



**CITY OF PHOENIX
AVIATION DEPARTMENT**

**PHOENIX SKY HARBOR INTERNATIONAL AIRPORT
FACILITIES & SERVICES TONTO LOT CAMPUS PHASE I
ENGINEERING SERVICES
AV16000037**

PRE-SUBMITTAL MEETING

PROCUREPHX PRODUCT CATEGORY CODES: 925000000

RFx Number: 6000001650

October 24, 2024

Meeting will start at 1:00 p.m.



WELCOME AND INTRODUCTIONS

City of Phoenix Representatives

Annette Perez, Contracts Specialist II

Point of Contact for Submittals and RFQ Questions

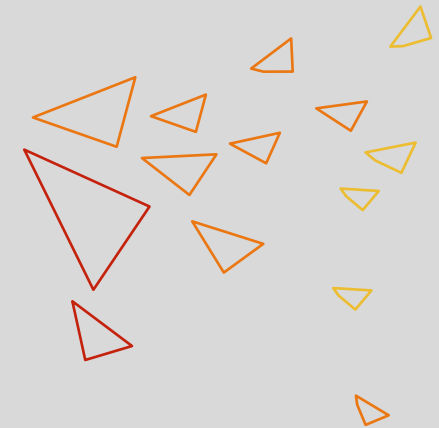
Office of the City Engineer, Design and Construction Procurement

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

Rick Pfannenstiel, Project Manager

Design and Construction Services Division

Aviation Department





AGENDA

Questions are welcome after
each presentation

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



MEETING OVERVIEW

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 6000001650)

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.

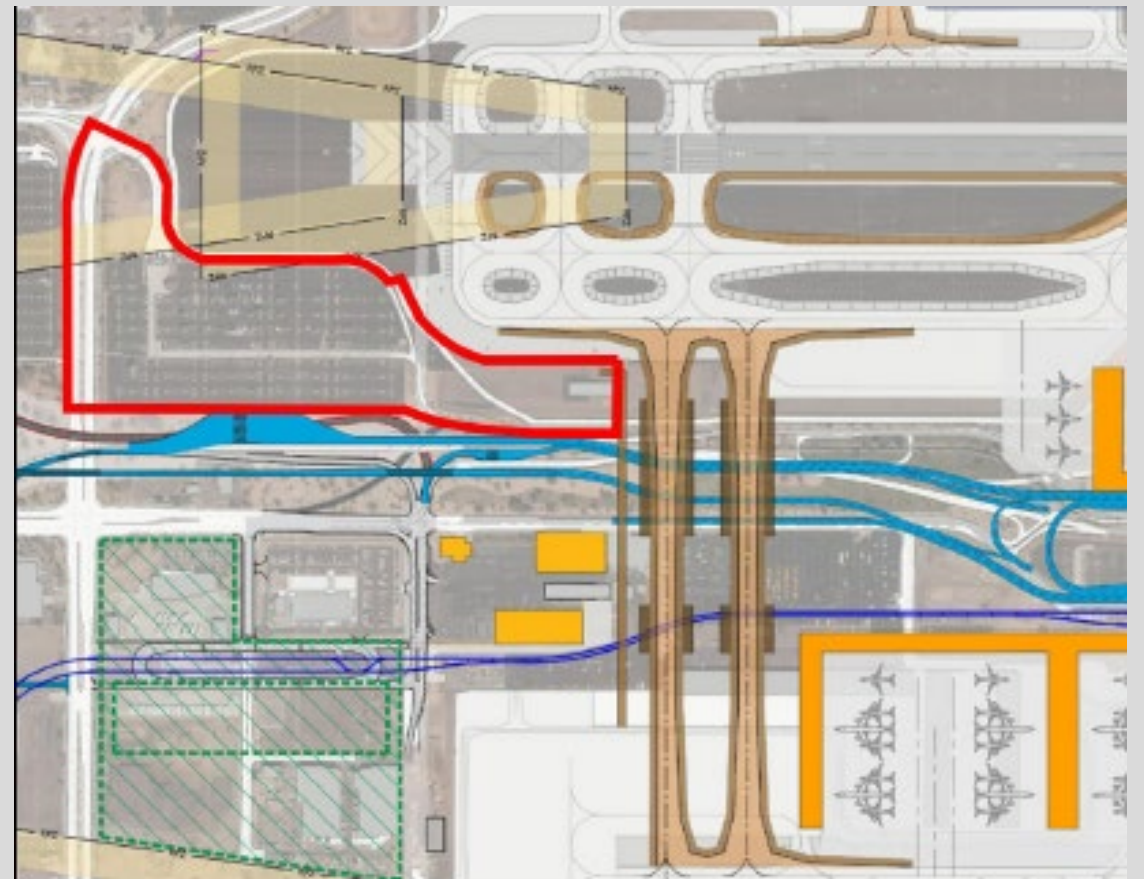
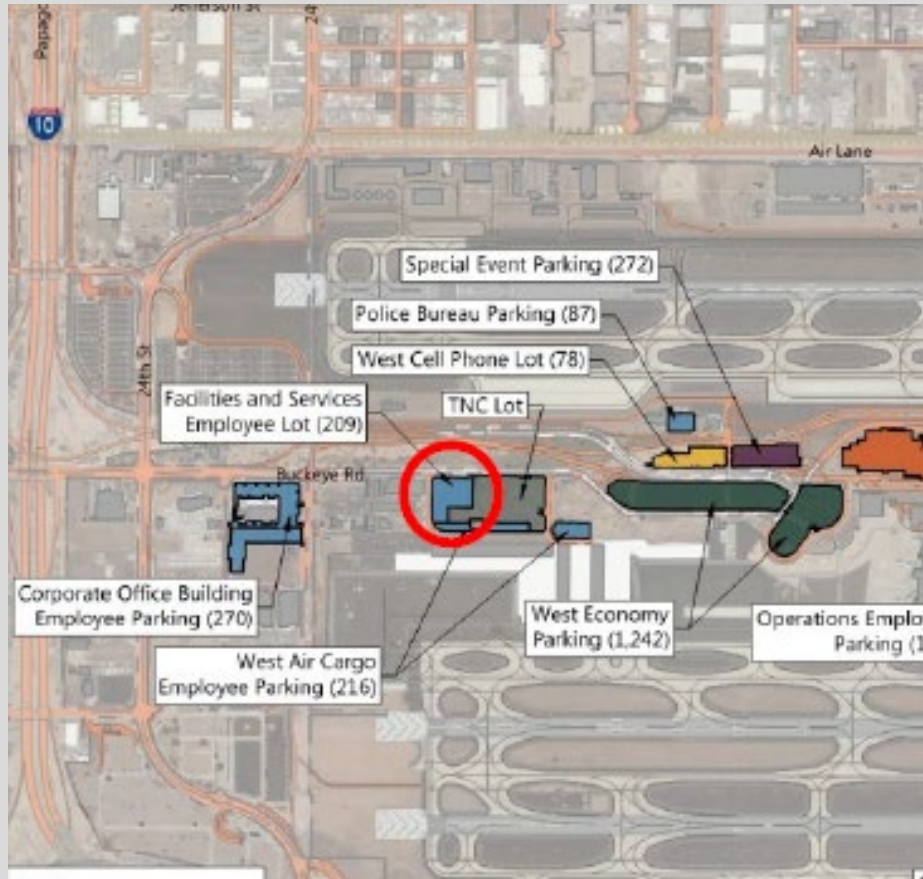


