



CITY OF PHOENIX

STREET TRANSPORTATION DEPARTMENT

REQUEST FOR QUALIFICATIONS

**STREET, PATHWAY, AND WALL PACK LIGHTING
INSTALLATION**

2-STEP JOB ORDER CONTRACT SERVICES

JOC 234

PROCUREPHX PRODUCT CATEGORY CODE: 912000000

RFx Number: 6000001727

PRE-SUBMITTAL MEETING

February 11, 2025

Meeting will start at 1:00 pm



WELCOME & INTRODUCTIONS

City of Phoenix Representatives

Heather Roye, Contracts Specialist II
Point of Contact for Submittals and RFQ Questions
Office of the City Engineer
heather.roye@phoenix.gov (602) 261-8894

Jason Fernandez, Project Manager
Street Transportation Department

Karina Matthiessen, Contract Compliance Equal Opportunity Specialist
Point of Contact for SBE Requirements and Questions
Equal Opportunity Department
business.relations.eod@phoenix.gov (623) 261-8283



Meeting Overview

For contractor's attending on-line, please send me your information by 4 PM today to add your name to the sign-in sheet. Name, Firm's Name, Contact Number and Email Address

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

(RFx: 6000001727):

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

(or)

<https://solicitations.phoenix.gov>

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

- ☐ Vendor Registration
- ☐ EOD Overview and SBE Program Requirements
- ☐ What is Job Order Contracting
- ☐ Job Order Contract (JOC) Description
- ☐ Project Description and Scope of Work
- ☐ SOQ Evaluation Criteria / RFQ Overview
- ☐ Submittal Requirements: *Page Count, Disqualifications*
- ☐ Important Dates: *Selection Schedule*
- ☐ Procurement Information
- ☐ Questions after today

What is a Job Order Contract

Alternative Project Delivery Method (APDM)

- ☐ Is a 2-Step Qualifications-Based Selection process that includes a cost value element
- ☐ Evaluation of Qualifications and Price Based
- ☐ Not a bid
- ☐ No guarantee of work
- ☐ Projects are on an "As-Needed" basis
- ☐ No Federal Funding



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****



Vendor Registration
vendor.support@phoenix.gov
602.262.1819



SBE REQUIREMENTS



EOD and SBE Requirements

SBE Program

- ❑ Phoenix Mayor and City Council have a long-standing commitment to fostering the participation of small businesses in all aspects of the City's contracting efforts.
- ❑ The City of Phoenix strives to advance the economic growth of small businesses through its **Small Business Enterprise (SBE) Program**.





EOD and SBE Requirements

SBE Program

The Equal Opportunity Department is responsible for ensuring contractors and consultants achieve full compliance with all requirements related to the Small Business Enterprise (SBE) Program:

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





EOD and SBE Requirements

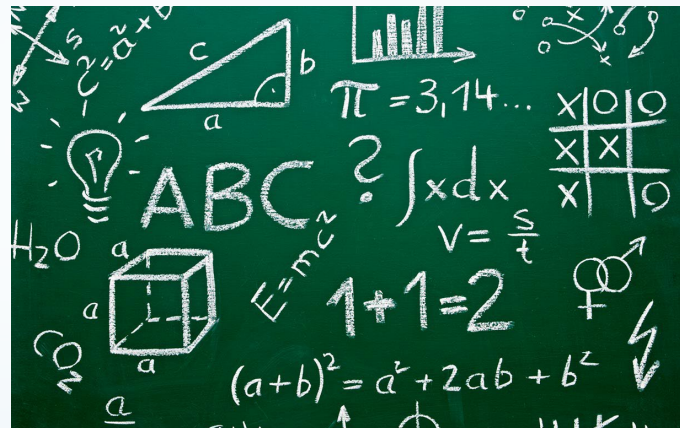
SBE Program

Required SBE Goal: 8%

1. At time of JOA: $\frac{\text{Proposed \$ to SBEs}}{\text{Total JOA Value}}$

2. Annual Reviews: $\frac{\text{Total Countable \$ Paid to SBEs}}{\text{Total Payment on all JOAs During Year}}$

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





EOD and SBE Requirements

SBE Program

SBE Requirements @ Solicitation:
None!

SBE Requirements Post-Award:
Use SBEs and Report

All proposed SBE Subcontractors must be listed in Phoenix SBE Directory and certified in specified scopes of work at the time of performance.

We can't count what we can't monitor. Share with EOD the ***Proposed Statement of SBE Utilization*** at beginning of each JOA.

