**Romeo Rabusa**, Special Projects Administrator

Arts and Culture

**Gary Nelson**, Vertical Project Manager

Office of the City Engineer



# ***AGENDA***

Questions are welcome  
after each presentation

Meeting Overview

History

Project Description

Scope of Work

SOQ Evaluation Criteria / RFQ Overview

Submittal Requirements (Page Count, Disqualifications)

Selection Process

Important Dates: Interviews / Selection Schedule

Procurement Websites & Vendor Registration

ProcurePHX / RFx Electronic Submittal

# **MEETING OVERVIEW**

## **PRE-SUBMITTAL ATTENDANCE SHEET**

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

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 6000001633)

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 MANAGER***

Romeo Rabusa, Special Projects Administrator

Gary Nelson, Vertical Project Manager

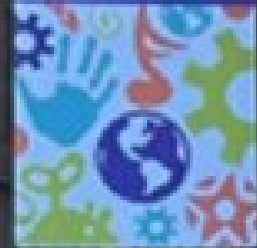


MONROE SCHOOL

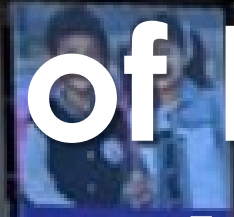
# Children's Museum of Phoenix 2023 GO Bond



Children's Museum of Phoenix  
1950



Children's Museum of Phoenix  
1950



MUSEUM OF PHOENIX  
1950



# ***HISTORY***

- In 2001, the City of Phoenix Bond Election earmarked \$10.5 million for the purchase the historic Monroe School as the future home of the Children's Museum of Phoenix.
- The Children's Museum raised an additional \$13.3 million to augment bond funds for construction and to build exhibits.
- 36,000 s.f. were fully renovated.
- 10,000 s.f. were partially renovated.

## **The Museum opened to the public in 2008**

- An additional 5,000 s.f. were renovated with Museum funds in 2017.

## **Future Work**

- **17,000+ s.f. are still completely unrenovated to this day and,**
- **10,000 s.f. are still underdeveloped areas**





# ***PROJECT DESCRIPTION***

- The City of Phoenix is seeking a qualified consultant team to provide architectural services for the Children's Museum of Phoenix.
- Services will include programming, design and possible construction administration and observation services.
- Project site is located at the Children's Museum of Phoenix:  
215 N. 7<sup>th</sup> Street, Phoenix, Arizona 85034
- Renovate nearly 18,000 s.f. of NEW space for expanded exhibits and programs.
- Complete nearly 10,000 of unfinished space that will support the new spaces.
- The estimated construction cost is \$6.4 million, which excludes exhibit designs, fabrication, and installation.

*Refer to RFQ for details*



# ***CONSULTANT SCOPE OF WORK***

- The Consultant scope of work includes programming, design and possible construction administration and observation services.
  
- Consultant services include the following:
  - General Project Administration
  - Pre-Design
  - Design
  - Construction Administration and Observation

*Refer to RFQ for details*



# ***CONSULTANT SCOPE OF WORK, CONT.***

## ➤ General Project Administration:

- Coordinate with City and CMAR during the design of the project
- Attend all project meetings to maintain the project objectives
- Submit and retrieve required documents to and from various agencies, including City of Phoenix Historic Preservation
- Coordinate permits and approvals (federal, state, county, and local utility authorities, etc.)
- Prepare/submit written monthly progress reporting during design period
- Perform design services for each design phase package
- Develop and update project directory and coordinate monthly distribution with City and CMAR

*Refer to RFQ for details*



# ***CONSULTANT SCOPE OF WORK, CONT.***

## ➤ Pre-Design:

- Lead meetings with stakeholders to validate space program requirements
- Develop preliminary plans and renderings to present concepts and verify course of the project
- Prepare and reconcile cost models and preliminary timelines for the project with the Project Management Team
- Prepare a Project Definition Manual that includes scope, budget, and schedule

