



**WELCOME
PHOENIX FIRE
DEPARTMENT
FIRE STATION 74
DESIGN-BID-BUILD
PRE-BID MEETING**

Meeting will start at 10:00 a.m.



CITY OF PHOENIX REQUEST FOR BIDS PHOENIX FIRE DEPARTMENT

Pre-Bid Meeting

FIRE STATION 74 - DESIGN-BID-BUILD

PROJECT NO.: FD57100020-3

July 30, 2024

**PROCUREPHX PRODUCT CATEGORY
CODE: 912000000**

RFX NUMBER: 6000001606



INTRODUCTIONS



City of Phoenix Representatives

Kevin Query, Contracts Specialist II *Lead

Point of Contact for Submittals and Bid Questions

Office of the City Engineer, Design and Construction Procurement

Kevin.query@phoenix.gov

(602) 495-2461

Jaime J. Garrido, RA, LEED AP, CSI, CDT

Vertical Project Manager

Street Transportation Department

**Martha A. Perches, Contract Compliance
Equal Opportunity Program Assistant**

Point of Contact for SBE Requirements

Equal Opportunity Department

martha.perches@phoenix.gov

(602) 495-5259



AGENDA

- ❑ Meeting Overview
- ❑ EOD SBE Requirements
- ❑ Project Description, Scope of Work and Project Location
- ❑ Submittal Requirements
- ❑ Grounds for Disqualification
- ❑ DCP Procurement Webpages
- ❑ City of Phoenix Solicitation Webpages
- ❑ ProcurePHX for RFX
 - ❑ Vendor Registration
- ❑ Questions After Today





MEETING OVERVIEW

To be added to the Attendance Sheet, please sign your Name, Firm Name, Phone Number, and E-mail address on the Attendance Sheet or send an email by 5:00 PM today to kevin.query@phoenix.gov , subject line RFX 6000001606

The Attendance Sheet, PowerPoint and Addendums will be posted on City of Phoenix's ProcurePHX system at: (RFX 6000001606)

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

AND posted on City of Phoenix's Procurement website:

<https://solicitations.phoenix.gov>

It is your responsibility as an IFB holder to determine, prior to submittal, if any addendums have been issued and to acknowledge on the bid submittal.

This is your ONLY opportunity to discuss this solicitation with City staff.



EQUAL OPPORTUNITY DEPARTMENT SBE REQUIREMENTS

Martha A. Perches

Contract Compliance

Equal Opportunity Programs Assistant



SBE PROGRAM REQUIREMENTS

- ❑ The City of Phoenix strives to advance the economic growth of small businesses through its **Small Business Enterprise (SBE) Program**.
- ❑ The City encourages the participation of SBE firms throughout all phases of contracts.
- ❑ Subject to City of Phoenix Code, Chapter 18, Article VI, pertaining to the participation of Small Business Enterprise (SBE) firms.





SBE PROGRAM REQUIREMENTS

The City of Phoenix SBE Goals Committee has established an SBE participation goal of 13% for this contract.

The successful submitter is required to meet or exceed the required SBE Goal for ALL work performed on the construction contract.

The Prime Contractor is required to demonstrate good faith efforts to utilize certified SBE firms to achieve this goal during the life of this contract.





