CITY OF PHOENIX

AVIATION DEPARTMENT

REQUEST FOR QUALIFICATIONS

PHOENIX SKY HARBOR INTERNATIONAL AIRPORT

TERMINAL 3 NORTH CONCOURSE 2 PROCESSOR IMPROVEMENTS

ENGINEERING SERVICES

AV13000004

PROCUREPHX PRODUCT CATEGORY CODE: 925000000

RFx Number: 6000001668

PRE-SUBMITTAL MEETING

October 24, 2024

Meeting will start at 10:00 am

WELCOME & INTRODUCTIONS

Annette Perez, Contracts Specialist

Point of Contact for Submittals and RFQ Questions

Office of the City Engineer

annette.perez@phoenix.gov   (602) 273-3488

Daniel Rauscher, Project Manager

Aviation Department

Meeting Overview

Attendance sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (**RFx: 6000001668**):

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

Project Description and Scope of Work

SOQ Evaluation Criteria

Submittal Requirements: *Page Count, Disqualifications*

Procurement Information

Important Dates: *Selection Schedule*

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

Vendor Registration
vendor.support@phoenix.gov
602.262.1819

PROJECT DESCRIPTION

Terminal 3 Processor & Baggage Handling System (BHS) Improvements

- Re-Establish Remote Passenger Check-In / Baggage Check Operation
- Transform Terminal Check-In Lobby
- Reconfigure BHS for Out-of-Gauge Screening and Oversize BHS Operations
- Expand EDS Checked Baggage Reconciliation Area Buffer
- Relocate & Expand Outbound Baggage Handling Manual Encode Station
- Add Outbound Baggage Make-Up Carousels at North & South Concourses
- Modify Inbound Baggage to Add Induction Pier & Extend Claim Carousels
- Transition Baggage Handling System Controls to Ethernet Protocol
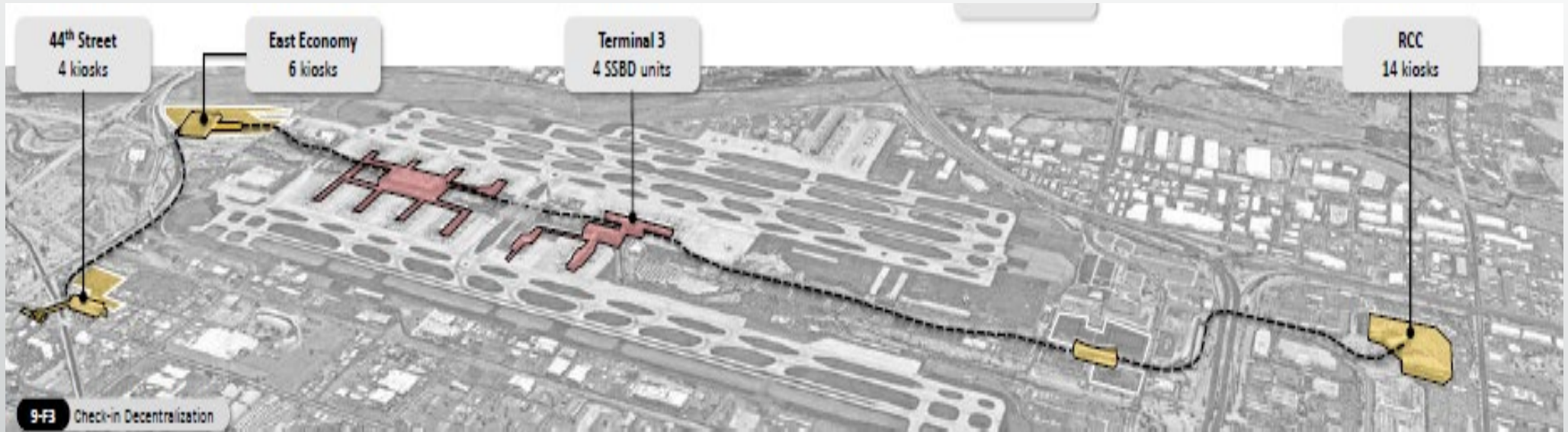- Develop Security Screening Check Point at Level 4

