



Request for Qualifications Pre-submittal meeting

CITY OF PHOENIX
PARKS AND RECREATION DEPARTMENT
NORTH MOUNTAIN PARK RENOVATION
ENGINEERING SERVICES

PROJECT PA75200612

PROCUREPHX PRODUCT CATEGORY CODE: 925000000

RFx Number: 6000001653

SEPTEMBER 16, 2024

Welcome and Introductions

- Anna York, Contract Specialist I
Point of Contact for Submittals and RFQ Questions
Office of the City Engineer, Design and Construction Procurement
anna.york@phoenix.gov (602) 534-3691
- Debra Russell, Contract Specialist – Team Lead
Office of the City Engineer, Design and Construction Procurement
- James Peterson, Project Manager
Parks and Recreation Department
- Karen Nyhus, Vertical Project Manager (VPM)
Office of the City Engineer, Vertical Project Management

Agenda

Questions are welcome
after each presentation

Meeting Overview

Project Description

Scope of Work / Services

SOQ Evaluation Criteria / RFQ Overview

Submittal Requirements (Page Count, Disqualifications)

Selection Process

Important Dates: Selection Schedule

Procurement Websites & Vendor Registration

ProcurePHX

Meeting Overview

PRE-SUBMITTAL ATTENDANCE SHEET

IN-PERSON: PLEASE SIGN YOUR NAME, FIRM NAME, PHONE NO. AND EMAIL ADDRESS

VIRTUAL: BY 5:00 PM TODAY, SEND AN EMAIL WITH YOUR NAME, EMAIL ADDRESS, COMPANY NAME, AND TELEPHONE NUMBER TO ANNA.YORK@PHOENIX.GOV

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

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

(RFX 6000001653)

AND posted on City of Phoenix's Procurement website:

<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 MANAGERS

- James Peterson – Parks Project Manager
- Karen Nyhus – Vertical Project Management

