

### WELCOME CITY OF PHOENIX OFFICE OF THE CITY ENGINEER

LIBRARY DEPARTMENT

Pre-Bid Meeting

**OUTDOOR DIGITAL LED SIGNAGE** 

**DESIGN-BID-BUILD** 

OCTOBER 17, 2024

PROJECT NO.: LS71200110 ARPA

**RFX NUMBER: 6000001634** 

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

(602) 534-8352

Joseph Escobedo, Project Manager Library Department

Mark Binelli, 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 <a href="mailto:bobbie.hobart@phoenix.gov">bobbie.hobart@phoenix.gov</a>
Subject line: RFX 6000001634

The Attendance Sheet, PowerPoint and Addendums will be posted on City of Phoenix's ProcurePHX system at: (RFX 6000001634)

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 MANAGERS

## Mark Binelli Vertical Project Manager

and

Joseph Escobedo, Project Manager Library Department



## PROJECT LOCATION

#### 17 library locations:

- Acacia
- Agave
- Burton Barr
- Century
- Cesar Chavez
- Cholla
- Desert Broom
- Desert Sage
- Harmon

- Ironwood
- Juniper
- Mesquite
- Ocotillo
- Palo Verde
- Saguaro
- South Mountain Community
- Yucca Libraries



## PROJECT DESCRIPTION AND SCOPE OF WORK

## PROJECT NO. LS71200110 ARPA OUTDOOR DIGITAL LED SIGNAGE

Fabrication and installation of monuments signs with LED displays at 17 library sites per the design drawings. Work includes all infrastructure (electrical and ITS) to support the sign functions as designed and intended for the Library's display and digital messaging.

The five prototype digital signs can be configured to incorporate materials and colors that compliment the existing branch libraries architecture and surrounding community environments.



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With the 17 signs being ground mounted, the City will coordinate reviewing all the sites for conflicts created from soil disturbance that impacts sensitive species as well as archeological materials.

It has been determined that Cesar Chavez, Desert Broom, and Ocotillo Library require an INCRA form to be submitted to further review for conflicts. All work associated with this review and the subsequent findings will be coordinated by the City of Phoenix prior to on site work commencing. The sign contractor will not be responsible for any work associated with this phase of work.



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All signs shall have the required infrastructure installed and terminated from the sign to the locations identified on the construction drawings in a manor that complies with the required building codes, as well as is aesthetically acceptable to the City of Phoenix.

The pathways shall be mutually agreed upon by the contractor and the City of Phoenix. All areas of potential conflict with other Public and Private utilities shall be identified by the contractor and reviewed with the City of Phoenix prior to installation.







## 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 29, 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: <a href="mailto:bobbie.hobart@phoenix.gov">bobbie.hobart@phoenix.gov</a>

## **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, NOVEMBER 5, 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

► <a href="https://www.phoenix.gov/streets/procure">https://www.phoenix.gov/streets/procure</a> ment-opportunities/

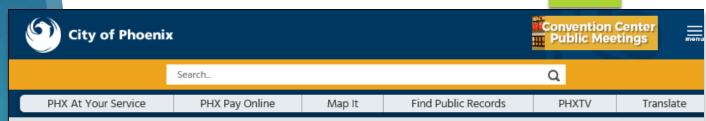
Invitation for Bids (IFB) = Specs / Plans / Addenda

Pre-Bid Power Point Presentation & Sign-In Sheet

Preliminary Bid Results

Final Results & Bid Tabulation





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 PHOEN 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 responsibleness of any received bids. Project Selections identify firms to be awarded professional services and construction opportunitie 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 informatio 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

