

**CITY OF PHOENIX**

**REQUEST FOR QUALIFICATIONS  
PRE-SUBMITTAL MEETING**

**VALLEY YOUTH THEATRE – GO BOND**

**ARCHITECTURAL SERVICES**

**PROCUREPHX PRODUCT CATEGORY CODE: 906000000 AND 925000000**

**RFx Number: 6000001748**

**FEBURARY 13, 2025**

**Meeting will start at 10:35AM**



# ***WELCOME AND INTRODUCTIONS***

## **City of Phoenix Representatives**

**Tom Carroll**, Contracts Specialist II

*Point of Contact for Submittals and RFQ Questions*

Office of the City Engineer, Design and Construction Procurement

**Tom.Carroll@phoenix.gov** (602) 534-1423

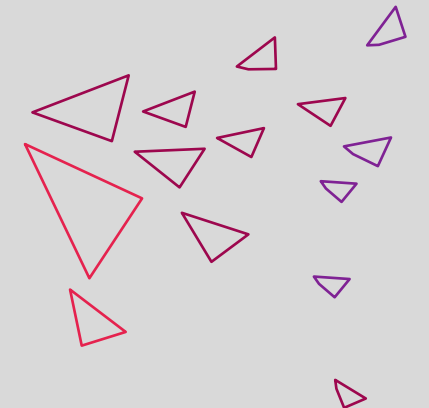
**Debra Russell**, Contracts Specialist II – Team Lead

Office of the City Engineer, Design and Construction Procurement

**Romeo Rabusa**, Deputy Director, Arts and Culture

**Gary J. Nelson**, Architect, Vertical Project Manager

Office of the City Engineer



# ***AGENDA***

Questions are welcome  
after each presentation

Meeting Overview

History

Project Description

Scope of Work

SOQ Evaluation Criteria / RFQ Overview

Submittal Requirements (Page Count, Disqualifications)

Selection Process

Important Dates: Interviews / Selection Schedule

Procurement Websites & Vendor Registration

ProcurePHX / RFx Electronic Submittal

# MEETING OVERVIEW

## PRE-SUBMITTAL ATTENDANCE SHEET

**IN-PERSON:** PLEASE SIGN YOUR NAME, FIRM NAME, PHONE NO. AND EMAIL ADDRESS

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 6000001748)

AND posted on City of Phoenix's Procurement website:

<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.*



# ***PROJECT MANAGERS***

Romeo Rabusa, Deputy Director

Gary J. Nelson, Architect, Vertical Project Manager



# LAND ACKNOWLEDGEMENT



The Arts and Culture Department acknowledges that modern-day Phoenix is on the traditional lands of the Akimel O'odham (Pima) and the Tohono O'odham and before that their ancestors (Hohokam) as well as the Pee-Posh (Maricopa). We honor the elders of both past and present, as well as future generations that enable us to live here today. Further, we acknowledge the sovereignty of the [22 Tribal Nations](#) who continue to steward the lands that make up the state of Arizona.





# ***HISTORY***

Established in 1989



Locations:

- A space in Tower Plaza at 40th & Thomas
- Current location at First Street & Fillmore

In 2024, as part of the GO Bond Program, the City of Phoenix designated space for VYT's permanent home at the corner of First and McKinley St. - right in the heart of Downtown Phoenix.

Today, VYT is a nationally-renown theatre organization, a point of pride for the metro Phoenix area.



# ***PROJECT DESCRIPTION***

On behalf of the Valley Youth Center for the Arts, the City of Phoenix seeks to design a new facility as a permanent home for the VYT:

- American Disabilities Act compliant 300-seating venue
- 99-seat studio theatre for smaller productions
- Office and meeting space, restrooms and other supporting spaces
- Rehearsal/workshop space
- Dance studios
- Galleries and space for set, costumes, prop shops, and storage

*Refer to RFQ for details*





# SCOPE OF WORK

The consultant team will be required to perform a full and complete range of architectural/engineering services for this project:

- Programming
- Site analysis and evaluation
- Conceptual, Schematic Design and Design Development
- Construction documents and specifications
- Cost estimate
- Construction administration

It is anticipated that this project will be implemented through a Construction Manager at Risk (CMAR) contract.

