



*Welcome*

**PHOENIX SIDEWALK SHADE STRUCTURES  
DESIGN-BID-BUILD**



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

***Pre-Bid  
Meeting***

**PHOENIX SIDEWALK SHADE STRUCTURES**

**PROJECT NO.: ST85170116 ARPA**

**PROCUREPHX PRODUCT CATEGORY CODE:  
91200000**

**RFX NUMBER: 6000001688**



# WELCOME AND INTRODUCTIONS

## City of Phoenix Representatives

Kathleen Kennedy, Contracts Specialist II  
*Point of Contact for Submittals and Bid Questions*  
Office of the City Engineer  
[kathleen.kennedy@phoenix.gov](mailto:kathleen.kennedy@phoenix.gov)  
(602) 534-5789

Lana Nabaty, PE, Project Manager  
Street Transportation Department

Silvia Valadez, Equal Opportunity Specialist Lead  
*Point of Contact for DBE Requirements*  
Equal Opportunity Department  
[silvia.valadez@phoenix.gov](mailto:silvia.valadez@phoenix.gov)  
(602)262-6690



# AGENDA

Mute your microphone and turn  
off camera

Questions are welcome after  
each presentation

Unmute, Identify yourself, and  
Ask Question

OR

Enter question/s into the Chat  
Box and Identify yourself

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



# *Meeting Overview*

**PRE-SUBMITTAL ATTENDANCE SHEET  
PLEASE SIGN YOUR NAME, FIRM NAME, PHONE NO. AND EMAIL ADDRESS**

**<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.***



***STREET TRANSPORTATION***  
***Project Manager***

**LANA NABATY, PE**  
**PROJECT MANAGER**

**PHOENIX SIDEWALK SHADE**  
**STRUCTURE**



# *SCOPE OF WORK*

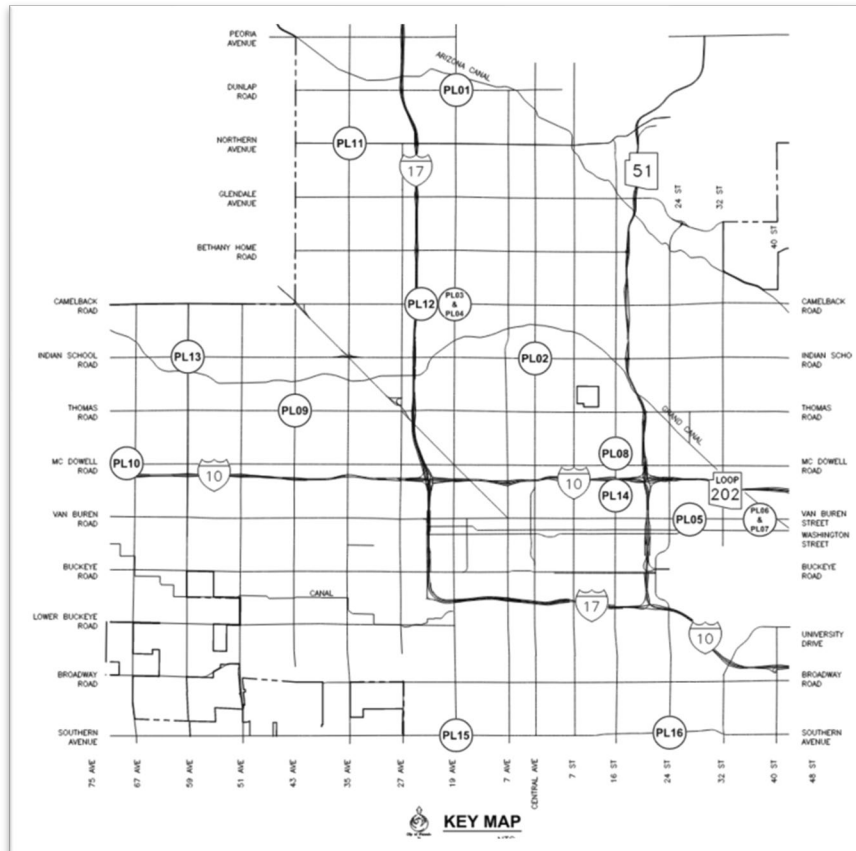
The City of Phoenix is proposing the fabrication and installation of 19 shade structures within Public ROW serving pedestrians near crosswalks.

