

# Pre-Submittal Meeting

**CITY OF PHOENIX  
REQUEST FOR QUALIFICATIONS**

**STREET TRANSPORTATION DEPARTMENT**

**CITYWIDE  
DEMOLITION SERVICES  
JOB ORDER CONTRACT**

**PROCUREPHX PRODUCT CATEGORY CODE 912000000  
RFx 6000001649**

**August 26, 2024**



# Welcome and Introductions

**Kathleen Kennedy**, Contracts Specialist II

*Point of Contact for Submittals and RFQ Questions*

Office of the City Engineer

[kathleen.kennedy@phoenix.gov](mailto:kathleen.kennedy@phoenix.gov)

(602) 534-5789

**James Marshall**, Environmental Program Coordinator, Project Manager, Street Transportation Department

**Martha A. Perches**, Program Assistant

Equal Opportunity Department

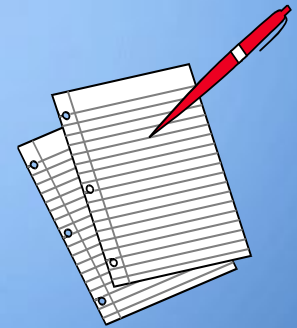
[business.relations.eod@phoenix.gov](mailto:business.relations.eod@phoenix.gov)

(602) 495-5259



# Agenda

- Meeting Overview
- Vendor Registration
- EOD Overview and SBE Program Requirements
- Project Description and Scope of Work
- Statement of Qualifications Evaluation Criteria
- Statement of Qualifications Submittal Requirements
- ProcurePHX and RFx Electronic Submittal
- Important Dates: *Selection Schedule*
- Questions?



# Meeting Overview

## PRE-SUBMITTAL ATTENDANCE SHEET

PLEASE SIGN YOUR NAME, FIRM NAME, PHONE NO. AND EMAIL ADDRESS

The Attendance Sheet, PowerPoint and Addendums will be posted on City of Phoenix's ProcurePHX system at: (RFX 6000001649)

<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.*



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



# Scope of Work

- ❑ The work under this contract includes all necessary equipment, materials, transportation, and labor for demolition of residential, commercial, and municipal sites on an as needed basis, in accordance with the City specifications. This contract will include projects from the Street Transportation Department, Office of the City Engineer, and other City departments and divisions as required.
- ❑ A full City of Phoenix general demolition specification will be included with the contracts.
- ❑ Existing rubbish, trash and junk outside buildings and/or on the project site, and the material debris from the demolished sites shall be removed as demolition work at each building/project site progresses.



## Scope of Work (Cont.)

- ❑ All trees, palms, shrubs and other vegetation areas are to be entirely removed, unless otherwise indicated. The lot clearing shall include the removal and disposal of sticks, grass, weeds, roots, and other material.
- ❑ The Contractor shall arrange for the disconnection and temporary provisions of all utility service connections and lines as needed, if not previously completed by the City.
- ❑ The subcontracting of any part of the work will in no way relieve the Contractor of his responsibility, liability or obligation under the contract. All subcontractors shall be properly licensed to perform the work that they are engaged to perform and copies of such licenses provided to City upon request.



## Scope of Work (Cont.)

- ❑ When necessary, the Contractor shall coordinate the closing of streets and sidewalks and the handling of traffic with the City of Phoenix Street Transportation Department, Traffic Operations Division and any other appropriate government agencies. This shall include all permits, fees and traffic control and walkway plans as required by the City.
  
- ❑ When necessary, the Contractor may be asked to coordinate with specialty contractors to aid in the removal of asbestos, batteries, drums, storage tanks, sumps, grease interceptors, etc..
  
- ❑ In order to control dust, the contractor shall comply with Maricopa County Air Pollution Regulations (Rule 310 and 310.1)





## Scope of Work (Cont.)

- ❑ Existing rubbish, trash and junk outside buildings and/or on the project site, and the material debris from the demolished sites shall be removed as demolition work at each building/project site progresses.
- ❑ All parcels shall be leveled to finish grade to facilitate future weed cutting. Parcels shall be subject to fine grading.
- ❑ For sites that have been scraped to form soil berms around the perimeter, the soil at the site and berms shall be compacted where requested.



## Scope of Work (Cont.)

- ❑ Temporary chain link fencing is required to be installed around areas of demolition when excavations are indicated and work not completed, complying with City requirements.
- ❑ The City will identify which existing permanent fencing and walls are to be removed and which are to be left in place.
- ❑ Any item which is to be left in place for use by the public, the City, or an adjoining property that is damaged due to the Contractor's demolition operations shall be repaired or replaced in a manner satisfactory to the City by the Contractor at his own expense.
- ❑ The following may be included: minor design services, subgrade features removal and build back of materials removed such as damaged sidewalk panels.