*Refer to RFQ for details*



Proposed location: East McKinley  
Street Between 1<sup>st</sup> and 2<sup>nd</sup> Street

*\*Interested firms may visit the site in preparation of submitting an SOQ, a City of Phoenix led site visit will not be provided.*





### MISSION

To inspire young people to be the best they can be through a wide variety of performing arts opportunities.

### VISION

**Valley Youth Theatre** is a safe place where young people from diverse backgrounds can learn and grow as individuals, performers, and leaders through a transformational performing arts experience.

# Thank You For Your Interest!



# SOQ EVALUATION CRITERIA

Maximum Number of Points is 1000

400 Points = SOQs

600 Points = Interviews

*The selection of the Consultant will be based on the following:*

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

*\*Reference Checks (21 Points) These points are in addition to the 400 points for the SOQ*

*\*\*Interviews are an additional 600 points, scores from SOQ evaluations carry over to Interviews*

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

*\*Be complete, be concise\**



# ***SUBMITTAL REQUIREMENTS***

**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 via **EMAIL** to the designated email address by the due date and time
- Violating “Contact with City Employees” policy

Submit One (1) page Information Sheet:  
Project title/number; RFx number; firm name (legal name),  
address, phone number, vendor number; project contact  
person name, title, email address and signature. ***Do not  
include any additional information.***

Paper Size 8½” x 11”; 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

# ***SELECTION PROCESS***

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



***Shortlist of at least 3 but no more than 5 firms will be invited to participate in detailed interviews. One firm will be selected.***



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





# **IMPORTANT DATES** **SELECTION SCHEDULE**

- Pre-submittal meeting February 13, 2025
- SOQs due 12:00pm February 28, 2025
- Firms notified for interview March 18, 2025
- Interviews April 2, 2025
- Scope Meeting Late April 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>



# DCP PROCUREMENT WEBPAGES

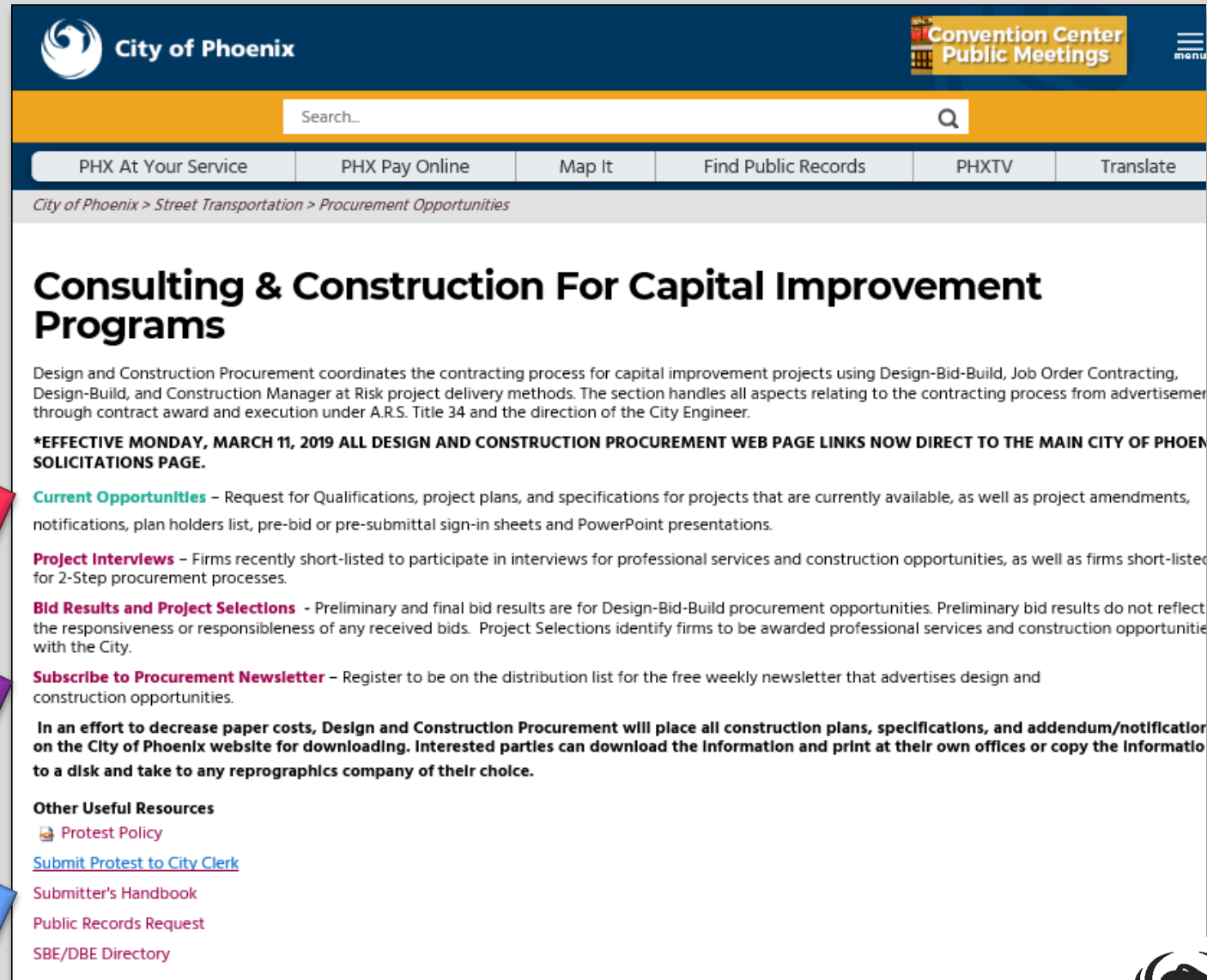
► <https://www.phoenix.gov/streets/procurement-opportunities/>