*Refer to RFQ for details*



# **CONSULTANT SCOPE OF WORK, CONT.**

## ➤ Design:

- Develop and submit drawings and specifications at 30%, 60% and 90% phases of design
- Collaborate with the City to meet project requirements (includes scope, budget, and schedule)
- Prepare exhibits and make presentations to stakeholders including regulatory agencies
- Develop studies to lead to recommended solutions for the decision-making process
- Address stakeholder / CMAR design/constructability review comments from milestone reviews
- Prepare construction cost estimates for each design phase milestone
- Reconcile with CMAR construction cost estimate(s) for each design phase milestone
- Perform value engineering / cost reduction efforts to optimize project budget
- Develop a schedule for City approval of design submittals for planning department review(s)
- Identify private and public utility easements
- Design project to conform to requirements of Title 34, Arizona Revised Statutes
- Coordinate with CMAR in developing design documents
- Coordinate and submit the design packages to CMAR for bid to subcontractors
- Review / recommendations cost models/GMPs provided by the CMAR contractor
- Other services as required to support successful completion of the work and the City's interests

*Refer to RFQ for details*



# **CONSULTANT SCOPE OF WORK, CONT.**

- Construction Administration and Observation (CA&O) (if services requested)
  - Provide general project administration and construction observation to ensure compliance with the project plans and specifications
  - Participate in the CMAR construction progress meetings and other project meetings to prosecute the work
  - Prepare weekly observation reports detailing construction progress to keep City informed of project status and issues
  - Perform record keeping and maintain project documents including correspondence, schedules, submittals, test data, payments, meeting minutes, specifications, drawings, photographs, shop drawing, as-builds, etc.
  - Review and comment on CMAR construction submittals; product data, shop drawings, samples, etc.
  - Respond to Requests for Information (RFI)
  - Prepare Change Order requests and Proposal Requests (issue interpretations and clarifications of the construction documents)
  - Perform field inspection and prepare reports to ensure compliance with the project plans and specifications



# ***CONSULTANT SCOPE OF WORK, CONT.***

- Construction Administration and Observation (CA&O) (if services requested) (cont.)
  - Review / validate CMAR's proposed change orders and submit recommendations to City
  - Observe building system equipment start-up and commissioning
  - Review and certify CMAR monthly progress payments
  - Prepare and submit punch list and record documents
  - Notify CMAR and Owner of any unsafe conditions observed at the construction site(s)
  - Conduct Substantial Completion walkthrough / issue recommendation for Substantial Completion
  - Review and comment on closeout documentation, includes CMAR's as-built documents
  - Review CMAR's record drawings monthly and prepare final record drawings
  - Conduct Pre-final and Final walkthrough
  - Conduct the 11 ½ month warranty walkthrough and inspection
  - Other services as required to support successful completion of the work and the City's interests

