



*Welcome*

**LIBRARY DEPARTMENT**

**PHXWORKS AND STARTUPPHX AT BURTON BARR  
DESIGN-BID-BUILD**

**PRE-BID MEETING**



**CITY OF PHOENIX  
REQUEST FOR BIDS  
LIBRARY DEPARTMENT**

***Pre-Bid  
Meeting***

***OCTOBER 11, 2024***

**PHXWORKS AND STARTUPPHX AT BURTON BARR**

**DESIGN-BID-BUILD**

**PROJECT NOs.: 7510111011 AND LS71100008 ARPA**

**RFX NUMBER: 6000001613**

**PROCUREPHX PRODUCT CATEGORY CODE: 912000000**



# ***WELCOME AND INTRODUCTIONS***

## **City of Phoenix Representatives**

**Bobbie Hobart**, Contracts Specialist I  
*Point of Contact for Submittals and Bid Questions*  
Office of the City Engineer, Design and Construction Procurement  
[bobbie.hobart@phoenix.gov](mailto:bobbie.hobart@phoenix.gov)  
(602) 534-8352

**Joseph Escobedo**, Project Manager  
Library Department

**Gary J Nelson**, Vertical Project Manager  
Street Transportation Department



# AGENDA

Questions are welcome  
after each presentation

- ❑ Meeting Overview
- ❑ Project Description / Scope of Work / Project Location
- ❑ Submittal Requirements
- ❑ Grounds for Disqualification
- ❑ DCP Procurement Webpages
- ❑ City of Phoenix Solicitation Webpages
- ❑ ProcurePHX for RFX
  - ❑ Vendor Registration
- ❑ Questions After Today



# ***MEETING OVERVIEW***

**Please sign your Name, Firm Name, Phone Number, and E-mail address  
on the Attendance Sheet**

**Submit your questions asked today by email to [bobbie.hobart@phenix.gov](mailto:bobbie.hobart@phenix.gov)  
Subject line: RFX 6000001613**

**The Attendance Sheet, PowerPoint and Addendums will be posted on City of Phoenix's  
ProcurePHX system at: (RFX 6000001613)**