TERMINAL 3 – PROCESSOR

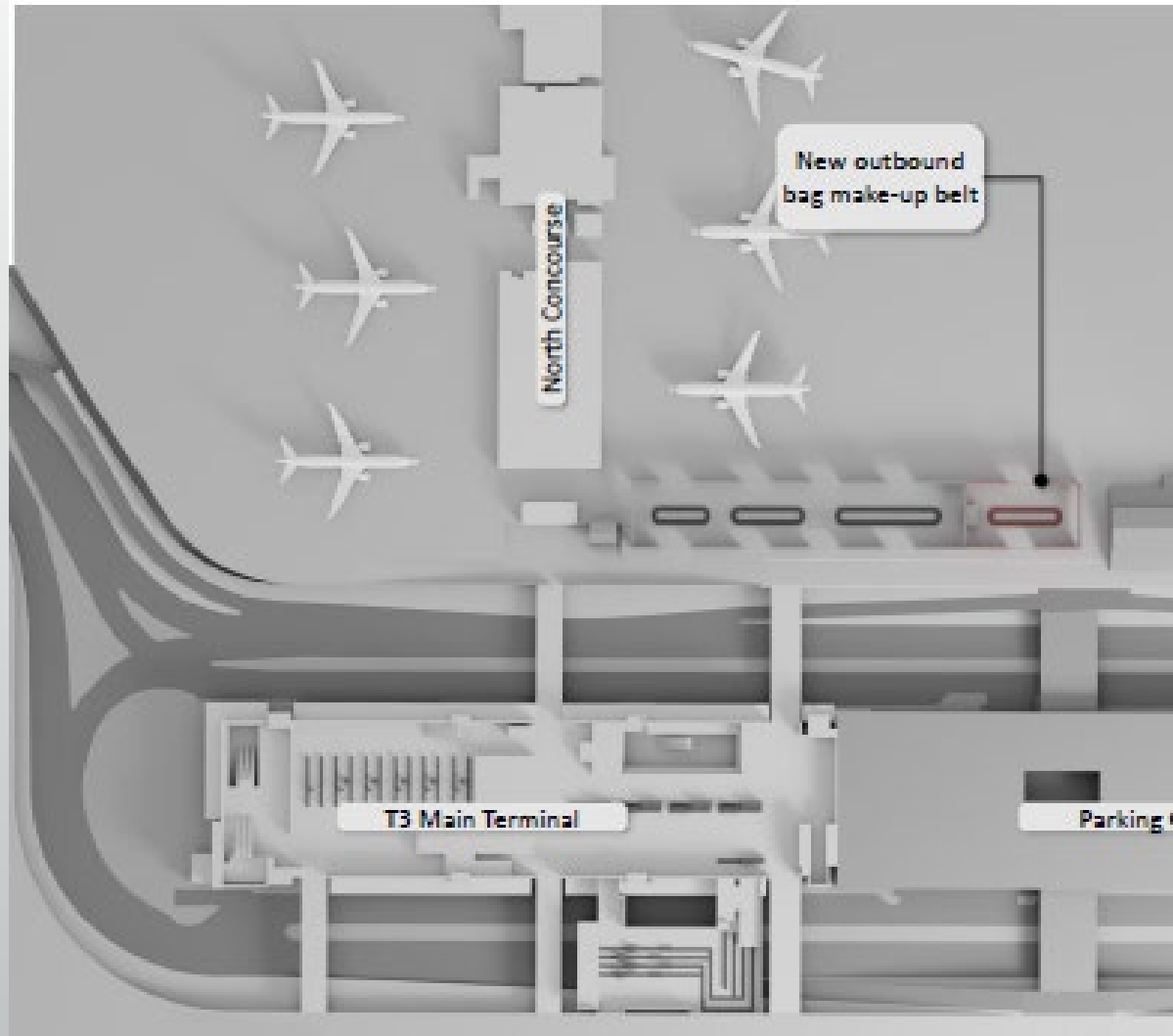# REMOTE PASSENGER CHECK-IN / BAG CHECK

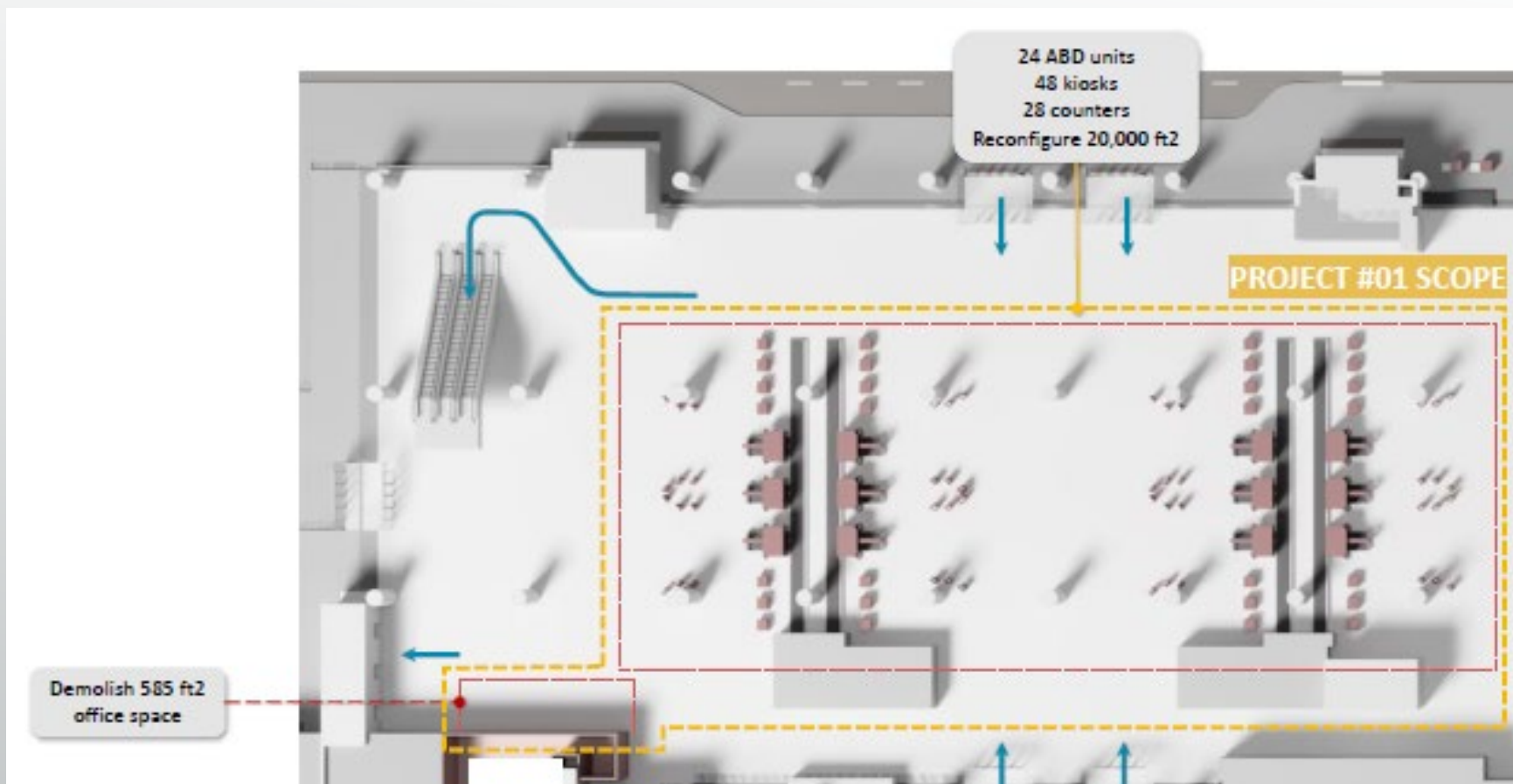# TERMINAL 3 – SOUTH – OUTBOUND BAGGAGE