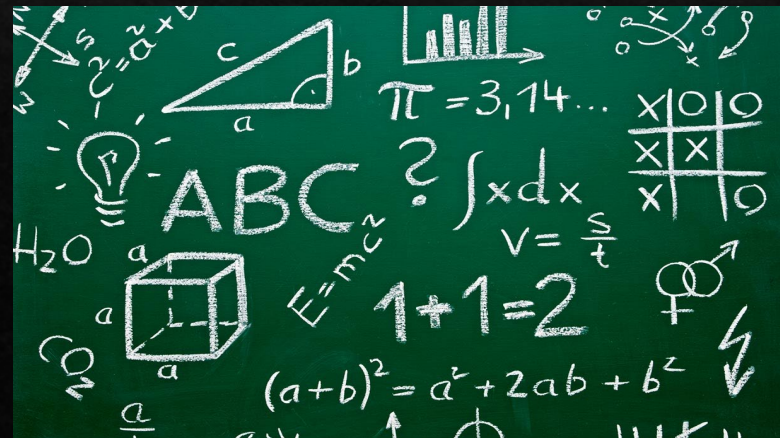
SBE PROGRAM REQUIREMENTS

Due at Time of Submittal

Contractor's Statement of Proposed SBE Utilization

Letters of Intent to Perform as an SBE Subcontractor / Supplier

Failure to submit complete & accurate forms = Non-Responsive





Certified SBE Firms

- ❑ To participate in this opportunity as an SBE, only firms certified by the City of Phoenix in the specified scopes of work shall be considered in calculating SBE participation.
- ❑ Prime contractors may NOT self perform work proposed for SBE participation.
- ❑ Eligible SBE's can be found at:
<https://phoenix.diversitycompliance.com>



SBE Waiver Request

If the Bidder is Unable to Meet the Goal “Good Faith Efforts”

To show proof of having exercised good faith efforts in trying to obtain bids from SBE firms to meet the utilization goals:

- ✓ Partial Waiver Request
- ✓ Full Waiver Request
- ✓ Supporting Documentation

Details pertaining to the above requirements are listed in the SBE Clause for this contract under the SBE Clause – Section III



SBE Good Faith Efforts

In order to be a successful Prime Contractor in the SBE Program, you must show that you took all necessary and reasonable steps to achieve an SBE goal or other requirements of the SBE Program.

The steps must be steps which could reasonably be expected to obtain sufficient SBE participation, even if such steps were not fully successful.





Equal Opportunity Department

For assistance, please contact:

Martha A. Perches at
602-495-5259

Email: martha.perches@phoenix.gov





PROJECT MANAGER

Jaime J. Garrido, RA, LEED AP, CSI, CDT
Architect



PROJECT DESCRIPTION

Project consists of a new single story, three apparatus bay fire station containing 13 dormitories, fitness room, and work/living spaces.

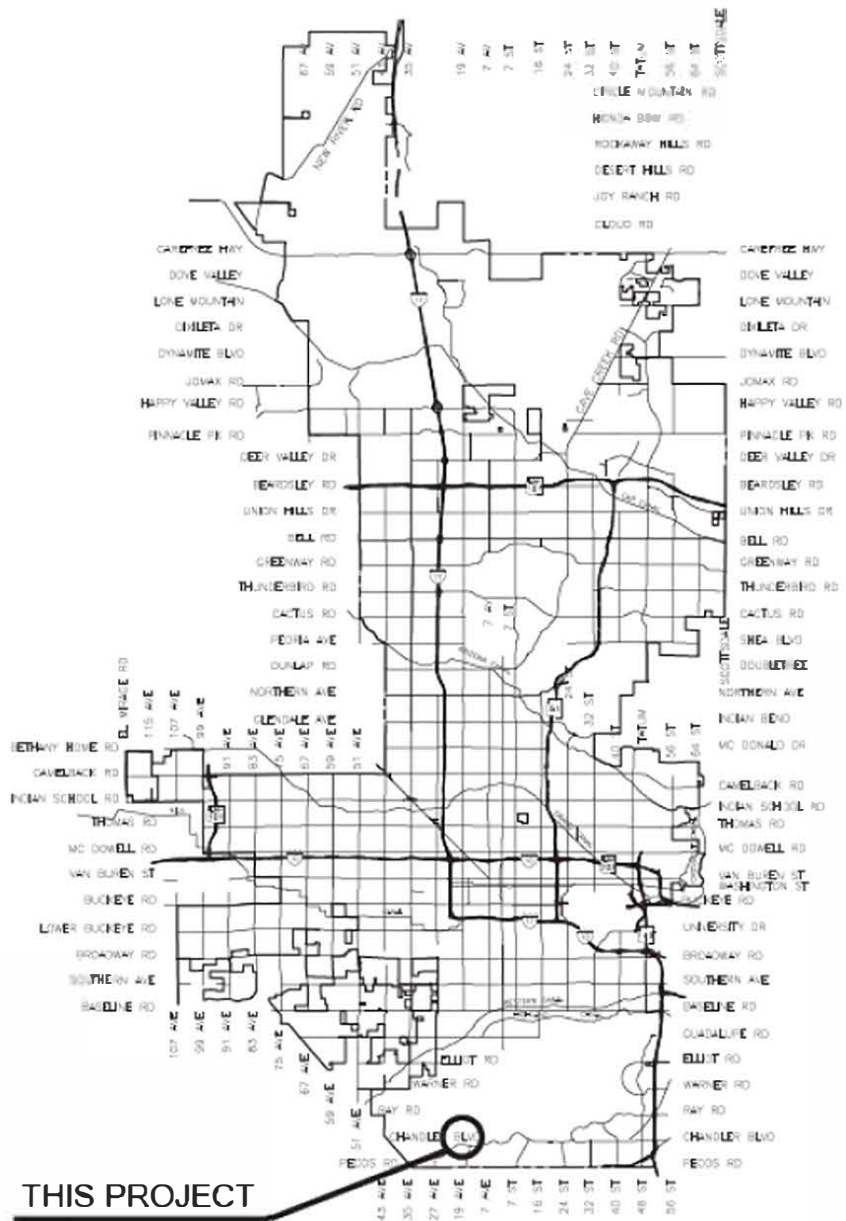
The building is approximately 13,233 square feet.

