



**CITY OF PHOENIX
AVIATION DEPARTMENT**

**AIRPORT PLANNING CONSULTING
ON-CALL SERVICES**

FISCAL YEARS 2025/26 TO 2029/30

PROCUREPHX PRODUCT CATEGORY CODE: 925000000

RFx Number: 6000001696

PRE-SUBMITTAL MEETING

January 9, 2025

Meeting will start at 2:05 pm

Please **MUTE** your microphone

and Turn **OFF** your camera



WELCOME & INTRODUCTIONS

Annette Perez, Contracts Specialist

Point of Contact for Submittals and RFQ Questions

Office of the City Engineer

annette.perez@phoenix.gov (602) 273-3488

Jelena Stevanovic, Project Manager

Planning Administrator

Aviation Department

Planning & Environmental Division



MEETING OVERVIEW

The Attendance Sheet, PowerPoint and Notification(s) will be posted on City of Phoenix's ProcurePHX system (RFx: 6000001696):

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

(or)

<https://solicitations.phoenix.gov>

To be added to the Attendance Sheet, send an email by 5:00 pm today to annette.perez@phoenix.gov with the following:

SUBJECT: RFx 6000001696

INCLUDE: Name, Firm Name, Phone Number, and E-mail address

It is your responsibility as a RFQ holder to determine, prior to submittal, if any Notifications have been issued.

This is your **ONLY** opportunity to discuss this solicitation with City staff.

AGENDA

Questions are welcome
after each presentation

Unmute, Identify yourself,
and Ask Question

OR

Enter question/s into the
Chat Box and Identify
yourself



Vendor Registration

On-Call Services Overview

Project Description and Scope of Work

SOQ Evaluation Criteria

Submittal Requirements: *Page Count,*
Disqualifications

Procurement Information

Important Dates: *Selection Schedule*



procurePHX

Have you
signed up?

Vendor Registration

vendor.support@phoenix.gov

602.262.1819



VENDOR REGISTRATION

- All Firms **MUST** be registered in the Vendor Management System **PRIOR TO** submitting a Proposal
- **New Firms** – After registering, the City will send an e-mail with a **vendor number** in approx. 2 days
- **NEW:** Information on how to register with the City is available at: <https://www.phoenix.gov/finance/vendorsreg>

****VENDOR NUMBER must be included on the Information Sheet****



ON-CALL SERVICES OVERVIEW

→ The City of Phoenix is seeking qualified consultants to provide various Airport Planning (AP) on-call consulting services for the Aviation Department on an as-needed basis from:

July 1, 2025 through June 30, 2030

- Up to 5 firms will be selected
- Qualification-Based Selection
- No guarantee of work – City makes every effort to give work
- Projects as they come up – on an “As needed” basis



PROJECT DESCRIPTION & SCOPE OF WORK

Airport Planning On-Call Consulting (AP) Services include a range of airport planning functions and analysis related to:

- Agency coordination
- Airfield design
- Airspace analysis
- Design review
- Facility planning
- Transportation planning
- Environmental policy and documentation
- Mapping and graphic illustrations
- Public outreach
- Facilitation and visioning
- Land use
- Grants administration
- Land compatibility
- Modeling and forecasting
- Concept development
- Regulatory and technical analysis

These services will be provided to the Aviation Department's Planning & Environmental Division, in support of the planning and operation of the City's three airports (PHX, DVT and GYR). The total agreement value for each selected firm will be \$4 Million. Contract term will be 5 years, beginning July 1, 2025.



PROJECT EXPECTATIONS

- ✈️ The City is looking for a variety of firms to ensure selected consultants can meet the diverse needs of Airport projects.
- ✈️ This on-call program is intended for large aviation consulting firms with extensive, recent, and successful Large Hub airport planning experience with capabilities of providing a majority of AP services with their existing personnel and resources.
- ✈️ Consultants must have extensive planning experience, defined as professional activities and expertise with, large hub urban airports with international service, general aviation airports, and FAA policies and processes.
- ✈️ Ideal firms in this group will have an established and positive relationship with key personnel in the FAA's regional and district airport offices.



SCOPE OF WORK

Airport Planning services may include, but are not limited to:

- ✈ Agency coordination
- ✈ Design review
- ✈ Concept development
- ✈ Facilitation and visioning
- ✈ Graphics and illustrations
- ✈ Mapping, ACAD, and GIS
- ✈ Modeling and forecasting
- ✈ Public outreach communications
- ✈ Regulatory and technical analysis
- ✈ Wayfinding and signage design



ANY
QUESTIONS?

dreamstime





SOQ EVALUATION CRITERIA

Maximum Number of Points is 1,000

- A. Experience of the Firm *(250 points)*
- B. Experience of the Key Personnel *(350 points)*
- C. Project Understanding and Approach *(250 points)* and
- D. Project Management and Staffing of Key Personnel *(150 points)*



SUBMITTAL REQUIREMENTS

Submit One (1) page Information Sheet

Paper Size shall be 8½ " x11"; Font size no less than 10 pt.

Each page containing resumes, evaluation criteria, and additional content will be counted toward the maximum page limit

Pages that have project photos, charts and/or graphs will be counted toward the maximum page limit noted above

Submit SOQ via email, in .pdf format to Annette Perez at annette.perez@phoenix.gov



Maximum 12 pages



The following will NOT be counted in the Maximum Page Count:

Front and
back covers

Information
Sheet

Table of
Contents

Dividers
(tabs)



***UNLESS** you include information that may be considered by the selection panel*

**MAXIMUM
PAGE
COUNT**



GROUNDS FOR DISQUALIFICATION

☑ Failure to submit electronically by email to annette.perez@phoenix.gov by the due date and time

☑ Violating “Contact with City Employees” policy

☑ Submitting a Statement of Qualifications to the assigned Contracts Specialist for a different project



THINGS TO REMEMBER

PLACE THE FOLLOWING items on the Information Sheet:

- Project Title
- Project Number
- Legal Firm Name (not a trade name)
 - Firm Address
 - Firm Phone Number
 - Vendor Number
- Name, title, and email address of contact person

*Do **NOT** include any other information*



PROCUREMENT INFO

Current Opportunities:

Project-specific RFQs, Notifications, 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>



SELECTION SCHEDULE

SOQs Due.....January 24, 2025

Selection Notification.....Mid-February 2025

On-Call Kick-Off Workshop.....March 2025

Contracts Effective.....July 1, 2025



Questions AFTER TODAY...

Last Day for questions is seven days before the SOQ's are due or Friday January 17, 2025.

Email all questions to:
annette.perez@phoenix.gov

Reference RFx Number: **6000001696** in your email subject line

Or Call Annette Perez at (602) 273-3488

THANK YOU!