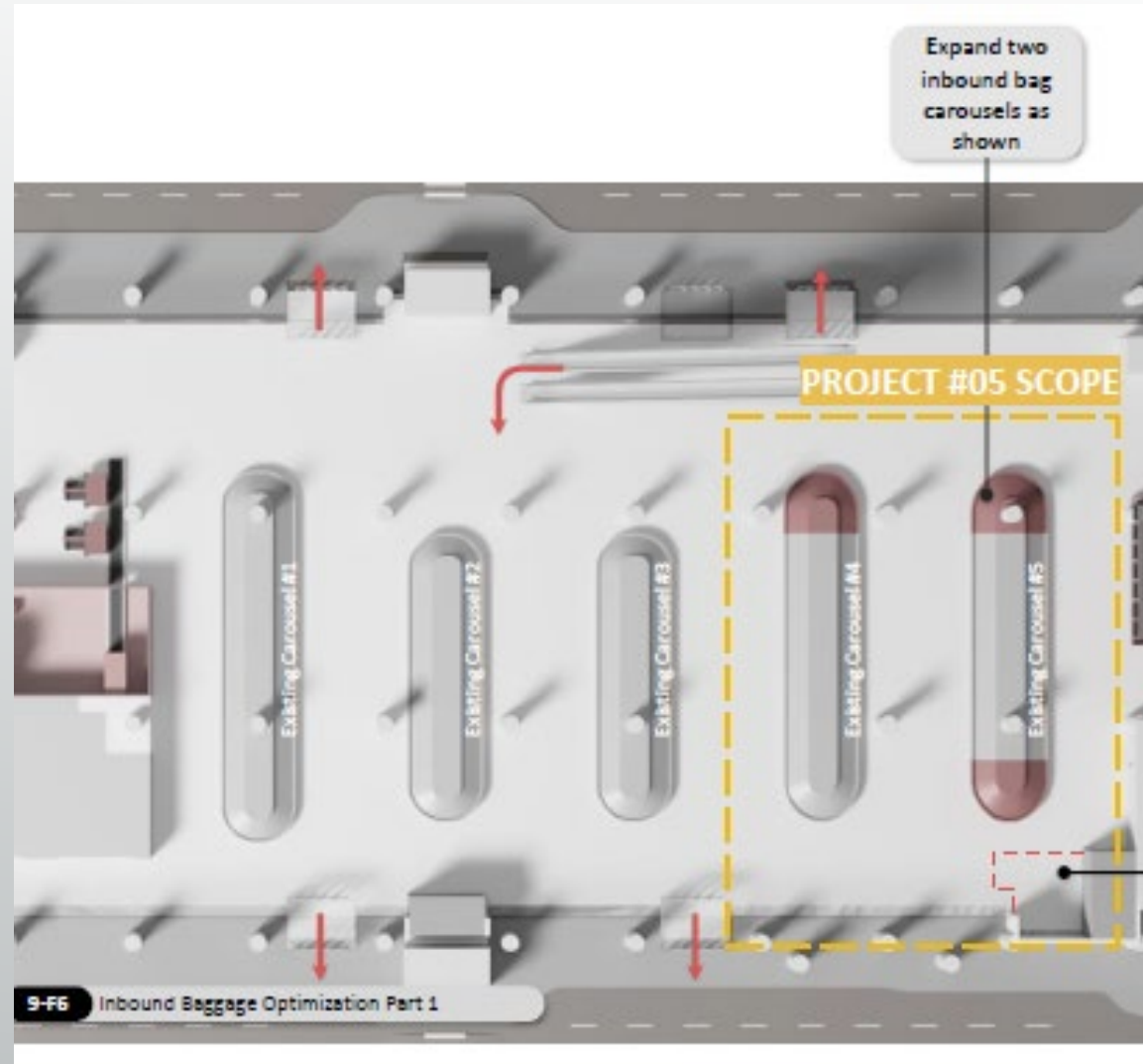
TERMINAL 3 – NORTH – OUTBOUND BAGGAGE

