



City of Phoenix
 OFFICE OF THE CITY ENGINEER
 DESIGN AND CONSTRUCTION PROCUREMENT
 200 W. Washington Street, 5th Floor
 Phoenix, Arizona 85003-1611

REQUEST FOR QUALIFICATIONS

**STREET TRANSPORTATION DEPARTMENT
 RIO REMIAGINED: 3RD STREET RIO SALADO
 BICYCLE/PEDESTRIAN BRIDGE
 2-STEP CONSTRUCTION MANAGER AT RISK SERVICES
 (READVERTISE)
 ST87600140 RAISE**

**PROCUREPHX PRODUCT CATEGORY CODE 912000000
 RFX 6000001672**

NOTIFICATION LETTER NO. 1

October 21, 2024

This notification letter shall become part of the Request for Qualifications for the above referenced project.

QUESTION AND ANSWER:

Q1.	Are you able to get an example RFP for the second step to share with proposer?
A1.	Yes, see Attachment.

All other terms and conditions remain unchanged.

Attachment: Sample Request For Proposal

Annette Perez
 Contracts Specialist
 CITY OF PHOENIX
 DESIGN AND CONSTRUCTION PROCUREMENT

*****END OF NOTIFICATION*****



City of Phoenix, Arizona
Office of the City Engineer

REQUEST FOR PROPOSALS

**STREET TRANSPORTATION DEPARTMENT
RIO REIMAGINED: 3RD STREET RIO SALADO
BICYCLE/PEDESTRIAN BRIDGE
2-STEP CONSTRUCTION MANAGER AT RISK SERVICES
(READVERTISE)
ST87600140 RAISE**

DO NOT COPY - DRAFT

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
REQUEST FOR PROPOSALS	1
1. BACKGROUND.....	1
2. OBJECTIVE	1
3. CONTRACT DOCUMENTS.....	1
4. EVALUATION PROCESS	1
5. EVALUATION EXAMPLE.....	2
6. INSTRUCTIONS TO PROPOSERS	3
7. PRE-PROPOSAL MEETING.....	3
8. QUESTIONS ON REQUESTS FOR PROPOSALS	4
9. PROCESS FOR SUBMITTING PROPOSALS.....	4
10. GROUNDS FOR DISQUALIFICATION.....	4
11. PROJECT FUNDING.....	5
Appendix A - PRICE PROPOSAL.....	A-1
Appendix B – GMP SUBMITTAL REQUIREMENTS.....	B-1

DO NOT COPY - DRAFT

REQUEST FOR PROPOSALS

SUBMITTAL OF PROPOSALS WILL BE DUE:
FEBRUARY 5, 2024, AT 12:00 P.M. LOCAL PHOENIX TIME

1. BACKGROUND. This Request for Proposals is the second step in the evaluation process to select the "Best Qualified" contractor to provide preconstruction and complete construction services for the Rio Reimagined: 3rd Street Rio Salado Bicycle/Pedestrian Bridge project. The first step was the previously submitted and evaluated Statements of Qualifications. The Statements of Qualifications were used to short-list three firms for this project. Those firms are:

- firm name
- firm name
- firm name

2. OBJECTIVE. This document will provide direction to the short-listed firms on how to prepare and submit their proposals, and how those proposals will be evaluated. This RFP evaluation process will be based on a technical proposal and a price proposal. All these elements will be used in evaluating the successful contractor to be selected under this solicitation. The City's intention is to award a contract to the firm identified as the best qualified as soon as this selection process is completed.

3. CONTRACT DOCUMENTS. Upon conclusion of this selection process, the City will enter into a contract with the selected contractor to provide these services. The final executed contract documents will include the Request for Proposals and the successful proposer's RFP response.

4. EVALUATION PROCESS. No scores will be brought forward from the RFQ process into the RFP process. All short-listed firms begin the RFP process on an even basis. There will be a total of 100 points available during the evaluation of proposals, distributed as shown in the table below. Each offeror will submit a price proposal in a separate, sealed envelope from the rest of the proposal documents. In applying the scoring method, the selection committee will separately evaluate and score the technical proposal before opening, evaluating, and scoring the price proposal.

