



CITY OF PHOENIX

AVIATION DEPARTMENT

REQUEST FOR QUALIFICATIONS

PHOENIX SKY HARBOR INTERNATIONAL AIRPORT

2025 PAVEMENT MANAGEMENT PROGRAM

ENGINEERING SERVICES

AV09000109

PROCUREPHX PRODUCT CATEGORY CODE: 925000000

RFx Number: 6000001647

PRE-SUBMITTAL MEETING

September 13, 2024

Meeting will start at 11:00 am



WELCOME & INTRODUCTIONS

Annette Perez, Contracts Specialist

Point of Contact for Submittals and RFQ Questions

Office of the City Engineer

annette.perez@phoenix.gov (602) 273-3488

Mark Pilwallis, Project Manager

Aviation Department



Meeting Overview

Attendance sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system

(RFx: 6000001647):

<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

Vendor Registration

Project Description and Scope of Work

SOQ Evaluation Criteria

Submittal Requirements: *Page Count, Disqualifications*

Procurement Information

Important Dates: *Selection Schedule*



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** in approx. 2 days
- **NEW:** Information on how to register with the City is available at: <https://www.phoenix.gov/finance/vendorsreg>

****VENDOR NUMBER must be included on the Information Sheet****



procurePHX

Have you
signed up?

Vendor Registration

vendor.support@phoenix.gov

602.262.1819



PROJECT DESCRIPTION

Every 3 years, the Aviation Department is required to inspect airfield pavement surfaces, document conditions, and have a pavement maintenance plan for its airports to meet Federal Aviation Administration requirements for receiving federal funds for pavement projects.

A consultant is required to conduct pavement condition inspections, develop Airport Pavement Management System (APMS) reports, and develop a Pavement Maintenance Management Program (PMMP) for PHX.



SCOPE OF WORK

- Assess all airfield areas including runways, taxiways, taxilanes, aprons, shoulders, blast pads, service roadways, and paved infield areas
- Provide a complete inspection and inventory of airfield pavements
- Provide a pavement condition evaluation based on inventory
- Update PAVER database inventory, including revisions to existing network maps,
- Determine Pavement Classification Ratings (PCR) values per FAA AC 150/5335-5D
- Assessment of pavement grooving condition and depths
- Provide a suggested pavement maintenance program and budgets, with consideration given to life cycle costs analyses



Project Expectations

- Coordinate and schedule activities with stakeholders in an active airport operations area, and with airport user groups, other projects, maintenance, and closures.
- Ensure timeliness of all submittals, deliverables and documentation.
- Facilitate open communication between all airport user groups.
- Develop an Executive Summary Report & Presentation in addition to project final report and database updates.
- Coordinate recommendations with overall Airport ACIP program.
- Incorporate the use and understanding of FAA standards, requirements, and circulars to ensure compliance for future funding of projects.



SOQ Evaluation Criteria

- A. Assessment Experience of the Prime Firm (*200 points*)
- B. Experience of Key Personnel and Subconsultants (*250 points*)
- C. Project Understanding and Approach (*350 points*)
- D. Staffing Information for Key Personnel (*200 points*)
- E. Reference Check (*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 shall be 8½ " x11"; 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

Submit SOQ via email, in .pdf format to Annette Perez at annette.perez@phoenix.gov



Maximum 12 pages



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

Maximum
Page
Count



Grounds for Disqualification

-
- ☑ Failure to submit electronically by email to annette.perez@phoenix.gov by the due date and time
-
- ☑ Violating “Contact with City Employees” policy



THINGS TO REMEMBER

PLACE THE FOLLOWING items on the Information Sheet:

- Project Title
- Project Number
- Legal Firm Name (not a trade name)
 - Firm Address
 - Firm Phone Number
 - Vendor Number
- Name, title, and email address of contact person

*Do **NOT** include any other information*



PROCUREMENT INFO

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>



SELECTION SCHEDULE

SOQs Due.....September 27, 2024

Selection Notification.....Late October 2024

Scope Meeting.....Late November 2024



Questions AFTER TODAY...

Last Day for questions is seven days before the SOQ's are due or Friday September 20, 2024.

Email all questions to:
annette.perez@phoenix.gov

Reference RFx Number: **6000001647** in your email subject line

Or Call Annette Perez at (602) 273-3488

THANK YOU!

