

# WELCOME

STREET TRANSPORTATION DEPARTMENT

CITYWIDE 12 LOCATIONS

FY 2021 FEDERAL TAP HAWK INSTALLATION

DESIGN-BID-BUILD

Meeting will start at 10:35am

Please **MUTE** your microphone and turn off camera



# ***PRE-BID MEETING***

**CITY OF PHOENIX  
REQUEST FOR BIDS  
STREET TRANSPORTATION DEPARTMENT  
CITYWIDE 12 LOCATIONS  
FY 2021 FEDERAL TAP HAWK INSTALLATION  
DESIGN-BID-BUILD**

**PROJECT: ST89330268  
FEDERAL AID NO.: PHX-0(365)D  
ADOT TRACS NO.: MA-PHX-T0270 01C**

**PROCUREPHX PRODUCT CATEGORY CODE: 912000000  
RFx Number: 6000001652  
October 7, 2024 10:30AM**



# ***Welcome and Introductions***

## **City of Phoenix Representatives**

**Kathleen Kennedy**, Contracts Specialist

*Point of Contact for Bid Questions*

Office of the City Engineer

[kathleen.kennedy@phoenix.gov](mailto:kathleen.kennedy@phoenix.gov) (602) 534-5789

**Karina Matthiessen**, Contract Compliance Program Assistant

*Point of Contact for DBE Requirements*

Equal Opportunity Department

[karina.matthiessen@phoenix.gov](mailto:karina.matthiessen@phoenix.gov) (602) 261-8873

**Todd Hewett**, Labor Compliance Specialist

*Point of Contact for Davis Bacon Requirements*

Street Transportation Department

[Todd.hewett@phoenix.gov](mailto:Todd.hewett@phoenix.gov) (602) 534-9269

**Chuck Christiansen, P.E.**, POI-Project Manager

Street Transportation Department-DCM





# ***AGENDA***

- ❑ Meeting Overview
- ❑ Vendor Registration and Procurement Websites
- ❑ EOD Overview and DBE Program Requirements
  - ❑ Questions
- ❑ Davis Bacon Requirements
  - ❑ Questions
- ❑ Project Description and Scope of Work
  - ❑ Questions
- ❑ Submittal Requirements
- ❑ Grounds for Disqualification
- ❑ ProcurePHX for RFx
- ❑ Questions



# ***MEETING OVERVIEW***

- By 3:00 PM today, send an email with your name, email address, company name, and telephone number to [kathleen.kennedy@phoenix.gov](mailto:kathleen.kennedy@phoenix.gov) to be added to the Pre-Bid Sign-in sheet**
- Enter your questions into the Chat Box and identify yourself**
- Mute your microphone**
- Sign-in sheet, PowerPoint and Addenda on City of Phoenix's ProcurePHX system (RFX: 6000001652):**

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

***AND posted on:***

- City of Phoenix's Procurement's website:**

<https://solicitations.phoenix.gov/>

**Bidders are responsible for determining, prior to submittal, if Addenda have been issued and to acknowledge on the bid submittal**

- Questions are welcome after each presentation**
- This is the ONLY opportunity to discuss this project with City staff**



# 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, visit

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

to login and access the electronic solicitation

Product Category Code is: **912000000**

RFx Number is: **6000001652**

VENDOR NUMBER is to be included on P.S. - 1

## REGISTRATION HELP



Call Help Desk  
**(602) 262-1819**

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



## 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 >

# DBE Program

The City of Phoenix strives to advance the economic growth of businesses through its Disadvantaged Business Enterprise (DBE) Program.

The City receives **Federal Highway Administration (FHWA)** funding through the Arizona Department of Transportation (ADOT).

# DBE Program

The City of Phoenix receives FHWA funding through the Arizona Department of Transportation (ADOT).

In partnership with ADOT's Business Engagement and Compliance Office (BECO), we are responsible for ensuring contractors and consultants achieve full compliance with all applicable federal regulations related to the Disadvantaged Business Enterprise (DBE) Program.

This project is in part funded by the USDOT and is subject to 49 CFR Part 26 and the USDOT DBE Program.