ELEMENT	FACTOR	WEIGHT
TECHNICAL PROPOSAL	GMP DEVELOPMENT	25
	PROCUREMENT AND SUBCONTRACTOR SELECTION	20
	STAKEHOLDER COORDINATION	20
	PROJECT SCHEDULE AND CONSTRUCTION PHASING	15
	PROJECT SAFETY	10
	SUBTOTAL	90
PRICE PROPOSAL		10
	TOTAL	100

a. TECHNICAL PROPOSAL. (90 points) Each proposer will submit a written technical proposal which addresses the following topics:

◆ **GMP DEVELOPMENT. (25 points)** The project will require GMP Development on a preliminary design level. Describe your approach to compiling a GMP based on preliminary design documents.

◆ **PROCUREMENT AND SUBCONTRACTOR SELECTION. (20 points)** Provide your approach to procurement and subcontractor selection when developing project GMP(s).

In providing information on the approach, also address aspects of providing these services on federally-funded projects. Describe the differences anticipated in executing federal projects and describe the additional challenges that may be encountered as a result.

◆ **STAKEHOLDER COORDINATION. (20 points)** Provide your approach to stakeholder coordination throughout the delivery of the project.

◆ **PROJECT SCHEDULE & CONSTRUCTION PHASING. (15 points)** Provide your approach and note critical inputs to developing a project schedule and construction phasing plan given project scope, location, and general requirements.

◆ **PROJECT SAFETY. (10 points)** Provide your approach to project safety given project scope and location.

b. PRICE PROPOSAL. (10 points) Each of the short-listed firms will be asked to provide a price proposal which will consist of one component: (1) a construction fee that will be applied to all GMPs issued under this agreement. Provide your proposed construction fee percentage, relative to a typical GMP, to be utilized for this project, and based on this project scope. A maximum score of 10 points will be awarded to the offeror with the lowest construction fee.

5. EVALUATION EXAMPLE. An example is provided below to demonstrate how the evaluation criteria will be applied. For purposes of this example, proposals were received from three hypothetical firms, Companies A, B, and C. Each firm provided technical proposals and price proposals with the details as shown in Table 2 below. As mentioned in the Evaluation Process above, the Technical Proposals are opened, evaluated, and scored before opening the Price Proposals.

TABLE 2: SAMPLE TECHNICAL PROPOSAL SUBMITTAL INFORMATION				
ELEMENT	FACTOR	Company A	Company B	Company C
TECHNICAL PROPOSAL	GMP DEVELOPMENT	25	23	19
	PROCUREMENT AND SUBCONTRACTOR SELECTION	14	13	15
	STAKEHOLDER COORDINATION	20	18	19
	PROJECT SCHEDULE AND CONSTRUCTION PHASING	13	13	12
	PROJECT SAFETY	9	10	6
	SUB-TOTALS		81	77

The final sub-totals for the technical proposal will be the average of the selection committee's sub-total score. For this example, the sub-total Technical score for Company A is 81; Company B is 77; and Company C is 71.

The Price Proposals are then opened and the results are tabulated as shown in Table 3 below. Company A gave the lowest construction fee and would receive 10 points. The other price proposals are scored relative to the lowest weighted price proposal for this area.

TABLE 3: SAMPLE PRICE SUBMITTAL INFORMATION				
ELEMENT	FACTOR	Company A	Company B	Company C
PRICE PROPOSAL	STANDARD CONSTRUCTION FEE	6.00	7.00	9.00
	WEIGHTED CONSTRUCTION FEE	$6.00/6.00 * 10 = 10.00$	$6.00/7.00 * 10 = 8.57$	$6.00/9.00 * 10 = 6.77$
	WEIGHTED PRICE PROPOSAL	10.00	8.57	6.77

For this example, the weighted Price Proposal score for Company A is 10.00; Company B is 8.57; and Company C is 6.77.