**<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.***



# *PROJECT MANAGER*

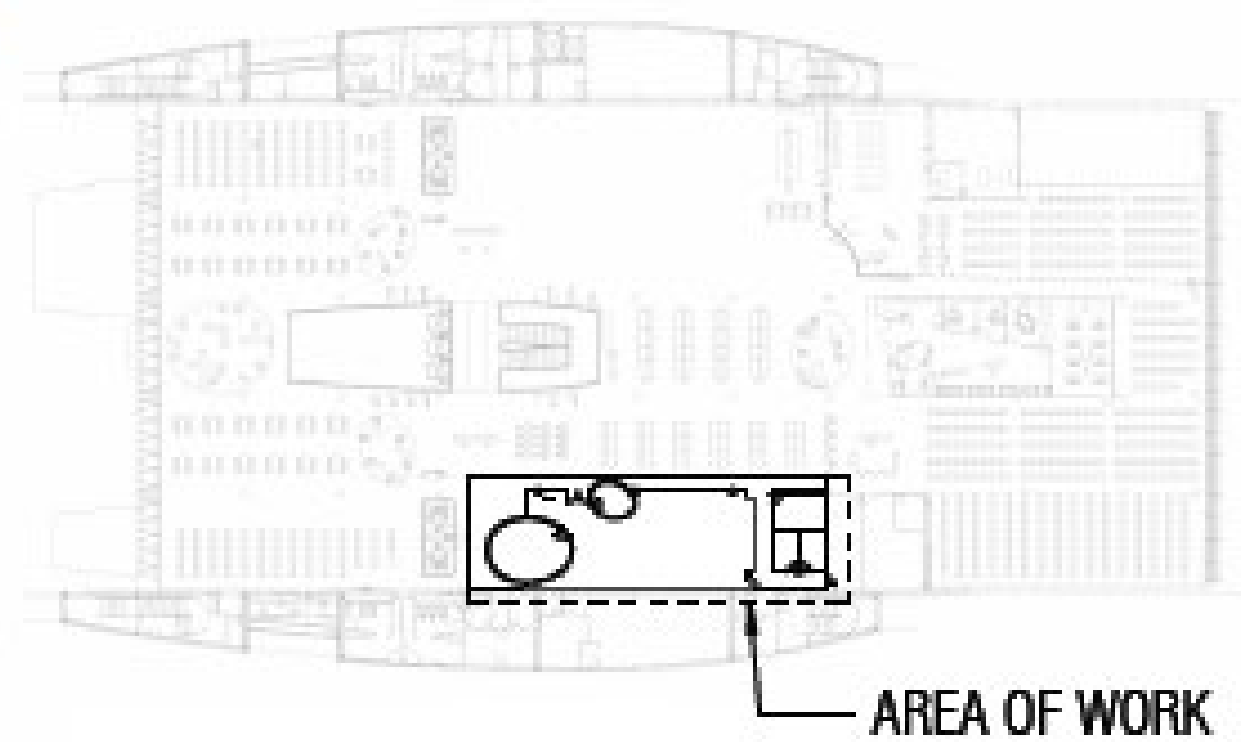
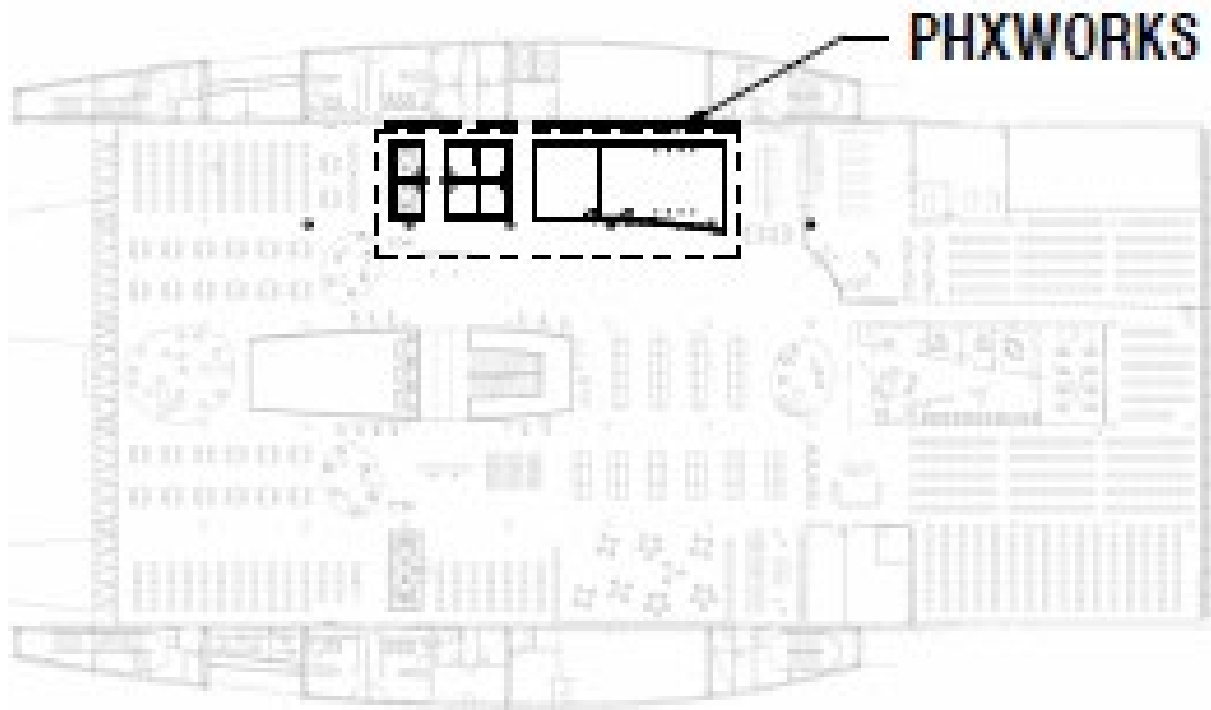
Gary J. Nelson, AIA, NOMA, NCARB  
Vertical Project Manager