*Refer to RFQ for details*

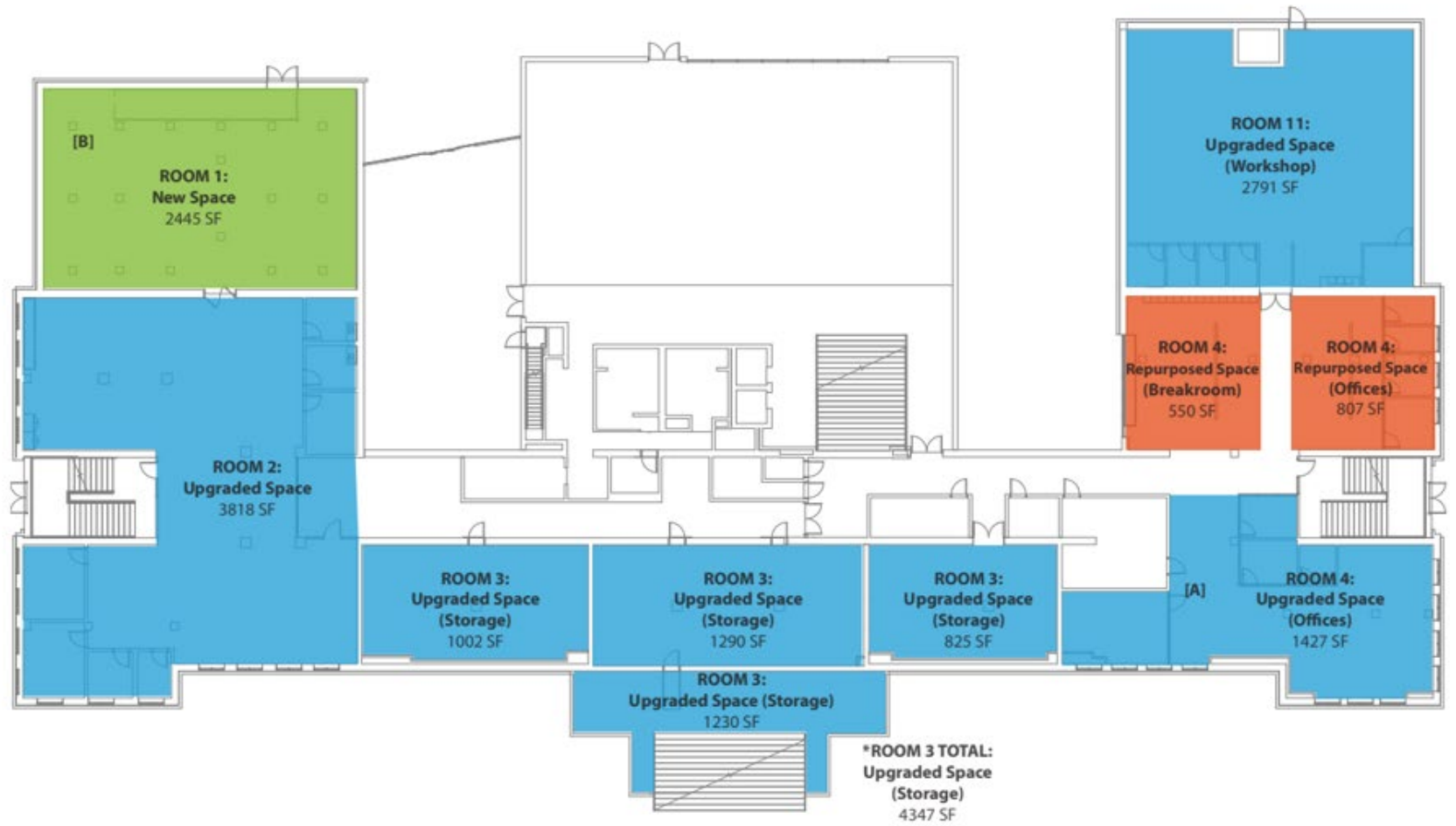


# EXISTING | FIRST FLOOR/BASEMENT





# PROPOSED | FIRST FLOOR/BASEMENT



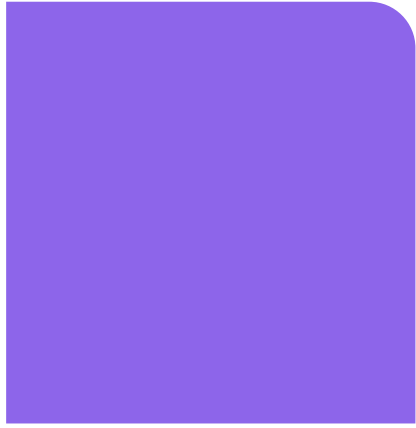
● New Space    ● Repurposed Space    ● Upgraded Space



# ***FIRST FLOOR/BASEMENT CONDITIONS & PROJECT SUMMARY***

- **Room 1:** Full excavation, extensive structural, abatement, complete reno/build-out and ADA accessibility
- **Room 2:** Abatement, partial renovation/build-out
- **Rooms 3:** Abatement, partial renovation/build-out
- **Rooms 4:** Abatement, partial renovation/build-out
- **Room 11:** Add bathroom facilities to meet City code and ADA accessibility