The final sub-total scores from the Technical Proposals are then added to the Price Proposal scores. The final results of the evaluation are summarized as shown in Table 4 below:

TABLE 4: SAMPLE FINAL SCORE TABULATION				
ELEMENT	FACTOR	Company A	Company B	Company C
COMBINED PROPOSAL	TECHNICAL PROPOSAL	81.00	77.00	71.00
	PRICE PROPOSAL	10.00	8.57	6.77
	Total	91.00	85.57	77.77

For this example, the overall final score for Company A is 91.00; Company B is 85.57; and Company C is 77.77. Therefore, Company A will be the selected as "Best Qualified" firm for this Construction Manager at Risk project.

6. INSTRUCTIONS TO PROPOSERS. Attached are appendices that will be used by proposers to prepare their responses to this RFP.

a. Appendix A – Price Proposal. Proposers will use this form to provide their price proposal which will include the Construction Fee. The completed Price Proposal form will be enclosed in a separate sealed envelope.

b. Appendix B – GMP Submittal Requirements.

7. PRE-PROPOSAL MEETING. A pre-proposal meeting will be held on DATE at TIME, in the Gecko Conference Room. For more information on the pre-proposal meeting, call Annette Perez at (602) 273-3488.

8. QUESTIONS ON REQUESTS FOR PROPOSALS. The City of Phoenix will not be held responsible for any oral instructions. Any material changes to the Request for Proposals will be in the form of an addendum, which will be furnished to all short-listed firms for this contract.

a. If you should desire additional administrative information on submittal dates, times or meeting dates or additional information on the evaluation criteria and the scoring process to be used prior to submitting your proposals, please contact:

NAME: Annette Perez
PHONE: 602-273-3488
E-MAIL: annette.perez@phoenix.gov

All questions must be in writing and submitted through email. No questions will be accepted after DATE, DATE, 2024, at 12:00 p.m. local Phoenix time.

9. PROCESS FOR SUBMITTING PROPOSALS. The completed proposals will consist of the Technical Proposal package and Price Proposal. A maximum of **12 pages** is permitted to address all content in the RFP submittal.

- a. Each Technical Proposal package will include:
- Written description providing details on approach to preparing a GMP based on preliminary design documents.
 - Written description of approach to procurement and subcontractor selection when developing GMP(s).
 - Written description of approach to stakeholder coordination throughout the delivery of the project.
 - Written description of approach to developing a project schedule to include construction phasing.
 - Project Safety Plan.
- b. The Price Proposal package will include the completed Price Proposal form.

Completed proposals will be submitted in a sealed envelope or box with one original of the Technical Proposal. One original Price Proposal must be submitted and **placed in a separate sealed envelope from the technical proposal**. The outside of the package containing the complete submittal will be marked as follows:

Proposer's Information: Firm's Name, Address, Phone Number, Vendor Number
Project Number: ST87600140 RAISE
Project Title: Rio Reimagined: 3rd Street Rio Salado Bicycle/Pedestrian Bridge 2-Step CMAR Services (READVERTISE)

Sealed proposals will be submitted to the Design and Construction Procurement's Proposal Drop Box, Phoenix City Hall, 200 W. Washington, 1st Floor, Phoenix, AZ 85003, on or before the date and time designated on Page 1 of this RFP.

10. GROUNDS FOR DISQUALIFICATIONS. Be advised the following **will be grounds for disqualification**, and will be strictly enforced:

- Failure to submit to the Design and Construction Procurement's Drop Box by the due date and time
- Violating the "Contact with City Employees" policy contained in this RFP
- Failure to provide completed Price Proposal form

11. PROJECT FUNDING. This project will be funded by the RAISE grant and the selected firm will travel to comply with all applicable federal rules and regulations.