Structure designs vary in size and complexity. Designs include 4 different panel cut patterns, frame shapes, and colors. All designs provide specific siting details to optimize shade within observed constraints. Limited concrete removal and construction is required as-noted in plans.



# PROJECT LOCATION

All 19 structures and associated locations are provided on Sheet No. 4 of the Final Plan Set. A total of 6 structures were eliminated late in the design process due to concerns with public safety.



PL #	Sheet #	LOCATION	CORNER #	QUARTER SECTION
PL01	5	DUNLAP RD & 19TH AVE *	001,002,003	26-24, 26-25, 27-24, 27-25
PL02	6	INDIAN SCHOOL RD & CENTRAL AVE	005,006	16-27, 16-28, 17-27, 17-28
PL03	7	CAMELBACK RD & 19TH AVE *	007	18-24, 19-24, 19-25
PL04	8	CAMELBACK RD & 19TH AVE *	008	18-24, 19-24, 19-25
PL05	9	VAN BUREN ST & 28TH ST	009	10-33
PL06	10	VAN BUREN ST & 35TH ST	013	10-35, 11-36
PL07	11	VAN BUREN ST & 36TH ST	014	10-35, 10-36, 11-36
PL08	12	N OF MCDOWELL RD & 16TH ST	015	12-30, 12-31, 13-30
PL09	13	THOMAS RD & 43RD AVE	016	15-18
PL10	14	MCDOWELL RD & W OF 67TH AVE	018,019	12-12, 13-12
PL11	15	NORTHERN AVE & 35TH AVE *	021	25-21
PL12	16	CAMELBACK RD & 23RD AVE	022	19-24
PL13	17	INDIAN SCHOOL RD & 59TH AVE	023,024	16-14, 17-14
PL14	18	ROOSEVELT ST & 16TH ST	025,026,027	11-30, 11-31, 12-30, 12-31
PL15	19	SOUTHERN AVE & 19TH AVE	028,029	2-24, 3-25
PL16	20	SOUTHERN AVE & 24TH ST	030,031	3-32, 3-33

\* ELIMINATED LOCATIONS





# *SCOPE OF WORK*

The scope of work will include but is not limited to:

- Structure Fabrication, including:
  - Shade panels with artist-prepared patterns for openings
  - Frame, foundation, connections, etc.
- Structure Installation, including survey, blue stake and potholes
- Site construction and removals, including concrete and accessibility feature upgrades
- Accessible pedestrian signal (APS) push buttons, traffic control
- Coordination with the City's Traffic Services Department
- Relocations (fire hydrant) and adjustments (junction boxes)



# *SCOPE OF WORK*

Federal Aid Project requires compliance with Environmental Mitigation Measures shown in the Supplementary Conditions and include but not limited to:

- The contractor shall post the Migratory Bird Treaty Act & Sonoran Desert Tortoise flyers at the construction site at all time during construction.

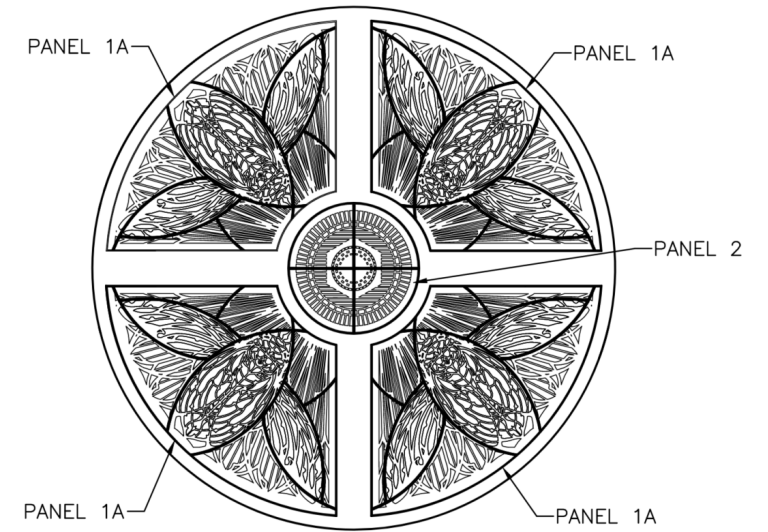


# Structures

## Cactus Blossom 10' & 8' diameter

5 Panels

- Foundation Types
  - Shaft
  - Potted
- Laser cut panels
- See plans for colors and detail specs