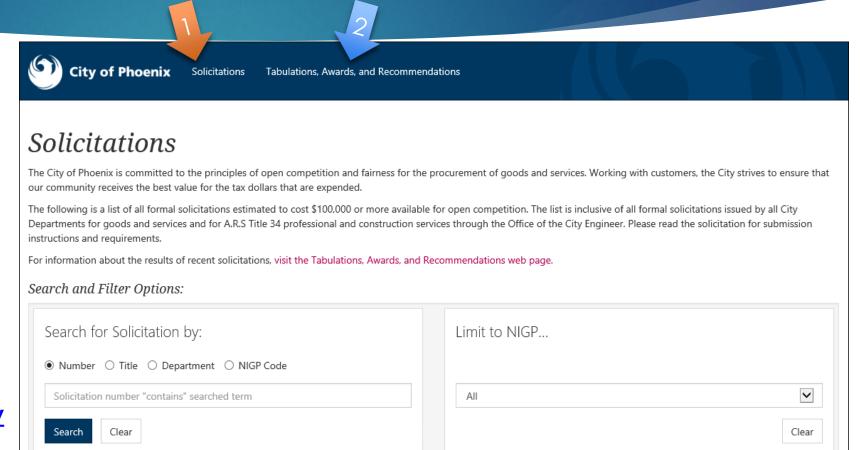
SBE/DBE Directory



## City of Phoenix Solicitations Website

- 1. Project-specific IFBs, Addendas, Sign-in Sheets, PowerPoint Presentations
- 2. Link to "Tabulations, Awards and Recommendations" web page

https://solicitations.phoenix.gov





## **VENDOR REGISTRATION**

vendor.support@phoenix.gov 602.262.1819

# procurePHX

Have You?



- 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: 6000001634
- 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



- 2. Scan Your Signed W-9
  - 3. Register in System
  - 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



## QUESTIONS AFTER TODAY?

Email all questions to: bobbie.hobart@phoenix.gov

Stay for ProcurePHX Overview otherwise,

Reference RFx Number: 6000001634 in your email subject line

THANK YOU FOR ATTENDING!!!

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 TO LOGIN AND ACCESS THE ELECTRONIC SOLICITATION

Product Category Code is: 912000000 RFx (Event) Number is: 6000001634

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

procurePHX	
	User * Password * Log On 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.



