



Pre-submittal meeting

City of Phoenix

Street Transportation Department

**PROJECT #'s ST83140137, ST83140139, ST83140142 &
ST83140143**

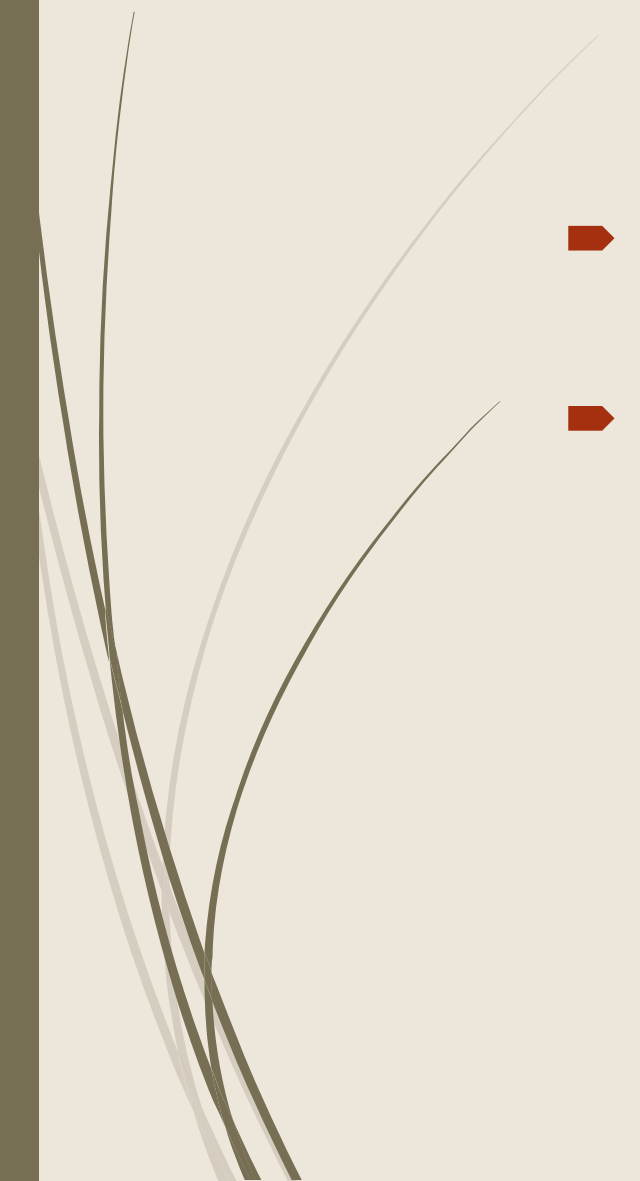
PROCUREPHX PRODUCT CATEGORY CODE: 92500000

RFx Number: 6000001645

August 8, 2024



Welcome and Introductions

- ▶ Ryan Bentz, Project Manager – Street Transportation Department
 - ▶ Kathleen Kennedy, Contracts Specialist II- Office of the City Engineer
- 



Agenda



Meeting Overview

Scope of Work/Services

SOQ Evaluation Criteria / RFQ Overview

Submittal Requirements (Page Count, Disqualifications)

Important Dates: Selection Schedule

Websites

ProcurePHX



Meeting Overview

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX project page for RFx# 6000001645.

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

(or)

<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 Description/Background

Project Name: **HOHOKAM DRAINAGE PROGRAM 1 ENGINEERING SERVICES**

The Hohokam Drainage Program 1 is a flood mitigation program consisting of four locations/projects by the City of Phoenix. This initiative encompasses the engineering and construction of storm drain systems, multi-purpose detention basins, and high-capacity inlets to reduce flooding risks and upgrade stormwater infrastructure.

The program's objective is to deploy comprehensive flood mitigation solutions across various sites within the Hohokam area of South Phoenix.



Street Transportation Department

NOTE: This map is to be used for references purposes only (do not scale).
The City of Phoenix accepts no liability for information contained on this map

Date: 8/5/2024



Figure 1- Project locations and elements 1-4 for Hohokam Drainage Program 1



Scope of Work / Services

The Hohokam Drainage Program is funded through the voter approved General Obligation Bonds (GOBond) and contributions from the Flood Control District of Maricopa County (FCDMC). These funding sources ensure the financial resources necessary for comprehensive stormwater management solutions, including the construction of storm drains, detention basins, and other critical infrastructure improvements.