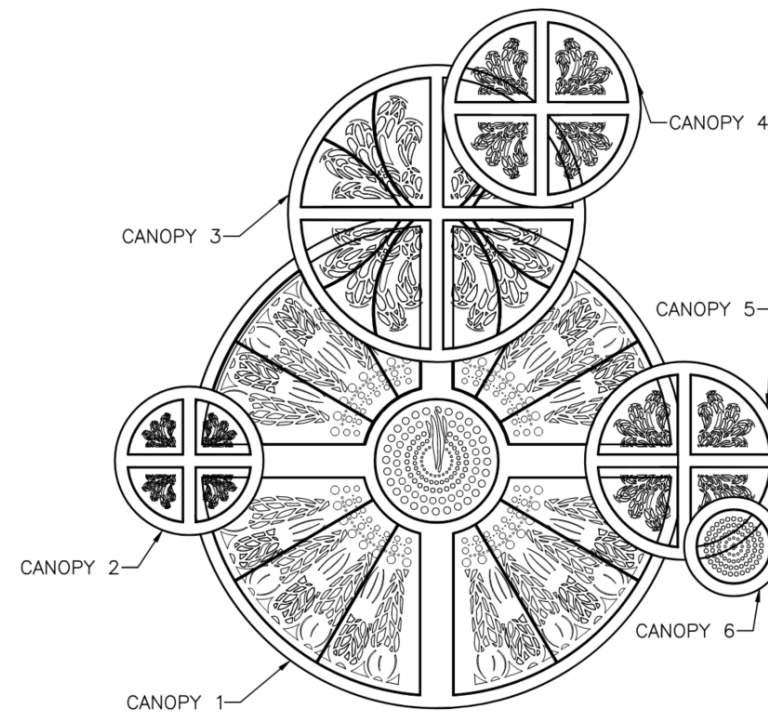
# Structures

## Multi-Panel Cactus Blossom



20 Panels

- Shaft foundation only
- Laser cut panels
- See plans for colors and detail specs



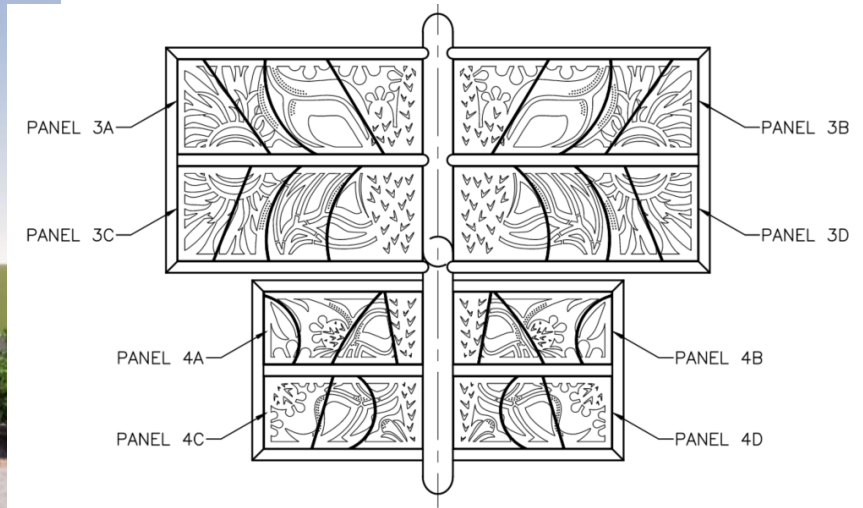


# Structures

## Butterfly

4 Panels

- Shaft foundation
- Potted foundation
- Laser cut panels
- See plans for colors and detail specs





# Structures

Structures	Potted Foundation	Drill Shaft Foundation
<b>Cactus Blossom (8')</b>	YES (3)	YES (2)
<b>Cactus Blossom (10')</b>	YES (8)	(NOT USED)
<b>Multi-Cactus Blossom</b>	NOT AVAILABLE	YES (3)
<b>Butterfly</b>	YES (3)	(NOT USED)