New inbound stripping pier (route to Carousel #5)
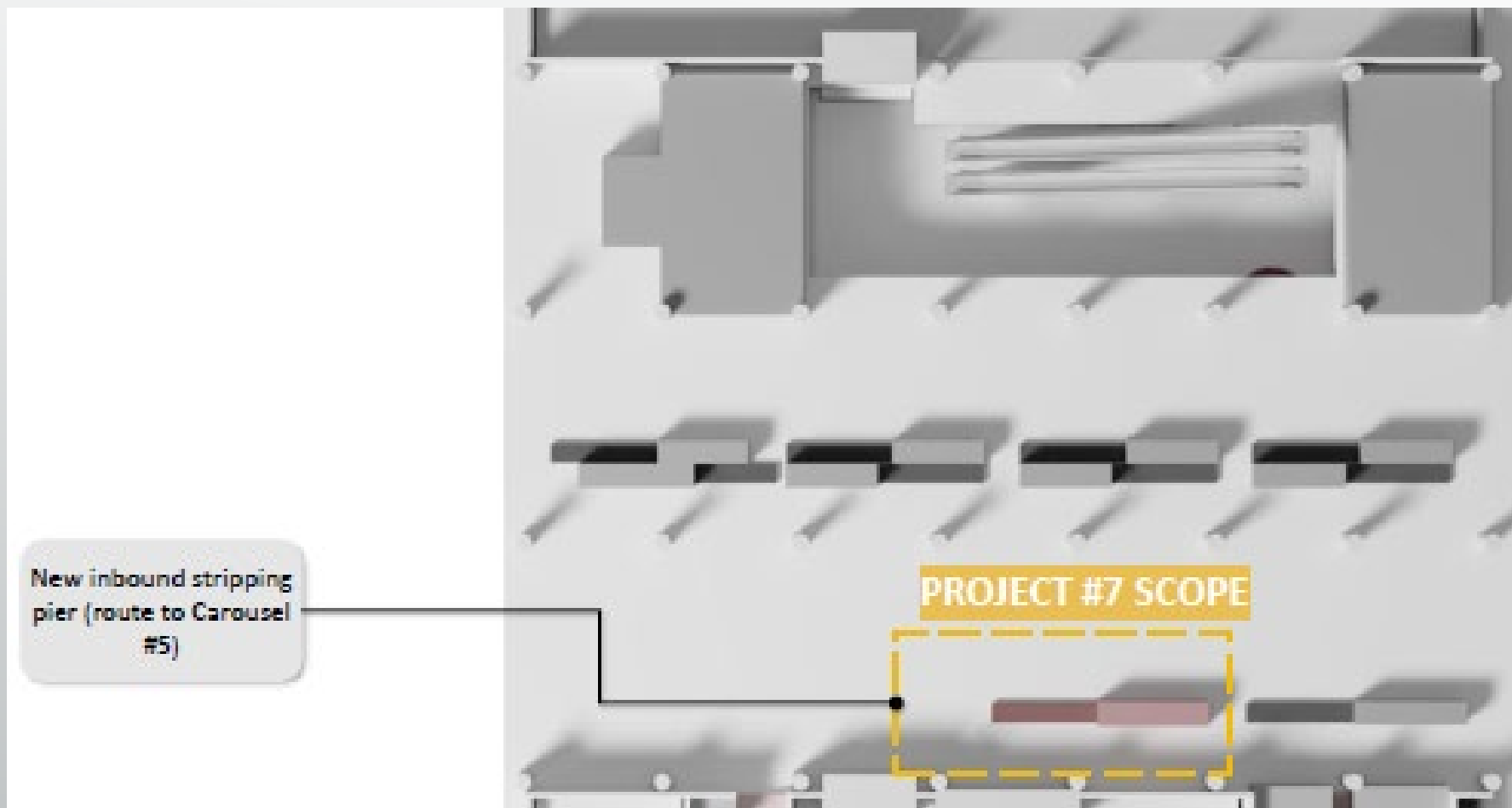