## Scope of Work (Cont.)

- Demolition and/or backfill and grading activities performed under this contract that disturb one (1) or more acres of soil (or are part of a larger plan of development) through grading, trenching, or excavation are subject to the terms and conditions of Arizona Pollutant Discharge Elimination System (AZPDES) General Permit.
- Knowledge of and compliance with current City of Phoenix codes as well as County and ADEQ regulations.
- Responsible for all pertinent permit and fees which will be reimbursed as part of the task order.
- All other work as it relates to this JOC, and work incidental to this JOC.



***QUESTIONS?***



# SBE Program

□ Phoenix Mayor and City Council have a long-standing commitment to fostering the participation of small businesses in all aspects of the City's contracting efforts.

□ The City of Phoenix strives to advance the economic growth of small businesses through its **Small Business Enterprise (SBE) Program**.



# SBE Program

The Equal Opportunity Department is responsible for ensuring contractors and consultants achieve full compliance with all requirements related to the Small Business Enterprise (SBE) Program:

- Solicitation
- Bid Verification
- Subcontractors Approval
- Compliance Monitoring
- Sanctions and Penalties



# SBE Program

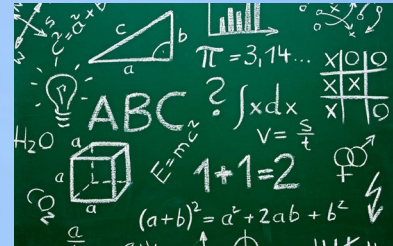
**Required SBE Goal: 2.00%**

1. At time of JOA:

$$\frac{\text{Proposed \$ to SBEs}}{\text{Total JOA Value}}$$

2. Annual Reviews:  $\frac{\text{Total Countable \$ Paid to SBEs}}{\text{Total Payment on all JOAs During Year}}$

3. At time of Completion:  $\frac{\text{Total Countable \$ Paid to SBEs}}{\text{Total Payment on Contract}}$



# SBE Program

SBE Requirements @ Solicitation:  
**None!**

SBE Requirements Post-Award:  
**Use SBEs and Report**

**All** proposed SBE Subcontractors must be listed in Phoenix SBE Directory and certified in specified scopes of work at the time of performance.

***We can't count what we can't monitor.*** Share with EOD the ***Proposed Statement of SBE Utilization*** at beginning of each JOA.

Eligible SBEs can be found at:  
[www.phoenix.diversitycompliance.com](http://www.phoenix.diversitycompliance.com)





## SMALL BUSINESS SUB-CONTRACTING GOAL

- SBE REQUIREMENT IS 2%
- THIS SOLICITATION IS OPEN TO ALL FIRMS
- NO SBE DOCUMENTS DUE AT THIS TIME
- SBE DOCUMENTS DUE TO EOD AT JOA CONTRACT TIME



# Equal Opportunity Department

For more information, please contact:



Martha A. Perches  
EO Program Assistant  
(602) 495-5259

Email:  
[business.relations.eod@phoenix.gov](mailto:business.relations.eod@phoenix.gov)



# Statement of Qualifications Criteria

- A. General Information (150 points)
- B. Experience and qualifications of Firm (250 points)
- C. Experience of the Key Personnel to be Assigned (250 points)
- D. Approach to Performing the Required Services (350 points)
- E. Reference Check (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
- If your firm is already registered with the City of Phoenix's ProcurePHX system, to login and access the electronic solicitation visit:  
<https://eprocurement.phoenix.gov/irj/portal>
- Product Category Code is: **912000000**
- RFx Number is: **6000001649**
- The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications



# Statement of Qualifications Submittal (Cont.)

- Information Sheet (firm LEGAL name, address, phone, contact info, email, signature of contact person, vendor number, project title & number, RFx number). Firm logo is optional. Category code not required on the Information Sheet. **Do not include any additional information.**
- Please make sure to use your legal name on the front cover page and information sheet. Your firm name should match what is listed with the Arizona Corporation Commission.
- MAXIMUM pages permitted is **10 pages**:



# Statement of Qualifications Submittal (cont.)

- ❑ Each page side 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 Electronically via email to**  
**[kathleen.kennedy@phoenix.gov](mailto:kathleen.kennedy@phoenix.gov)**

**SOQ due:**

**12:00pm Noon – Phoenix time**  
**Friday, September 6, 2024**



# Selection Process

- Each SOQ will be evaluated according to the evaluation criteria in the RFQ
- Up to five contractors may be selected
- A contract will be executed upon completion of negotiations of contract terms and City Council approval





# Grounds for Disqualification

- ✓ Failure to submit electronically via email to [kathleen.kennedy@phoenix.gov](mailto:kathleen.kennedy@phoenix.gov) by the due date and time.
- ✓ Violating “Contact with City Employees” policy.
- ✓ Failure to provide bonding statement



# Selection Schedule

- SOQs Due September 6, 2024
- Scope Meeting November 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
- Bidders Handbook – *Step-by-step Guide to RFx Submittals*