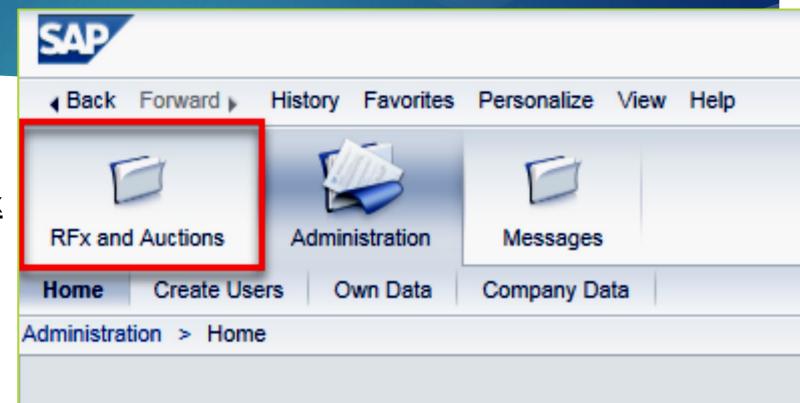
## RFx Home screen - Login

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



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

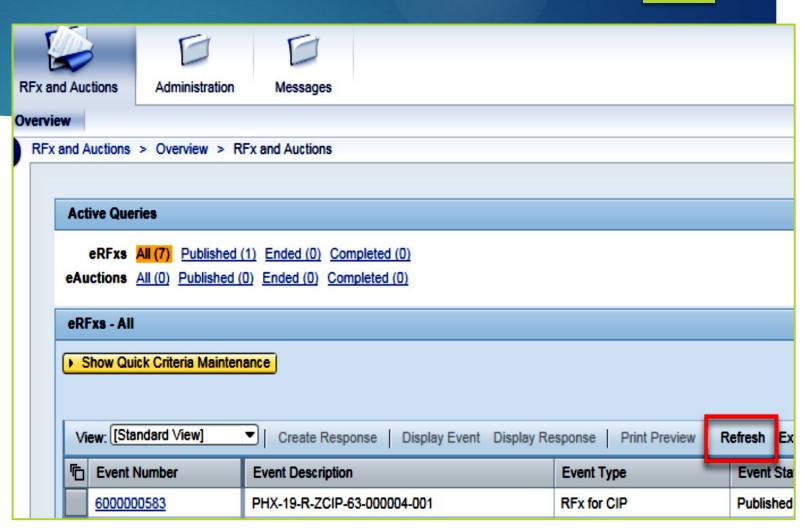


### FINDING SOLICITATIONS

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

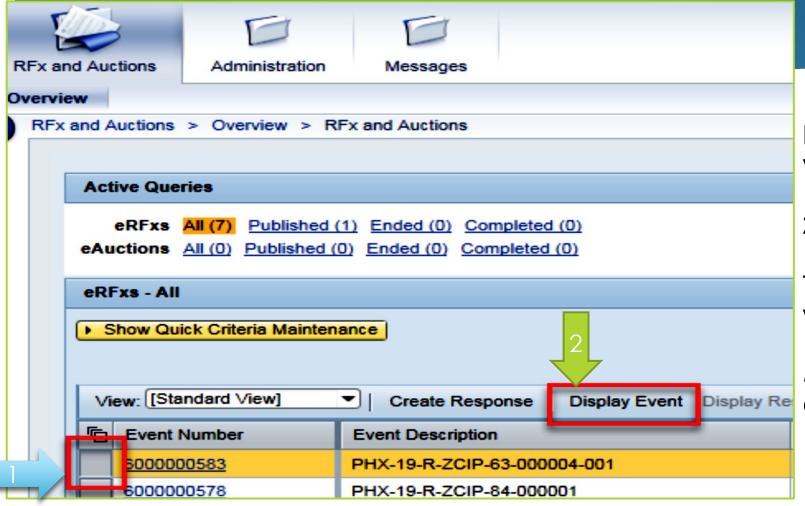
Find the solicitation you'd like to view from the list, by RFx (Event) Number.

For this solicitation, your RFx (Event) Number is: **6000001634** 





### View selected solicitation



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

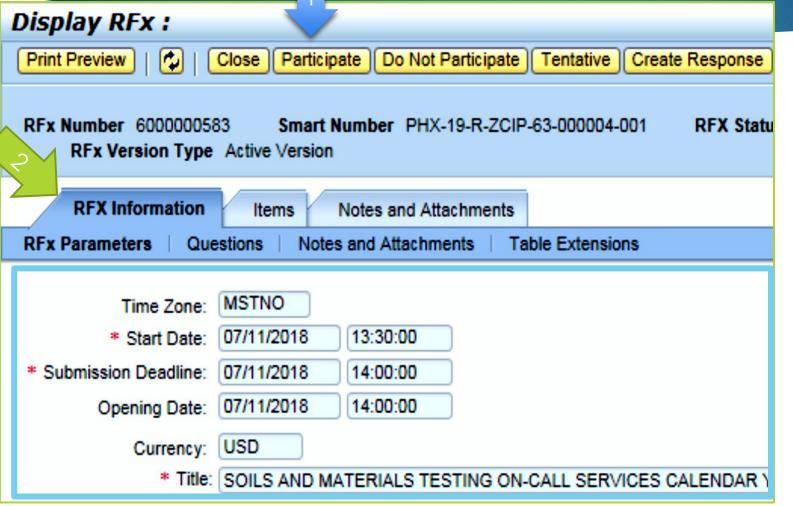
#### 2. Click Display Event

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?



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.
- Review RFx Information
   Tab for Start/Due dates/
   Title of Solicitation

## QUESTIONS