# DBE Program

In partnership with ADOT's **Business Engagement and Compliance Office (BECO)**, City of Phoenix is responsible for ensuring contractors and consultants achieve full compliance with all applicable federal regulations related to the Disadvantaged Business Enterprise (DBE) Program:

- Solicitation
- Bid Verification
- Subcontractors Approval
- Compliance Monitoring
- Sanctions and Penalties

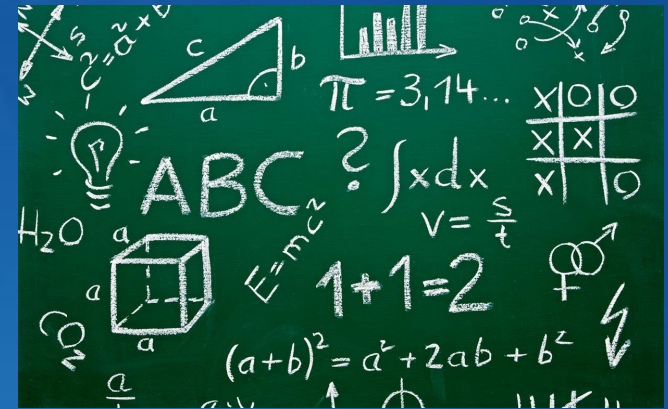


# DBE Program

**Required DBE Goal: 4.68%**

At time of Bid:  $\frac{\text{Proposed \$ to DBEs}}{\text{Total Bid}}$

At time of Completion:  $\frac{\text{Total Countable \$ Paid to DBEs}}{\text{Total Payment on Contract}}$



**NOTE: Propose what you can minimally guarantee!**

# DBE PROGRAM

Eligible DBEs can be found at:

[www.adot.dbesystem.com](http://www.adot.dbesystem.com)

To participate in this opportunity as a Prime Contractor, you MUST be registered in

AZ UTRACS at

<https://utracs.azdot.gov>

**All** proposed DBE Subcontractors must also be listed in AZ UTRACS and certified in specified scopes of work to be considered in calculating DBE participation.

The screenshot displays the AZ UTRACS website interface. At the top, it features the AZ UTRACS logo and the text "ADOT DBE System". A navigation bar includes "Home" and "Help / Support" links. A prominent banner for the "ADOT DBE System" includes a "LOG IN" button. Below the banner, there are four main sections: "DBE Certification" with a button for "Apply for / Renew DBE Certification"; "Manage Contracts" with a button for "Payment Reporting and Compliance Monitoring"; "DBE Search Directory" with a button for "Search for Firms"; and "System Training" with a button for "See Online Training Times".

The lower portion of the screenshot shows the AZ UTRACS "Arizona's Transportation Business Portal" with a search bar and navigation links for "Home", "Register / Renew", "Contract Compliance", and "Tools / Resources". A large image of a bridge under construction is featured. Below this, a "Quick Login" section lists various system access points: "Log in to the ADOT DBE System", "Log in to ADOT LPA DBE System", "Log in to AZ UTRACS registration", "Log in to Online Bidders/Proposers List", "Log in to ADOT DBE Certification System", "Log in to PHX DBE Certification System", "Log in to Tucson DBE Certification System", and "Log in to the ADOT Certified Payroll System".

At the bottom, there is a "Who Are You?" section with tabs for "DBEs", "SBCs", "Sub's", "Primes", "ADOT", and "LPAs". A "Tasks for DBE firms" section includes a link for "AZ UTRACS/SBC Registration/Firm Directory Profile Creation".