# ***ROOM 1***



# ROOM 2

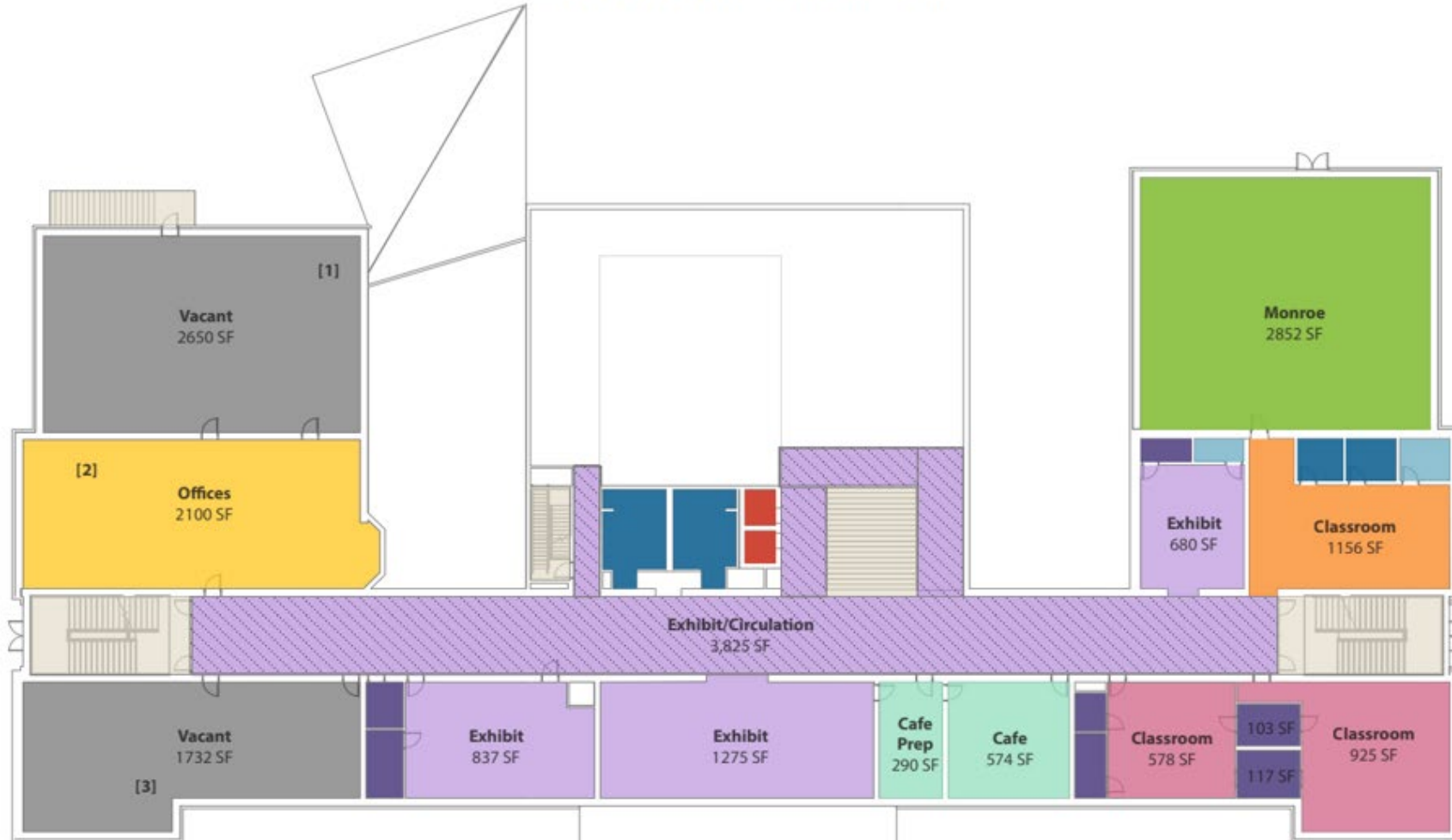


# ROOM 3





# EXISTING | SECOND FLOOR



- Elevator
- Restroom
- Vacant
- Office
- Exhibit
- Cafe
- Classroom
- Storage
- Circulation
- Exhibit/Circulation
- Utility
- Monroe