and

Joseph Escobedo, Project Manager  
Library Department



# PROJECT LOCATION





# *PROJECT DESCRIPTION AND SCOPE OF WORK*

## **PROJECT NOS. 7510111011 AND LS71100008 ARPA PHXWORKS AND STARTUPPHX AT BURTON BARR**

**StartUpPHX space on the second floor of the Burton Barr Central Library** - 3,600 square foot expansion for a media study and a conference room. Scope of work includes but not limited to demolition of identified areas, installation of new drywall, mechanical, electrical, lighting, glazing and doors. Fire suppression installation is not in the project scope of work.

**PHXWorks space on the second floor of the Burton Barr Central Library** - 2,159 square foot expansion for a conference room and four study rooms. Scope of work includes but not limited to removal of existing bookshelves, installation of new drywall, mechanical, electrical, lighting, glazing and doors. Fire suppression installation is not in the project scope of work.





Any Questions?

A hand holding a red marker is shown in the lower right, circling the text 'Any Questions?' with a thick red line. The text is written in a black, casual, handwritten font. The background is white with a faint, repeating watermark of a grid pattern and the word 'depositphotos'.



# ***BIDDERS SHOULD REVIEW***

## **Information for Bidders (IFB) Section**

### **Questions**

All questions regarding plans and specifications must be received by the Contracts Specialist, 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 3 calendar days after bid opening by 5:00 p.m.**

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

E-mail to: **[bobbie.hobart@phoenix.gov](mailto:bobbie.hobart@phoenix.gov)**

# SUBMITTAL REQUIREMENTS

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

### SURETY BOND

Submit in a separate sealed envelope:

**Bid Bond – S.B.-1 (rated A- or better)**

**Failure to submit = Non-Responsive**

- ❖ Completed Bid Proposal P-1 to P-2
- ❖ Proposal Submittal P.S. -1
- ❖ Included your Bid Bond or Guarantee Cashier's Check (S.B.-1)
- ❖ Completed Certification with Regard to Equal Opportunity Clause for Contractor and Subcontractors (E.O.C.-1)
- ❖ Completed List of Major Subcontractors & Suppliers (L.O.S.-1)
- ❖ Buy American Certificate (B.A.C.-1)
- ❖ Non-Collusion Affidavit (N.C.A.-1)
- ❖ Certification of Non-Segregated Facilities (N.S.F.-1 to 2)





# POST-BID SUBMITTAL CHECKLIST

THE THREE LOWEST BIDDERS MUST PROVIDE WITHIN  
THREE (3) CALENDAR DAYS AFTER BID OPENING DATE BY 5:00 P.M.

- ✓ 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

*\*\*allow time for Security Screening\*\**





# 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 header with the logo and navigation links like 'PHX At Your Service', 'PHX Pay Online', 'Map It', 'Find Public Records', 'PHXTV', and 'Translate'. The main content area is titled 'Consulting & Construction For Capital Improvement Programs'. It includes a search bar, a breadcrumb trail 'City of Phoenix > Street Transportation > Procurement Opportunities', and a detailed description of the procurement process. Key sections include 'Current Opportunities', 'Project Interviews', 'Bid Results and Project Selections', and 'Subscribe to Procurement Newsletter'. There is also a section for 'Other Useful Resources' with links to 'Protest Policy', 'Submit Protest to City Clerk', 'Submitter's Handbook', 'Public Records Request', and 'SBE/DBE Directory'.

## 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



# *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



# *VENDOR REGISTRATION*

*vendor.support@phoenix.gov*

*602.262.1819*



# procurePHX

Have you  
signed up?