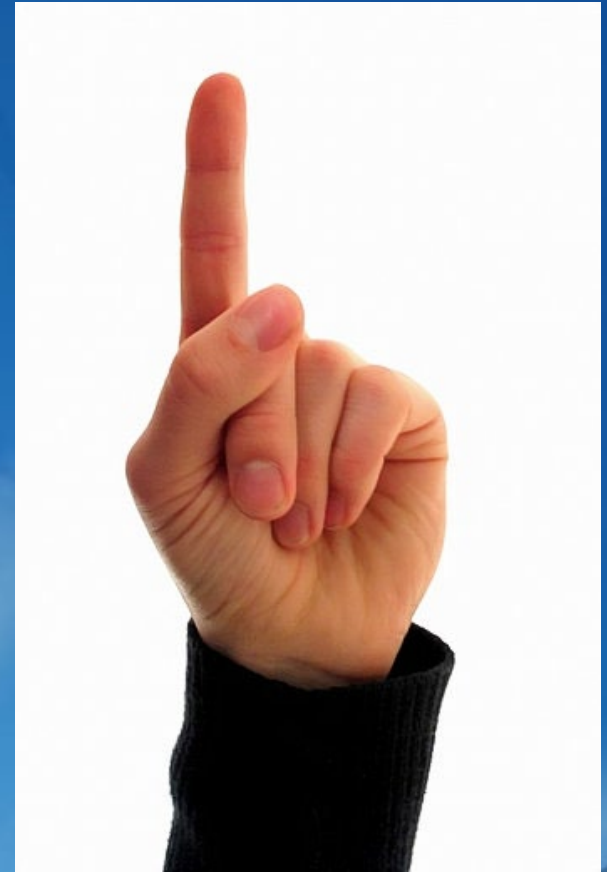
# DBE PROGRAM

## Bid Submittal Requirements

*(DUE AT TIME OF SUBMITTAL)*

ADOT DBE Assurance Form 3102C

Submit in a separate sealed envelope  
Failure to submit = **Non-Responsive**



# DBE PROGRAM

## Post-Bid Submittal Requirements

*(DUE within 5 Calendar Days After Bid Opening Date)*

1. ADOT Online Bidder's List
2. ADOT DBE Intended Participation Affidavit and Confirmation Form 3105C\*
3. ADOT DBE Intended Participation Affidavit Summary Form 3106C\*

\* Good Faith Effort Documentation



Submit in a separate sealed envelope  
Failure to submit = **Non-Responsive**

# Equal Opportunity Department

For more information, please contact:



For Assistance contact:

**Karina Matthiessen Contract Compliance  
Equal Opportunity Department**

**[karina.matthiessen@phonix.gov](mailto:karina.matthiessen@phonix.gov) 623-760-8052**

# City of Phoenix

## Labor Compliance Office

- Monitors and enforces the federal labor standards on federally funded Capital Improvement Construction.
- Applies to all federally funded contracts in excess of \$2000 with few exceptions
- All contractors and subcontractors, including lower-tiers, working on the project are covered

# DBRA (Davis-Bacon & Related Acts)

- Davis-Bacon Act (DBA)
- Copeland Anti-Kickback Act
- Contract Work Hours and Safety Standards Act (CWHSSA)



# Federal Regulations

- Code of Federal Regulations, Title 29 Part 3
- Code of Federal Regulations, Title 29 Part 5
- FHWA 1273
- Wage Decision

# Enforcement Activities

- Labor Compliance Pre-Construction Conference
- Confidential Employee Interviews / LCP
- Requests for Additional Classifications
- Payment Withholding



# Project Specific Items

- Iron workers

# Technical Assistance

- Labor Compliance Office, (602) 261-8287 or email at [STR.laborcom@phoenix.gov](mailto:STR.laborcom@phoenix.gov)
- Websites available:
  - <http://www.dol.gov/dol/esa/programs/dbra>



