



CITY OF PHOENIX REQUEST FOR QUALIFICATIONS

PHOENIX FIRE DEPARTMENT
FIRE STATION NO. 7 – GO BOND
PROJECT NO. FD57100030
ARCHITECTURAL SERVICES
PRE-SUBMITTAL MEETING

JANUARY 23, 2025

Meeting will start soon

Please MUTE your microphone & turn off your camera

PROCUREPHX PRODUCT CATEGORY CODES:
906000000 AND 925000000
RFX6000001728

Welcome and Introductions

- Debra Russell, Contracts Specialist II – Team Lead
Point of Contact for Submittals and RFQ Questions
Office of the City Engineer, Design and Construction Procurement Section
debra.russell@Phoenix.gov 602-256-3444
- Silvio Vaninetti, Facilities Administrator, Project Manager
Phoenix Fire Department, Facilities Management Section
- JAIME J. GARRIDO, RA, LEED, AP, CSI, CDT, Architect
Office of the City Engineer, Vertical Project Manager

Agenda

Questions are welcome after each presentation

Enter your questions into the Chat Box and Identify yourself

Meeting Overview

Vendor Registration & Procurement Websites

Project Description

Scope of Work

SBE Program (encouraged but not required)

SOQ Evaluation Criteria / RFQ Overview

Submittal Requirements (Page Count, Disqualifications)

Important Dates: Selection Schedule

Websites / ProcurePHX

Meeting Overview

The Attendance sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system at:

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

AND Posted on the City of Phoenix website:

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

To be added to the Attendance sheet, send an email by 5:00 PM today to:

Debra.Russell@phoenix.gov with the following:

RFX6000001728 Attendance, your 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*

REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov

Vendor Registration



procurePHX

Have you
signed up?

BECOME A VENDOR



1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System
4. **Set-Up** ID & Password

Steps to
Success!

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 or call (602) 262-1819.

Instructions >

Registration >

ProcurePHX Login >

- **All Firms MUST** be registered in the Vendor Management System PRIOR TO SUBMITTING A SOQ
- 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: 906000000 and 925000000
- RFX Number is: 6000001728
- The VENDOR NUMBER is to be included on the cover of the Statement Of Qualifications

Project Description / Background



- Fire Station No. 7 will be located on City of Phoenix owned property between 3rd Street and 4th Street off E. Townley Avenue.
- The proposed site is approx. 1.5 acres.
- The specific site location has not been determined.

**Proposed location
new Fire Station 7**



Scope of Work / Services



- Services will include design and possible construction administration and observation.
- Fire Station No. 7 is proposed with approximately 18,000 gross square feet.
- A two stories solution may be required.
- It will have 4 apparatus bays and minimum 16 dorms, along with the typical spaces associated with a Fire Station of this size – kitchen, dining, day room, individual restrooms, and exercise space.
- A meeting room for staff and public use may become part of the scope.
- The scope of work will also include site development, parking, hardscape, landscape, irrigation, security lighting and other elements as required.
- The architectural design intent is for a fire station that blends in with the surrounding community.

Scope of Work / Services



- Other scope of work that may be required is minimal Right of Way improvements, utility extensions, street lighting, added traffic control signal/device at the fire station response apron and other work as needed for a complete project.
- The fire station will be designed in accordance with the Phoenix Fire Department Station A/E Guide and will also comply with City of Phoenix Building Standards. The project shall incorporate previously utilized methodologies, including but not limited to: ICF, SIPS, Recycled Product Content, SEER, EER, and the USGBC V4.1 New Construction Reference Guide.
- It is anticipated that this project will be implemented through a Construction Manager at Risk (CMAR) contract.



QUESTIONS

FOR THE CLIENT DEPARTMENT
PROJECT MANAGER

Small Business Enterprise Program (SBE)

- ❖ Utilization of Small Business participation is encouraged but is not required.
- ❖ This project will utilize General Obligation Bond Program (GO Bond) Funding.