Project also includes the construction of a Helipad.



SCOPE OF SERVICES

- ◆ Phoenix Fire Station No. 74 is a new single-story building of approximately 13,233 square feet. The proposed facility includes three apparatus bays, 13 dormitories, fitness room, kitchen, and work/living space.
- ◆ The project also includes the construction of a helipad to be located adjacent to the station.
- ◆ The proposed project will disturb about 3.07 acres of the 7.74-acre parcel assigned to the project.
- ◆ The fire station is designed per the City of Phoenix Fire Department building design standards and will incorporate environmental design principals similar to LEED to reduce energy consumption and water preservation. The building envelop is composed of insulating concrete forms and concrete masonry unit walls with conventional wood, steel framing, and insulated metal deck roof.

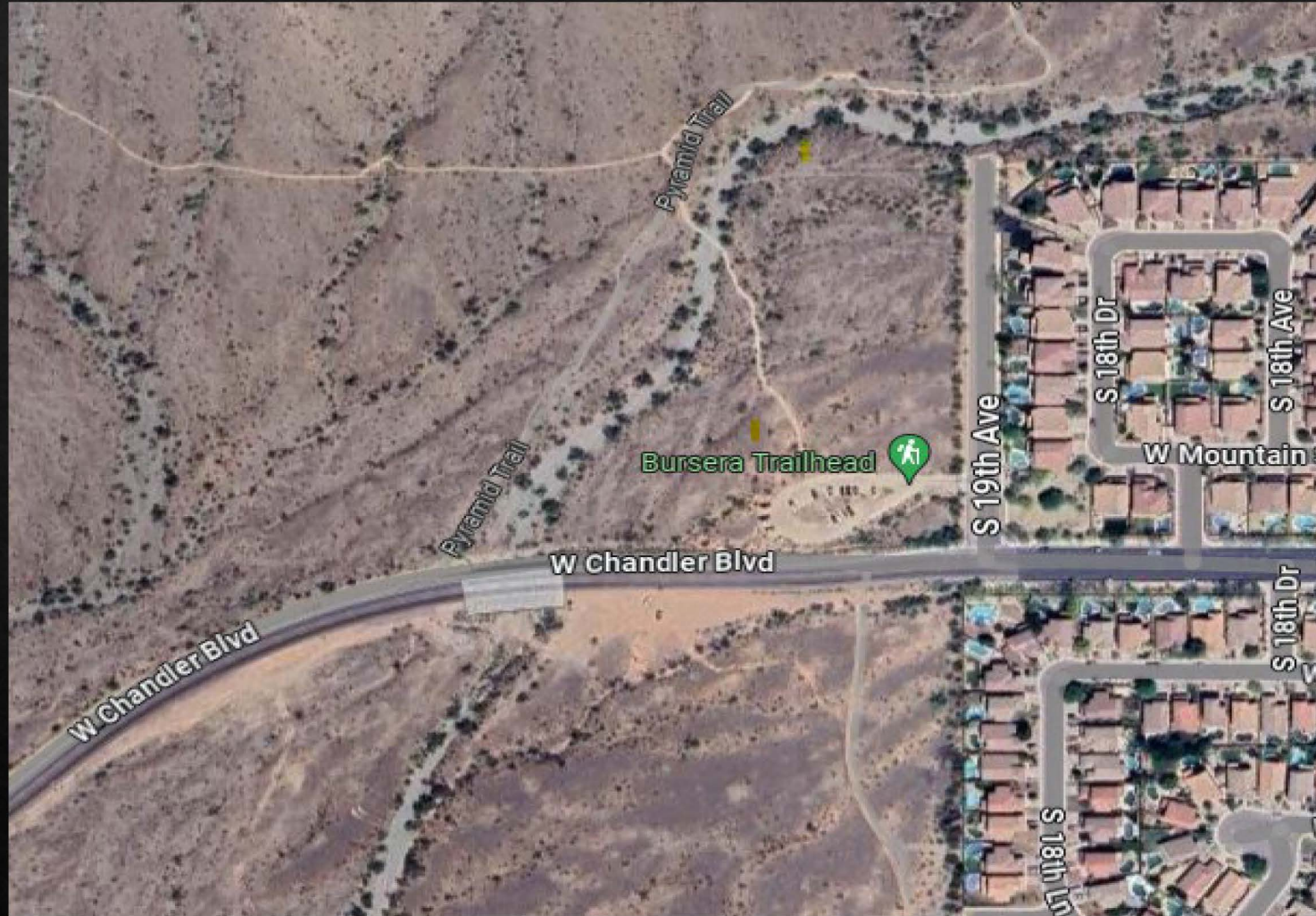


VICINITY MAP

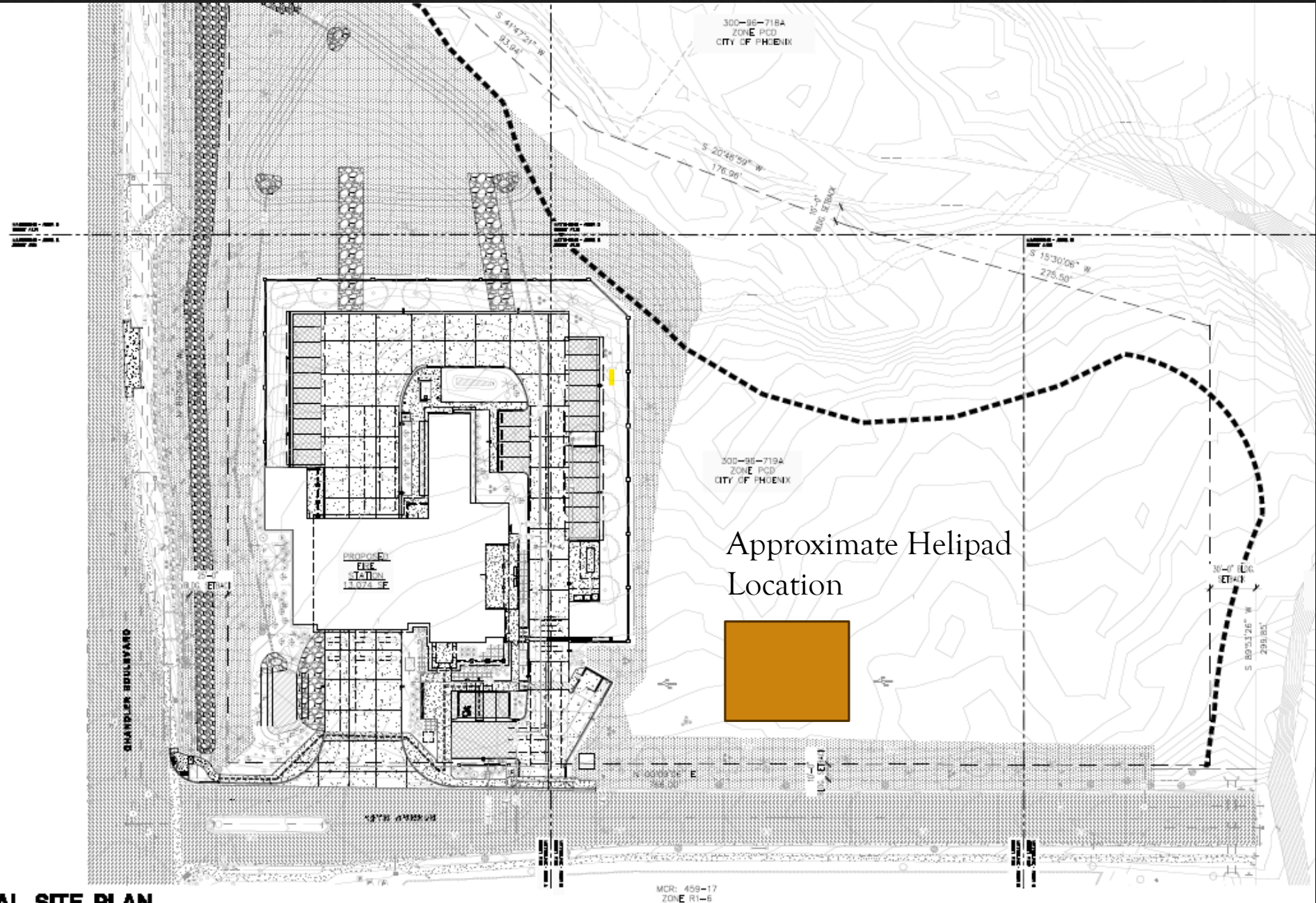
NTS