# PROPOSED | SECOND FLOOR



● New Space    ● Repurposed Space



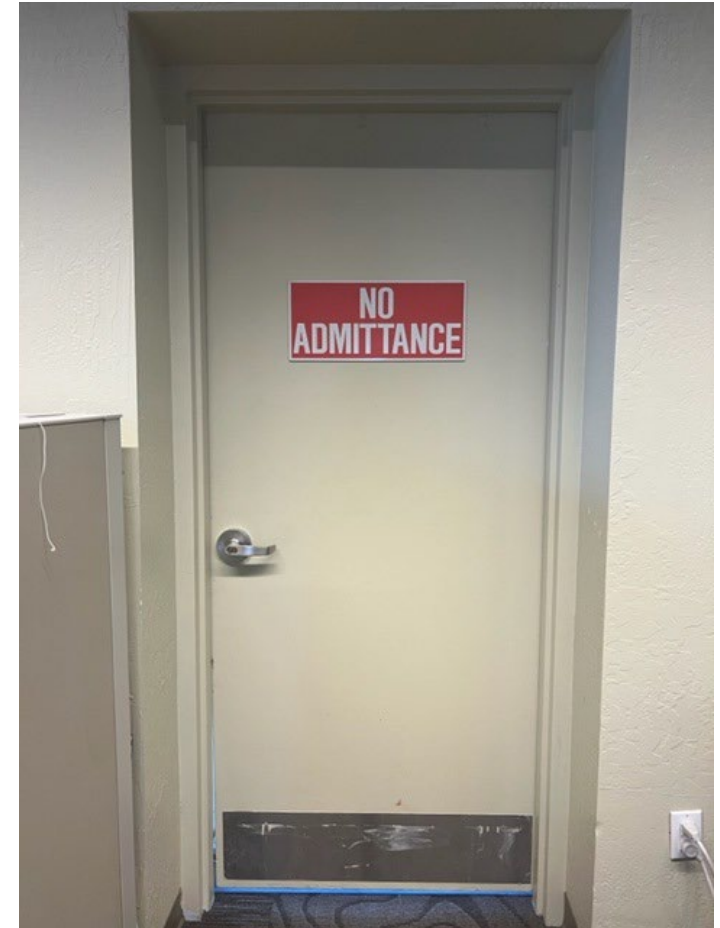


# ***SECOND FLOOR CONDITIONS & PROJECT SUMMARY***



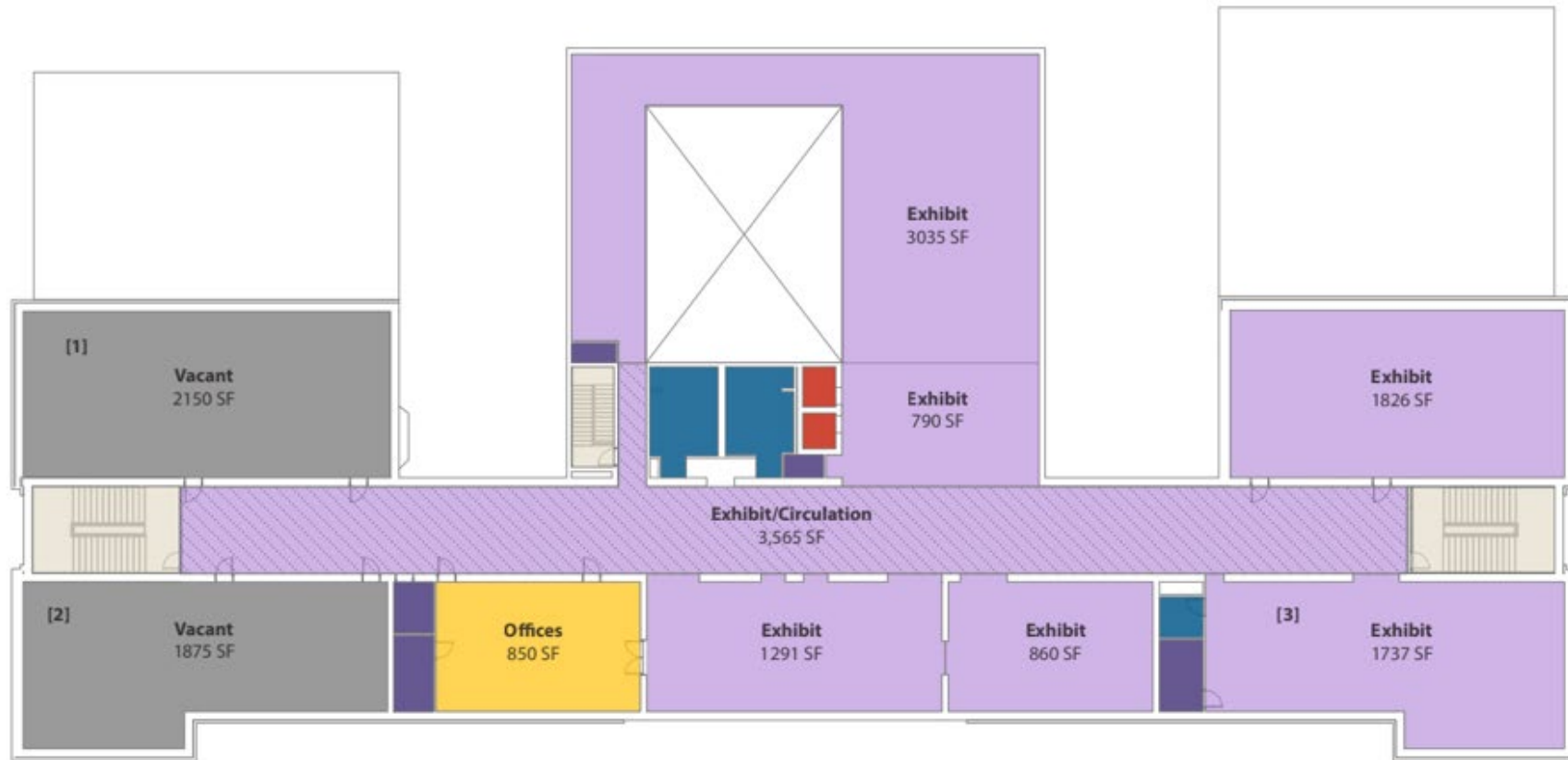
- **Room 5:** Extensive structural (tied to shared ceiling / floor with Room 1), abatement, complete renovation / build-out and ADA accessibility
- **Room 6:** Partial renovation, ADA accessibility and build-out
- **Rooms 7:** Abatement, complete renovation/build-out