DO NOT COPY - DRAFT

APPENDIX A – PRICE PROPOSAL

1. Construction Fee	a.
---------------------	----

DIRECTIONS:

- ◆ 1. - Enter the Construction Fee that will be applied to each GMP.
- ◆ One copy of this form is to be placed in a separate sealed envelope and will only be opened by the selection panel upon completing evaluation of all other factors.

Prepared By:

Signature

Name

Position/Title

Firm Name

DO NOT COPY - DRAFT

GUARANTEED MAXIMUM PRICE (GMP) PROPOSAL INSTRUCTIONS

Revised November 2023

DEFINITIONS

Allowance - an estimated dollar amount determined jointly by the City and the CMAR that is included in the Contract for the purpose of encumbering funds to cover the cost of items which have not been specified explicitly in the Contract. Allowance items may not be completely defined when the Contract is executed but may be necessary to complete the project. Contract allowances are controlled by the City.

Construction Fee - the CMAR's administrative costs, home office overhead, and profit, whether at the CMAR's principal or branch offices.

Contingency, CMAR's - a fund to cover cost growth during the Project used at the discretion of the CMAR usually for costs that result from Project circumstances. The amount of the CMAR's Contingency will be negotiated as a separate line item in each GMP package.

Contingency, Owner's - a fund to cover cost growth during the Project used at the discretion of the City usually for costs that result from City directed changes or unforeseen site conditions. The amount of the Owner's Contingency will be set by the City and will be in addition to the project costs included in the CMAR's GMP packages.

Contract Amount - the cost for the services for this Contract.

Cost of the Work - the direct costs necessarily incurred by the CMAR in the proper performance of the Work. The Cost of the Work shall include direct labor costs, subcontract costs, costs of materials and equipment incorporated in the complete construction, cost of other materials and equipment, temporary facilities, building permit fees (if not paid for by City), materials testing, and related items. The Cost of the Work shall not include the CMAR's Construction Fee, General Conditions Cost, or taxes.

General Conditions Costs - includes, but is not limited to the following types of costs for the CMAR during the construction phase: payroll costs for project manager or construction manager for work conducted at the site; payroll costs for the superintendent and full-time general foremen; payroll costs for other management personnel working on the site; workers not included as direct labor costs engaged in support (e.g. loading/unloading, clean-up, etc.); administrative office personnel; costs of offices and temporary facilities including office materials, office supplies, office equipment, minor expenses; utilities, fuel, sanitary facilities and telephone services at the site; costs of liability insurance premiums not included in labor burdens for direct labor costs; costs of bond premiums; and costs of consultants not in the direct employ of the CMAR or Subcontractors.

Guaranteed Maximum Price (GMP) - the sum of the maximum Cost of Work including the CMAR's Construction Fee, General Conditions Costs, sales tax, and CMAR Contingency.

Lump Sum - payment for the item will be based on a percentage complete. When actual Cost of Work for an item identified as lump sum is less than the stated lump sum value in a GMP proposal, the unused value of the lump sum item shall move into the CMAR's Contingency.

GENERAL

The CMAR is responsible for proper, complete and accurate preparation of the GMP Proposal.

The CMAR must verify with the City the current GMP proposal submittal requirements and procedures when entering into these services.

Do not acquire bonding or insurance until notified by the Contracts Specialist

PREPARATION OF THE GMP PROPOSAL

GMP Proposal shall be prepared on 8.5-inch x 11-inch size paper and consists of the following:

Cover Page Must Include:

- “Guaranteed Maximum Price Proposal for (Project Title)”
- Project No.
- GMP No.
- Name of City of Phoenix Project Manager
- Name of CMAR
- Date Submitted, including revision date if applicable

Table of Contents Must Include:

1. Scope of Work
2. GMP Proposal Summary Sheet
3. Schedule of Values
 - General Conditions
 - Bid Comparisons / Bid Responses
 - Allowance Schedule (if applicable)
4. Plans and Specifications
5. Clarifications and Assumptions
6. Project Schedule
7. DBE Requirements, Utilization Form/Reporting Forms / Letter(s) of Intent

A Tab will be required for each item (1-7) identified in the Table of Contents. Each tab shall include the following:

1. **Scope of Work:** Two brief narrative descriptions of the work to be performed by the CMAR/DB; (1) Overall project description and (2) Specific description for this GMP (if multiple GMPs).