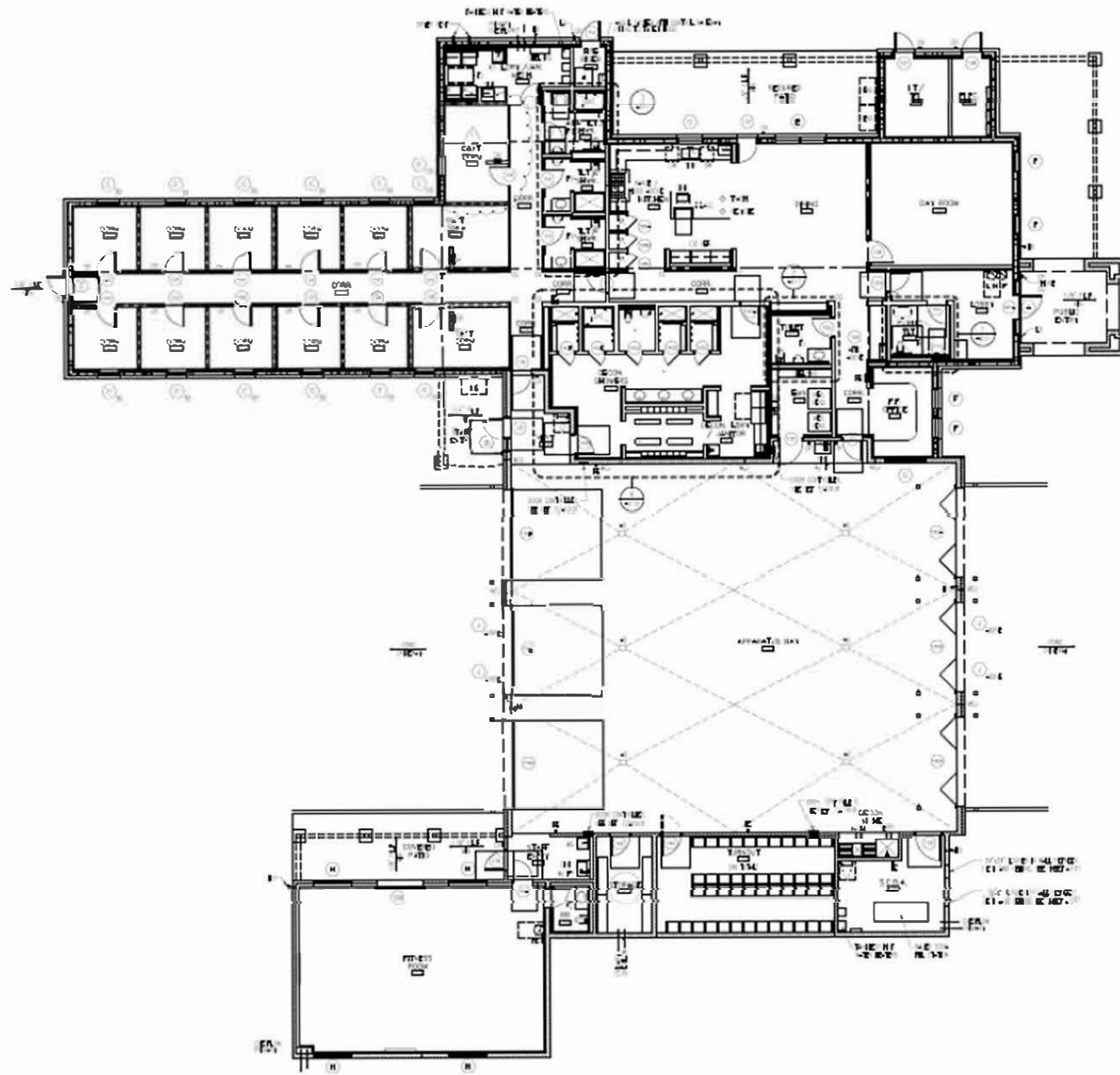


PROJECT LOCATION



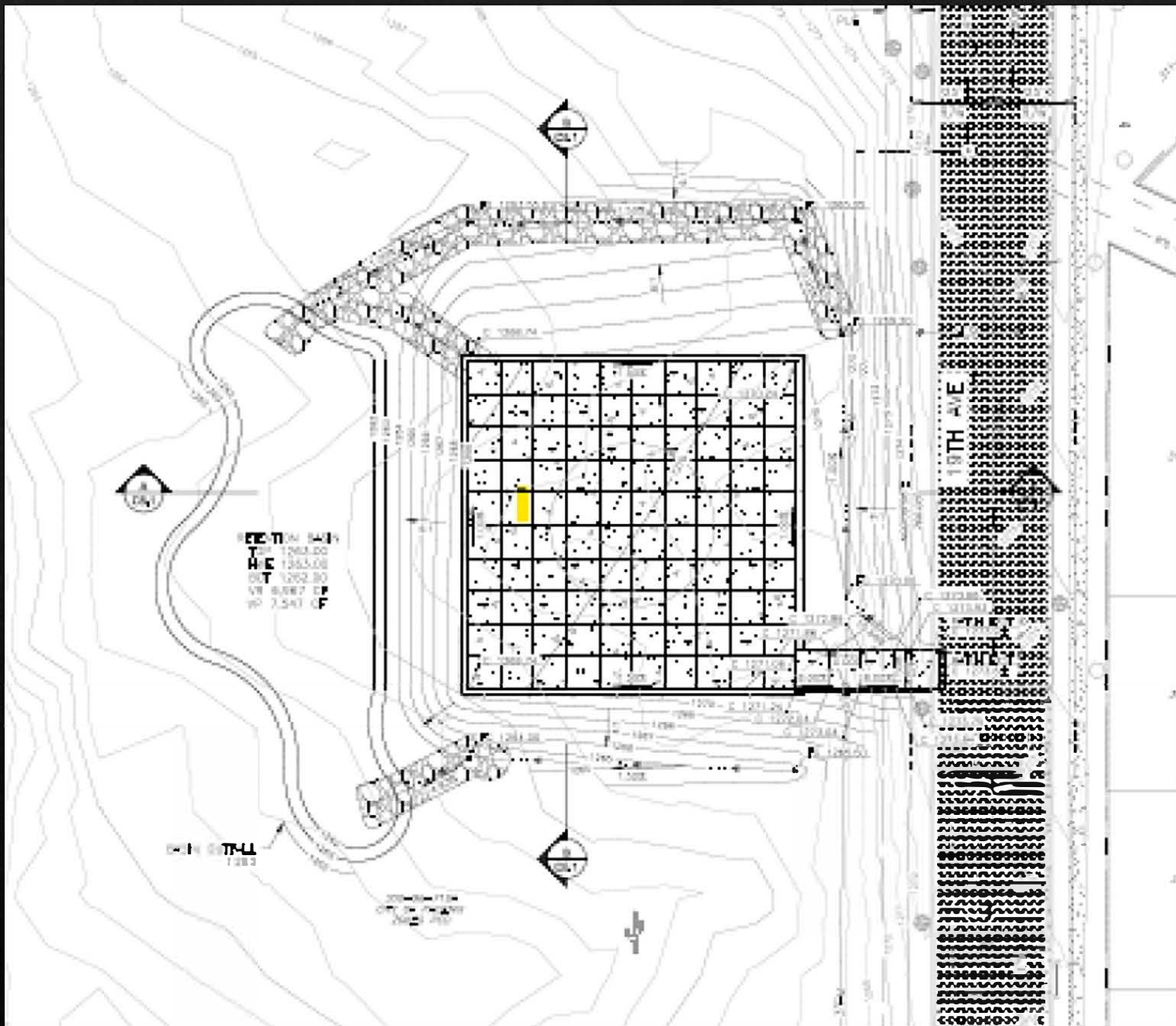






1 FLOOR PLAN - ANNOTATION







ALLOWANCES

Allowances 1 through 3: Not used

Allowance No. 4: Include lump sum of One Hundred Thousand and 00/100 Dollars (\$100,000.00) for Owner directed Work and/or unforeseen conditions.