Eligible SBEs can be found at:
www.phoenix.diversitycompliance.com



EOD and SBE Requirements

SMALL BUSINESS SUB-CONTRACTING GOAL

- SBE REQUIREMENT IS 8%
- THIS SOLICITATION IS OPEN TO ALL FIRMS
- NO SBE DOCUMENTS DUE AT THIS TIME
- SBE DOCUMENTS DUE TO EOD AT JOA CONTRACT TIME



EOD and SBE Requirements

GOOD FAITH EFFORTS

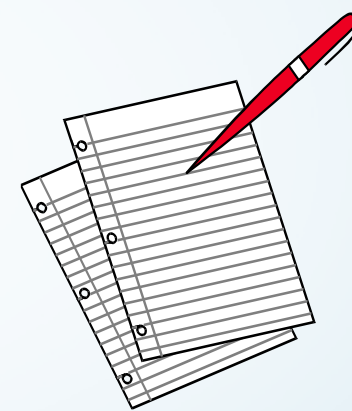
In order to be a successful Prime Contractor in the SBE Program, you must show that you took all necessary and reasonable steps to achieve an SBE goal or other requirements of the SBE Program. The steps must be steps which could reasonably be expected to obtain sufficient SBE participation, **even if such steps were not fully successful.**



EOD and SBE Requirements

Equal Opportunity Department

Karina Matthiessen, Compliance Specialist
Equal Opportunity Department
Business.relations.eod@phoenix.gov
(623) 261-8283



**ANY
QUESTIONS**





PROJECT DESCRIPTION

- ☐ City of Phoenix is seeking qualified Job Order Contractors on an as-needed basis
- ☐ No interviews – 2nd step is RFP process (selecting up to 4 contractors to move forward)
- ☐ Up to two contractors will be selected
- ☐ Must be able to bond up to \$1 million per project
- ☐ Job Order Agreements (JOA) may be executed up to \$750,000 each in construction costs
- ☐ JOC for 36-month duration or complete utilization of initial contract value with one 24-month option to extend and increase capacity



PROJECT DESCRIPTION

JOC contractor will install new streetlights, pathway lights, and wall pack lights. The scope of individual projects can be a single streetlight, a group of single streetlights, and/or adding streetlights along a corridor comprised of many streetlights. The scope may also include removal of existing streetlights, mast arms, luminaires, and/or junction boxes. Connection of the streetlights to the power company's point of services can be either an aerial connection or via underground conduits, junction boxes and/or installation of transformer pads or dips to poles. Streetlights can be either direct-bury or require a foundation.



SCOPE OF WORK

- Installation of streetlights, pathway lights, and wall pack lighting
- Installations of foundations for streetlights, power service pedestals, underground conduit and junction boxes
- Directional boring across streets in accordance with City of Phoenix standard details, utility company specifications, MAG specifications, plans provided by the City of Phoenix, and serving power company provider
- Open trench conduit work may also be required in accordance with local serving power company standards
- Concrete and asphalt removal and repair
- Coordination with City archeological requirements when applicable
- Landscape restoration
- Survey



ANY
QUESTIONS?





SOQ Evaluation Criteria

- A. General Information *(150 points max)*
- B. Experience and Qualifications of the Firm *(250 points max)*
- C. Experience of Key Personnel to be Assigned *(250 points max)*
- D. Approach to Performing the Required Services *(350 points max)*

**Reference Check (*21 points maximum)*

*These points are in addition to the 1000 points for the SOQ

*Provide responses in the order listed in the RFQ

*Be complete, be concise



Submittal Requirements

Submit One (1) page Information Sheet and no Cover Letter



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 (this includes a Cover Letter)



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 Heather Roye at heather.roye@phoenix.gov



Maximum Page Count

Maximum 10 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



Grounds for Disqualification

Failure to submit electronically by email to heather.roye@phoenix.gov by the submittal due date and time



Violating “Contact with City Employees” policy



Failure to provide additional documents due at time of submittal

OR

Failure to provide bonding statement by the due date and time

Note: *Submit as separate PDF




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*

*Do **NOT** include a Cover Letter*



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 Process

- Each SOQ will be evaluated according to the evaluation criteria in the RFQ
- No interviews – 2nd Step is RFP process
- Up to two contractors may be selected
- A contract will be executed upon completion of negotiations of contract terms and City Council approval



SELECTION SCHEDULE

SOQs Due	February 21, 2025
Selection Notification	Mid-March 2025
RFP Pre-Proposal Meeting	April 8, 2025
RFP Submittals	April 18, 2025
RFP Selection Notification	Early May 2025
Job Order Contract Workshop	May 2025



Questions AFTER TODAY...

Last Day for questions is seven days before the SOQ's are due or Friday, February 14, 2025.

Email all questions to:
heather.roye@phoenix.gov

Reference RFx Number:
6000001727 in your email
subject line

THANK YOU
for attending!