Project Description/Background

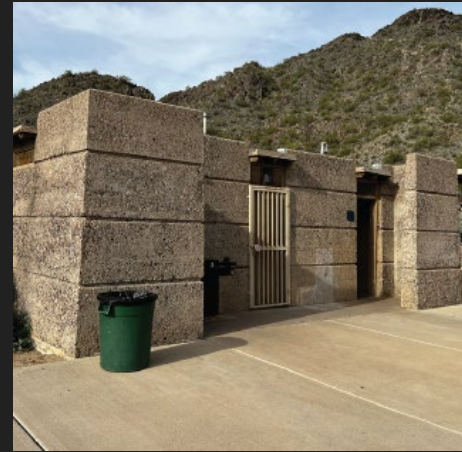
HISTORY



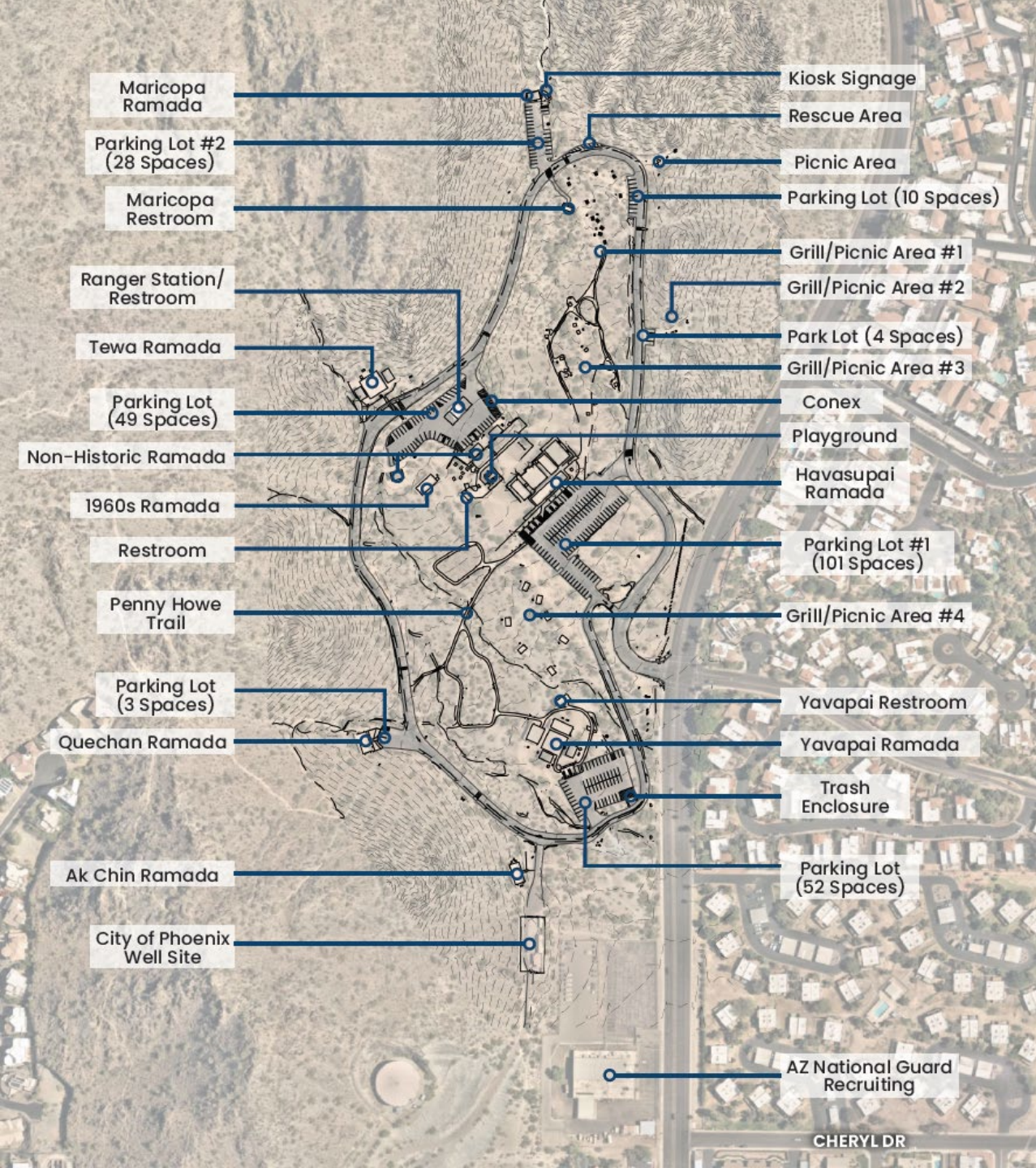
- 1950's - built as Maricopa County Park
- 1970's - Became City of Phoenix Park
- 1980s to now
 - Minor park improvements
 - Improvements reflect past needs
- Infrastructure needs
 - Septic & plumbing
 - Electrical
- Large Ramadas remain popular
 - Group picnics and events
- Access to Trail 44 (North Mountain Tower Road)
 - 4th most popular hike

Project Description/Background

Existing Conditions



Existing Conditions



- Restrooms on septic system – one completely closed due to collapse
- Plumbing and electrical systems are showing signs of age
- Playground removed
- Trail 44 extremely popular, needs to be rerouted
- Walking on road also very popular – heavy traffic
- Park still receives heavy traffic – ramadas & trails

Final Master Plan Concept



The Final Master Plan Concept utilizes the existing footprint to create three unique destinations throughout the park. Two of the parking lot locations provide access to the different trailheads, such as North Mountain's popular Trail 44, which has been re-routed for better ease of access and a safer connection. Additional parking throughout the whole park allows more visitors to enjoy the trails and nearby facilities. At the heart of the park, an event space, new restroom and playground give guests an ideal gathering space for large groups, bolstered by scenic backdrop and the revitalized historic ramadas. Lastly, by eliminating vehicular access on the west side of the park, pedestrians reclaim access to the walking loop, creating a safer and more naturalized environment for visitors, fauna and flora.

Approved Master Plan

- Connect to City sewer system
- Plumbing and electrical renovation, need multiple shut-offs for water lines
- Re-routing of Trail 44 and access point
- Keep perimeter walking path
- Ramada and restroom improvements
- Environmental theme playground with shade cover over
- Parking area consolidation – will still provide additional spaces
- Removal of old ramadas and restrooms
- Automatic entrance gates
- Improve Penny Howe Trail
- Deceleration lane and new entry off 7th

12

LOOP TRAIL 12"
WIDE, TYP.