Allowance No. 5: Appliances: Include the lump sum of Thirty-Five Thousand and 00/100Dollars (\$35,000.00) for purchase of appliances as indicated.



QUESTIONS





BIDDERS SHOULD REVIEW

Information for Bidders (IFB) Section

Questions

All questions regarding plans and specifications must be received by the CS via email minimum 7 calendar days prior to bid opening (**By August 20, 2024**)

Bid Submittal Checklist

Items due at time of bid submittal

Post-Bid Submittal Checklist (the three lowest bidders)

Items due within 3 calendar days after bid opening by 4:00 p.m.

Submit to DCP Drop Box (Lobby of City Hall) OR

E-mail to: **kevin.query@phoenix.gov**



SUBMITTAL REQUIREMENTS

Bid Submittal Checklist – Items Due at time of Bid Submittal

- Acknowledge all Addenda P-1
- Completed Bid Proposal P-1 to P-3 & P.S.-1
- Included your Bid Bond or Guarantee Cashier's Check (S.B.-1)
- Completed List of Major Subcontractors & Suppliers (L.O.S.-1)

Submit in a separate sealed envelope:

Bid Bond – S.B.-1 (rated A- or better)

Failure to submit = Non-Responsive



POST-BID SUBMITTAL CHECKLIST

THE THREE LOWEST BIDDERS MUST PROVIDE WITHIN
THREE (3) CALENDAR DAYS AFTER BID OPENING DATE BY 4:00 P.M.

- ❑ List of All Subcontractors and Suppliers Form (L.O.S.-2)
- ❑ Bidders Disclosure Statement (B.D.S.-1 to 4)
- ❑ Affidavit of Identity (if a sole proprietor) (A.O.I.-1)

Failure to submit = Non-Responsive

Contract Execution:

- ❑ Contractor must provide proof of license required to perform the work
- ❑ Verification of Experience Modification Rate (EMR)



GROUNDS FOR DISQUALIFICATION

Receipt of Bid after the specified cut-off date and time

Deposit of Bid in the wrong location

Violating the “Contact with City Employees” policy



SEALED BIDS DUE DATE

- ❑ Bids Will Be Due:

TUESDAY, AUGUST 20, 2024 at 2:00 P.M.

- ❑ Submitted into the Design and Construction Procurement bid box located on the 1st Floor lobby:

Phoenix City Hall Building
200 W. Washington Street
Phoenix, Arizona, 85003

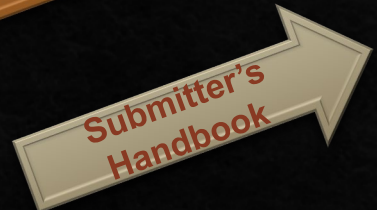




DCP PROCUREMENT WEB PAGES

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

- ❑ Invitation for Bids (IFB) = Specs / Plans / Addenda
- ❑ Pre-Bid Power Point Presentation & Sign-In Sheet
- ❑ Preliminary Bid Results
- ❑ Final Results & Bid Tabulation



The screenshot shows the City of Phoenix website's Procurement Opportunities page. The header includes the City of Phoenix logo and navigation links like 'PHX At Your Service', 'PHX Pay Online', 'Map It', 'Find Public Records', 'PHXTV', and 'Translate'. The main heading is 'Consulting & Construction For Capital Improvement Programs'. Below this, there is a paragraph describing the procurement process, followed by a notice about effective Monday, March 11, 2019, where all links now direct to the main City of Phoenix Solicitations Page. The page lists several sections: 'Current Opportunities', 'Project Interviews', 'Bid Results and Project Selections', and 'Subscribe to Procurement Newsletter'. At the bottom, there are 'Other Useful Resources' including links for Protest Policy, Submit Protest to City Clerk, Submitter's Handbook, Public Records Request, and SBE/DBE Directory.