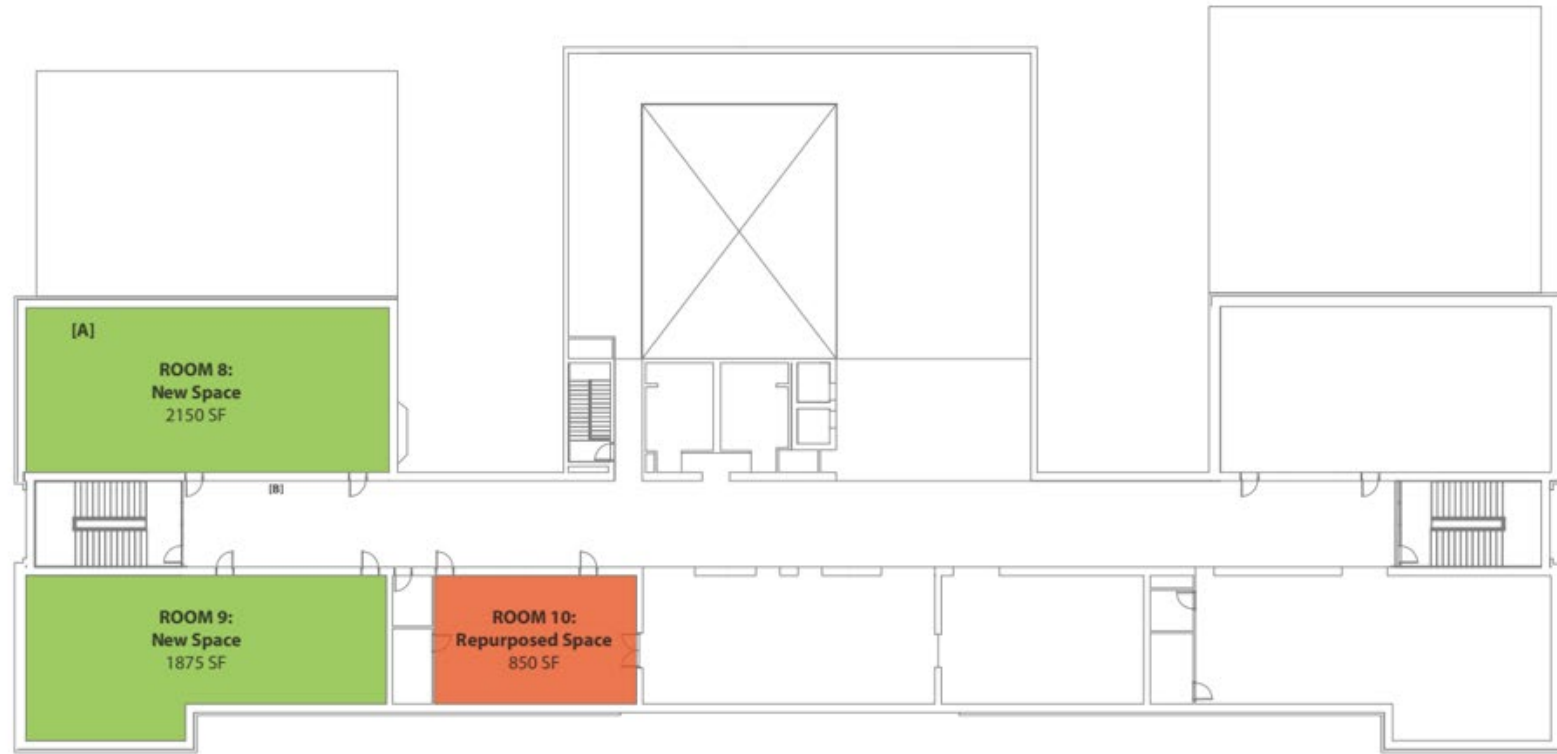
# EXISTING | THIRD FLOOR



- Elevator
- Utility
- Vacant
- Restroom
- Exhibit
- Office
- Circulation
- Exhibit/Circulation