PARKING,
79 SPACES

11

EXISTING
NORTH MOUNTAIN
NATIONAL TRAIL

EXISTING QUECHAN RAMADA
& UPDATED TRAIL HEAD
NODE (SEATING, SIGNAGE,
LITTER RECEPTACLE)

NEW RESTROOM
BUILDING & SHADE
STRUCTURE (4 STALLS)

2

NEW PENNY HOWE
ADA PATH

SPEED TABLE, TYP
NEW TURN LANE
ROLL GATE
TRAFFIC CIRCLE W/
ENTRY MONUMENT

8

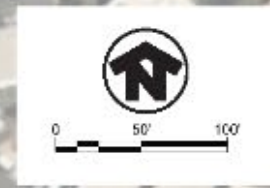
PEORIA AVE

ACCESS CONTROL
FENCE
ROLL GATE
PEDESTRIAN
BRIDGE
REFURBISH EXISTING SMALL
PICNIC RAMADAS, TYP.

7TH STREET

TOTAL PARKING SPACES: 292

CITY OF PHOENIX
WATER FACILITY







NEW TRAIL 44 ROUTE

LOOP TRAIL 12'
WIDE, TYP.

EMERGENCY
VEHICLE ACCESS

PARKING,
89 SPACES

NEW TEWA OVERLOOK
W/ SHADE STRUCTURE,
SEATING, SIGNAGE, LITTER
RECEPTACLE

LOOP TRAIL 12'
WIDE, TYP.

HABITAT
RESTORATION

6

REST NODE W/ SHADE
STRUCTURE, SEATING,
SIGNAGE, LITTER
RECEPTACLE

LOOP TRAIL 12'
WIDE, TYP.

LARGE RAMADA W/
SCENIC OVERLOOK

4

TREE BOSQUE W/
CRUSHED GRANITE
EVENT SPACE

9

REFURBISH EXISTING
HAVASUPAI RAMADAS

1

NEW RESTROOM BUILDING
& SHADE STRUCTURE

5

PARKING,
124 SPACES

7TH STREET

SCOPE OF WORK

- The Consultant scope of work includes design and possible construction administration and inspection services.
- Design:
 - Develop and submit drawings and specifications at 30%, 60% and 90% phases of design
 - Collaborate with the City to meet project requirements (includes scope, budget, and schedule)
 - Address stakeholder / CMAR design/constructability review comments from milestone reviews
 - Prepare construction cost estimates for each design phase milestone
 - Reconcile with CMAR construction cost estimate(s) for each design phase milestone
 - Perform value engineering / cost reduction efforts to optimize project budget
 - Coordinate with CMAR in developing design documents
 - Review / recommendations cost models/GMPs provided by the CMAR contractor
 - Other services as required to support successful completion of the work and the City's interests

SCOPE OF WORK, cont.

- Construction Administration and Inspection (CA&I) (if services requested)
 - Provide CA&I services to ensure compliance with the project plans and specifications
 - Participate in CMAR construction progress meetings and other project meetings
 - Prepare weekly observation reports detailing construction progress to keep City informed of project status and issues
 - Perform record keeping and maintain project documents including correspondence, schedules, submittals, test data, payments, meeting minutes, specifications, drawings, photographs, shop drawing, as-builds, etc.
 - Review and comment on CMAR construction submittals; product data, shop drawings, samples, etc.
 - Respond to Requests for Information (RFI) / prepare Change Order requests and Proposal Requests
 - Perform field inspections and prepare reports
 - Other services as required to support successful completion of the work and the City's interests



QUESTIONS

FOR THE PROJECT MANAGER

SOQ Evaluation Criteria

- A. Design Experience of the Prime Firm (*150 pts max*)
- B. Construction Administration and Inspection Experience of Prime Firm (*150 pts max*)
- C. Design Experience of Key Personnel and Subconsultants (*125 pts max*)
- D. Construction Administration and Inspection Experience of Key Personnel and Subconsultants (*125 pts max*)
- E. Project Understanding and Approach (*300 pts max*)
- F. Staffing Information for Key Personnel (*150 pts max*)

Reference Check (*21 pts max*)

*Provide responses in the order listed in the RFQ

Be complete, be concise

Submittal Requirements

- Submit One (1) page Information Sheet:

Project title/number; RFx number; firm name (legal name), address, phone number, vendor number; project contact person name, title, email address and signature. ***Do not include any additional information.***

- Paper Size shall be 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

MAXIMUM pages permitted is
10 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 via **EMAIL** to the assigned Contracts Specialist by the due date and time
- Violating "Contact with City Employees" policy

Selection Process

Each SOQ will be evaluated according to the evaluation criteria in the RFQ.



