



CITY OF PHOENIX AVIATION DEPARTMENT

ENVIRONMENTAL CONSULTING ON-CALL SERVICES FISCAL YEARS 2025/26 TO 2028/29 PRE-SUBMITTAL MEETING

PROCUREPHX PRODUCT CATEGORY CODES:

926000000 and 925000000

RFx Number: 6000001693

January 23, 2025

Meeting will start at 1:00 p.m.

Please **MUTE your microphone and Turn **OFF** your camera**



WELCOME AND INTRODUCTIONS

City of Phoenix Representatives

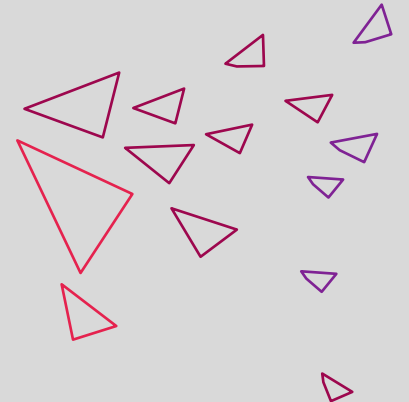
Annette Perez, Contracts Specialist II

Point of Contact for Submittals and RFQ Questions

Office of the City Engineer, Design and Construction Procurement

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

Rebecca Godley, PE, AAE Superintendent - Environmental
Planning and Environmental Division
Aviation Department





AGENDA

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
- ☐ On-Call Services Overview
- ☐ Project Description
- ☐ Scope of Work/Services
- ☐ SOQ Evaluation Criteria
- ☐ Submittal Requirements (Page Count)
- ☐ Grounds for Disqualification
- ☐ Important Dates: *Selection Schedule*
- ☐ Vendor Registration
- ☐ Questions After Today



MEETING OVERVIEW

The Attendance Sheet, PowerPoint and Notification(s) will be posted on City of Phoenix's ProcurePHX system at: <https://eprocurement.phoenix.gov/irj/portal> (RFX 6000001693)

AND posted on City of Phoenix's Procurement website: <https://solicitations.phoenix.gov>

To be added to the Attendance Sheet, send an email by 4:00 PM today to annette.perez@phoenix.gov with the following:

SUBJECT: RFX 6000001693 Attendance

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.



ON-CALL SERVICES OVERVIEW

- ➔ The City of Phoenix is seeking qualified consultants to provide environmental on-call consulting services for the Aviation Department on an as-needed basis from:

July 1, 2025, through June 30, 2029

- ➔ Up to 5 firms will be selected per Scope Category (2 Categories)
- ➔ 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

- The environmental consultants will be responsible for providing environmental services for Phoenix Sky Harbor International Airport (PHX), Phoenix Deer Valley Airport (DVT), and Phoenix Goodyear Airport (GYR), and other Aviation Department properties on an as-needed basis.
- These services will be provided to the Aviation Department's Planning & Environmental Division. The total agreement value for each selected firm will be \$1,000,000. Contract term will be 4 years, beginning July 1, 2025, and ending June 30, 2029.



SCOPE OF WORK

SCOPE OF WORK/SERVICES

- ✈ Environmental services have been grouped into two Scope Categories which may include, but are not limited to:

Category 1: Geosciences and Engineering

Category 2: Data, Compliance and Outreach



SCOPE OF WORK

Scope Category 1 – Geosciences & Engineering

- ✈ Soil, Vapor, Drinking Water and Groundwater Sampling
- ✈ Remediation Projects
- ✈ Modeling of Soil Vapor and Groundwater Contamination
- ✈ Water Distribution Systems
- ✈ Storm Water Pollution Prevention Plans
- ✈ Spill Prevention Control & Countermeasure Plans
- ✈ Environmental Site Assessments
- ✈ Environmental Studies



SCOPE OF WORK

Scope Category 2 – Data, Compliance & Outreach

- ✈ Environmental Data & Information Support Services
- ✈ Technical and Scientific Calculations, Analysis, and Reporting
- ✈ Regulatory Compliance Programs and Research
- ✈ Environmental Permits
- ✈ Environmental Training



SCOPE OF WORK

Scope Category 1 – Geosciences & Engineering Examples





SCOPE OF WORK

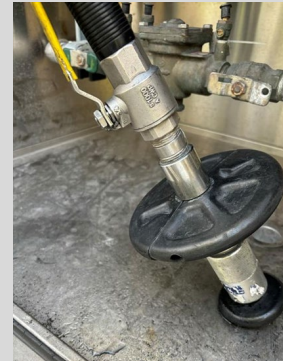
Scope Category 1 – Geosciences & Engineering Examples