**QUESTIONS?**

**QUESTIONS?**

**QUESTIONS?**

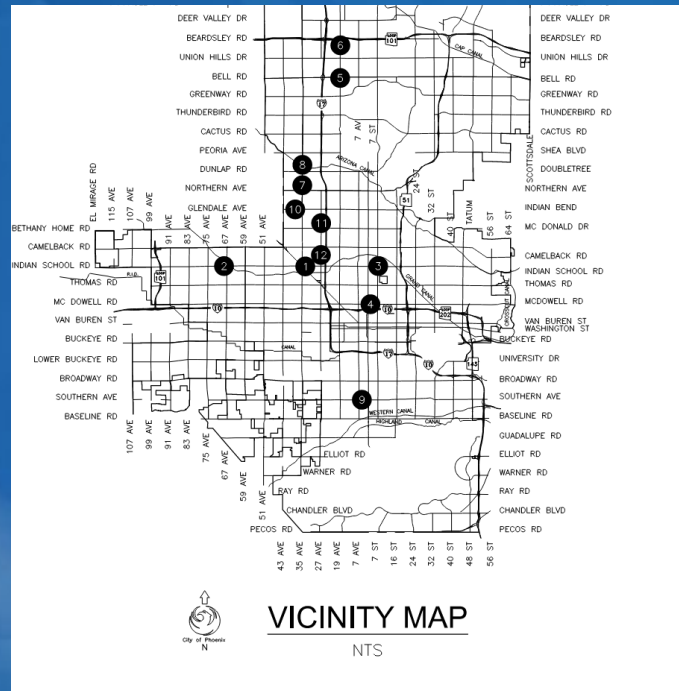




# PROJECT LOCATION / SCOPE

## 12 Locations throughout the City of Phoenix

- Indian School Rd & 32<sup>nd</sup> Ave
- Indian School Rd & 69<sup>th</sup> Dr
- Indian School Rd & 10<sup>th</sup> St
- McDowell Rd & 5<sup>th</sup> St
- Bell Rd & 19<sup>th</sup> Ave
- Behrend Dr & 19<sup>th</sup> Ave
- El Camino Dr & 35<sup>th</sup> Ave
- Eva St & 35<sup>th</sup> Ave
- Southern Ave & Montezuma St
- Glendale Ave & 36<sup>th</sup> Dr
- Rose Ln & 27<sup>th</sup> Ave
- Hazelwood St & 27<sup>th</sup> Ave





# *SCOPE OF WORK*

- The City of Phoenix is proposing the High Intensity Activated CrossWalk (HAWK) Installation at 12 locations City wide
- This is a federal aid funding + Local match project
- The intent of this project is to improve pedestrian and bicycle safety at the high-volume arterial streets identified



# *SCOPE OF WORK*

The scope of work based on the design plans and specifications will include but not be limited to:

- Removal of existing sidewalks, curbs and gutters, and curb ramps
- Construction of new sidewalks, curbs and gutters, and curb ramps to comply with the Americans with Disabilities Act (ADA) requirements
- Catch basin and fire hydrant relocations
- Providing and Installation of HAWKS (foundations, poles, mast arms, signals, electrical components and all fixtures and equipment related to this job as described in bid items and specs)
- Adjustment of existing utilities as described in bid items and specs
- Crack seal and microseal, along with all miscellaneous work included in the bid items and specs to complete the project
- Signing and Striping will be performed by City of Phoenix





# *SCOPE OF WORK*

- The project will be constructed within existing City of Phoenix ROW and Easements
- The Contractor will provide traffic control and other ancillary items
- Federal Aid Project requires compliance with Environmental Mitigation Measures, including but not limited to:
  - Coordination with the archaeological monitor provided by the City of Phoenix Street Transportation Department
  - Posting of Migratory Bird Treaty Act at the construction site, at all times during construction
- By America Certificate:
  - For Procurement of Steel, Iron, or Manufactured Products
- Work to be completed within 510 Calendar Days from NTP



# *SCOPE OF WORK*

- FOUR LOCATIONS WITH AERIAL OVERHEAD CONFLICTS
  - 32nd Avenue and Indian School Road
  - 10th Street and Indian School Road
  - 35th Avenue and Eva Street
  - 36th Drive and Glendale Avenue
- Contractor to avoid work on these four until approved mitigation plans are in place.
- Other sites need additional power coordination



# *SCOPE OF WORK*

## **SECTION 103: EARLY PROCUREMENT OF LONG LEAD MATERIALS**

Within 30 days of contract execution and prior to scheduling of a Pre-construction conference meeting, the Contractor may request early procurement of long lead materials. The Contractor's request shall be accompanied by comprehensive justification documents for review; this will include but is not limited to letters from material manufacturers or suppliers, and a project schedule showing the impact and incorporation of long lead items into the project to support the early procurement request. The request shall also outline the expected commencement of construction. The Engineer will evaluate the Contractor's early procurement request and practicable start of construction. Upon review of the request, the Engineer may issue a Notice of Intent or Limited Notice to Proceed based on the agreed upon date in the schedule. After approval of applicable material submittals, the Contractor can then choose to proceed and order long lead item materials. Failure to submit this request after execution of the contract may result in denying requests for additional time for procurement or supply chain concerns. No additional compensation or adjustment in unit prices will be considered as a result of the Contractor's request.