One firms will be selected



A contract will be executed upon completion of negotiations of contract terms and City Council approval.

Important Dates: Selection Schedule

Event:	Date:
Pre-submittal meeting	September 16, 2024
SOQs Due 12:00 p.m.	September 27, 2024
Selection Notification	October 2024
Scope of Work Meeting	November 2024

DCP Procurement WEBPAGES

- **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>

Procurement Website

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

- ❖ RFQ
- ❖ Pre-Submittal Power Point Presentation & Sign-In Sheet
- ❖ Preliminary Results
- ❖ Final Results

Solicitations Website

Procurement Newsletter

Submitter's Handbook

The screenshot shows the City of Phoenix website's Procurement Opportunities page. The header includes the City of Phoenix logo, a search bar, and navigation links for PHX At Your Service, PHX Pay Online, Map It, Find Public Records, PHXTV, and Translate. A breadcrumb trail reads: City of Phoenix > Street Transportation > Procurement Opportunities. The main heading is "Consulting & Construction For Capital Improvement Programs". Below this, a paragraph describes the contracting process. A notice states that as of Monday, March 11, 2019, all design and construction procurement web page links now direct to the main City of Phoenix Solicitations Page. The page lists several sections: "Current Opportunities" (Request for Qualifications, project plans, etc.), "Project Interviews" (Firms recently short-listed to participate in interviews), "Bid Results and Project Selections" (Preliminary and final bid results), and "Subscribe to Procurement Newsletter" (Register to be on the distribution list for the free weekly newsletter). At the bottom, there is a section for "Other Useful Resources" with links to 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 advertisement 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.