***EQUAL OPPORTUNITY DEPARTMENT  
DISADVANTAGED SMALL AND MINORITY BUSINESSES  
ARPA REQUIREMENTS  
PER 2 CFR 200.321***

**Silvia Valadez Barba**

Equal Opportunity Department – Business Relations  
Division Contract Compliance  
Equal Opportunity Program Manager



American Rescue Plan Act (ARPA)  
Coronavirus State and Local Fiscal Recovery Funds (SLFRF)





# ***PROJECT SOURCE OF FUNDING***

United States Department of the Treasury



American Rescue Plan Act (ARPA)  
Coronavirus State and Local Fiscal Recovery Funds (SLFRF)



# *REQUIREMENTS FOR USING DISADVANTAGED SMALL AND MINORITY BUSINESSES ON ARPA- FUNDED PROJECTS*

The City of Phoenix:

- Strives to advance the economic growth of small businesses on its public projects.
- Ensures contractors and consultants achieve full compliance with all applicable federal regulations related to 49 CFR, Part 26 & 2 CFR 200.321 as applicable to:
  - Solicitations
  - Bid Verifications
  - Subcontractors Approvals
  - Compliance Monitoring
  - Sanctions and Penalties





# REQUIREMENTS FOR USING DISADVANTAGED SMALL AND MINORITY BUSINESSES ON ARPA-FUNDED PROJECTS

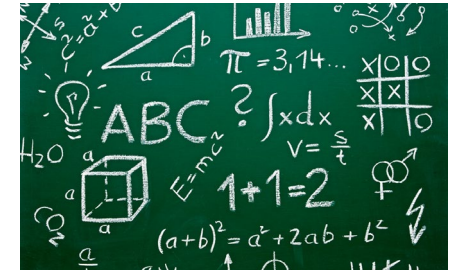
## WHAT THIS MEANS TO YOU!

### REQUIRED ARPA-DBE Contract Goal: **NA**

However, all proposers are strongly encouraged to use small business concerns (DBE, SBE, SBC, or other Small and Minority Business) that are owned and controlled by socially and economically disadvantaged individuals for this project.

### REQUIRED ARPA-DBE forms:

- **E01 - AD** (due at time of submittal)
- **E02 - AD** (due within 5 business days after bid opening)
- **E03 - AD** (due within 5 business days after bid opening)



### REQUIRED ARPA-DBE Monitoring

*All standard monitoring requirements for federally-funded projects apply to include*

- Subcontractor Approvals
- Compliance Monitoring



# WHERE TO FIND CERTIFIED DBE AND SMALL BUSINESSES FOR THIS ARPA-FUNDED PROJECT

## ONLINE DIRECTORIES

- Certified AZUTRACS DBEs and SBCs can be found at <https://utracs.azdot.gov/Search>
- Certified City of Phoenix SBEs can be found at <https://phoenix.diversitycompliance.com/>

Proposed subcontractors that are DBEs or SBEs **must be certified** in specified scopes of work (NAICS codes) they will perform for you to be considered for calculation of your small business participation efforts.

The screenshot shows the AZUTRACS Firm Search interface. At the top, it includes the AZUTRACS logo and navigation links: Home, Register / Renew, Contract Compliance, and Tools / Resources. The main heading is "Firm Search". Below this, there are three search filters: Quick DBE Search, Quick SBC Search, and Quick ACDBE Search. A "Search Criteria" section contains several input fields: Firm Name/DBA, Business Description, Contact First Name, Contact Last Name, City, State (dropdown), ZIP, and AZUTRACS Number. To the right of these fields are checkboxes for DBE, SBC, and ACDBE, and dropdown menus for County firm willing to work in, Firm Type, Professional Work Category, Construction Work Category, Goods And Services, and Equipment. At the bottom of the search criteria are buttons for Search, Clear Search, and Customize Search Results.

The screenshot shows the City of Phoenix Certification & Compliance System page. It features a large banner with the text "Certification & Compliance System" and a "Log In" button. Below the banner, there are two main sections: "Vendor Certification" and "Account Access". The "Vendor Certification" section includes a search bar and buttons for "Search Certified Directory" and "Apply for / Renew Certification". The "Account Access" section includes a search bar and buttons for "Account Lookup" and "Forgot Password".



