



***WELCOME***

**AVIATION DEPARTMENT  
PHOENIX SKY HARBOR INTERNATIONAL  
AIRPORT TERMINAL 3  
RECIRCULATION ROADWAY IMPROVEMENTS  
DESIGN-BID-BUILD**

**PRE-BID MEETING**

**Meeting will start at 10:00 a.m.**



**CITY OF PHOENIX  
CALL FOR BIDS  
AVIATION DEPARTMENT**



***Pre-Bid  
Meeting***

**PHOENIX SKY HARBOR INTERNATIONAL AIRPORT  
TERMINAL 3  
RECIRCULATION ROADWAY IMPROVEMENTS  
DESIGN-BID-BUILD**

**PROJECT NO.: AV14000029 FAA  
CODE: 912000000**

**RFX NUMBER: 6000001674**

**OCTOBER 11, 2024**

**WELCOME  
AND  
INTRODUCTIONS**



► **City of Phoenix Representatives**

**Annette Perez, Contracts Specialist II**

*Point of Contact for Submittals and Bid Questions*

Office of the City Engineer, Design and Construction Procurement

[annette.perez@phoenix.gov](mailto:annette.perez@phoenix.gov)

(602) 273-3488

**Kurt Krause, Project Manager**

Aviation Department

**Karina Matthiessen, Contract Compliance Equal Opportunity Specialist**

*Point of Contact for DBE Requirements*

Equal Opportunity Department

[karina.matthiessen@phoenix.gov](mailto:karina.matthiessen@phoenix.gov)

(602) 262-6790

**Sylvia Delgado, Labor Compliance Specialist**

*Point of Contact for Labor Compliance*

Office of the City Engineer

[sylvia.delgado@phoenix.gov](mailto:sylvia.delgado@phoenix.gov)

(602) 495-3790



# AGENDA

Questions are welcome after  
each presentation

- ❑ Meeting Overview
- ❑ Vendor Registration
- ❑ EOD DBE Requirements
- ❑ Scope of Work and Project Location
- ❑ Labor Compliance
- ❑ Bid Review
- ❑ Submittal Requirements
- ❑ Grounds for Disqualification
- ❑ DCP Procurement Webpages
- ❑ Questions After Today



# Meeting Overview

The Attendance Sheet, PowerPoint and Addendums will be posted on City of Phoenix's ProcurePHX system at: (RFX 6000001674)

<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 staff.*



Vendor Registration

[vendor.support@phoenix.gov](mailto:vendor.support@phoenix.gov)

602.262.1819



# Vendor Registration

- **All Firms MUST** be registered in the Vendor Management System PRIOR TO SUBMITTING A BID
- 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 in approx. 2 days
- 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 Code is: 912000000
- RFx Number is: 6000001674
- The VENDOR NUMBER is to be included in the Bid Proposal Sheet.



Have you signed up?

### BECOME A VENDOR

1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System *Steps to Success!*
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](mailto:vendor.support@phoenix.gov) or call (602) 262-1819.

- Instructions >
- Registration >
- ProcurePHX Login >

## REGISTRATION HELP



Call Help Desk  
**(602) 262-1819**

Email Help Desk  
[vendor.support@phoenix.gov](mailto:vendor.support@phoenix.gov)



## Equal Opportunity Department

Equal Opportunity Department (EOD) is responsible for ensuring contractors and consultants achieve full compliance with applicable federal regulations during all phases of this project/contract:

- Solicitation
- Bid/Submittal Verification
- Subcontract Approval
- Compliance Monitoring
- Prompt Payment
- Release of Retention
- Sanctions and Penalties



## DBE Program



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49 CFR Part 26 mandates recipient (City) administers a **Disadvantaged Business Enterprise (DBE) Program**

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Phoenix DBE Program administers this program using entirely race-and gender neutral (RGN) means, which consists of Small Business Outreach Requirements