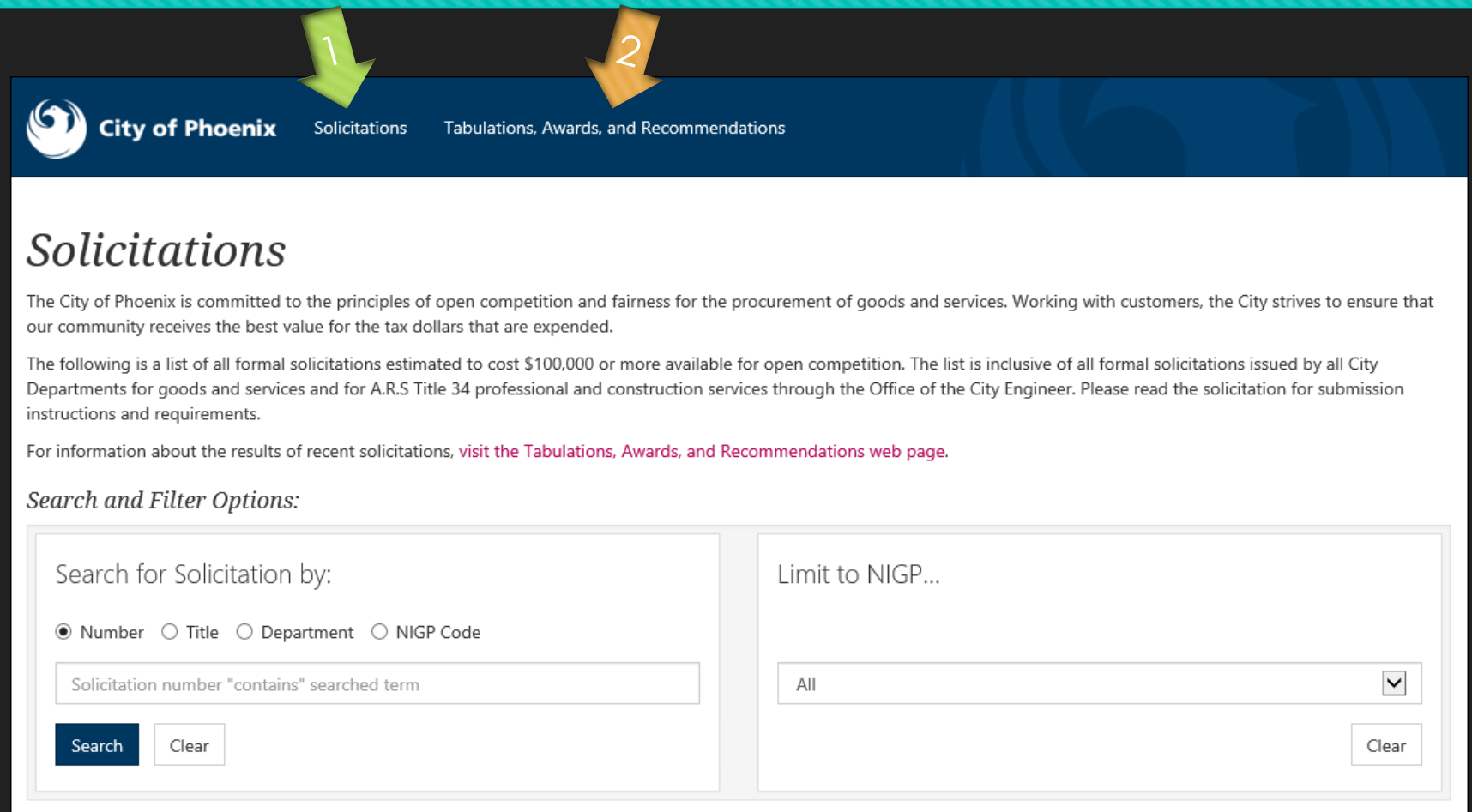
Other Useful Resources

- [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

<https://solicitations.phoenix.gov>



The screenshot shows the City of Phoenix Solicitations website. A green arrow labeled '1' points to the 'Solicitations' link in the top navigation bar. An orange arrow labeled '2' points to the 'Tabulations, Awards, and Recommendations' link in the same bar. The main content area is titled 'Solicitations' and contains a paragraph about the City's commitment to open competition, a list of all formal solicitations, and a link to the 'Tabulations, Awards, and Recommendations' web page. Below this is a 'Search and Filter Options' section with a search form and a filter dropdown.

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

Vendor Registration

REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov



procurePHX

Have you signed up?

BECOME A VENDOR



1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System 
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](#) >

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>

Questions after today?

Email all questions to:

anna.york@phoenix.gov

Or call: Anna York at:
(602) 534-3691

Reference **RFx**

6000001653 in your email
subject line



Thank You for Attending!!!

RFx Overview

Vendor
Registration

Login

Viewing
Solicitations

Subscribe to
Notifications

FAQ

Tips & Tricks

RFx Hints & Tricks

- **Brief overview for online submissions**
- Click **“Refresh”** often
- Make sure your Pop-Up blocker is turned **OFF**
- Application is accessible with **Google Chrome (NOT Internet Explorer)**
- When in the application, check for Notifications and other uploads by scrolling to the far right until you see a vertical ribbon. Then scroll down on the ribbon.
- When finished, always click **“Close”** on current screen, then click **“Log Out”** on upper right corner, following you can click the **“X”** in the upper right corner of the internet application.



Login to ProcurePHX

A screenshot of the ProcurePHX login page. The page has a white background with a thin grey border. In the top left corner, there is a purple shopping bag icon followed by the text "procurePHX" in a purple sans-serif font. Below this, there are two input fields: "User *" and "Password *", each with a small red asterisk and a white input box. To the right of the "Password *" field is a "Log On" button with a grey gradient and black text. Below the input fields, there is a link that says "Login Problems? [Get Support](#)".

procurePHX

User *

Password *

Login Problems? [Get Support](#)

If your firm is already registered with the City of Phoenix's ProcurePHX system, visit <https://eprourement.phoenix.gov/irj/portal> to login and access the electronic solicitation