# PROPOSED | THIRD FLOOR



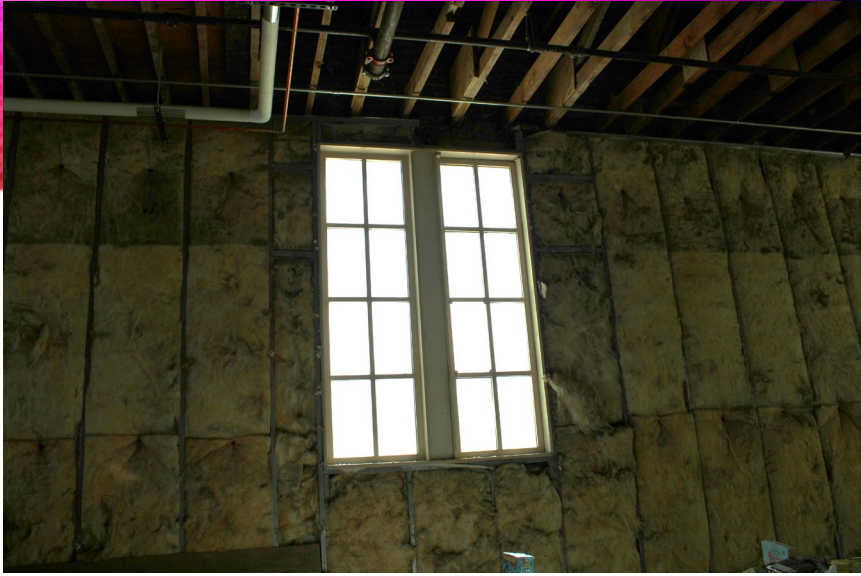
● New Space    ● Repurposed Space



# ***THIRD FLOOR CONDITIONS & PROJECT SUMMARY***

- **Room 8:** Abatement, complete renovation / build-out
- **Room 9:** Abatement, complete renovation / build-out
- **Rooms 10:** Partial renovation and build-out













**THANK  
YOU!**

**Questions**

# SOQ EVALUATION CRITERIA

Maximum Number of Points is 1000

400 Points = SOQs

600 Points = Interviews

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

- A. Design and Construction Administration and Observation Experience of the Prime Firm *(50 points max)*
- B. Design and Construction Administration and Observation Experience of the Key Personnel and Subconsultants *(50 points max)*
- C. Project Understanding and Approach *(200 points max)*
- D. Staffing Information for Key Personnel *(100 points max)*

*\*Reference Checks (21 Points) These points are in addition to the 400 points for the SOQ*

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

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

*\*Be complete, be concise\**



# ***SUBMITTAL REQUIREMENTS***

**MAXIMUM** pages permitted  
is  
**15 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 via **EMAIL** to the designated email address 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.***

***Shortlist of at least 3 but no more than 5 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**

- Pre-submittal meeting with Site Tour July 11, 2024
- SOQs due 12:00pm July 26, 2024
- Firms notified for interview August 6, 2024
- Interviews August 20, 2024
- Scope Meeting September 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

Solicitations Website

Procurement Newsletter

Submitter's Handbook

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



# VENDOR REGISTRATION

## REGISTRATION HELP



Call Help Desk  
(602) 262-1819

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

- **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: 906000000

- RFx Number is: 6000001633

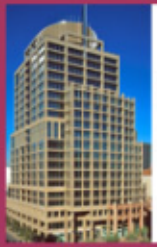
- The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications



# 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](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:  
**[Tom.Carroll@phoenix.gov](mailto:Tom.Carroll@phoenix.gov)**

Reference RFx Number:  
**6000001633** in your email subject  
line

Or call Tom Carroll at:  
**(602) 534-1423**



# ***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: 906000000*

*RFx (Event) Number is: 6000001633*

*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 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. Below the input fields is a link that reads 'Logon Problems? [Get Support](#)'.