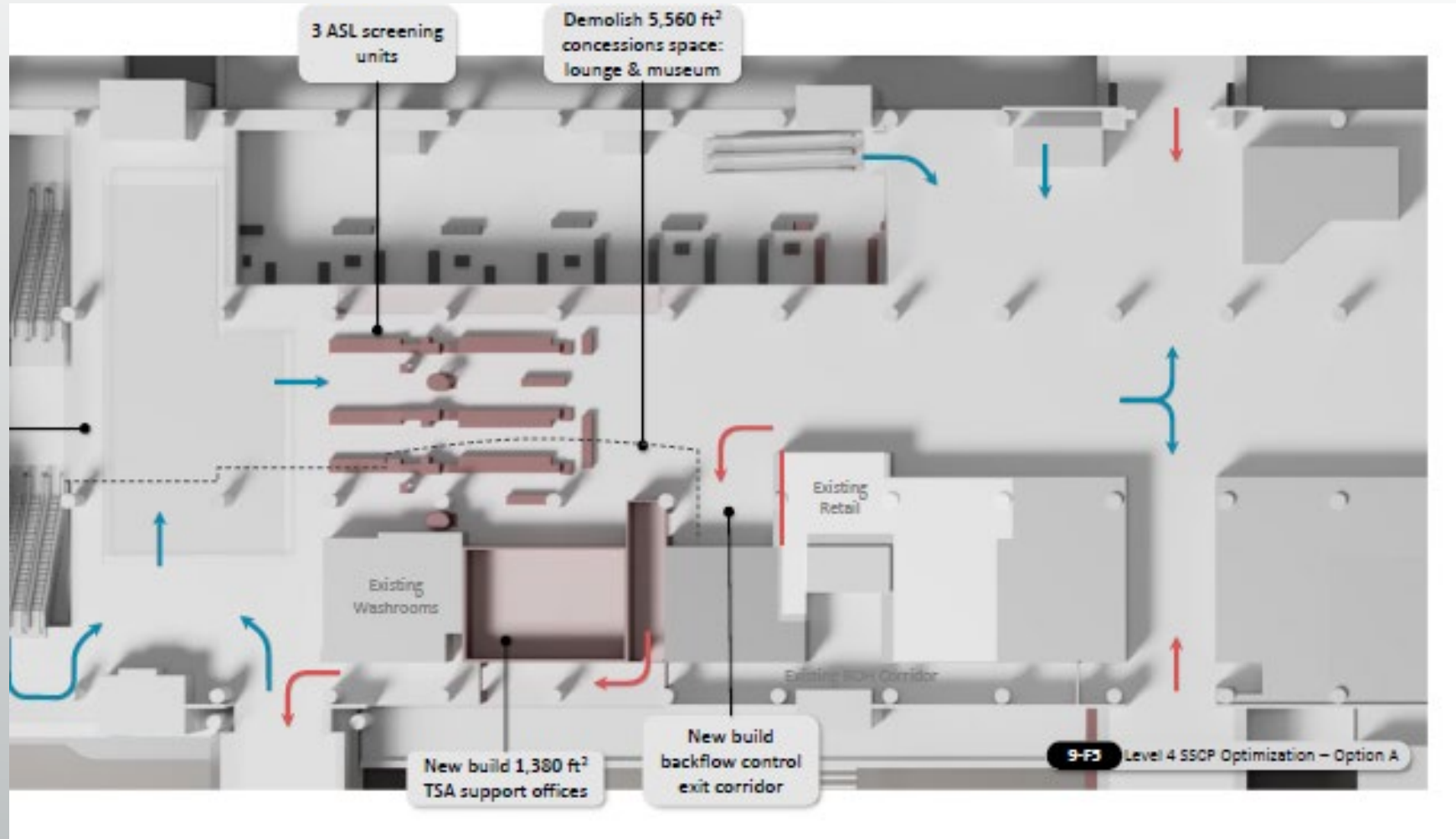
PROJECT #7 SCOPE