# DBE Submittal Requirements

## Submittal Requirements

*(Due at time of submittal)*

**FORM EO1:** Statement of  
Small Business Outreach  
Commitment

Failure to submit = **Non-Responsive**



**1 Form**



# DBE Program Post-Bid Submittal Requirements

**Due no later than five calendar days after Bid Opening by 5:00 p.m.  
Documents may be sent via email to the assigned Contracts Specialist or  
submitted to Design and Construction Procurement, 5<sup>th</sup> Floor of City Hall**

- 1. FORM EO2: Small Business Outreach Efforts**
- 2. Supporting documentation for FORM EO2\***
- 3. FORM EO3: Proposed Statement of Small Business Participation**

**\* Good Faith Effort Documentation**



# EOD Contact



For assistance contact:

**Karina Matthiessen**

**Contract Compliance**

**Equal Opportunity Specialist**

**[Karina.Matthiessen@phoenix.gov](mailto:Karina.Matthiessen@phoenix.gov)**

**(602) 261-8873**





## ***PROJECT DESCRIPTION AND BACKGROUND***

This project's intent is to reduce increased traffic congestion near T2 Garage by separating curb & through westbound T3 lanes, increasing merge length from westbound Sky Harbor Blvd recirculation connector to eastbound Sky Harbor Blvd, & potentially adding westbound Exit Only lane before T3 turnaround.

\*\*Due to the federal funding process, the project is anticipated to start approximately 120 days after bid opening.

# SCOPE OF WORK



The scope of work includes, but not limited to,

- civil;
- traffic and electrical improvements such as removing the stop condition from the inner westbound curb lanes at the west end of Terminal 3 on the south side; allow for a merge condition from two inner curb lanes to one lane, and then subsequently merge this one inner lane with two outer curb lanes;
- modify striping on the north side of Terminal 3 at the west end to allow for two inner curb lanes entering from Sky Harbor Boulevard;
- add additional pavement to allow for a safer merge of the turnaround traffic with the eastbound lanes along Sky Harbor Boulevard at the Terminal 2 turnaround;
- install street lighting; and
- add fencing and bollards to maintain safety from the updated traffic patterns.

N

Thomas Road

2/2/2011



Any  
Questions



## CITY OF PHOENIX LABOR COMPLIANCE OFFICE

- ▶ Monitors and enforces the federal labor standards on federally funded Capital Improvement Construction.
- ▶ Applies to all federally funded contracts in excess of \$2000 with few exceptions
- ▶ All contractors and subcontractors, including lower-tiers, working on the project are covered





## DBRA (Davis-Bacon & Related Acts)

Davis-Bacon Act  
(DBA)

Copeland Anti-  
Kickback Act

Contract Work  
Hours and Safety  
Standards Act  
(CWHSSA)



# FEDERAL REGULATIONS

- ▶ Code of Federal Regulations, Title 29 Part 3
- ▶ Code of Federal Regulations, Title 29 Part 5
- ▶ Applicable Federal Language - FAA
- ▶ Wage Decision



## TECHNICAL ASSISTANCE

- Labor Compliance Pre-Construction Conference
- Labor Compliance Office, (602) 495-3790
- Websites available:
  - <http://www.dol.gov/dol/esa/programs/dbra>



# ***BIDDERS SHOULD REVIEW***

## Information for Bidders (IFB) Section

### **Questions**

All questions regarding plans and specifications must be received by the CS, via email, minimum 7 calendar days prior to bid opening (**By October 22, 2024**)