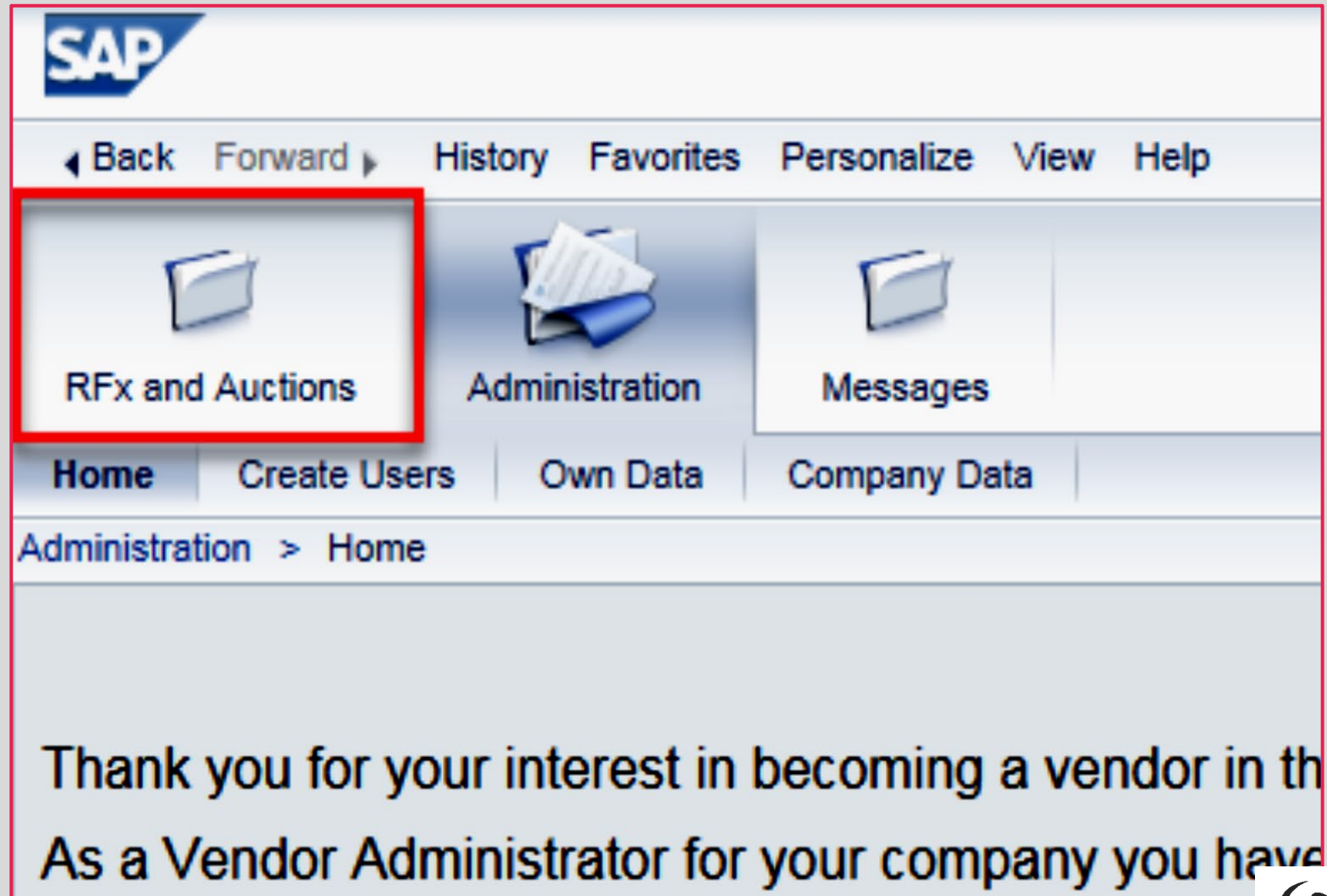
# RFX HOME SCREEN - LOGIN

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*



The screenshot displays the SAP RFX Home Screen interface. At the top left is the SAP logo. Below it is a navigation bar with links for Back, Forward, History, Favorites, Personalize, View, and Help. The main content area features three large tabs: 'RFX and Auctions' (highlighted with a red box), 'Administration', and 'Messages'. Below these tabs is a ribbon with buttons for 'Home', 'Create Users', 'Own Data', and 'Company Data'. A breadcrumb trail shows 'Administration > Home'. At the bottom, there is a message: '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:  
**6000001633**

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
<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 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



# QUESTIONS