SOQ Evaluation Criteria

Maximum number of Points is 400

- A. Design Experience of the Prime Firm *(max. 80 Points)*
- B. Construction Administration and Observation Experience of Prime Firm *(max. 40 Points)*
- C. Design Experience of the Key Personnel and Subconsultants *(max. 75 points)*
- D. Construction Administration and Observation Experience of Key Personnel and Subconsultants *(max. 40 points)*
- E. Project Understanding and Approach *(max. 135 points)*
- F. Staffing Information for Key Personnel *(max. 30 points)*

*Reference Checks *(max. 21 Points)*

*Interviews *(max. 600 Points)*

Submittal Requirements

New Electronic Submittal Process:

Firms interested in this project must submit a Statement of Qualifications (SOQ) electronically to debra.russell@phoenix.gov

- Submit One (1) page **Information Sheet** that includes project title, project number, RFX number, **legal firm name**, address, phone number, vendor number, and the name, title, email address and signature of your contact person for the project. Do not include any additional information.
- 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

MAXIMUM pages permitted is
15 pages:

The following will NOT be counted in the max page count:

- Front and back covers
- Information Sheet
- Table of Contents

Grounds for disqualification:

- Failure to submit SOQ via email to CS by due date and time
- Submitting SOQ to CS for a different project
- Violating "Contact with City Employees" policy

Selection Process

Each SOQ will be evaluated according to the evaluation criteria in the RFQ.



At least 3, but not more than 5 firms will move forward to interview



One firm will be selected



A contract will be executed upon completion of negotiations of contract terms and City Council approval.



QUESTIONS

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Important Dates: Selection Schedule

Event:	Date:
Pre-submittal meeting	January 23, 2025
SOQs Due	February 7, 2025
Firms Notified for Interview	February 21, 2025
Interviews	March 7, 2025
Selection Notification	March 14, 2025
Scope of Work Meeting	Early April 2025

Procurement Website

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

Solicitations Website

Procurement Newsletter

Submitter's Handbook

The screenshot shows the City of Phoenix website's Procurement Opportunities page. At the top, there is a blue header with the City of Phoenix logo and name on the left, and a yellow box for 'Convention Center Public Meetings' on the right. Below the header is a search bar and a navigation menu with links for 'PHX At Your Service', 'PHX Pay Online', 'Map It', 'Find Public Records', 'PHXTV', and 'Translate'. The breadcrumb trail reads 'City of Phoenix > Street Transportation > Procurement Opportunities'. The main heading is 'Consulting & Construction For Capital Improvement Programs'. The text describes the contracting process and includes a notice that as of Monday, March 11, 2019, all links direct to the main solicitations page. Key sections include 'Current Opportunities', 'Project Interviews', 'Bid Results and Project Selections', and 'Subscribe to Procurement Newsletter'. A note mentions that construction plans and specifications are available for download on the website. The 'Other Useful Resources' section lists links for 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](#)

City of Phoenix Solicitations Website



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

<https://solicitations.phoenix.gov>

The screenshot shows the City of Phoenix Solicitations website. At the top, there is a dark blue navigation bar with the City of Phoenix logo and the text "City of Phoenix". To the right of the logo are two links: "Solicitations" and "Tabulations, Awards, and Recommendations". A green arrow labeled "1" points to the "Solicitations" link, and an orange arrow labeled "2" points to the "Tabulations, Awards, and Recommendations" link.

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

Limit to NIGP...

All

QUESTIONS?

Email all questions to:

Debra.Russell@Phoenix.gov

Or call: 602-256-3444

Reference **RFX6000001728** in your email subject line

***Stay for [ProcurePHX Overview](#) otherwise,
Thank You for Attending!!!***

RFX Overview

Brief overview of
ProcurePHX



Tips & Tricks

- Click “**Refresh**” often
- Make sure your Pop-Up blocker is turned **off**
- Application is accessible with Internet Explorer or Google Chrome
- 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.