### **Bid Submittal Checklist**

**Items due at time of bid submittal**

### **Post-Bid Submittal Checklist (the three lowest bidders)**

**Items due within 5 calendar days after bid opening by 5:00 p.m.**

Submit to DCP Drop Box (Lobby of City Hall) OR

E-mail to: **[annette.perez@phoenix.gov](mailto:annette.perez@phoenix.gov)**

# SUBMITTAL REQUIREMENTS

## Bid Submittal Checklist – Items Due at time of Bid Submittal



- ❖ Acknowledge all Addenda P-1
- ❖ Completed Bid Proposal P-1 to P-3 & P.S.-1
- ❖ Included your Bid Bond or Guarantee Cashier's Check (S.B.-1)
- ❖ Include the Buy American Requirement Certification form, Attachment 1? (AIP Pages 51-54)
- ❖ Include the Certification Regarding Lobbying and Influencing Federal Employees form, Attachment 2? (AIP Page 55)
- ❖ Include the Rights in Data and Rights in Inventions Certification form, Attachment 3? (AIP Page 56)
- ❖ Include the Certification on Previous Contracts Subject to Equal Opportunity Clause, Attachment 5 (AIP Page 62)
- ❖ Include the Certification of Non-Segregated Facilities Certification form, Attachment 6? (AIP Page 63)
- ❖ Include the Tax Delinquency and Felony Convictions, Attachment 7? (AIP Page 64)
- ❖ Include the Certification Regarding Debarment, Suspension, Proposed Debarment and Other Responsibility Matters form, Attachment 8? (AIP Page 65)
- ❖ Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment, Attachment 9? (AIP Page 84)
- ❖ Documentation of Small Business Outreach Efforts, Columns A through D – (Form E.O.2)
- ❖ Include the complete List of Major Subcontractors and Suppliers form? (Page L.O.S.-1)

**Submit in a separate sealed envelope:**  
**Bid Bond – S.B.-1 (rated A- or better)**  
**Failure to submit = Non-Responsive**



# POST-BID SUBMITTAL CHECKLIST

**THE THREE LOWEST BIDDERS MUST PROVIDE WITHIN FIVE (5) CALENDAR DAYS AFTER BID OPENING DATE BY 5:00 P.M**

- ✓ DBE Form EO3
- ✓ List of **All** Subcontractors and Suppliers Form (L.O.S.-2)
- ✓ Bidders Disclosure Statement (B.D.S.-1 to 4)
- ✓ Affidavit of Identity (if a sole proprietor) (A.O.I.-1)

**Failure to submit = Non-Responsive**

## Contract Execution:

- ✓ Contractor must provide proof of license required to perform the work
- ✓ Verification of Experience Modification Rate (EMR)



## ***Grounds for Disqualification***

Receipt of Bid after the specified cut-off date and time

Deposit of Bid in the wrong location

Violating the "Contact with City Employees" policy

# SEALED BIDS DUE DATE



➤ Bids Will Be Due:  
**TUESDAY, OCTOBER 29, 2024 at 2:00 P.M.**

➤ Submitted into the Design and Construction Procurement bid box located on the 1st Floor lobby:

Phoenix City Hall Building  
200 W. Washington Street  
Phoenix, Arizona, 85003





# DCP Procurement Webpages



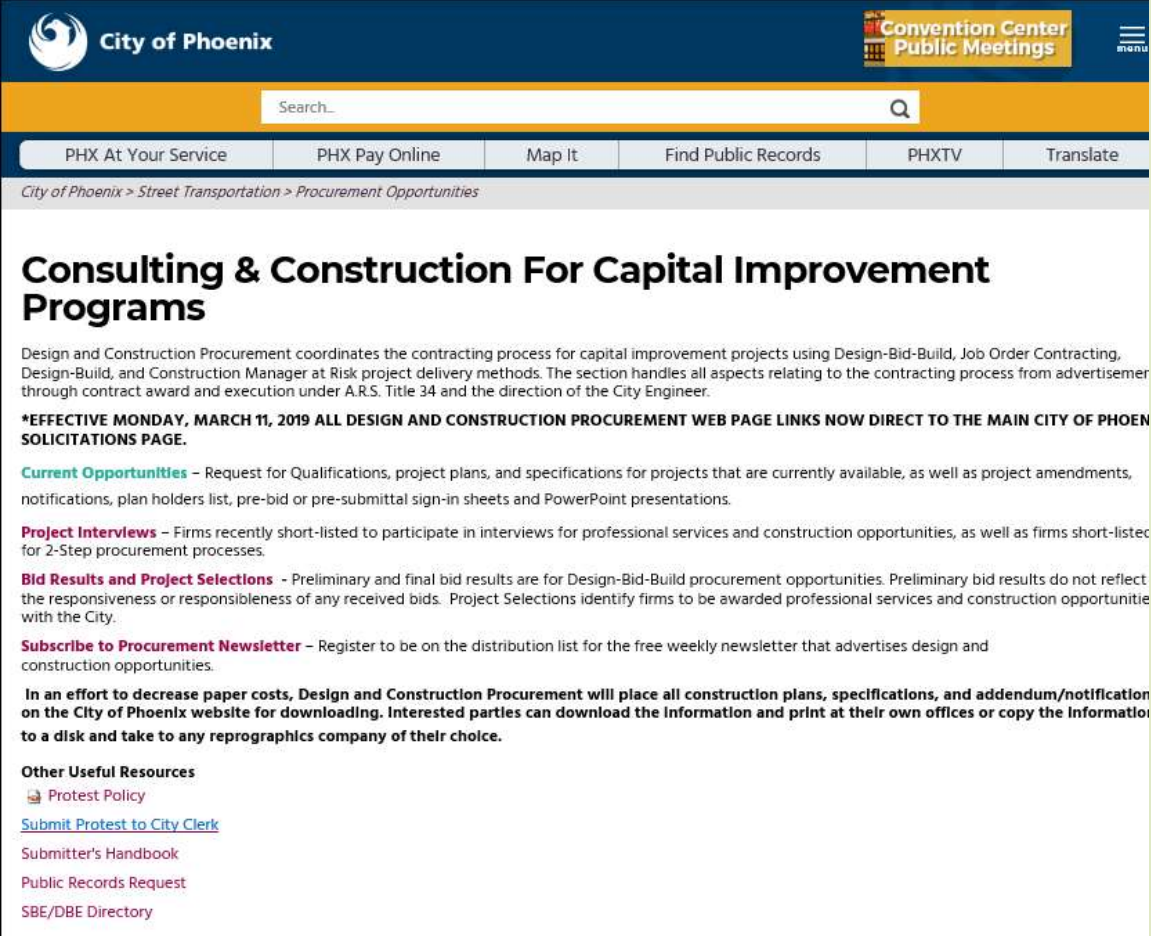
► <https://www.phoenix.gov/streets/procurement-opportunities/>

- ❖ Invitation for Bids (IFB) = Specs / Plans / Addenda
- ❖ Pre-Bid Power Point Presentation & Sign-In Sheet
- ❖ Preliminary Bid Results
- ❖ Final Results & Bid Tabulation

Solicitations Website

Procurement Newsletter

Submitter's Handbook



The screenshot shows the City of Phoenix website's procurement page. At the top, there is a navigation bar with the City of Phoenix logo, a search bar, and links for 'Convention Center Public Meetings' and a 'menu'. Below the navigation bar are several utility links: 'PHX At Your Service', 'PHX Pay Online', 'Map It', 'Find Public Records', 'PHXTV', and 'Translate'. The main content area features a breadcrumb trail: 'City of Phoenix > Street Transportation > Procurement Opportunities'. The primary heading is 'Consulting & Construction For Capital Improvement Programs'. The text below explains that 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. A key announcement states: '\*EFFECTIVE 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 resources: 'Current Opportunities' (Request for Qualifications, project plans, and specifications), '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). A note mentions that construction plans, specifications, and addendums/notifications are available for download on the City of Phoenix website. At the bottom, there is a section for 'Other Useful Resources' including links for 'Protest Policy', 'Submit Protest to City Clerk', 'Submitter's Handbook', 'Public Records Request', and 'SBE/DBE Directory'.



# ***DCP Procurement***

## **WEBPAGES**

**[HTTPS://WWW.PHOENIX.GOV/STREETS/PROCUREMENTOPPORTUNITIES](https://www.phoenix.gov/streets/procurementopportunities)**

▶ **Current Opportunities:**

▶ *Project-specific RFQs, Addendas, 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>



# City of Phoenix Solicitations Website

1. **Project-specific IFBs, Addendas, 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



**QUESTIONS  
AFTER  
TODAY?**

Last day for Questions is Friday,  
October 22, 2024

Email all questions to:  
[annette.perez@phoenix.gov](mailto:annette.perez@phoenix.gov)

Reference RFX Number:  
**6000001674** in your email subject  
line

Or call Annette Perez at:  
(602) 273-3488

**THANK YOU  
FOR  
ATTENDING!**