## Bid Submittal Requirements REQUIRED EOD FORMS (3)

**FORM E01 - AD - DUE AT TIME OF SUBMITTAL**

**FORM E02 - AD - DUE within 5 business days after bid opening**

**FORM E03 - AD - DUE within 5 business days after bid opening**

**Submit in a separate sealed envelope  
Failure to submit = **NON-RESPONSIVE****





# Bid Submittal Requirements REQUIRED EOD FORM E01- AD



City of Phoenix

Disadvantaged Small and Minority Business (DSMB) ARPA Program  
FORM E01 - AD - STATEMENT OF OUTREACH COMMITMENT (Due with  
initial submittal)

*DUE AT TIME OF SUBMITTAL*

Project Number:	Project Title:
-----------------	----------------

On behalf of the Submitter, I certify under penalty of perjury that the following information is true and correct.

If selected as the Successful Submitter, the Successful Submitter will:

- 1) Fulfill all required small and minority business outreach requirements and shall submit all required outreach efforts documentation for contracting opportunities within 5 business days.
- 2) Conduct all required small and minority business outreach and will submit all supporting documentation; and
- 3) Comply with the Race - and Gender-Neutral post-award requirements stated in the DBE ARPA Contract Clause.

Company Name: \_\_\_\_\_

Company Mailing Address: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Submit with E02- AD in a  
separate sealed envelope  
Failure to submit = **NON-  
RESPONSIVE****



# Bid Submittal Requirements REQUIRED EOD FORM E02-AD

Name of Company (Submitter):		Contract # / Project #:		Contract Name:	
Contact Person:		Phone #:		Email:	

Successful submitter must conduct outreach efforts and submit supporting documentation of those efforts, as described in the 2 CFR Part 200, in accordance with the detailed instructions in the Contract Clauses. Successful submitter should make copies of this form as needed. Sections A, B, and C must be completed for all businesses which includes ALL BIDDERS.

Sections D, E, and F are required to be completed for all DBE, SBC, SBE and other Small and Minority Business firms. Supporting documentation is required for columns D and F.

(A) Small Business Name and Contact Information		(B) Business Status	(C) Scope(s) of Work Solicited	(D) Solicitation Method	(E) Selection Decision	(F) Communication Final Selection Outcome	
Name:		<input type="checkbox"/> DBE	NAICS Codes and Scope(s) of Work:	<input type="checkbox"/> E-mail Blast	<input checked="" type="radio"/> Firm was selected	Date Firm was Notified:	
Address:		<input type="checkbox"/> SBC - Small Business Concern		<input type="checkbox"/> Phone Call	<input type="radio"/> Firm was not selected	Method used to Communicate Selection:	
City, State, Zip:		<input type="checkbox"/> SBE - City of Phoenix Certified		<input type="checkbox"/> In-Person	Provide explanation of why firm NOT selected		<input type="checkbox"/> Email
Number of Employees:		<input type="checkbox"/> Other Small and Minority Business		<input type="checkbox"/> Newspaper		<input type="checkbox"/> Website	<input type="checkbox"/> Phone
Phone Number:				<input type="checkbox"/> Website		<input type="checkbox"/> Trade Listing	<input type="checkbox"/> Fax
Email or Fax:				<input type="checkbox"/> Outreach Event	<input type="checkbox"/> Other	<input type="checkbox"/> Letter	
Range of Annual Gross Receipts:						<input type="checkbox"/> In person	
Race of Majority Owner:							
Number of Years in Business:							
Gender of Majority Owner:							
Race of Majority Owner:							
Name:		<input type="checkbox"/> DBE	NAICS Codes and Scope(s) of Work:	<input type="checkbox"/> E-mail Blast	<input checked="" type="radio"/> Firm was selected	Date Firm was Notified:	
Address:		<input type="checkbox"/> SBC - Small Business Concern		<input type="checkbox"/> Phone Call	<input type="radio"/> Firm was not selected	Method used to Communicate Selection:	
City, State, Zip:		<input type="checkbox"/> SBE - City of Phoenix Certified		<input type="checkbox"/> In-Person	Provide explanation of why firm NOT selected		<input type="checkbox"/> Email
Number of Employees:		<input type="checkbox"/> Other Small and Minority Business		<input type="checkbox"/> Newspaper		<input type="checkbox"/> Website	<input type="checkbox"/> Phone
Phone Number:				<input type="checkbox"/> Website		<input type="checkbox"/> Trade Listing	<input type="checkbox"/> Fax
Email or Fax:				<input type="checkbox"/> Outreach Event	<input type="checkbox"/> Other	<input type="checkbox"/> Letter	
Range of Annual Gross Receipts:						<input type="checkbox"/> In person	
Race of Majority Owner:							
Number of Years in Business:							
Gender of Majority Owner:							
Race of Majority Owner:							