The awarding of funds is based on 65% FCDMC CIP Partnership and 35% City of Phoenix GOBond for full design and construction phases.

Scope of work will include but is not limited to:

Design Phase: Conduct site investigations (topographic surveys, geotechnical, hydrological, and hydraulic studies). Assess existing drainage conditions and identify flood-prone areas. Develop preliminary design concepts and alternatives. Prepare detailed engineering designs and construction plans. Coordinate with stakeholders and secure necessary permits.

Right of Way Services: Determine right-of-way needs and prepare legal descriptions, easement calculations, and map exhibits.

Public Outreach: Develop and implement a public outreach plan. Organize public meetings and informational sessions.

Post Design Services: Assist with the procurement of a construction contractor. Review and respond to RFIs during construction. Perform shop drawing reviews and approvals.

Possible Construction Administration and Inspection Services: Provide on-site construction inspection. Monitor construction progress, QA, QC, and safety. Review contractor submittals, change orders, and payment requests. Conduct final inspections and prepare punch lists.

Basin 5 - Highline Canal Park

Element 1

Highline Park east of 14th Street from Highline Canal to Ardmore

Scope: Redevelopment of Highline Canal Park to incorporate regional detention basin. The basin will serve as the outfall for three future storm drain systems. The outfall basin connects to an existing 24" storm drain lateral on 14th Street, which is then connected to a main line along Baseline Road.



Figure 1 - Project location Highline Park east of 14th Street from Highline Canal to Ardmore

ST83140143 - 12th-14th St Ardmore-Highline

14th/15th Street Storm Drain

Element 2

14th-15th St: Ardmores-Dobbinns

Scope: Construction of a storm drain and high-capacity inlet to capture runoff from the south mountain. Discharging flows to the southeast corner of proposed detention Basin 5 at Highline Canal Park.