- ❖ RFQ
- ❖ Pre-Submittal Power Point Presentation & Sign-In Sheet
- ❖ Preliminary Results
- ❖ Final Results

Solicitations  
Website

Procurement  
Newsletter

Submitter's  
Handbook



The screenshot shows the City of Phoenix website's Procurement Opportunities page. The header includes the City of Phoenix logo, a search bar, and navigation links for PHX At Your Service, PHX Pay Online, Map It, Find Public Records, PHXTV, and Translate. The main content area is titled "Consulting & Construction For Capital Improvement Programs" and provides information about the contracting process, including a notice about the effective date of the new web page links (March 11, 2019). It also lists various resources such as Current Opportunities, Project Interviews, Bid Results and Project Selections, and a Subscribe to Procurement Newsletter link. A section titled "Other Useful Resources" includes links to 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>

**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



# VENDOR REGISTRATION

## REGISTRATION HELP



Call Help Desk  
(602) 262-1819

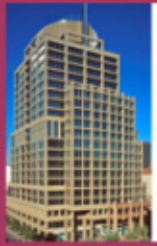
Email Help Desk  
[vendor.support@phoenix.gov](mailto:vendor.support@phoenix.gov)



# 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](mailto: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 Codes are: 906000000 and 925000000
- RFx Number is: 6000001748
- The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications



**QUESTIONS  
AFTER TODAY?**

***Stay for  
ProcurePHX  
Overview***

**THANK YOU FOR  
ATTENDING!!!**

Email all questions to:  
**[Tom.Carroll@phoenix.gov](mailto:Tom.Carroll@phoenix.gov)**

Reference RFx Number:  
**6000001748** in your email subject  
line

Or call Tom Carroll at:  
(602) 534-1423





# ***PROCUREPHX / RFX OVERVIEW***

Vendor  
Registration

Frequently  
Asked  
Questions

Tips and  
Tricks

Login

Viewing  
Solicitations

Subscribe to  
Notifications

Questions





# ***RFX TIPS***

## ▶ Brief overview for online submissions

- Click “**Refresh**” often
- Make sure your Pop-Up blocker is turned **OFF**
- Application is accessible with **Google Chrome (NOT Internet Explorer)**
- When in the application, check for Notifications and other uploads by scrolling to the far right until you see a vertical ribbon. Then scroll down on the ribbon.
- 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

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  
and 925000000*

*RFx (Event) Number is: 6000001748*

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

A screenshot of the ProcurePHX login interface. The page features the 'procurePHX' logo in the top left corner, with a small shopping bag icon to its left. Below the logo, there are two input fields: 'User \*' and 'Password \*'. To the right of the 'Password \*' field is a 'Log On' button. At the bottom left of the login area, there is a link that says 'Login Problems? [Get Support](#)'.

