



CITY OF PHOENIX
STREET TRANSPORTATION DEPARTMENT
REQUEST FOR QUALIFICATIONS
PORTLAND CEMENT CONCRETE REPAIR
2-STEP JOB ORDER CONTRACT SERVICES
JOC232

PROCUREPHX PRODUCT CATEGORY CODE: 912000000

RFx Number: 6000001670

PRE-SUBMITTAL MEETING

October 11, 2024

Meeting will start at 1:00 pm



WELCOME & INTRODUCTIONS

City of Phoenix Representatives

Annette Perez, Contracts Specialist II
Point of Contact for Submittals and RFQ Questions
Office of the City Engineer
annette.perez@phoenix.gov (602) 273-3488

Rick Evans, Project Manager
Street Transportation Department
Samuel Enmon, Project Manager
Street Transportation Department

Karina Matthiessen, Contract Compliance Equal Opportunity Specialist
Point of Contact for SBE Requirements and Questions
Equal Opportunity Department
business.relations.eod@phoenix.gov (602) 261-8263



Meeting Overview

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

(RFx: 6000001670):

<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
- EOD Overview and SBE Program Requirements
- What is Job Order Contracting
- Job Order Contract (JOC) Description
- Project Description and Scope of Work
- SOQ Evaluation Criteria / RFQ Overview
- Submittal Requirements: *Page Count, Disqualifications*
- Important Dates: *Selection Schedule*
- Procurement Information
- Questions after today



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



EOD and SBE Requirements

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.**





EOD and SBE Requirements

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





EOD and SBE Requirements

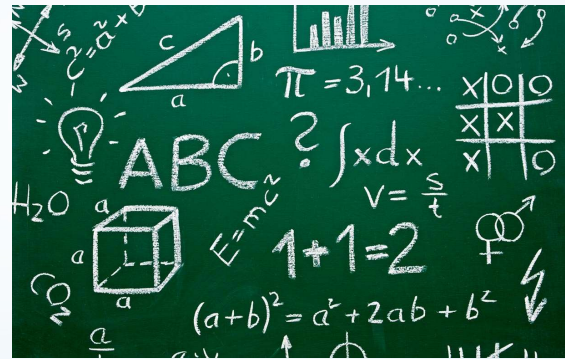
SBE Program

Required SBE Goal: 5.5%

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: $\frac{\text{Total Countable \$ Paid to SBEs}}{\text{Total Payment on Contract}}$





EOD and SBE Requirements

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



EOD and SBE Requirements

SMALL BUSINESS SUB-CONTRACTING GOAL

- SBE REQUIREMENT IS 5.5%
- THIS SOLICITATION IS OPEN TO ALL FIRMS
- NO SBE DOCUMENTS DUE AT THIS TIME
- SBE DOCUMENTS DUE TO EOD AT JOA CONTRACT TIME



EOD and SBE Requirements

GOOD FAITH EFFORTS

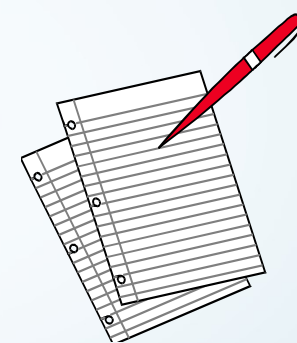
In order to be a successful Prime Contractor in the SBE Program, you must show that you took all necessary and reasonable steps to achieve an SBE goal or other requirements of the SBE Program. The steps must be steps which could reasonably be expected to obtain sufficient SBE participation, **even if such steps were not fully successful.**



EOD and SBE Requirements

Equal Opportunity Department

Karina Matthiessen, Compliance Specialist
Equal Opportunity Department
Business.relations.eod@phoenix.gov
(623) 261-8283





PROJECT DESCRIPTION

- City of Phoenix is seeking qualified Job Order Contractors on an as-needed basis
- Up to 4 contractors will be selected
- Must be able to bond up to \$2 million per project
- No interviews – 2nd step is RFP process (selecting up to 6 contractors to move forward)
- Job Order Agreements (JOA) may be executed up to \$2 million each in construction costs
- JOC for 36-month duration or complete utilization of initial contract value with one 24-month option to extend and increase capacity



SCOPE OF WORK

- Scope of Work for this JOC consists of the removal and replacement of ADA non-compliant curb ramps as well as deteriorated or damaged concrete curb, gutter, valley gutters with and/or without aprons, sidewalk, and the installation of new ADA compliant curb ramps at various locations.
- Locations are City of Phoenix public ROW on major arterial, collector, and local streets
- The City of Phoenix will provide construction administration, inspection, and acceptance material testing for the contract.
- The Contractor shall supply all labor, materials, equipment, supervision and obtain all required permits.
- All grades will be set to match existing pavement, curb, gutter, sidewalk, and existing drainage.
- Payments will be made on a monthly basis
- JOC prime to perform minimum 70% of work



ANY
QUESTIONS?



SOQ Evaluation Criteria

- A. General Information *(150 points max)*
- B. Experience and Qualifications of the Firm *(250 points max)*
- C. Experience of Key Personnel to be Assigned *(250 points max)*
- D. Approach to Performing the Required Services *(350 points max)*

**Reference Check (*21 points maximum)*

*These points are in addition to the 1000 points for the SOQ

****2nd Step: Request For Proposal + Price**

*Provide responses in the order listed in the RFQ

*Be complete, be concise



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 Page Count

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



- ☑ Failure to submit electronically by email to annette.perez@phoenix.gov after the submittal due date and time
- ☑ Violating “Contact with City Employees” policy
- ☑ Failure to provide bonding statement by the due date and time
Note: *Submit as separate PDF

Grounds for Disqualification



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 Process

- Each SOQ will be evaluated according to the evaluation criteria in the RFQ.
- At least 6 firms will move forward to the 2nd step Request For Proposals.
- Up to 4 firms will be selected.
- Contracts will be executed upon completion of negotiations of contract terms and City Council approval.



SELECTION SCHEDULE

SOQs Due	October 25, 2024
Issue Request for Proposals to Finalists	November 15, 2024
RFP Pre-Proposal Meeting	November 21, 2024
Last Day for questions	December 3, 2024
Request for Proposals Due	December 13, 2024
Selection Notification	Early January 2025
Job Order Contract Workshop	February 2025



Questions AFTER TODAY...

Last Day for questions is seven days before the SOQ's are due or Friday, October 18, 2024.

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

Reference RFX Number:
6000001670 in your email
subject line

Or Call Annette Perez at
(602) 273-3488



THANK YOU
for attending!