# 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: 6000001613
- The VENDOR NUMBER is to be included in the Bid Proposal Sheet

## REGISTRATION HELP



Call Help Desk  
(602) 262-1819

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



# procurePHX

Have you  
signed up?

## 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](mailto:vendor.support@phoenix.gov) or call (602) 262-1819.

Instructions



Registration



ProcurePHX Login





**QUESTIONS  
AFTER TODAY?**

**Stay for  
ProcurePHX  
Overview  
otherwise,**

**THANK YOU FOR  
ATTENDING!!!**

Email all questions to:  
[bobbie.hobart@phoenix.gov](mailto:bobbie.hobart@phoenix.gov)

Reference RFx Number: **6000001613** in  
your email subject line

Or call Bobbie Hobart at:  
(602) 534-8352



# *ProcurePHX and RFx Overview*

*Vendor  
Registration*

*Login*

*Viewing  
Solicitations*

*Subscribe to  
Notifications*

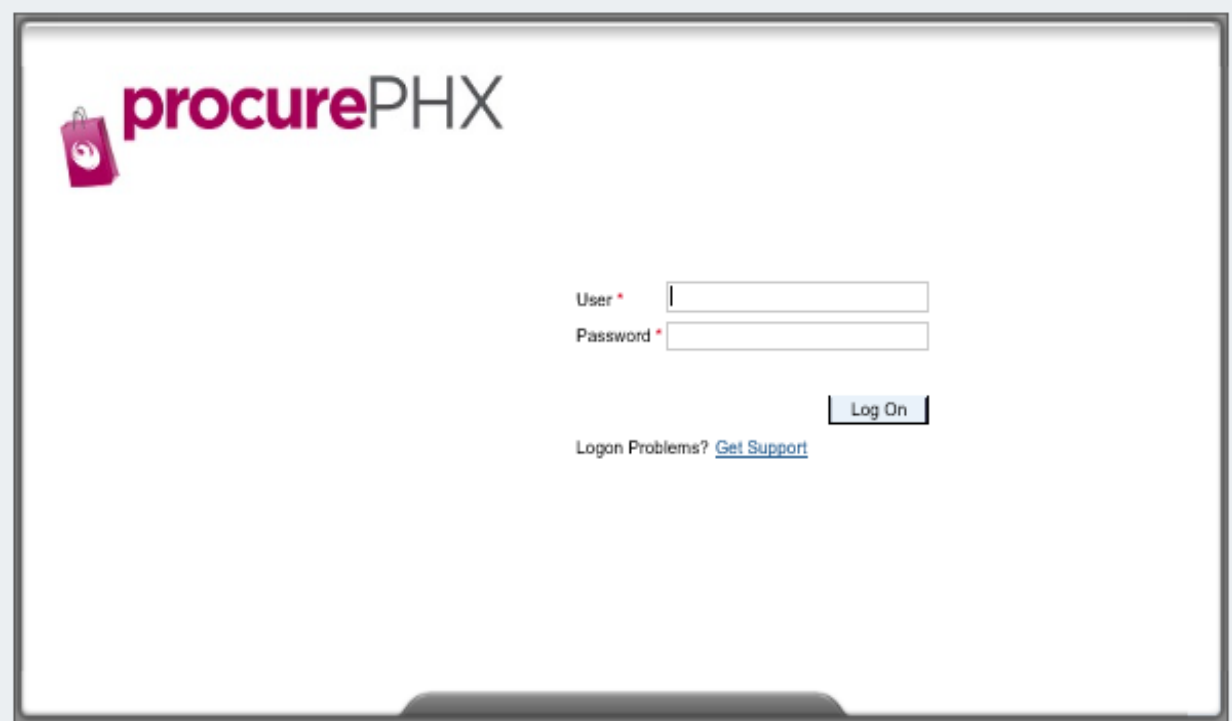



# Login to ProcurePHX

IF YOUR FIRM IS ALREADY REGISTERED WITH THE CITY OF PHOENIX'S PROCUREPHX SYSTEM, VISIT [HTTPS://EPROCUREMENT.PHOENIX.GOV/IRJ/PORTAL](https://eprocurement.phoenix.gov/irj/portal) TO LOGIN AND ACCESS THE ELECTRONIC SOLICITATION