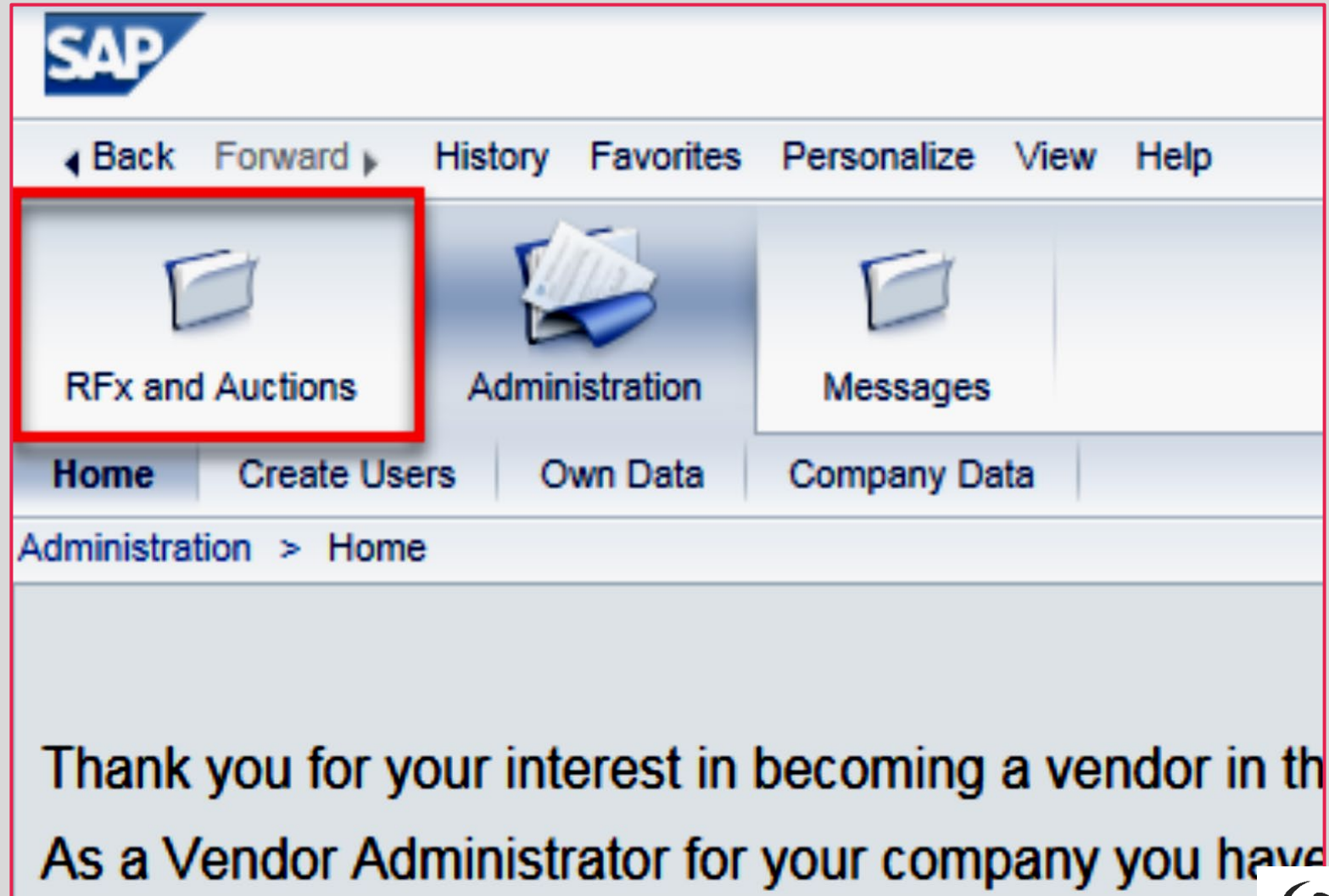
# RFX HOME SCREEN - LOGIN

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*

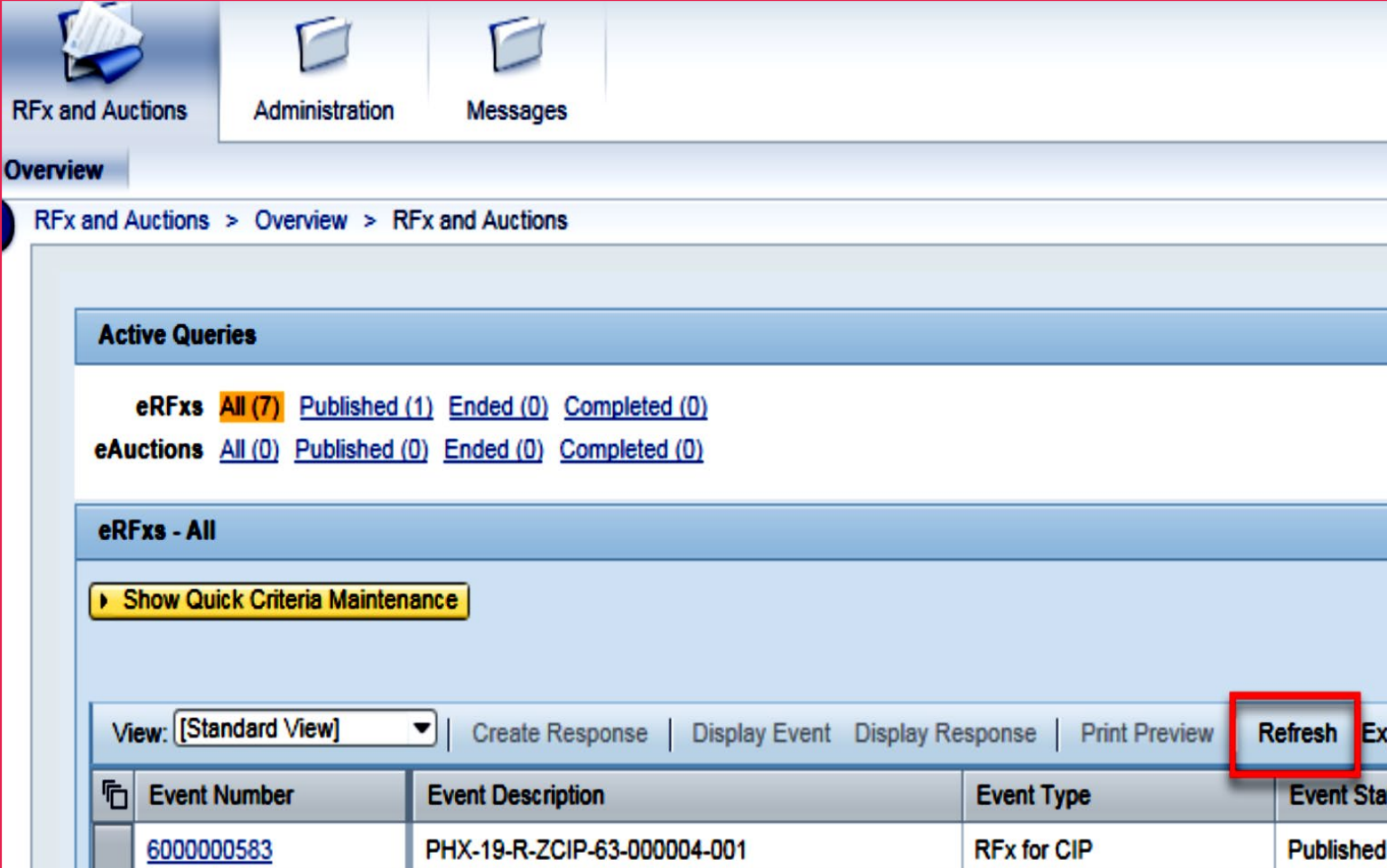


# FINDING SOLICITATIONS

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:  
**6000001748**



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**

Event Number	Event Description	Event Type	Event Status
<a href="#">6000000583</a>	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published





# VIEW SELECTED SOLICITATION

The screenshot shows the 'RFX and Auctions' section of a web application. At the top, there are tabs for 'RFX and Auctions', 'Administration', and 'Messages'. Below these is a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The main content area has a header 'Active Queries' with links for 'eRFxs' (All (7), Published (1), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). Below this is a section titled 'eRFxs - All' with a button 'Show Quick Criteria Maintenance'. A table lists events with columns 'Event Number' and 'Event Description'. The first row is highlighted in yellow. A blue arrow labeled '1' points to a gray box in the first column of the table. A red arrow labeled '2' points to a 'Display Event' button in the table's toolbar.

