



PRE-SUBMITTAL MEETING

AUGUST 16, 2024



**PHOENIX SKY HARBOR INTERNATIONAL AIRPORT (PHX) –
NORTH INFIELD PAVING AND DRAINAGE IMPROVEMENTS
ENGINEERING SERVICES
AV08000091 FAA/ADOT**

PROCUREPHX PRODUCT CATEGORY CODE: 925000000

RFx Number: 6000001579

CITY OF PHOENIX
REQUEST FOR
QUALIFICATIONS
AVIATION DEPARTMENT



WELCOME AND INTRODUCTIONS

Samantha B. Ansmann, Contracts Specialist II

Point of Contact for Submittals and RFQ Questions

Office of the City Engineer

samantha.ansmann@phoenix.gov (602) 681-5361

Kurt Krause, Project Manager

Aviation Department

Martha Perches, Equal Opportunity Specialist

Point of Contact for DBE/SBE Requirements and Questions

Equal Opportunity Department

business.relations.eod@phoenix.gov (602)-495-5259



MEETING OVERVIEW

Attendance Sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (**RFx: 6000001579**):

<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.



AGENDA

- ✓ DBE Requirements
- ✓ Project Description
- ✓ Scope of Work
- ✓ SOQ Evaluation Criteria / RFQ Overview
- ✓ Submittal Requirements (*Page Count, Disqualifications*)
- ✓ Important Dates: *Selection Schedule*
- ✓ Vendor Registration
- ✓ Procurement Info
- ✓ Questions



EOD OVERVIEW

Equal Opportunity Department (EOD) is responsible for ensuring contractors and consultants achieve full compliance with all applicable federal regulations during all phases of this project/contract:

- Solicitation
- Bid/Submittal Verification
- Subcontract Approval
- Compliance Monitoring
- Prompt Payment
- Release of Retention
- Sanctions and Penalties





DBE Program

- ❑ U.S. Department of Transportation (USDOT) assists in the funding for this project, which is subject to the requirements of the **Federal Aviation Administration (FAA)** and 49 CFR Part 26.
- ❑ 49 CFR Part 26 mandates recipient (City) administers a **Disadvantaged Business Enterprise (DBE) Program**
- ❑ Phoenix DBE Program has annual Overall DBE Goal of 6.9% [to be achieved entirely with race- and gender-neutral (RGN) means]





Small Business Outreach

- ❑ Phoenix imposes **Small Business Outreach** requirements in lieu of DBE Goals (RGN measure)
- ❑ Four Elements of Small Business Outreach (demonstration of Good Faith Efforts):
 1. *Identify Opportunities*
 2. *Communicate Broadly*
 3. *Evaluate Proposals*
 4. *Constructive Feedback*





DBE PROGRAM (CA&I)

Submittal Requirements

(Due at time of submittal)

FORM EO1: Statement of Small
Business Outreach Commitment

Failure to submit = **Non-Responsive**





DBE PROGRAM (CA&I)

Post-Award Submittal Requirements

Due within 30 days of award or a date determined by the City

1. FORM EO2: Small Business Outreach Efforts
 2. Supporting documentation for FORM EO2
 3. FORM EO3: Proposed Statement of Small Business Participation
- * Good Faith Effort Documentation



Submit to EOD for review and approval



EQUAL
OPPORTUNITY
DEPARTMENT



For Assistance contact:



Martha A. Perches
Contract Compliance
Programs Assistant



martha.perches@phoenix.gov
602-495-5259



QUESTIONS?





SCOPE OF WORK

- ➔ Upgrade/raise utility vaults and grade around area as needed to improve drainage. The project also includes replacing city-owned vault lids, as necessary.
- ➔ Remove existing asphalt, regrade existing infield, and repave with new asphalt for drainage improvements and FOD control
- ➔ Project area - all infields between Runway 8-26 and Taxiway B and all infields between Taxiways B and C.



PROJECT WORK AREA





PROJECT EXPECTATIONS

- Phasing Construction with Airport Operations
- Coordination with other airport projects
- Compliance with FAA Advisory Circulars
- Cost-efficient and expeditiously constructed
- Understanding of state and federal funding limitations



QUESTIONS?





SOQ EVALUATION CRITERIA

Maximum Number of Points is 1,000

- A. Design Experience of the Prime Firm *(150 points)*
- B. CA&I of the Prime Firm *(150 points)*
- C. Design Experience of the Key Personnel and Subconsultants *(125 points)*
- D. CA&I Experience of the Key Personnel and Subconsultants *(125 points)*
- E. Project Understanding and Approach *(300 points)*
- F. Staffing Information for Key Personnel *(150 points)*

***Reference Checks *(21 Points)* These points are in addition to the 1,000 points for the SOQ**



SUBMITTAL REQUIREMENTS

Submit One (1) page Information Sheet

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



MAXIMUM PAGE COUNT

12 pages permitted to address all Criteria

The following will NOT be counted in the Maximum Page Count:

- * Front and back covers
 - * Information Sheet
 - * Table of Contents
 - * Dividers (tabs)
-

UNLESS you include information that may be considered by the selection panel



Failure to email submittal documents to samantha.ansmann@phoenix.gov by the due date and time

Failure to email DBE EO1 Form to samantha.ansmann@phoenix.gov by the due date and time

Violating “Contact with City Employees” policy

| GROUNDS FOR DISQUALIFICATION



IMPORTANT DATES:

SOQ DUE

AUGUST 30, 2024

AWARD NOTIFICATION

LATE-SEPTEMBER 2024

SCOPE MEETING

EARLY-OCTOBER 2024

Selection Schedule



procurePHX

Have you
signed up?

VENDOR REGISTRATION

VENDOR.SUPPORT@PHOENIX.GOV
602.262.1819

Brief overview for online
registration and procurePHX
accessibility



PLACE THE FOLLOWING ITEMS ON THE INFORMATION SHEET:

PROJECT TITLE

PROJECT NUMBER

RFX NUMBER

FIRM NAME

FIRM ADDRESS

FIRM PHONE NUMBER

VENDOR NUMBER

NAME, TITLE, EMAIL ADDRESS, AND SIGNATURE OF CONTACT PERSON

DO NOT INCLUDE ANY OTHER INFORMATION

Things to Remember



QUESTIONS AFTER TODAY?

Last Day for questions is seven days before the SOQ's are due or **Friday August 23, 2024**

Email all questions to:
samantha.ansmann@phoenix.gov

Reference RFx Number: **6000001579** in your email subject line

Or Call Samantha Ansmann at (602) 681-5361



PROCUREMENT INFO

[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>



QUESTIONS





THANK YOU FOR
ATTENDING!