**QUESTIONS?**

**QUESTIONS?**

**QUESTIONS?**





# ***BIDDERS SHOULD REVIEW***

- Information for Bidders (IFB) Section:

## **Bid Submittal Checklist**

Items due at time of bid submittal

## **Post-Bid Submittal Checklist**

Items due within *5 calendar days* after bid opening by 4:00 p.m.

Hand deliver to Kathleen Kennedy 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
- ❖ Bid Proposal P-1 to P-4 & P.S.-1
- ❖ ADOT DBE Assurance Form 3102C
- ❖ Certification with Regard to Equal Opportunity Clause for Contractor and Subcontractors (E.O.C. - 1)
- ❖ List of Major Subcontractors & Suppliers - L.O.S. 1
- ❖ Buy America Certificate Form B.A.C – 1
- ❖ Non-Collusion Affidavit Form N.C.A – 1

Submit in a separate sealed envelope

Bid Bond – S.B. – 1

**Failure to submit = Non-Responsive**



# ***POST Submittal Requirements***

**APPARENT LOW BIDDER MUST PROVIDE WITHIN FIVE CALENDAR DAYS  
AFTER BID OPENING DATE BY 4:00 P.M.**

- ✓ **ADOT Online Bidder's List confirmation email from ADOT**
- ✓ **ADOT DBE Intended Participation Affidavit: Individual Form 3105C**
- ✓ **ADOT DBE Intended Participation Affidavit Summary for Prime Form 3106C**
- ✓ **List of All Subcontractors and Suppliers – form L.O.S. 2**
- ✓ **Bidders Disclosure Statement (B.D.S. 1 to 4)**
- ✓ **Affidavit of Identity (A.O.I 1) – if needed**

**Failure to submit = Non-Responsive**



# ***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 22, 2024, at 2:00 P.M.

- Submitted into the Street Transportation, Design and Construction Procurement bid box located on the 1st Floor lobby:  
Phoenix City Hall Building  
200 W. Washington Street  
Phoenix, Arizona, 85003

# Procurement Website

▶ <https://solicitations.phoenix.gov>

- ❖ Invitation For Bids (IFB) = Specs / Plans / Addenda
- ❖ Pre-Bid Sign-In & Power Point Presentation
- ❖ Preliminary Bid Results
- ❖ Final Results & Bid Tabulation

Solicitations Website

Procurement Newsletter

Submitter's Handbook

The screenshot shows the City of Phoenix website interface. At the top, there is a navigation bar with the City of Phoenix logo and a search bar. Below the navigation bar, there are several menu items: PHX At Your Service, PHX Pay Online, Map It, Find Public Records, PHXTV, and Translate. The main content area displays the title 'Consulting & Construction For Capital Improvement Programs' and a detailed description of the contracting process. It also includes a notice about the effectiveness of the website links as of March 11, 2019, and sections for 'Current Opportunities', 'Project Interviews', 'Bid Results and Project Selections', and 'Subscribe to Procurement Newsletter'. At the bottom, there are links for 'Other Useful Resources' such as Protest Policy, Submit Protest to City Clerk, Submitter's Handbook, Public Records Request, and SBE/DBE Directory.

# City of Phoenix Solicitations Website



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

1. **Project-specific CFBs, RFQs, Notifications, Sign-in Sheets, PowerPoint Presentations**
2. **Link to “Tabulations, Awards and Recommendations” web page**

<https://solicitations.phoenix.gov>



# *Procurement Webpage*

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

- ❑ **Current Opportunities**
  - Project-specific RFQ / CFB, Notifications/Addenda, Sign-in Sheets, Presentations
- ❑ **Project Interviews**
- ❑ **Bid Results and Project Selections**
- ❑ **Sign up for Procurement's Weekly e-Newsletter**
- ❑ **Submitters Handbook – *Step-by-Step Guide to RFx Submittals***



The ProcurePHX online portal will be used for Professional Services solicitations, Construction solicitations and Design-Bid-Build.

