



# PRE-SUBMITTAL MEETING

AUGUST 19, 2024



**CITY OF PHOENIX AVIATION DEPARTMENT –**

ELECTRIC UTILITY MASTER PLAN

ENGINEERING SERVICES

**AV09000104 FAA**

**PROCUREPHX PRODUCT CATEGORY CODE: 925000000**

**RFx Number: 6000001581**

**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](mailto:samantha.ansmann@phoenix.gov) (602) 681-5361

**Craig Calkins, 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](mailto: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: 6000001581**):

<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](mailto:martha.perches@phoenix.gov)**  
**602-495-5259**



# QUESTIONS?





# PROJECT DESCRIPTION & EXPECTATIONS

The Aviation Department operates, maintains and/or coordinates management of aboveground and underground electrical infrastructure throughout its three airports:

- Phoenix Sky Harbor International
- Phoenix Deer Valley
- Phoenix Goodyear





Aviation seeks to develop an Electrical Utility Master Plan (UMP) to establish a clear understanding of the electrical systems at its three airports to aid in the development of short, medium, and long-term projects. The UMP will include:

- Evaluation of existing conditions with recommendations
- Forecast future electrical demands
- Recommendations for meeting those demands



# SCOPE OF WORK

## Phase 1 – Existing Conditions Assessment

### Data Collection and Review

- Consultant will collect and review available data on existing conditions, including, but not limited to, record drawings, reports, and other available data.

### Assessment and Recommendations

- Consultant will evaluate the existing conditions to ensure electrical infrastructure is meeting current demands and to evaluate the longevity of the infrastructure, defining the limitations of the current infrastructure and capacity restrictions to future growth.



# SCOPE OF WORK

## Phase 2 – Forecasted Conditions Assessment

### Future Demand Projections

- ✈ Consultant will review existing information and estimate the airport's future energy needs based on passenger growth, facility and/or operational expansions, and technological advancements.

### Assessment and Recommendations

- ✈ Consultant will conduct an assessment and prepare prioritized recommendations addressing the needs required to support future programs, services, and equipment. The recommendations are to account for resilient infrastructure to support business continuity and avoid disruption.



# QUESTIONS?







# SOQ EVALUATION CRITERIA

***Maximum Number of Points is 400***

- A. Electric Utility Master Plan Experience of the Prime Firm *(90 points)***
- B. Electric Utility Master Plan Experience of the Key Personnel *(100 points)***
- C. Project Understanding and Approach *(160 points)***
- D. Staffing Information for Key Personnel *(50 points)***

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

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**15 pages permitted to address all Criteria**

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

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- \* 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](mailto:samantha.ansmann@phoenix.gov) by the due date and time

Failure to email DBE EO1 Form to [samantha.ansmann@phoenix.gov](mailto: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

SHORTLIST FOR INTERVIEWS

LATE-SEPTEMBER 2024

INTERVIEWS (IN-PERSON)

OCTOBER 7, 2024

AWARD NOTIFICATION

MID-OCTOBER 2024

SCOPE MEETING

EARLY-NOVEMBER 2024

*Selection Schedule*



# procurePHX

Have you  
signed up?

## VENDOR REGISTRATION

[VENDOR.SUPPORT@PHOENIX.GOV](mailto: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



# 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 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](mailto:samantha.ansmann@phoenix.gov)

Reference RFx Number: **6000001581** in your email subject line

Or Call Samantha Ansmann at (602) 681-5361



# QUESTIONS





THANK YOU FOR  
ATTENDING!

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