



**WELCOME**

**STREET TRANSPORTATION DEPARTMENT  
ARPA LOCAL DRAINAGE MITIGATION**

**PACKAGE 3  
DESIGN-BID-BUILD**

**PRE-BID MEETING**

**Meeting will start at 9:00 a.m.**



**CITY OF PHOENIX  
CALL FOR BIDS  
STREET TRANSPORTATION DEPARTMENT**

***Pre-Bid  
Meeting***

**ARPA LOCAL MITIGATION PACKAGE NO. 3  
DESIGN-BID-BUILD**

**PROJECT NO.: PW2620003, ST83140112 ARPA,  
ST83140117 ARPA, ST83140118 ARPA, AND  
ST83140124 ARPA**

**PROCUREPHX CODE: 912000000**

**RFX NUMBER: 6000001687**

**OCTOBER 25, 2024**

# 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

### **Ryan Bentz, Project Manager**

Office of the City Engineer, Floodplain Management

### **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



# AGENDA

Questions are welcome after  
each presentation

- ❑ Meeting Overview
- ❑ Vendor Registration
- ❑ EOD DBE Requirements
- ❑ Scope of Work and Project Locations
- ❑ 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 6000001687)**

**<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.***



# procurePHX

Have you  
signed up?

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: 6000001687
- ▶ 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 three calendar days after Bid Opening by 4:00 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

The City of Phoenix is executing multiple infrastructure and stormwater improvement projects as part of the 2021 American Rescue Plan Act and through funding Public Works General Funding.

Focus on enhancing drainage, reducing flooding, and upgrading public facilities.

## **Project Components Include:**

Replacing and improving the parking lot for the City Clerk Customer Service Center.

Constructing an onsite stormwater collection system for the City Clerk Customer Service Center, constructing new storm drains and catch basins at several project locations.

**Goal:** Enhance drainage, reduce flooding, improve public infrastructure, functionality, and sustainability in key areas.





# SCOPE OF WORK

## PROJECT NO. PW26220003 22ND AVENUE & LOWER BUCKEYE ROAD PAVEMENT

Re-paving 6,400 SQ. YD. of the existing parking lot for City Clerk Customer Service Center.



Re-routing an existing 12" storm drain to a proposed underground stormwater storage facility.

Provide slope and erosion protection at the south end of the parking lot adjacent to W. Lower Buckeye Road



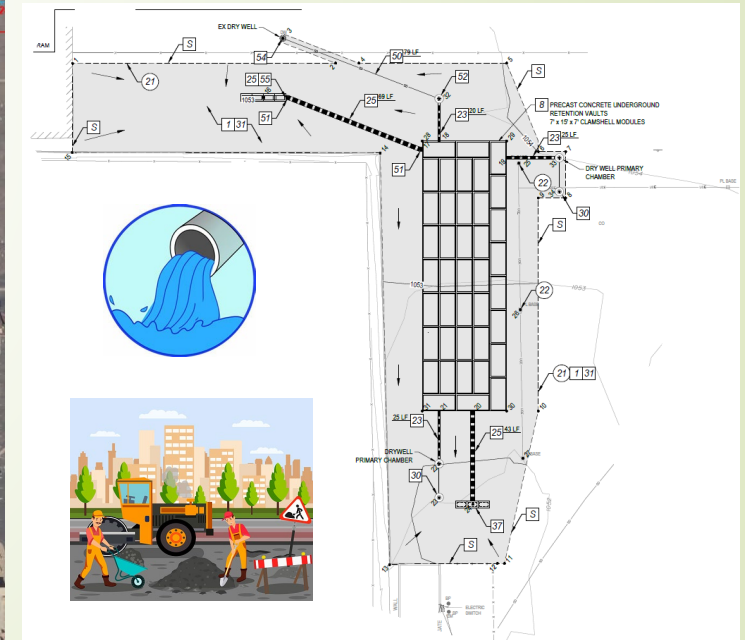




# SCOPE OF WORK

## PROJECT NO. ST83140112 22ND AVENUE & LOWER BUCKEYE ROAD

Installing catch basins, drywells, and lateral pipes to improve drainage to a new underground retention facility, along with re-grading and repaving the parking lot. Maintenance of existing drywells and temporary lighting removal are also part of the work.





# SCOPE OF WORK

## PROJECT NO. ST83140117 18TH STREET & PINCHOT AVENUE

Installing 18-inch and 24-inch storm drain pipes, manholes, and three catch basins along 18th Street, with lateral pipes for improved drainage.



Pavement work areas will be finished with micro-surface treatment on 16th and 18th Streets, and slurry seal treatment on Catalina Drive.







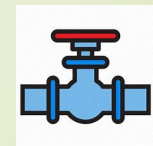
# SCOPE OF WORK

## PROJECT NO. ST83140118 WESTWOOD N 23RD AVENUE & DEVONSHIRE RD

Installing three catch basins and lateral pipes along 23rd Avenue between Indian School Road and Heatherbrae Drive.



Additional work involves reconstructing curbs, gutters, sidewalks, ADA ramps, and pavement. Water service lines and a fire hydrant will be relocated, and existing fences will be temporarily removed and replaced. The pavement cut areas will be finished with a slurry seal coat.