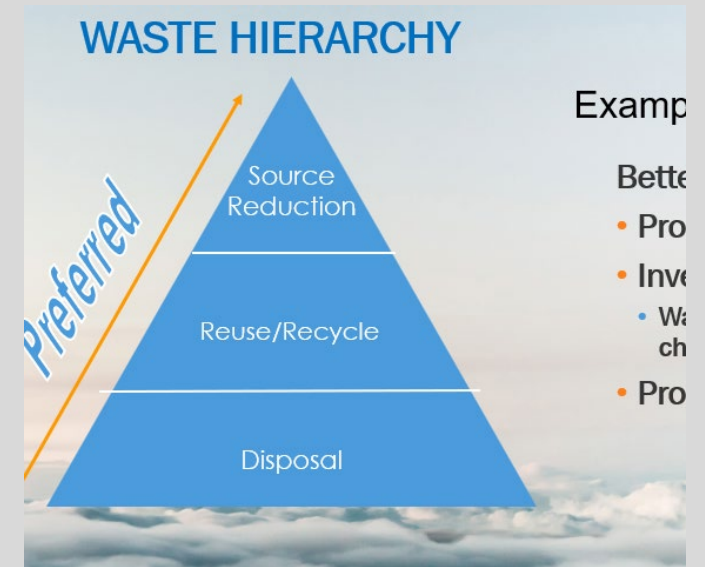
SCOPE OF WORK

Scope Category 2 – Data, Compliance & Outreach Examples



Maricopa County Air Quality Monitor Network			
Acronym	Name	Location	AQS Code
BE	Buckeye	Hwy 85 & MC 85	04-013-4011
ME	Mesa	Broadway Rd. & Alma School Rd.	04-013-1003
BP	Blue Point	Usery Pass & Bush Highway	04-013-9702
NP	North Phoenix	7th Street & Dunlap Avenue	04-013-1004
CC	Cave Creek	32nd St. & Carefree Highway	04-013-4008
PP	Pinnacle Peak	Pima Rd & Pinnacle Peak	04-013-2005
CP	Central Phoenix	16th St & Roosevelt	04-013-3002

MANAGING HAZARDOUS AND
UNIVERSAL WASTES AND MATERIALS
AVEP73







SOQ EVALUATION CRITERIA

***Maximum Number of Points is 1000**

- A. Experience of the Firm *(250 pts max)*
- B. Experience of the Key Personnel *(250 pts max)*
- C. Project Management and Responsiveness *(350 pts max)*
- D. Staffing Information for Key Personnel *(150 pts max)*

**Provide responses in the order listed in the RFQ*

**Be complete, be concise*



SUBMITTAL REQUIREMENTS

- Submit One (1) page Information Sheet: (project title, project number, RFx number, firm name (**full legal name**), address, phone number, vendor number, and name, title, email address and signature of contact person for the project). ***Do not include any additional information.***
- Paper Size 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.
- Submit SOQ via **email**, in .pdf format to Annette Perez at annette.perez@phoenix.gov

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

- ☐ Submitting a Statement of Qualifications to the assigned Contracts Specialist after the due date and time
- ☐ Submitting a Statement of Qualifications to the assigned Contracts Specialist for a different project
- ☐ Violating the “Contact with City Employees” policy



IMPORTANT DATES

SELECTION SCHEDULE

- | | |
|----------------------------------|------------------|
| • SOQs DUE | February 7, 2025 |
| • Notification of Firm Selection | Early March 2025 |
| • On-Call Kick-Off Workshop | April 2025 |
| • Contracts Effective | July 1, 2025 |



DCP PROCUREMENT WEBPAGES

[HTTPS://WWW.PHOENIX.GOV/STREETS/PROCUREMENT-OPPORTUNITIES](https://www.phoenix.gov/streets/procurement-opportunities)

- **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>



REGISTRATION HELP



Call Help Desk
(602) 262-1819

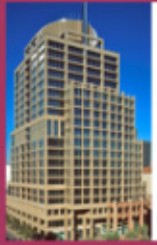
Email Help Desk
vendor.support@phoenix.gov



procurePHX

Have you
signed up?

BECOME A VENDOR



1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System
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



VENDOR REGISTRATION

- **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 Codes are: 926000000 and 925000000
- RFx Number is: 6000001693
- The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications



QUESTIONS AFTER TODAY...

Last Day for questions is
7 days before the SOQs
are due or Friday,
January 31, 2025

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

Reference RFx Number:
6000001693
in your email subject line

Or call Annette Perez at:
(602) 273-3488



***THANK YOU FOR
ATTENDING!***