PROJECT DESCRIPTION

- **Multi-Building Campus – Phased Development**
 - Phase 1 – Multi-Tenant Facility – 32,000 sf
 - Warehouse / Office for Facilities & Services Division – 22,400 sf
 - Office / Training / Support for Police Canine & Bomb Squad Division – 6,300 sf
 - Warehouse / Support for Federal Aviation Administration – 3,650 sf
 - Site Development to Realign Roadway & Perimeter Fence
 - Vehicle Parking – 60 spaces
 - Phase 1 – Site Master Plan – 16 acres
 - Multi-Building Campus for Administration, Shops, Stores, & Fleet – 180,000 sf
 - Maintenance Yard – 327,000 sf
 - Vehicular Parking – 400 spaces



PROJECT LOCATION





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

- **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
- 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
- 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



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
 - Prepare & Submit Punch List and Record Documents
 - Review & Comment on Close Out Documentation
 - Participate in 11 ½ Month Warranty Inspection



Any Questions?





SOQ EVALUATION CRITERIA

Maximum Number of Points is 1000

- A. Design Experience of the Prime Firm *(100 pts max)*
- B. CA & I Experience of the Prime Firm *(100 pts max)*
- C. Design Experience of Key Personnel and Subs *(150 pts max)*
- D. CA & I Experience of Key Personnel and Subs *(150 pts max)*
- E. Project Understanding and Approach *(350 pts max)*
- F. Staffing Information for Key Personnel *(150 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: (project title, project number, RFx number, firm name (**full legal name**), address, phone number, vendor number, and name, title, email address and signature of contact person for the project). **Do not include any additional information.**
- Paper Size 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.

MAXIMUM pages permitted is
20 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 electronically by email to annette.perez@phoenix.gov after the submittal due date and time.
- Violating the “Contact with City Employees” policy



IMPORTANT DATES

SELECTION SCHEDULE

- SOQs DUE November 8, 2024
- Selection Notification Early December 2024
- Scope Meeting January 2025



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 advertisement 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



VENDOR REGISTRATION

REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov

- **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 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 Codes are: 925000000

- RFX Number is: 6000001650

- 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 >



Last day for Questions (SOQ) is
Friday, November 1, 2024

Email all questions to:

annette.perez@phoenix.gov

QUESTIONS AFTER TODAY?

Reference RFX Number:

6000001650

in your email subject line

Or call Annette Perez at:

(602) 273-3488



**THANK YOU FOR
ATTENDING!**