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



# Questions AFTER TODAY?

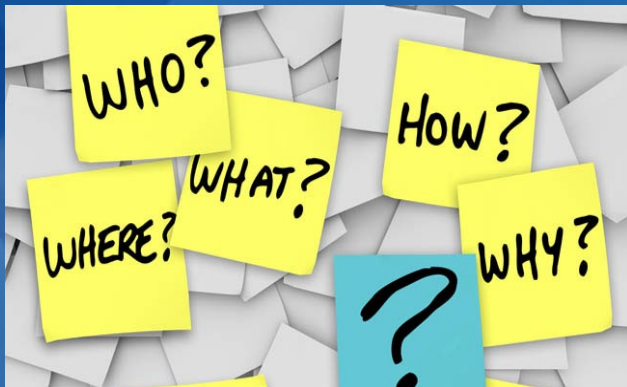
Email all questions to:  
[kathleen.kennedy@phoenix.gov](mailto:kathleen.kennedy@phoenix.gov)

Or call: (602) 534-5789

In your email subject line:

RFx Number: **6000001652**

CITYWIDE 12 LOCATIONS  
FY 2021 FEDERAL TAP HAWK INSTALLATION



***Thank You for Interest and Attending!!!***



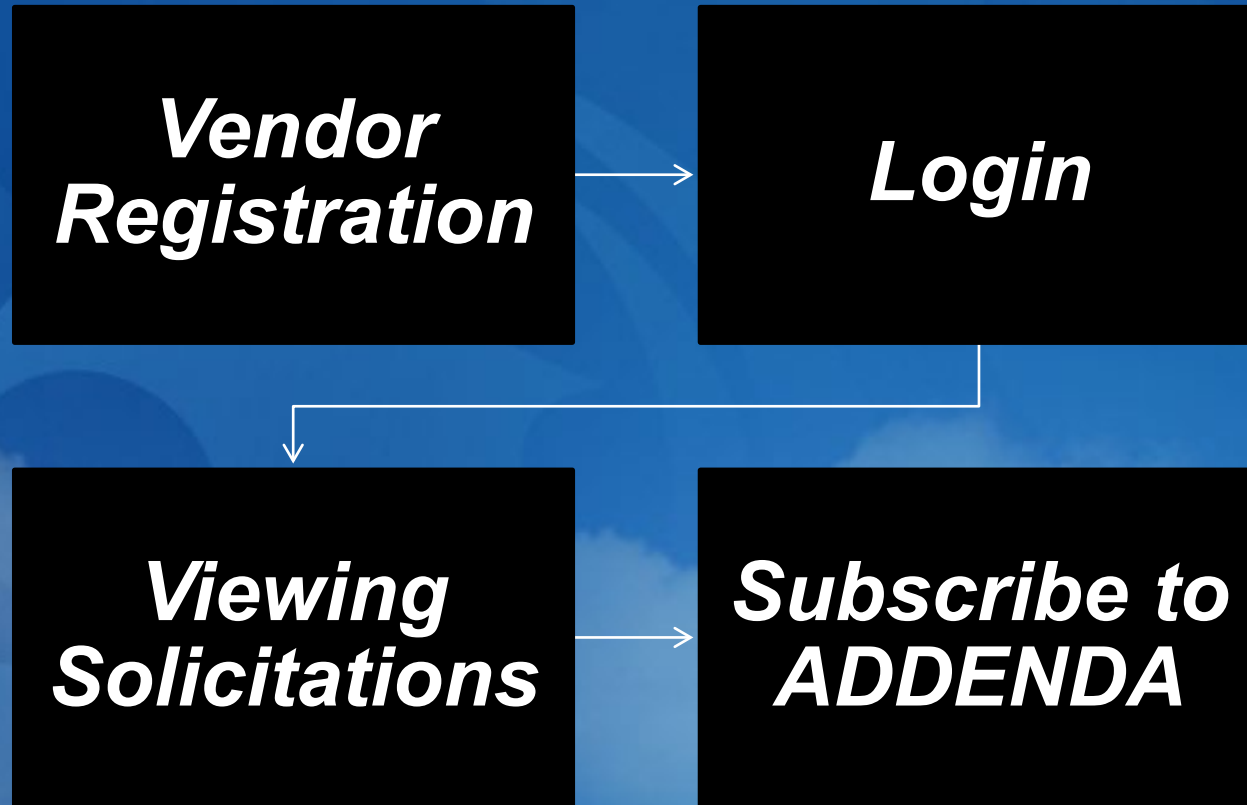
**procure**PHX

Have you  
signed up?