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

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

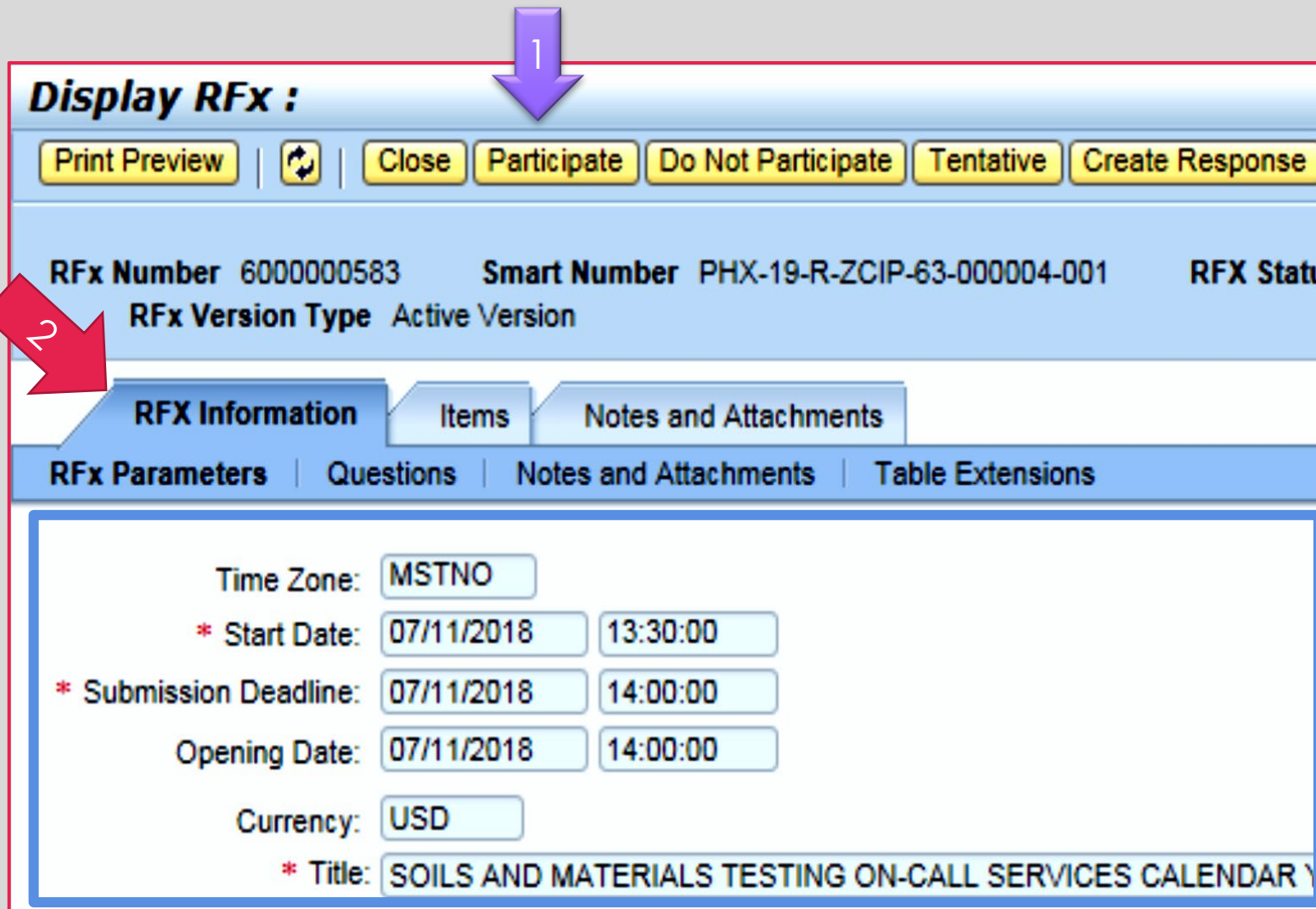
2. Click **Display Event**

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

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





# QUESTIONS