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

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



# Questions After Today

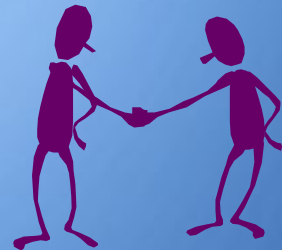
E-mail your questions to:

[kathleen.kennedy@phoenix.gov](mailto:kathleen.kennedy@phoenix.gov)

**Kathleen Kennedy, Contracts Specialist II**  
**(602) 534-5789**

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

*If you would like a brief overview of the RFX system,  
please stay!*



# RFx Electronic Submittals

Log 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 (Event) Landing 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



# RFx Electronic Submittals

Click the **Refresh** Button on the RFx (Event) Landing Page to see the most current information

Find the solicitation you'd like to view from the list, by RFx (Event) Number.

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](#)

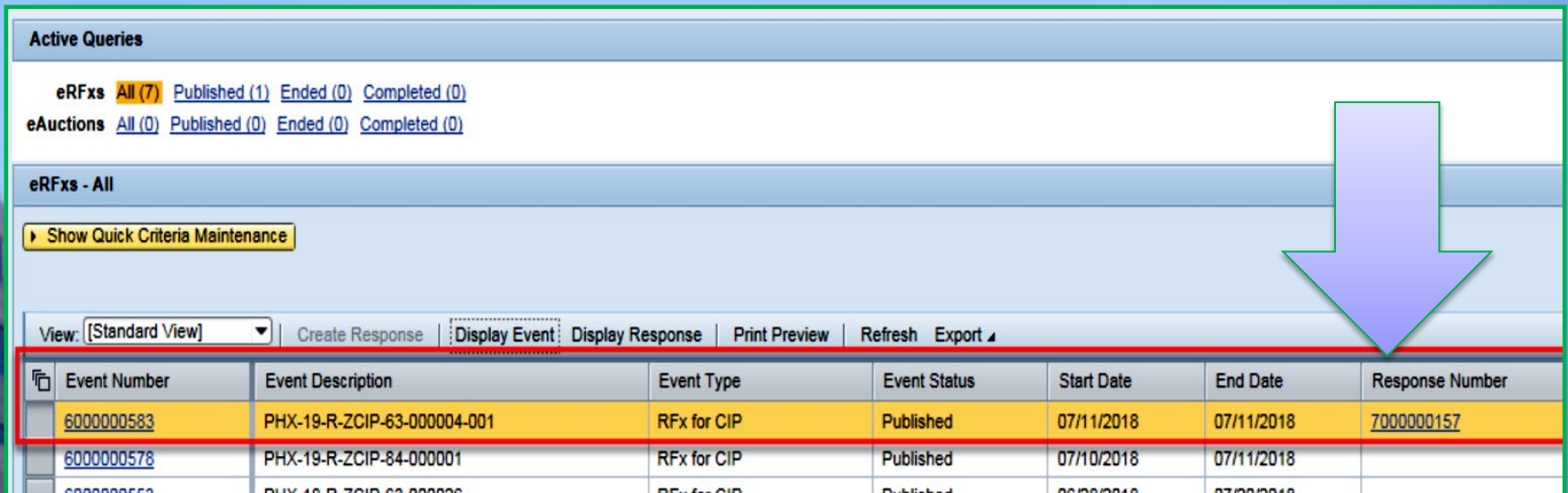
View: [Standard View] | Create Response | Display Event | Display Response | Print Preview | **Refresh** Ex

Event Number	Event Description	Event Type	Event Sta
<a href="#">6000000583</a>	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published



# RFx Electronic Submittals

- ❖ The RFx (Event) Landing Page is also where you can find your saved RFx response.
- ❖ Locate the desired RFx (Event) Number, and scroll to the right. You will see your RFx response number shown as a hyperlink.
- ❖ Click on the hyperlink, a new window will pop up to allow you to edit your RFx response.



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 Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number
<a href="#">6000000583</a>	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published	07/11/2018	07/11/2018	<a href="#">7000000157</a>
<a href="#">6000000578</a>	PHX-19-R-ZCIP-84-000001	RFx for CIP	Published	07/10/2018	07/11/2018	
<a href="#">6000000559</a>	PHX-19-R-ZCIP-63-000006	RFx for CIP	Published	06/28/2018	07/23/2018	



# RFx Electronic Submittals

Click the gray box next to the RFx (Event) Number you'd like to view. Then,

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*

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 Re](#)

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





# RFx Electronic Submittals

Update your **Participation Status** accordingly

*Clicking Participate will allow you to get email notifications regarding your RFx Event, i.e. Notifications, New attachments.*

Review **RFx Information** Tab for Start/Due dates/ Title of Solicitation

**Display RFx :**

|  |

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:

\* Start Date:

\* Submission Deadline:

Opening Date:

Currency:

\* Title:

