



**CITY OF PHOENIX
STREET TRANSPORTATION DEPARTMENT**

REQUEST FOR QUALIFICATIONS

**INTELLIGENT TRANSPORTATION SYSTEMS
AND TRAFFIC ENGINEERING SUPPORT
ON-CALL SERVICES**

CALENDAR YEARS 2025 – 2029

&

**TRAFFIC ENGINEERING AND DESIGN SUPPORT
ON-CALL SERVICES**

CALENDAR YEARS 2025 – 2029

PROCUREPHX PRODUCT CATEGORY CODES: 925000000

RFx Numbers: 6000001598 & 6000001599

PRE-SUBMITTAL MEETING

September 19, 2024



WELCOME AND INTRODUCTIONS

City of Phoenix Representatives

Bobbie Hobart, Contracts Specialist I

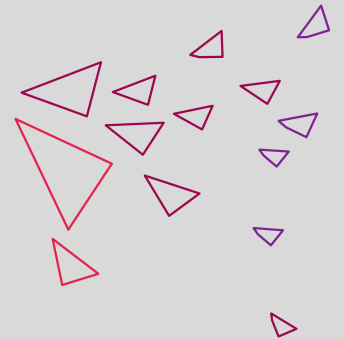
Point of Contact for Submittals and RFQ Questions

Office of the City Engineer, Design and Construction Procurement

bobbie.hobart@phoenix.gov (602) 534-8352

Simon Ramos, Traffic Management Operations Engineer

Street Transportation Department





AGENDA

Questions are welcome after
each presentation

- ❑ Meeting Overview
- ❑ Project Description
- ❑ Scope of Work / Services
- ❑ SOQ Evaluation Criteria / RFQ Overview
- ❑ Submittal Requirements (Page Count)
- ❑ Grounds for Disqualification
- ❑ Important Dates: *Selection Schedule*
- ❑ Procurement Webpages
- ❑ ProcurePHX for RFX
 - ❑ Vendor Registration
- ❑ Questions After Today



MEETING OVERVIEW

**PLEASE SIGN YOUR NAME, FIRM NAME, PHONE NO. AND EMAIL ADDRESS
IN ATTENDANCE SHEET**

**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 6000001598 OR 6000001599)

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 MANAGER

Simon Ramos
Senior ITS Traffic Engineer
Street Transportation Department



- ▶ The City of Phoenix is seeking qualified consultants to provide on-call consulting services on an as-needed from January 1, 2025 through December 31, 2029.
- ▶ Up to THREE firms will be selected.
- ▶ Firms must be able to respond promptly to the City's request for services.

Refer to RFQ for details



**INTELLIGENT TRANSPORTATION SYSTEMS
AND TRAFFIC ENGINEERING SUPPORT
ON-CALL SERVICES
CALENDAR YEARS 2025 – 2029**

RFX NUMBER: 6000001598



PROJECT DESCRIPTION

The City of Phoenix Street Transportation Department is in need of additional engineering support through staff augmentation to assist with managing the Intelligent Transportation System (ITS) Program and the Traffic Engineering Program, including, but not limited to: Administrative Engineering Support, Signal Optimization Support on Arterials, Modifications of Traffic Signal Standards, Assistance with Evaluation of Signal Performance Metrics, Budget and Task Management Support Services, ITS Design Project Management, ITS Planning, Traffic Signal Support Services, Agreement Development, and Committee Attendance and Presentations. Daily work tasks will be diverse in nature.



SCOPE OF WORK

Work shall include, but not be limited to:

- Staff Training – Synchro or other software, optimization best practices, new and existing SOPs.
- Traffic Signal Corridor Data Collection – vehicle, pedestrian, and bicycle volumes, travel times, and existing signal timing data.
- System and/or Equipment Evaluation.
- Traffic Simulation Modeling.
- Signal Timing Development and Optimization Support – Reviewing existing and proposed signal timing parameters, updating existing signal timing parameters, evaluating cycle lengths, phasing and left-turn types, and evaluating traffic progression and signal offsets.
- Signal Timing Implementation Assistance – Field visits, verifying implemented timings, and fine-tuning timings in the field.



SCOPE OF WORK

Continued:

- Traffic Signal/Detection Monitoring Support – Real time monitoring of signal and detection operations.
- SOP and Communications Network Plans Development Assistance – Development of TMC procedures, hardware and software policies, communication and cooperation between agencies, TMC staff desk manual, and TMC emergency plans.
- Review of projects as third-party engineering services.
- Roadway design alternatives analysis.
- Intersection design analysis.
- Vehicular truck turn simulations.
- Traffic volume impact analysis.



SCOPE OF WORK

Continued:

- Pedestrian accommodation and safety analysis.
- ADA analysis.
- Signal design review.
- Asset management.
- IP schema for ITS network.
- Special event coordination.
- Budget and FTE support.
- Other related assignments.



QUESTIONS





**TRAFFIC ENGINEERING AND DESIGN SUPPORT
ON-CALL SERVICES
CALENDAR YEARS 2025 – 2029**

RFX NUMBER: 6000001599



PROJECT DESCRIPTION

The City of Phoenix Street Transportation Department is in need of additional engineering and design support services through staff augmentation to assist with building or rebuilding traffic signals, and intersections throughout the City on an ‘as requested’ basis. Daily work tasks will be diverse in nature.



SCOPE OF WORK

Work shall include, but not be limited to:

- Coordination with City of Phoenix Traffic Signal Plan Reviews
- Regularly Scheduled Progress Meetings
- Base Intersection CAD Layouts
- Surveying of Intersections to Aid in CAD Layouts on an “as needed” Basis with Approval
- Field Verification
- Sealed Traffic Signal CAD Plans (including Pedestrian Hybrid and Rapid Flashing Beacons)
- Sealed Intersection CAD Plans
- Sealed ADA CAD Plans
- Signing and Striping Plans (sealed and unsealed)
- Update and Seal Traffic Signal Standard Detail Sheets



QUESTIONS





SOQ EVALUATION CRITERIA

Maximum Number of Points is 1000

**INTELLIGENT TRANSPORTATION SYSTEMS AND TRAFFIC ENGINEERING SUPPORT
ON-CALL SERVICES CALENDAR YEARS 2025 – 2029
AND
TRAFFIC ENGINEERING AND DESIGN SUPPORT
ON-CALL SERVICES CALENDAR YEARS 2025 – 2029**

- A. Experience of the Firm *(275 points)*
- B. Experience of the Key Personnel *(275 points)*
- C. Project Management and Responsiveness *(300 points)*
- D. Staffing Information for Key Personnel *(150 points)*

**Provide responses in the order listed in the RFQ*

Be complete, be concise

SUBMITTAL REQUIREMENTS

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

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 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

Selection Process

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



Up to THREE consultants may be selected.



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



IMPORTANT DATES: SELECTION SCHEDULE

- SOQs Due October 4, 2024
- Selection Notification Early November, 2024
- On-Call Kick-off Workshop Meeting Mid November, 2024



DCP PROCUREMENT WEBPAGES

[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>



DCP PROCUREMENT WEBPAGES

► <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

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 advertiser 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>

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

Search Clear

Limit to NIGP...

All

Clear



REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov

VENDOR REGISTRATION

- **All Firms MUST** be registered in the Vendor Management System **PRIOR TO SUBMITTING A SOQ**
- Information on how to register with the City is available at:
<https://www.phoenix.gov/finance/vendorsreg>
- **New Firms** – After Registering, the City will send an e-mail with a vendor number.
- If your firm is already registered with the City of Phoenix's ProcurePHX system, login and access the electronic solicitation at:
<https://eprocurement.phoenix.gov/irj/portal>
- Product Category Codes are: 925000000 RFX Numbers are:
6000001598 – ITS and Traffic Engineering Support On-Call
6000001599 – Traffic Engineering and Design Support On-Call
- The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications



BECOME A VENDOR



1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System
4. **Set-Up** ID & Password

Steps to Success!

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 >



**QUESTIONS
AFTER TODAY?**

**Stay for
ProcurePHX
Overview**

**THANK YOU FOR
ATTENDING!!!**

Email all questions to:
bobbie.hobart@phoenix.gov

Reference RFX Numbers:

6000001598 ITS & Traffic Engineering Support

6000001599 Traffic Engineering and Design Support

in your email subject line

Or call Bobbie Hobart at:
(602) 534-8352



PROCUREPHX / RFX OVERVIEW

Tips and
Tricks

Vendor
Registration

Login

Viewing
Solicitations

Subscribe to
Notifications

Questions



RFX TIPS

▶ Brief overview for online submissions

- Click “**Refresh**” often
- Make sure your Pop-Up blocker is turned **OFF**
- Application is accessible with **Google Chrome or Microsoft Edge (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

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) Numbers are:

6000001598 – ITS and Design Support

**6000001599 – Traffic Engineering
Design Support**

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

The screenshot shows the ProcurePHX login interface. At the top left is the ProcurePHX logo, which includes a red shopping bag icon and the text "procurePHX". Below the logo are two input fields: "User *" and "Password *". To the right of the "Password *" field is a "Log On" button. At the bottom left of the login area, there is a link that reads "Lagon Problems? [Get Support](#)".



RFX HOME SCREEN - LOGIN

Once you are logged 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 Overview (Event) 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



FINDING SOLICITATIONS

Click **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) Numbers are:
6000001598 – ITS and Traffic Engineering Support

6000001599 – Traffic Engineering Design Support

The screenshot shows the 'RFX and Auctions Overview' page. At the top, there are navigation tabs for 'RFX and Auctions', 'Administration', and 'Messages'. Below these is the 'Overview' section with a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is titled 'Active Queries' and shows counts 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 for 'eRFxs - All' with a 'Show Quick Criteria Maintenance' button. At the bottom, there is a table with columns for 'Event Number', 'Event Description', 'Event Type', and 'Event Status'. A 'Refresh' button is highlighted with a red box.

Event Number	Event Description	Event Type	Event Status
6000000583	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published



VIEW SELECTED SOLICITATION

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

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



WOULD YOU LIKE UPDATES ON THIS SOLICITATION?

Display RFX :

Print Preview | | 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

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



QUESTIONS

