

# Pre-Submittal Meeting

## CITY OF PHOENIX REQUEST FOR QUALIFICATIONS

### 3<sup>RD</sup> STREET: RIO SALADO TO LINCOLN STREET CONNECTOR ENGINEERING SERVICES ST87600145

PROCUREPHX PRODUCT CATEGORY CODE 925000000  
RFx 6000001626

July 8, 2024

# Welcome and Introductions

**Liz Blakley**, Contracts Specialist  
Office of the City Engineer

[elizabeth.blakley@phoenix.gov](mailto:elizabeth.blakley@phoenix.gov)

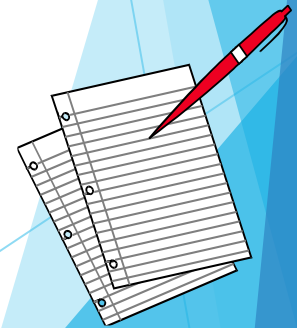
(602) 495-3654

**Project PM: Jason Ramirez**

Street Transportation Department

# Agenda

- ❑ Meeting Overview
- ❑ Vendor Registration
- ❑ Project Description & Scope of Work
- ❑ Statement of Qualifications Evaluation Criteria
- ❑ Statement of Qualifications Submittal Requirements
- ❑ Important Dates: *Selection Schedule*
- ❑ Questions?



# Meeting Overview

- ❑ Sign-in please
- ❑ Sign-in sheet and PowerPoint will be posted City of Phoenix's ProcurePHX system (RFx: 6000001626):  
<https://eprocurement.phoenix.gov/irj/portal>

- ❑ And on Procurement's website:

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

It is your responsibility as an RFQ holder to determine, prior to submittal, if any **Notifications** have been issued

- ❑ Please hold questions until Q&A period
- ❑ This is the **ONLY** opportunity to discuss this project with City staff



# Vendor Registration

- ❑ 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 approx. **2 days**
  
- ❑ **NEW:** NEW: Information on how to register with the City is available at:
  - ▶ <https://www.phoenix.gov/finance/vendorsreg>

# Project Description

The objective of this project is to provide a path/bikeway that connects downtown Phoenix to the Rio Salado multi-use pathway system within 3<sup>rd</sup> Street from Rio Salado to Lincoln Street

- Improvements shall be in compliance with:
  - Current City of Phoenix Street Planning and Design Guidelines
  - City of Phoenix Administrative Procedure No. 155
  - American Association of State Highway and Transportation Officials
  - City of Phoenix Storm Drain Manual design criteria

# Scope of Work

- The 30-percent plans and final design concept report that includes the proper guidance for the optimal, recommended pathway alignment, ultimate street cross-sections, and lane configurations for the entire project limits. The scope of work will include, but is not limited to:
  - 12- to 18-foot-wide concrete multi-use path
  - Five-foot concrete sidewalks
  - Driveways, ramps, and Americans with Disabilities Act (ADA) compliance
  - Pavement improvement

# Scope of Work

- Street lighting
- Signing and striping
- Traffic signal improvements including pedestrian and bicycle crossing
- Localized drainage improvements



# Scope of Work

- Additional Services:
  - Field survey and data collection
  - Right-of-way determination: exhibits and legal descriptions
  - Utility coordination
  - Environmental coordination
  - Landscape architecture
  - Aesthetics/art
  - Public coordination

***QUESTIONS?***

# SOQ Criteria

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

- A. Design Experience of Prime Firm (225 points)
  - B. Design Experience of Key Personnel (225 points)
  - C. Project Understanding and Approach (425 points)
  - D. Staffing Information (125 points)
  - E. Reference Checks (21 points)
- ▶ Provide responses in the order listed in the RFQ
    - ▶ Be complete, be concise

# Statement of Qualifications Submittal

- All Firms MUST be registered in the Vendor Management System to SUBMIT a Proposal
- The VENDOR NUMBER is to be included on the cover of the Statement of Qualifications
- Statements of Qualifications must be emailed to [elizabeth.blakley@phoenix.gov](mailto:elizabeth.blakley@phoenix.gov)

# Statement of Qualifications Submittal (Cont.)

- ❑ Information Sheet (firm name, address, phone, contact info, email, signature of contact person, vendor number, project title & number). Firm logo is optional. Category code not required on the Information Sheet. **Do not include any additional information.**
- ❑ MAXIMUM pages permitted is: **12 pages**

# Statement of Qualifications Submittal (cont.)

- ❑ Each page with criteria information will be counted.
- ❑ Pages that have photos, charts, and graphs will be counted toward maximum number of pages.
- ❑ Information Sheet, front and back covers, Table of Contents and tab dividers will NOT be counted toward the maximum page limit, **UNLESS** they include information that may be considered by the selection panel.

# Statement of Qualifications Submittal (cont.)

- ❑ **Submit via email:**

[elizabeth.blakley@phoenix.gov](mailto:elizabeth.blakley@phoenix.gov)

- ❑ **SOQ due:**

**12:00pm Noon – Phoenix time  
Friday, August 2, 2024**

# Selection Process

- ▶ Each SOQ will be evaluated according to the evaluation criteria in the RFQ
- ▶ Up to one consultant will be selected.
- ▶ Contract will be executed upon completion of negotiations of contract terms and City Council approval



# Grounds for Disqualification

- ✓ **Failure to submit via email to [elizabeth.blakley@phoenix.gov](mailto:elizabeth.blakley@phoenix.gov) by the due date and time.**
- ✓ **Violating “Contact with City Employees” policy.**

# Selection Schedule

- SOQs Due August 2, 2024
- Scope Meeting September 2024

# Procurement WEBPAGE

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

- ❑ Current Opportunities - Project Specific RFQs / CFBs
- ❑ Addenda / Notifications (if any)
- ❑ Pre-Submittal Sign-in Sheet and Power Point Presentation
- ❑ Awards / Results

**The ProcurePHX online portal will be used for Professional Services Solicitations**

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

# Questions After Today

E-mail your questions to:

[elizabeth.blakley@phoenix.gov](mailto:elizabeth.blakley@phoenix.gov)

**Elizabeth Blakley, Contracts Specialist  
(602) 495-3654**

*Thank you for your interest in this project!!!*