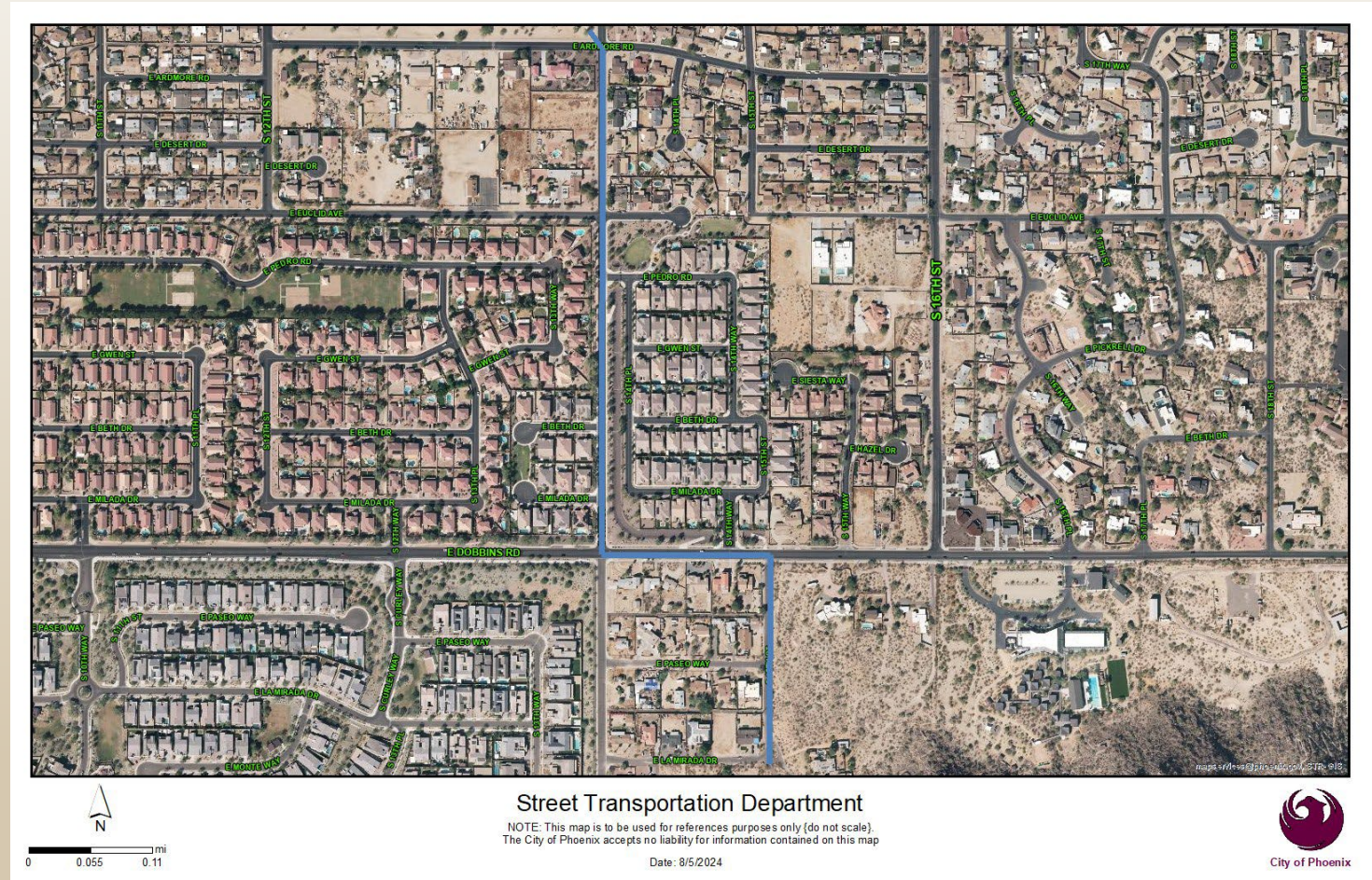


Figure 1- Project location south of Highline Park at 14th St south to Dobbins Road east to 15th St, then south to La Mirada Dr.

ST83140142 - 14th-15th St Ardmores-Dobbinns

Basin 1 and 16th St & Ardmores Rd Storm Drain

Element 3

16th Street and Dobbins south to Ardmores then west to 14th Street

Scope: Construction of a storm drain, high-capacity drop inlet, and graded basin (Basin 1). Capturing floodwater into the storm drain, discharging flows to the southeast corner of proposed detention Basin 5 at Highline Park.