\*Firms must be notified of final selection outcome prior to submittal of columns E & F of this form.

**DUE 5 CALENDAR DAYS AFTER BID OPENING**

**Submit with E01-100 in a separate sealed envelope. Failure to submit = NON-RESPONSIVE**



# Bid Submittal Requirements

## REQUIRED EOD FORM E02- AD

1. Identify opportunities and scopes of work for small business participation.
2. Conduct outreach for small business participation.
3. Evaluate small business proposals for participation.
4. Tell each small business that responded to the outreach efforts of their selection decision whether they were selected or not.



Submit with E01- AD in a separate sealed envelope  
Failure to submit = **NON-RESPONSIVE**

**DOCUMENT!!! DOCUMENT!!! DOCUMENT!!!**



# Bid Submittal Requirements

## REQUIRED EOD FORM E02-AD

### SUPPORTING DOCUMENTATION MUST INCLUDE:

- ✓ Copy of the **actual solicitation** sent to interested Small Businesses. The solicitation may be in the form of a letter, attachment to an e-mail, advertisements in newspapers/trade papers, or written communications with chambers of commerce.
- ✓ Bidder shall submit documentation that establishes **how Bidder communicated its selection decisions and outcomes to each Small Businesses **SELECTED OR NOT SELECTED**** for this Contract. This documentation may be in the form of a letter, e-mail, or a telephone log and must show the name of the person contacted and date.
  - ❖ It is IMPORTANT that you **read and follow each of the requirements.**
  - ❖ **Failure to provide complete documentation as required** will result in bid being deemed **non-responsive.**

# Bid Submittal Requirements

## REQUIRED EOD FORM E02-AD

### SOLICITATION METHOD SUPPORTING DOCUMENTATION :

- ✓ Bidder uses an email blast or fax format, the documentation submitted must include a **copy of the e-mail or fax.**
  - ❖ Bidder must disclose all e-mail addresses and fax numbers to which the solicitation or outcome notification was sent and the date and time of the transmission.
- ✓ Bidder uses telephone calls, the document submitted must include date and time of the calls, the names of the respective persons representing Bidder and the Small Business.



# Bid Submittal Requirements

## REQUIRED EOD FORM E03- AD



City of Phoenix

Disadvantaged Small and Minority Business (DSMB) ARPA Program

FORM E03 - AD - SMALL AND MINORITY BUSINESS UTILIZATION COMMITMENT

Project Number:	Project Title:
-----------------	----------------

On behalf of the Successful Submitter, I certify under the penalty of perjury that the information submitted herein is true and correct:

1. The firms indicated as "Selected" in Form E02 - AD - Small and Minority Business Outreach Efforts, will participate in this contract;
2. The Successful Submitter will comply with the Race- and Gender-Neutral post-award compliance requirements as stated in the DBE contract clause;
3. Successful Submitter understands and agrees that any and all changes or substitutions to subcontracts with DBE's and Small Businesses *must* be authorized by the Phoenix EO Compliance Specialist prior to implementation; and
4. The following statement is true and correct:

The proposed total participation of firms on this contract will be:

DBE:  %      SBC:  %  
 SBE:  %      Small Minority:  %

Company Name:

Company Mailing Address:

Representative Name:

Title:

Email Address:

Phone Number:

Signature:  Date:

***DUE 5 CALENDAR DAYS AFTER  
 BID OPENING***

**Submit E01- AD in a separate  
 sealed envelope  
 Failure to submit = **NON-  
 RESPONSIVE****



# ***EQUAL OPPORTUNITY DEPARTMENT BUSINESS RELATIONS DIVISION***

**For more information, please contact:**

**Silvia Valadez**

**[Silvia.valadez@phoenix.gov](mailto:Silvia.valadez@phoenix.gov)**

**602-262-6990**



**Equal  
Opportunity  
Department**

*Creating an inclusive & equitable environment where everyone is valued.*



# ***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 11, 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: **[kathleen.kennedy@phoenix.gov](mailto:kathleen.kennedy@phoenix.gov)**



# ***SUBMITTAL REQUIREMENTS***

## Bid Submittal Checklist

### Items due at time of bid submittal

- ❖ Acknowledge all Addenda P-1
- ❖ Completed Bid Proposal P-2 & P.S.-1
- ❖ Included your Bid Bond or Guarantee Cashier's Check (S.B.-1)
- ❖ Completed Disadvantaged Small and Minority Business (DSMB) ARPA Program
- ❖ 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 (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  
FIVE (5) CALENDAR DAYS AFTER BID OPENING DATE BY 4:00 P.M.

- ✓ List of All Subcontractors and Suppliers Form (L.O.S.-2)
- ✓ Completed Documentation of Disadvantaged Small and Minority Business Outreach Efforts with supporting documentation, Columns E and F (Form EO2); Instructions and supporting documentation are found in Section IV on pages DBEC-4 to 6 (Form EO2)
- ✓ Completed Disadvantaged Small and Minority Business Utilization Commitment (Form EO3)
- ✓ 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 19 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

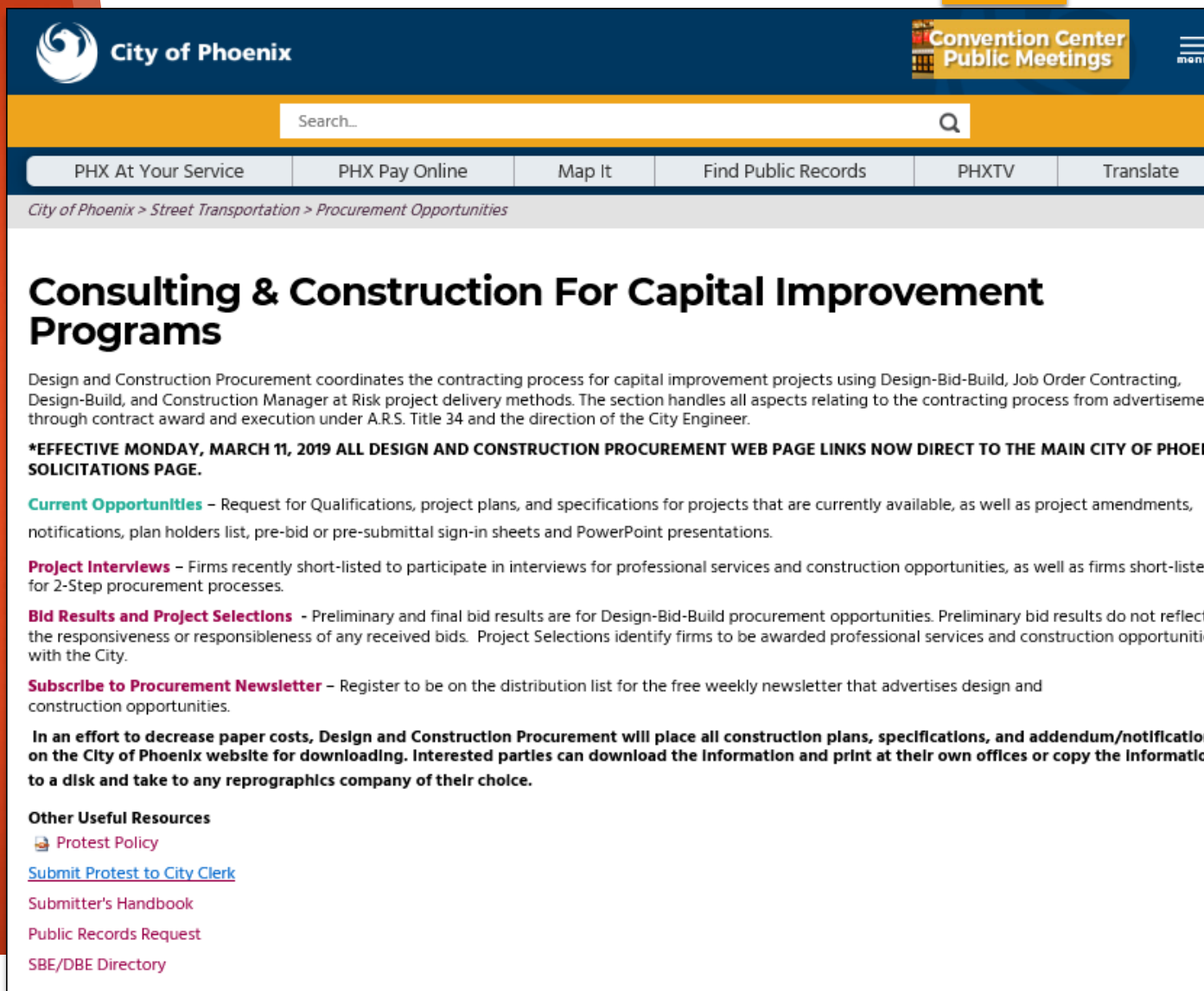
► <https://www.phoenix.gov/streets/procurement-opportunities/>

- ❖ 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



The screenshot shows the City of Phoenix website's procurement page. At the top, there is a navigation bar with the City of Phoenix logo, a search bar, and links for 'Convention Center Public Meetings' and a 'menu'. Below the navigation bar is a secondary menu with links: 'PHX At Your Service', 'PHX Pay Online', 'Map It', 'Find Public Records', 'PHXTV', and 'Translate'. The main content area has a breadcrumb trail: 'City of Phoenix > Street Transportation > Procurement Opportunities'. The title of the page is 'Consulting & Construction For Capital Improvement Programs'. The text below the title describes the Design and Construction Procurement process, mentioning methods like Design-Bid-Build, Job Order Contracting, Design-Build, and Construction Manager at Risk. It also includes a notice that as of Monday, March 11, 2019, all design and construction procurement web page links now direct to the main City of Phoenix Solicitations Page. There are three main sections: 'Current Opportunities' (request for qualifications, project plans, etc.), 'Project Interviews' (firms short-listed for interviews), and 'Bid Results and Project Selections' (preliminary and final bid results). A 'Subscribe to Procurement Newsletter' section is also present. At the bottom, there are 'Other Useful Resources' including '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

- ▶ **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: 6000001688
- ▶ 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 *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 >



**QUESTIONS  
AFTER TODAY?**

***Stay for  
ProcurePHX  
Overview  
otherwise,***

**THANK YOU FOR  
ATTENDING!!!**

Email all questions to:  
[kathleen.kennedy@phoenix.gov](mailto:kathleen.kennedy@phoenix.gov)

Reference RFx Number: **6000001688**  
in your email subject line

Or call Kathleen Kennedy at:  
(602) 534-5789



# *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://eprourement.phoenix.gov/irj/portal) TO LOGIN AND ACCESS THE ELECTRONIC SOLICITATION

*Product Category Code is: 912000000  
RFx (Event) Number is: 6000001688*

*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 purple shopping bag icon and the text "procurePHX". Below the logo, there are two input fields: "User \*" and "Password \*". 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](#)".

procurePHX

User \*

Password \*

Log On

Logon Problems? [Get Support](#)





## *RFx Tips*

▶ Brief overview for online submissions

- 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*

The screenshot shows the SAP ProcurePHX portal interface. At the top left is the SAP logo. Below it is a navigation bar with links for Back, Forward, History, Favorites, Personalize, View, and Help. The main content area features a ribbon with several tabs: 'RFx and Auctions' (highlighted with a red box), 'Administration', and 'Messages'. Below the ribbon are four buttons: 'Home', 'Create Users', 'Own Data', and 'Company Data'. A breadcrumb trail shows 'Administration > Home'. The main content area displays a message: 'Thank you for your interest in becoming a vendor in the...' and '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:

**6000001688**

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