DCP PROCUREMENT WEB PAGES

[HTTPS://WWW.PHOENIX.GOV/STREETS/PROCUREMENTOPPORTUNITIES](https://www.phoenix.gov/streets/procurementopportunities)

❑ **Current Opportunities:**

❑ *Project-specific RFQs, Addendas, 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>



CITY OF PHOENIX SOLICITATIONS WEBSITE

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

<https://solicitations.phoenix.gov>

The screenshot shows the City of Phoenix Solicitations website. At the top, there is a blue navigation bar with the City of Phoenix logo and the text "City of Phoenix Solicitations Tabulations, Awards, and Recommendations". Below the navigation bar, the page title is "Solicitations". The main content area contains a paragraph about the City's commitment to open competition and fairness, followed by a paragraph listing formal solicitations. Below this, there is a link to the "Tabulations, Awards, and Recommendations web page". The "Search and Filter Options" section includes a search box with radio buttons for "Number", "Title", "Department", and "NIGP Code". The search box contains the text "Solicitation number 'contains' searched term". There are "Search" and "Clear" buttons. To the right, there is a "Limit to NIGP..." dropdown menu with "All" selected and a "Clear" button.



VENDOR REGISTRATION

vendor.support@phoenix.gov

602.262.1819



procurePHX

Have you
signed up?



VENDOR REGISTRATION


- ❑ **All Firms MUST** be registered in the Vendor Management System **PRIOR TO SUBMITTING A BID**
- ❑ 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 Code is: 912000000
- ❑ RFX Number is: 6000001606
- ❑ The **VENDOR NUMBER** is to be included in the Bid Proposal Sheet.

REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov



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 >



**QUESTIONS
AFTER TODAY?**

***Stay for
ProcurePHX
Overview
otherwise,***

**THANK YOU FOR
ATTENDING!!!**

Email all questions to:
Kevin.query@phoenix.gov

Reference RFx Number: **6000001606** in
your email subject line

Or call Kevin Query at:
(602) 495-2461



ProcurePHX and RFx Overview

*Vendor
Registration*

Login

*Viewing
Solicitations*

*Subscribe to
Notifications*



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: 912000000
RFx (Event) Number is: 6000001606*

*Note: The **VENDOR NUMBER** is to be included on the cover of the Bid Proposal*

A screenshot of the ProcurePHX login page. The page features the ProcurePHX logo in the top left corner, which consists of a pink shopping bag icon and the text "procurePHX". Below the logo, there are two input fields: "User" and "Password", both marked with a red asterisk. To the right of the "Password" field is a "Log On" button. At the bottom left of the page, there is a link that says "Logon Problems? [Get Support](#)".

procurePHX

User *

Password *

Log On

Logon Problems? [Get Support](#)



RFx TIPS

Click “**Refresh**” often

Make sure your Pop-Up blocker is turned **OFF**

Application is accessible with **MS Edge (NOT Internet Explorer)**

When in the application, check for Addendums 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.



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: **6000001606**

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



VIEW SELECTED SOLICITATION

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**.*

The screenshot shows a web application interface with the following elements:

- Navigation tabs: RFX and Auctions, Administration, Messages.
- Breadcrumb trail: RFX and Auctions > Overview > RFX and Auctions.
- Active Queries section:
 - eRFxs: All (7), Published (1), Ended (0), Completed (0)
 - eAuctions: All (0), Published (0), Ended (0), Completed (0)
- eRFxs - All section:
 - Show Quick Criteria Maintenance button.
 - View: [Standard View] dropdown.
 - Create Response button.
 - Display Event** button (highlighted with a red box and a yellow arrow labeled '2').
 - Display Re button.
- Table of Active Queries:

Event Number	Event Description
6000000583	PHX-19-R-ZCIP-63-000004-001
6000000578	PHX-19-R-ZCIP-84-000001



UPDATES ON 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 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 Y

Update your **Participation Status** accordingly

1. Click Participate. *This will ensure you to get email notifications regarding your Rfx Event, i.e. Addendas, New Attachments.*
2. Review **RFX Information** Tab for Start/Due dates/ Title of Solicitation



QUESTIONS