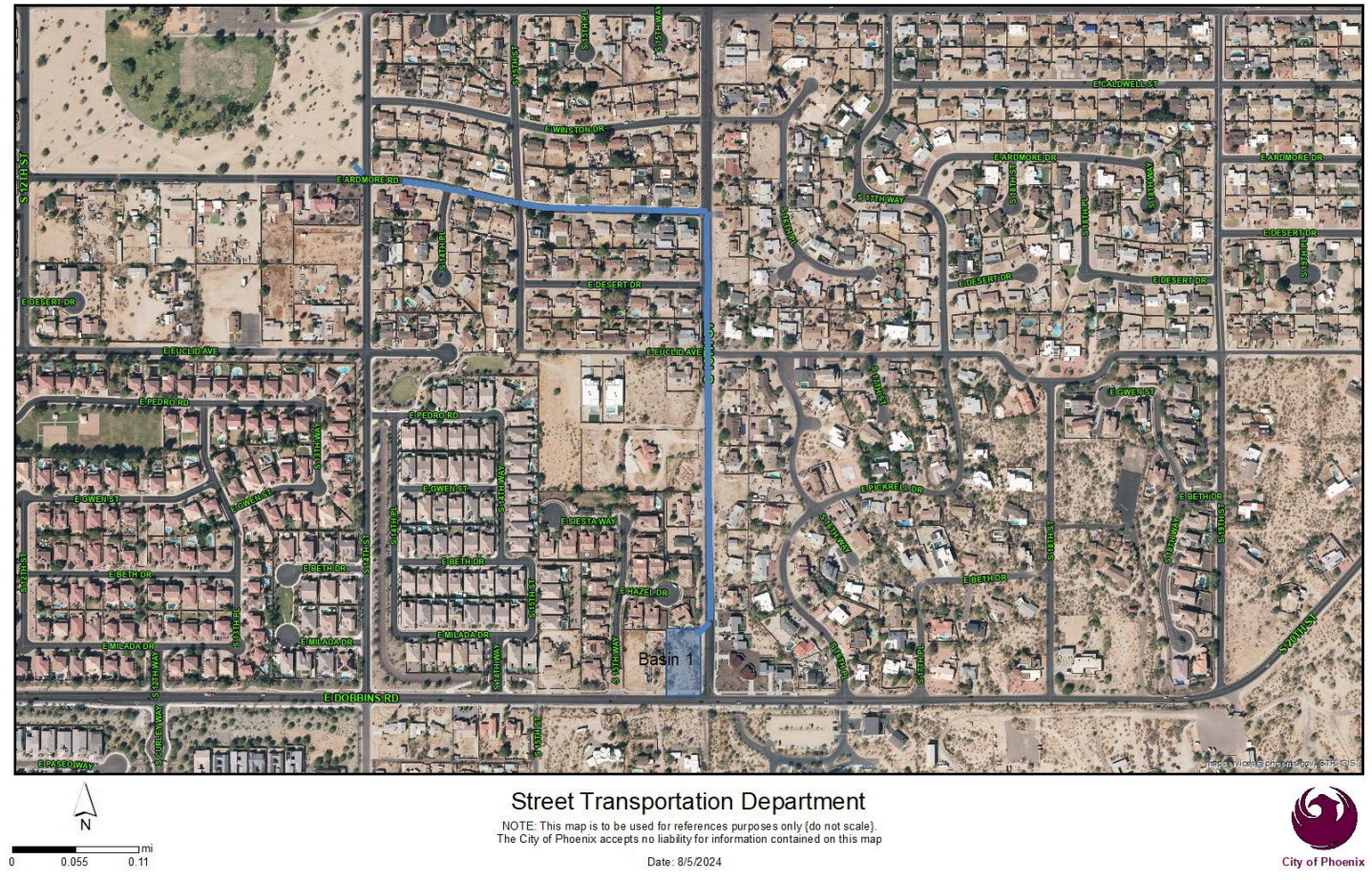


Figure 1- Project location 16th Street and Dobbins south to Ardmores then west to 14th Street

ST83140137 - 16th St & Ardmores Rd Basin 1

19th St & South Mountain Ave Storm Drain

Element 4

17th Way from Euclid Ave to South Mountain east to 14th Street

Scope: Construction of storm drains, a high-capacity inlet, and improvements to the existing wash (grading and construction of a block wall). Containment of flow to the wash with storm drainpipe running approximately 1000' south of Euclid Ave on 17th Way north to South Mountain Ave, then heading East to 14th St.