Overall project description will include the following:

- Location- (i.e., street address or a description like SW Corner of Dobbins and 35thAve)
- Size/ Quantity- (i.e., acres of land, square feet of building, number of spaces)
- Type of Job- (i.e., new construction, demolition, renovation)
- Usage- (i.e., Senior Center, Library, Cooling Tower)
- Work to be accomplished (i.e., painting, concrete, masonry, electrical, HVAC)
- List Proposed Improvements (i.e., sidewalk, irrigation, electrical, HVAC updates)
- Major points of concern (i.e., LEED certification, hazardous materials, special permit, occupied site)
- Anticipated GMPs

Specific Description for this GMP shall include the following:

- Work to be performed under this GMP.

2. **GMP Proposal Summary Sheet:** A summary of the GMP with a total for each of the GMP components.

GMP Proposal Calculations			
PROJECT # / TITLE:			ENTRY IN YELLOW FIELDS ONLY
AGREEMENT #		GMP #	
COMPANY NAME:			
DIRECT COSTS SECTION			
A	Cost of Construction <i>(Labor, Taxable Materials, Equipment, Warranty)</i>	\$ -	A
B	Cost of Construction <i>(Non-Taxable Materials)</i>	∅ -	B
B1	Contractor's Allowance	∅ -	B1
B2	Contractor's Contingency	∅ -	B2
C	Subtotal	\$ -	C=A+B+B1+B2
INDIRECT COSTS			
D	General Conditions	#DIV/0! \$ -	D
D1	Payment and Performance Bond	#DIV/0! \$ -	D1
D2	Insurance	#DIV/0! \$ -	D2
E	Subtotal <i>(Direct cost+GC+Bond and Insurance)</i>	\$ -	E= (C+D+D1+D2) Use this \$ to determine Multiplier
F	Overhead & Profit <i>(Construction Fee)</i> <i>(Construction fee on Direct cost and General Conditions)</i>	0.00% \$ -	F=(Construction Fee%) * (C+D)
G	Subtotal Direct+Indirect costs+ O&P fee	\$ -	G=C+D+D1+D2+F
TAXES			
H	Taxes <i>(Enter Calculated Taxes)</i>	\$0	Calculated Tax
ALLOWANCES and CONTINGENCIES			
I	Owner's Allowance/Contingency* <i>(Specify/define allowances)</i>	\$0	I
K	This GMP Total Amount	\$ -	K = G + H + I
L	Total Prior Approved GMP	\$0	L
M	Total Preconstruction Agreement	\$0	M
N	Total Prior Approved Change Orders	\$0	N
O	Total Agreement Amount	\$ -	O=K+L+M+N

*Markups (Taxes, O&P, Bond and Insurance) to be applied to Allowances once approved

3. **Schedule of Values:** A detailed summary of costs, in spreadsheet format, shall have the estimated bid or cost organized by subcontract categories, allowances, CMAR's contingency – if applicable, general conditions costs, bonds, insurances, CMAR's construction phase fee and sales tax. The Supporting Documentation for the spreadsheet must be provided in an organized manner that correlates with the Schedule of Values.