SCOPE OF WORK

Design Services

- Collaborate with Project Team to Establish & Meet Project Goals; Scope, Cost, Time

- Develop & Issue Drawings & Specifications

- Prepare Presentations for Stakeholders

- Develop Studies to Facilitate Decisions

- Prepare Performance Based Drawings & Specifications (30%) for BHS Procurement

- Address Stakeholder & CMAR Milestone Review Design/Constructability Comments

- Prepare Construction Cost Estimates & Reconcile with CMAR

- Perform Value Engineering & Cost Reduction Analysis to Optimize Project Budget

- Develop Schedule of Design Submissions for Milestone & Regulatory Reviews

SCOPE OF WORK

Design Services

- Identify Utility Easements

- Design Project to LEED & Aviation Department Sustainability Goals

- Coordinate Content with CMAR Proposed GMP Packages & Issue Documents

- Review CMAR Inquiries during Procurement & Issue Addenda

- Provide BHS and Security Checkpoint design compliant with current TSA Planning Guidance and Design Standards (PGDS) and Checkpoint Requirements and Planning Guide (CRPG)

- Provide design for all associated BHS, structural, electrical, mechanical, technology, Fire/Life/Safety/Security, HVAC, plumbing, civil work and other as required.

SCOPE OF WORK

General Project Administration Services

- Collaborate & Coordinate with City & Construction Manager at Risk (CMAR)
- Attend All Project Meetings
- Submit & Retrieve To & From Agencies Required Documents
- Coordinate All Permits & Approvals from Federal, State, County, and Local Authorities
- Prepare & Submit Written Monthly Progress Reports
- Coordinate & Integrate Technology Specialties
- Verify LEED Goals / Certification Level & Aviation Department Sustainability Goals
- Develop, Maintain, & Distribute Project Directory
- Utilize City Web-Based Project Management System (UNIFIER)

SCOPE OF WORK

Construction Administration & Inspection Services (if requested)

- Participate in CMAR Construction Progress & Project Meetings
- Review & Respond to Requests For Information and Construction Submittals
- Prepare & Issue Construction Change Directives & Proposal Requests
- Perform Field Inspections & Prepare Reports
- Participate in Operational Readiness Activation & Transition (ORAT) Meetings
- Perform Reviews & Provide Input on Sustainability Evaluation Criterion
- Review and Certify CMAR Progress Payments
- Prepare & Submit LEED Report(s)
- Review & Validate Entitlement of CMAR Potential Change Notices & Change Orders
- Provide Compliance/Peer Review of BHS Contractor 70% and 100% TSA design Submittal.
- Attend and participate in BHS Site Acceptance Testing (SAT), Pre-ISAT (Integrated Site Acceptance Test), TRR (Test Readiness Review), ISAT, (Integrated Site Acceptance Test) coordination and documentation (as required).
- Prepare & Submit Punch List and Record Documents
- Review & Comment on Close Out Documentation
- Participate in 11 ½ Month Warranty Inspection

SOQ Evaluation Criteria

A. Design Experience of the Prime Firm *(150 pts max)*

B. CA & I Experience of the Prime Firm *(150 pts max)*

C. Design Experience of Key Personnel and Subs *(125 pts max)*

D. CA & I Experience of Key Personnel and Subs *(125 pts max)*

E. Project Understanding and Approach *(350 pts max)*

F. Staffing Information for Key Personnel *(100 pts max)*

*Reference Check *(21 points maximum)*

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

*Provide responses in the order listed in the RFQ

*Be complete, be concise

Submittal Requirements

Submit One (1) page Information Sheet

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Paper Size shall be 8½ " x11"; Font size no less than 10 pt.

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Each page containing resumes, evaluation criteria, and additional content will be counted toward the maximum page limit

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Pages that have project photos, charts and/or graphs will be counted toward the maximum page limit noted above

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Submit SOQ via email, in .pdf format to Annette Perez at annette.perez@phoenix.gov

Maximum Page Count

Maximum 25 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*

Grounds for Disqualification

☑ Failure to submit electronically by email to **annette.perez@phoenix.gov** by the due date and time

☑ Violating "Contact with City Employees" policy

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 <u>Solicitations</u> only

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

SELECTION SCHEDULE

SOQs Due…………………………………….……November 8, 2024

Selection Notification…………………Late November 2024

Scope Meeting……………………….Mid-December 2024

Questions AFTER TODAY…

Last Day for questions is seven days before the SOQ's are due or Friday, November 1, 2024.

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

Reference RFx Number: **6000001668** in your email subject line

Or Call Annette Perez at (602) 273-3488

THANK YOU
for attending!