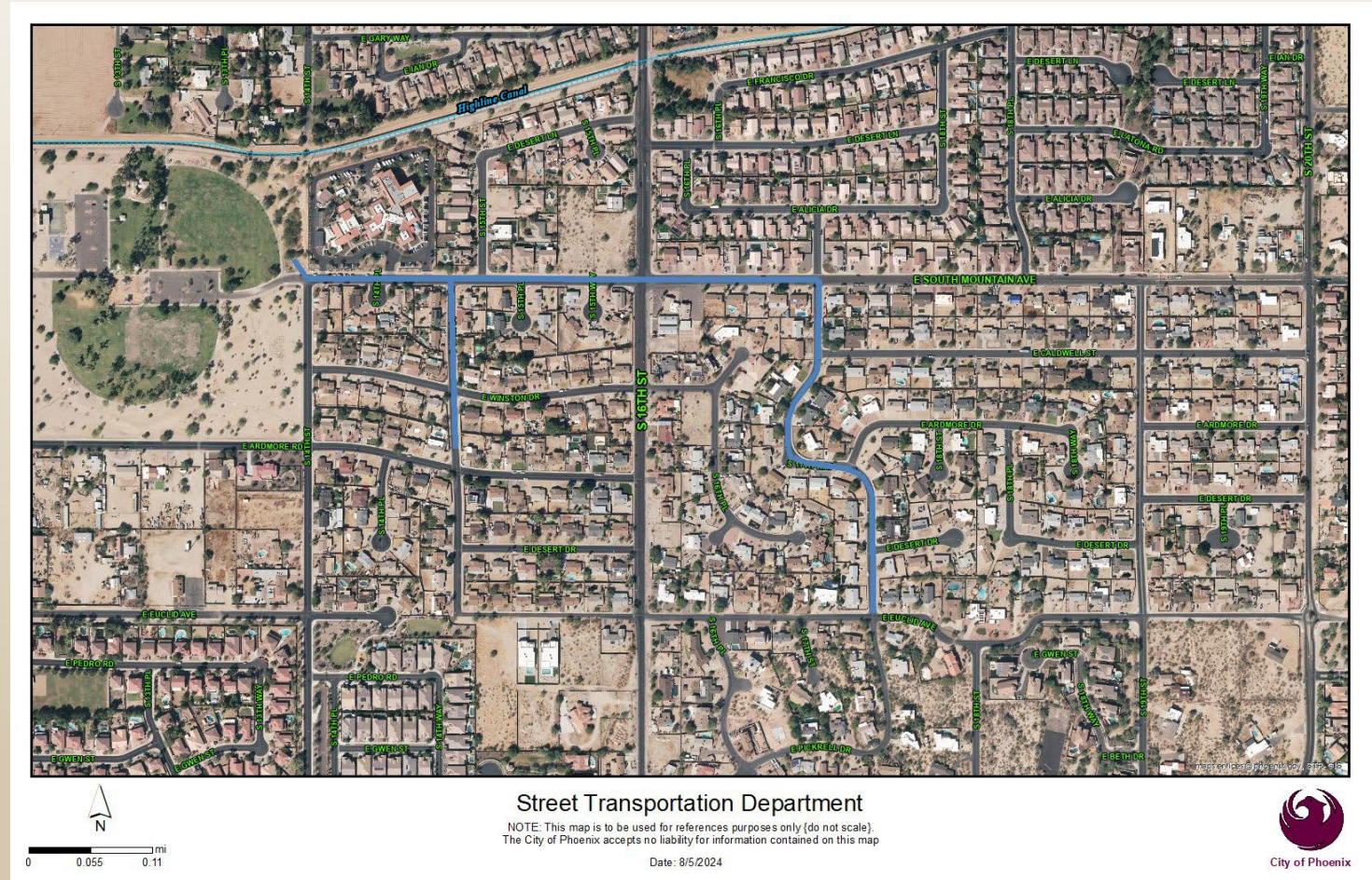


Figure 1- Project location 17th Way from Euclid Ave to South Mountain east to 14th Street with a spur on 15th St north of Ardmore south to South Mountain.

ST83140139 - South Mtn Ave 14th St-17th Wy



Project Design Tentative Schedule and Deliverables

Anticipated start Date for Design: January 2025

Anticipated End Date for Design: December 2025

Procurement Phase

January 2025: Receive Notice to Proceed (NTP)

Design Phase

Kickoff: January 2025

Data Collection: January – February 2025

Design Deliverables Submittal 30%: April 2025; 60%: June 2025; 90%: August; 100%: October 2025

Finalize detailed project design and sealed plans: November 2025

Right of Way (ROW) Phase

January 2025 - September 2026: ROW Investigation, Assist and support necessary ROW and easements, complete legal description and calculations.

Public Outreach Phase

April 2025 - April 2026: Implement public outreach plan, engage with the community.

Post Design Phase

December 2024 – May 2026:

Construction Administration & Inspection (CA&I) Phase

May 2025 - September 2026:



Involved Agencies/Teams

Agencies/Teams involved includes but are not limited to:

Flood Control District of Maricopa County (FCDMC)

City of Phoenix Street Transportation team

City of Phoenix Parks and Recreation team

City of Phoenix Traffic Signal Services team

City of Phoenix Utility Coordinators team

City of Phoenix Environmental team

City of Phoenix Right of Way team

City of Phoenix Office of the City Engineer team

City of Phoenix Floodplain Management team



RFQ Available Information

<https://solicitations.phoenix.gov/Solicitations/Details/1741>



QUESTIONS

FOR THE PROJECT MANAGER

SOQ Evaluation Criteria

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

- ❖ A. Design Experience of the Prime Firm(50 pts max)
- ❖ B. Construction Administration and Inspection Experience of the Prime Firm(25 pts max)
- ❖ C. Design Experience of the Key Personnel and Subconsultants(50 pts max)
- ❖ D. Project Understanding and Approach (max 200 points)
- ❖ E. Staffing Information for Key Personnel (max 75 points)
- ❖ + up to 21 points for references in addition to the 400 pts max

Submittal Requirements

- Submit One (1) page Information Sheet
- Paper size shall be 8½ “ x11”; font size no less than 10 point
- 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

MAXIMUM pages permitted is

15 pages:

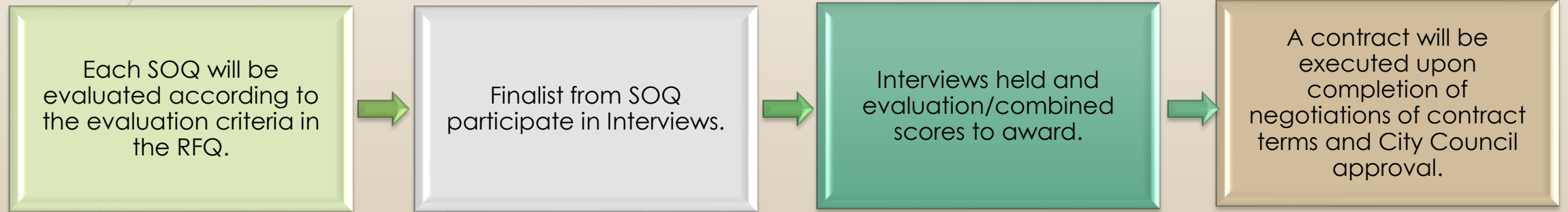
The following will NOT be counted in the max page count:

- Front and back covers
- Information Sheet
- Table of Contents

Grounds for disqualification:

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

Selection Process





Important Dates: Selection Schedule

Event:	Date:
Pre-submittal meeting	August 8, 2024
SOQs Due	August 23, 2024
Firms notified for interview	September 6, 2024
Interview	September 23, 2024
Scope Meeting	October 2024

Procurement Website

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

Solicitations Website

Procurement Newsletter

Submitter's Handbook

The screenshot shows the City of Phoenix website's procurement page. At the top, there is a navigation bar with the City of Phoenix logo, a search bar, and links for 'Convention Center Public Meetings' and a 'menu'. Below this is a secondary navigation bar with links for 'PHX At Your Service', 'PHX Pay Online', 'Map It', 'Find Public Records', 'PHXTV', and 'Translate'. The breadcrumb trail reads 'City of Phoenix > Street Transportation > Procurement Opportunities'. The main heading is 'Consulting & Construction For Capital Improvement Programs'. The text describes the contracting process and includes a notice that as of March 11, 2019, all links direct to the main solicitations page. It lists sections for 'Current Opportunities', 'Project Interviews', 'Bid Results and Project Selections', and 'Subscribe to Procurement Newsletter'. At the bottom, there are links for 'Other Useful Resources' including 'Protest Policy', 'Submit Protest to City Clerk', 'Submitter's Handbook', 'Public Records Request', and 'SBE/DBE Directory'.

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

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

Limit to NIGP...

All

<https://solicitations.phoenix.gov>

Vendor Registration

REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov

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** in approximately two days

Information on how to register with the City is available at:

<https://www.phoenix.gov/finance/vendorsreg>



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 >

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: **6000001645**

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



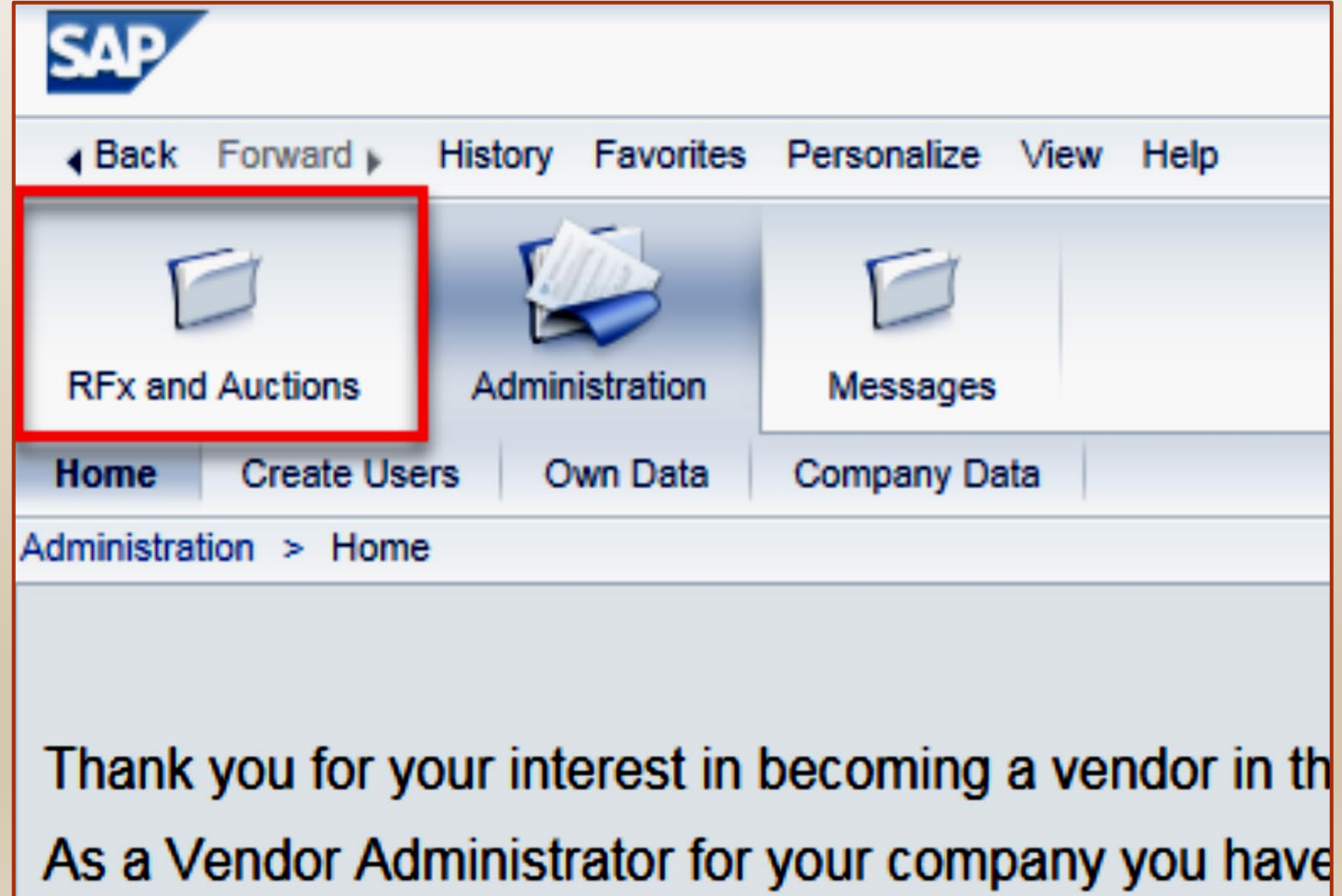
The screenshot shows the ProcurePHX login interface. At the top left is the ProcurePHX logo, which includes a purple shopping bag icon and the text 'procurePHX'. Below the logo are two input fields: 'User *' and 'Password *'. To the right of the 'Password *' field is a 'Log On' button. At the bottom left of the login area, there is a link that says 'Login Problems? Get Support'.

RFX Home Screen

Once you are logged in to the ProcurePHX portal:

Select **RFX and Auctions** tab on the top Ribbon

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



Finding Solicitations

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

- Click the Refresh Button on the RFx Overview (Event) Page to see the most current information.
- Find the solicitation you want to view from the list, by RFx (Event) Number.
- For this solicitation, your RFx (Event) Number is: 6000001645.

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 displays a web application interface for RFX and Auctions. At the top, there are navigation tabs for "RFX and Auctions", "Administration", and "Messages". Below these is an "Overview" section with a breadcrumb trail: "RFX and Auctions > Overview > RFX and Auctions". The main content area is titled "Active Queries" and shows statistics 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 toolbar with a "View: [Standard View]" dropdown, "Create Response", "Display Event", and "Display Re" buttons. A table below the toolbar lists event numbers and descriptions. A green arrow labeled "1" points to a gray box next to the event number "6000000583". A red arrow labeled "2" points to the "Display Event" button.

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?

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 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



Reminders

Place the following items on the Information Sheet:

- ❖ Project Title
 - ❖ Project Number (*RFx Number 6000001645*)
 - ❖ Firm Name – LEGAL NAME IN ACC
 - ❖ Firm Address
 - ❖ Firm Phone Number
 - ❖ Vendor Number
 - ❖ Name, Title, and Email Address of Contact Person
- **Do NOT include any other information**

Questions after today?

Email all questions to:
kathleen.kennedy@phoenix.gov

Reference **RFx 6000001645** in
your email subject line

Or call: **602-534-5789**



Thank You for Attending!!!