*Product Category Code is: 912000000  
RFx (Event) Number is: 6000001613*

*Note: The **VENDOR NUMBER** is to be included on the cover of the Bid Proposal*

A screenshot of the ProcurePHX login page. The page features the ProcurePHX logo in the top left corner, which includes a pink shopping bag icon. Below the logo, there are two input fields: "User" and "Password", both marked with a red asterisk. To the right of the "Password" field is a "Log On" button. At the bottom left of the page, there is a link that says "Logon Problems? [Get Support](#)".

  
User \*   
Password \*   
  
Logon Problems? [Get Support](#)



# *RFx Tips*

- Click “**Refresh**” often
- Make sure your Pop-Up blocker is turned **OFF**
- Application is accessible with **MS Edge (NOT Internet Explorer)**
- When in the application, check for Notifications and other uploads by scrolling to the far right until you see a vertical ribbon. Then scroll down on the ribbon.
- When finished, always click “**Close**” on current screen, then click “**Log Out**” on upper right corner, following you can click the “**X**” in the upper right corner of the internet application.



# RFx Home screen - Login

Once you are logged in to ProcurePHX portal:

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

Select RFx and Auctions tab on the Ribbon

*You will be taken to the RFx Overview (Event) Page*

SAP

◀ Back Forward ▶ History Favorites Personalize View Help

RFx and Auctions Administration Messages

Home Create Users Own Data Company Data

Administration > Home

Thank you for your interest in becoming a vendor in the  
As a Vendor Administrator for your company you have





# FINDING SOLICITATIONS

Click **Refresh** Button on the RFX Overview (Event) Page to see the most current information.

Find the solicitation you'd like to view from the list, by RFX (Event) Number.

For this solicitation, your RFX (Event) Number is:  
**6000001613**

RFX and Auctions Administration Messages

Overview

RFX and Auctions > Overview > RFX and Auctions

**Active Queries**

eRFxs **All (7)** [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

**eRFxs - All**

Show Quick Criteria Maintenance

View: [Standard View] Create Response | Display Event | Display Response | Print Preview **Refresh** Ex

Event Number	Event Description	Event Type	Event Sta
<a href="#">6000000583</a>	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published



# View selected solicitation

RFx and Auctions Administration Messages

Overview

RFx and Auctions > Overview > RFx and Auctions

**Active Queries**

eRFxs [All \(7\)](#) [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

**eRFxs - All**

► Show Quick Criteria Maintenance

View: [Standard View] | Create Response **Display Event** Display Re

Event Number	Event Description
6000000583	PHX-19-R-ZCIP-63-000004-001
6000000578	PHX-19-R-ZCIP-84-000001

1. Click the gray box next to the RFx (Event) Number you'd like to view. Then,

2. Click **Display Event**

This will open a new window to view the selected RFx


*If you don't see the new window, check your **POP-UP BLOCKER**.*



# Would you like updates on this solicitation?



## Display RFX :

Print Preview |  | Close Participate Do Not Participate Tentative Create Response

Rfx Number 6000000583 Smart Number PHX-19-R-ZCIP-63-000004-001 RFX Statu  
Rfx Version Type Active Version



RFX Information

Items

Notes and Attachments

Rfx Parameters | Questions | Notes and Attachments | Table Extensions

Time Zone: MSTNO

\* Start Date: 07/11/2018 13:30:00

\* Submission Deadline: 07/11/2018 14:00:00

Opening Date: 07/11/2018 14:00:00

Currency: USD

\* Title: SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR \

Update your **Participation Status** accordingly

1. Click Participate. *This will ensure you to get email notifications regarding your RFX Event, i.e. Addendas, New Attachments.*
2. Review **RFX Information** Tab for Start/Due dates/ Title of Solicitation

# QUESTIONS