Login to ProcurePHX

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 and the text "procurePHX". Below the logo, there are two input fields: "User" and "Password", both with red asterisks indicating they are required. A "Log On" button is positioned to the right of the password field. At the bottom left, there is a link for "Logon Problems? Get Support".

procurePHX

User *

Password *

Log On

Logon Problems? [Get Support](#)

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: **906000000 Architectural And 925000000 Engineering**

RFx (Event) Number is: **6000001728**

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

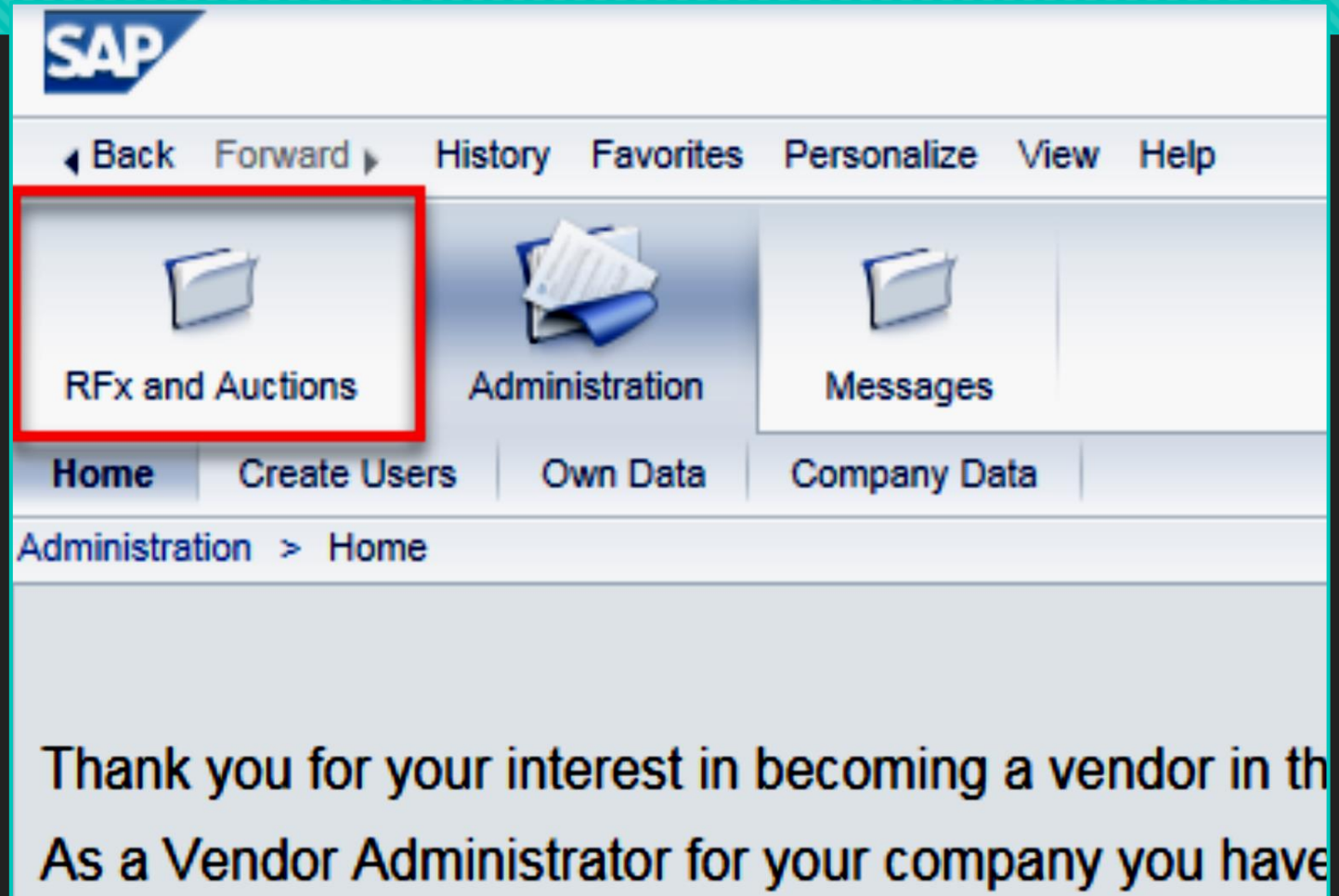
RFx Home Screen

Once you are logged in to the ProcurePHX portal:

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

Select **RFx and Auctions** tab on the top 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

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 Status
6000000583	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published

- Click the **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.

View Selected Solicitation

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

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.**

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

Would you like updates on this solicitation?

Display RFX :

Print Preview | Refresh | 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