- The components of the Scope of Work must be broken down using either Construction Specification Institute (CSI) or Maricopa Association of Governments (MAG) division.
- The detailed summary of costs shall include quantities, unit prices and cost extensions.
- The costs shall be directly correlated to the specific plans and specifications used in preparation of the GMP.
- **The City does not typically pay sub bonding costs.**

The Schedule of Values Supporting Documentation must include the following:

- A more detailed breakdown of the General Conditions costs to include quantities, unit prices and cost extensions.
- A list of positions and hourly rates for Prime Firm

- Bid Packages/Subcontract Categories:
 - Bid Comparison Spreadsheet: For each trade provide a comparison of at least three bid solicitations and bid responses from subcontractors. Indicate the subcontractor selected, distinguish if subcontractor is SBE, and justify and include documentation if lowest bid is not selected. If providing less than three bid responses, provide justification.
 - **Include self-performed portions of the subcontract work.**
 - Bid Responses: After the Bid Comparison Spreadsheet, include the bid responses received from the selected subcontractors. (The bid responses from the non-selected subcontractors will be included as a separate package and shall include the Bid Comparison Spreadsheet for each trade.)
 - Allowance Schedule (if applicable)
 - Include a statement for their basis; include in Cost of Work
4. **Plans and Specifications:** A copy of the cover page and Table of Contents/Index for **both** the sealed plans and specifications used in the preparation of the GMP proposal.

As a requirement, the plans and specifications used in the preparation of the GMP must include a signature block on the cover page. This signature block consists of dated signatures from the CMAR, Design Consultant, and City of Phoenix Project Manager.

SIGNATURE BLOCK

Specifications/Plans Used in Preparation of GMP No.	
CMAR	Date
Design Consultant	Date
Project Manager	Date

5. **Clarifications and Assumptions:** A list of the clarifications and assumptions made by the CMAR in the preparation of the GMP proposal to supplement the information contained in the documents. Include justification of cost; do not include information that is already in the Contract (no repetitive information). Allowances and contingencies must be justified and quantified individually. Allowances and contingencies as a percentage of the GMP will not be allowed. If applicable, list the Request(s) for Information (RFIs) individually. Format the comments by separating them into the following categories: *Technical* Clarifications and Assumptions, *Schedule* Clarifications and Assumptions, and *Contractual* Clarifications and Assumptions.

Exclusions and terms on subcontractor bids are the responsibility of the Contractor and do not extend to the Agreement between the Owner and the Contractor.

6. **Project Schedule:** A schedule that meets the following criteria.
- Must use the Critical Path Method (CPM).
 - Print in black and white.
 - Must have pattern and bar variations.
 - Must be legible after copying or scanning.
 - Font size shall not be smaller than 8 pt.
 - Use calendar days.
 - 8 ½ x 11 paper.
7. **DBE:** Documentation of Disadvantaged Business Enterprise goal status

- Include the following statement: "A Disadvantaged Business Enterprise (DBE) subcontractor goal of (Established Availability Percent – determined prior to construction) percent has been established for the applicable construction services of the project."
- Include Documentation of Outreach Efforts form provided by the Equal Opportunity Department.
- Include Small Business Utilization Commitment form for **each firm** to be utilized as part of this contract.
- Include Letter of Intent to Perform as a Subconsultant/Subcontractor/Supplier form for **each firm** to be utilized as part of this contract.

8. Davis Bacon Act, 29 CFR Part 3 and Part 5 applicable federal General Wage Decision (if applicable)

- Include the most current federal General Wage Decision issued by the Street Transportation Department Labor Compliance Office. The Labor Compliance Office may be contacted at (602) 261-8287.

SUBMITTAL OF GMP PROPOSAL

The GMP Proposal shall be properly prepared in accordance with the instructions provided above.

Two copies of the GMP Proposal will be submitted to the City of Phoenix – one to the Project Manager and one to the assigned Contracts Specialist to provide simultaneous review. Negotiation on scope of work and the fee will be completed by the Project Manager. Negotiation on formatting of the GMP will be completed by the Contracts Specialist. The preferred submittal format is in a three-ring binder.

- All pages must be numbered in sequence, such as 1 of 250, 2 of 250, etc...
- The copy submitted shall be on 8.5-inch x 11-inch size paper.

Upon approval of the GMP, the Contracts Specialist will prepare the contract documents for the GMP.

For questions regarding preparation and submittal of the GMP proposal, please contact the designated Contracts Specialist.