Product Category Code is: **925000000**

RFx (Event) Number is: **6000001653**

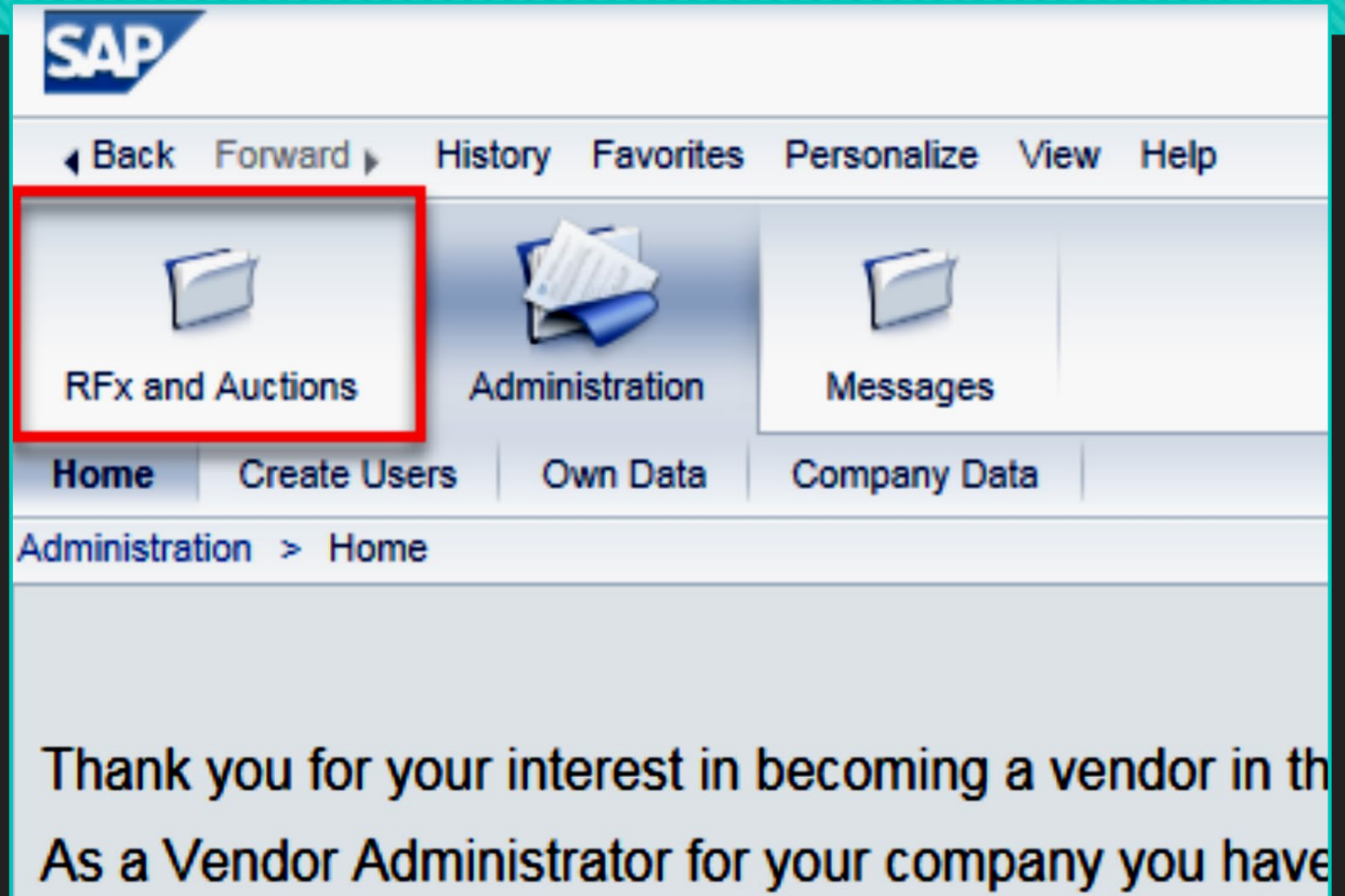
Note: The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications

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** | [Export](#)

Event Number	Event Description	Event Type	Event Status
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'd like to view from the list, by RFx (Event) Number.
- For this solicitation, your RFx (Event) Number is: 6000001653

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 shows the 'RFX and Auctions' overview page. At the top, there are tabs for 'RFX and Auctions', 'Administration', and 'Messages'. Below these is a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The main content area has a section titled 'Active Queries' with links 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 titled 'eRFxs - All' with a button 'Show Quick Criteria Maintenance'. At the bottom, there is a table with two columns: 'Event Number' and 'Event Description'. The first row has the event number '6000000583' and description 'PHX-19-R-ZCIP-63-000004-001'. The second row has the event number '6000000578' and description 'PHX-19-R-ZCIP-84-000001'. A red box highlights the gray box next to the first event number, with a red arrow labeled '1' pointing to it. Another red box highlights the 'Display Event' button, with a blue arrow labeled '2' pointing to it. Above the table, there is a 'View:' dropdown menu set to 'Standard View', and buttons for 'Create Response', 'Display Event', and 'Display Re'.

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?

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

The screenshot shows the 'Display RFX' interface. An orange arrow labeled '1' points to the 'Participate' button in the top action bar. A teal arrow labeled '2' points to the 'RFX Information' tab in the left sidebar. The main content area displays RFX details and a form for submission parameters.

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