# RFx hints & Tricks

Brief overview

# *RFx Overview*



# 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: 6000001652*

*Note: The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications*

A screenshot of the ProcurePHX login page. The page features the ProcurePHX logo in the top left corner, which consists of a red shopping bag icon with a white smiley face and the text "procurePHX" in a sans-serif font. Below the logo, there are two input fields: "User \*" and "Password \*". To the right of the "Password \*" field is a "Log On" button. Below the input fields, there is a link that says "Logon Problems? [Get Support](#)".

procurePHX

User \*

Password \*

Log On

Logon Problems? [Get Support](#)





# RFx Home screen

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:  
**6000001652**

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 \(0\)](#)

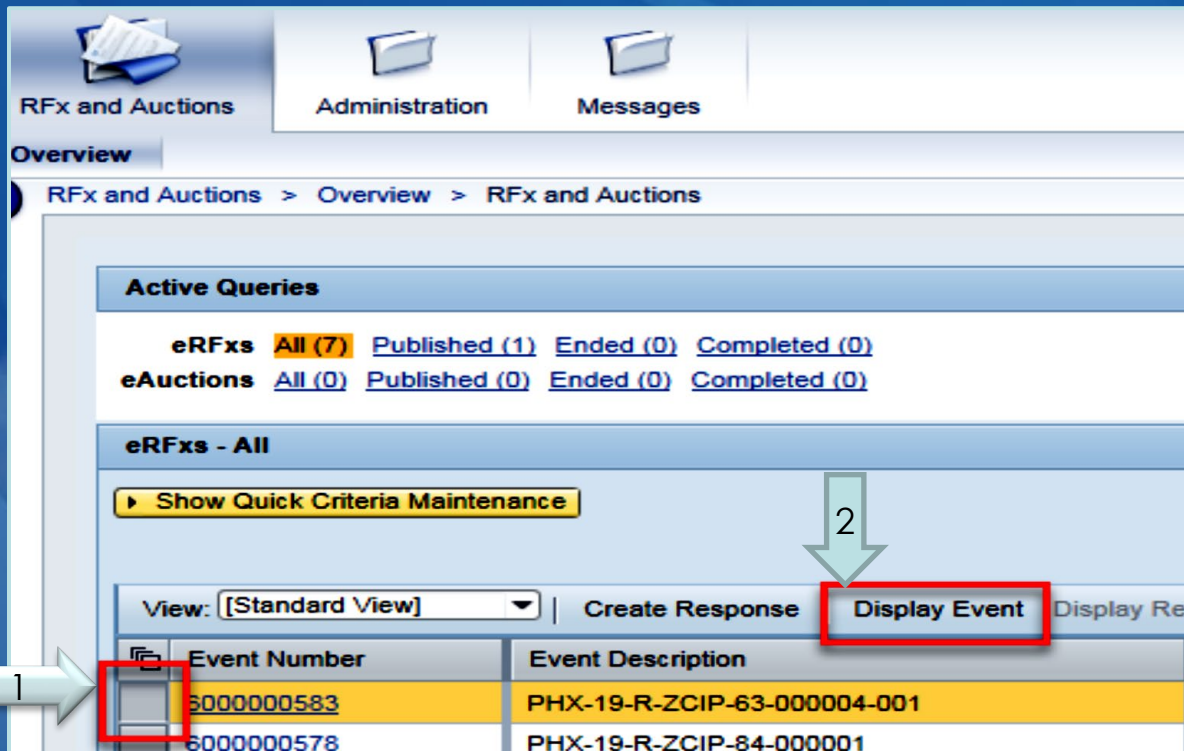
eRFxs - All

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




The screenshot shows a web application interface for 'RFX and Auctions'. At the top, there are navigation tabs for 'RFX and Auctions', 'Administration', and 'Messages'. Below this is an 'Overview' section with a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is titled 'Active Queries' and contains links for 'eRFxs' (All (7), Published (1), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). A section titled 'eRFxs - All' includes a 'Show Quick Criteria Maintenance' button. Below this is a table with columns 'Event Number' and 'Event Description'. The first row is highlighted in yellow and has a red box around its checkbox. A red box also surrounds the 'Display Event' button in the top right of the table area. A green arrow labeled '1' points to the checkbox, and another green arrow labeled '2' points to the 'Display Event' button.

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 Status  
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 Y



Update your **Participation Status** accordingly

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