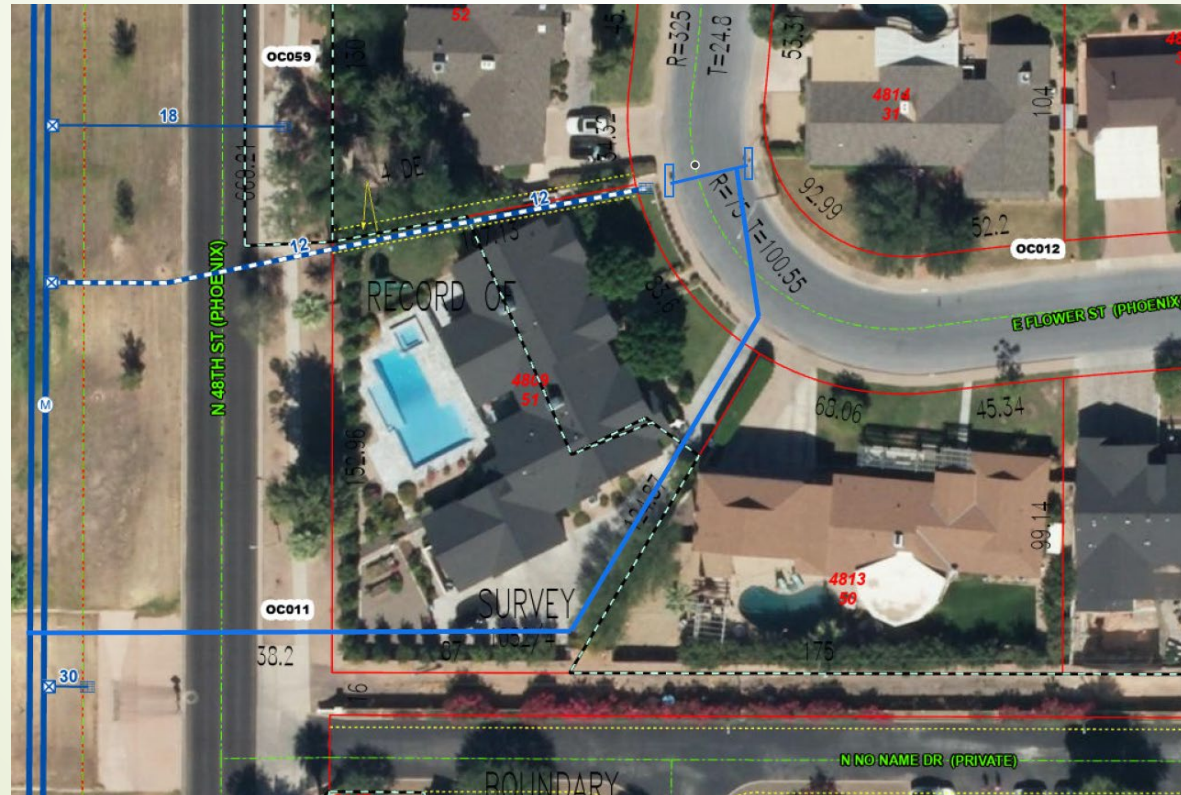




# SCOPE OF WORK

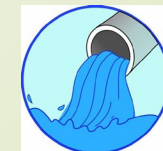
## PROJECT NO. ST83140124 48TH PLACE & EAST FLOWER STREET

The scope includes installing a 30-inch storm drain, manholes, and two catch basins on 48th Place, replacing existing basins and plugging the 12-inch outlet pipe.



It also involves reconstructing curbs, sidewalks, and driveways, along with utility relocations and landscaping.

Pavement will be refinished with micro-surface and cool asphalt treatments, with a Temporary Construction Easement in place for the work.





Any  
Questions

A large, blue, rounded speech bubble with a dark blue drop shadow. Inside the bubble, the word "Any" is written in white, bold, sans-serif font, and "Questions" is written in a larger, bold, yellow-green, rounded font. To the right of the text, there is a black and white icon of a speech bubble containing a question mark.



# ***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 November 5, 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 4:00 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

- ❖ Acknowledge all Addenda P-1
- ❖ Completed Bid Proposal P-1 to P-9 & 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.E.O.C.-1)
- ❖ 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)
- ❖ Include the Buy American Requirement Certification form, Attachment 1? (Page B.A.C.-1)
- ❖ Include the Non-Collusion Affidavit (Page N.C.A.-1)
- ❖ Include the Certification of Non-Segregated Facilities Certification form, Attachment 6? (Page N.S.F.-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  
THREE (3) CALENDAR DAYS AFTER BID OPENING DATE BY 4:00 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:

**WEDNESDAY NOVEMBER 13, 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

**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



**QUESTIONS  
AFTER  
TODAY?**

Last day for Questions is Tuesday,  
November 5, 2024

Email all questions to:

[bobbie.hobart@phoenix.gov](mailto:bobbie.hobart@phoenix.gov)

Reference RFX Number: **6000001687**  
in your email subject line

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



**THANK YOU  
FOR  
ATTENDING!**

