



**CITY OF PHOENIX  
AVIATION DEPARTMENT**

**REQUEST FOR QUALIFICATIONS**

**ELECTRIC VEHICLE CHARGING INFRASTRUCTURE  
ENGINEERING SERVICES**

**PRE-SUBMITTAL MEETING**

**PROCUREPHX PRODUCT CATEGORY CODE 925000000**

**RFx Number: 6000001669**

**February 14, 2025**

**Meeting will start at 10:00 a.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](mailto:annette.perez@phoenix.gov) (602) 273-3488

**Daniel Rauscher**, Project Manager

Design and Construction Services

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
- ❑ 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 6000001669) 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](mailto:annette.perez@phoenix.gov) with the following:

**SUBJECT: RFX 6000001669 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.*



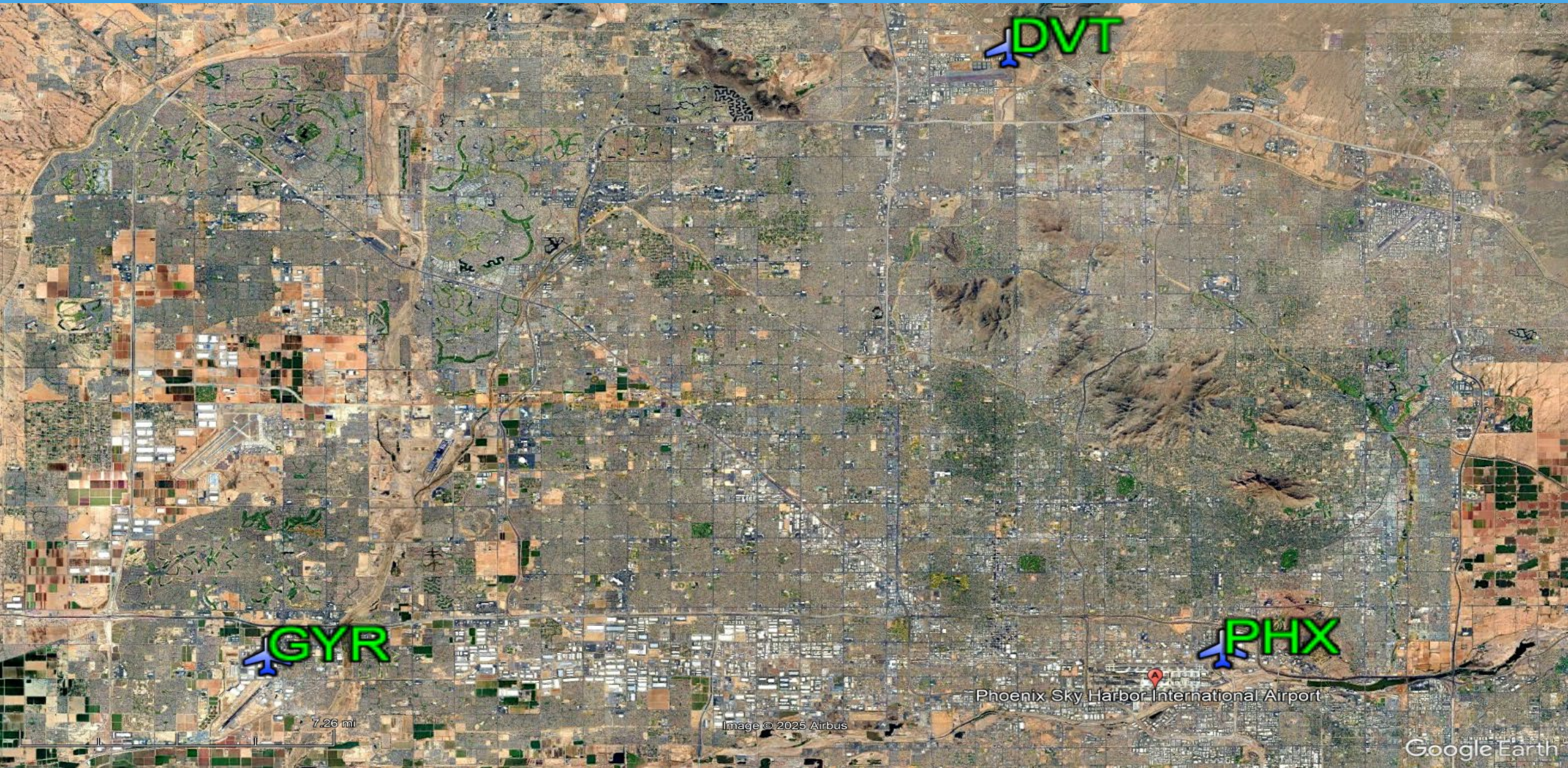
# ***PROJECT DESCRIPTION***

The purpose of this project is to provide modern and sustainable Electric Vehicle (EV) charging infrastructure for City of Phoenix Aviation (AVN) and public vehicles and associated equipment. The EV charging infrastructure will be utilized at all AVN campuses including Phoenix Sky Harbor International (PHX), Phoenix Deer Valley (DVT) and Phoenix Goodyear (GYR) Airports.





# PROJECT DESCRIPTION



GYR

DVT

PHX

Phoenix Sky Harbor International Airport

7.26 mi

Image © 2025 Airbus

Google Earth





# ***SCOPE OF WORK - DESIGN***

- Identify and provide EV charging locations for EV vehicles and equipment in multiple campus locations (PHX, DVT & GYR).
- Identify and provide separate recommendations focused on AVN Fleet and public use EV charging infrastructure.
- Identify and provide EV Charging Capacity needs (existing and future).
- Identify and provide options for EV infrastructure monitoring systems that tracks capacity, metering, usage, access control, and trends analysis with dashboards, graphics and other elements.



# ***SCOPE OF WORK - DESIGN***

- Identify and provide options for integration of the existing AVN Fleet EV charging infrastructure with the EV infrastructure monitoring system.
- Recommend and provide design that includes consideration for future infrastructure and upgrades where applicable.
- Recommend and provide requirements for all anticipated or associated structural, electrical, mechanical, technology, Fire/Life/Safety/Security, and civil design work as required.





# ***SCOPE OF WORK – CA&I***

- Provide general project administration and construction observation to ensure compliance with project plans and specifications
- Participate in CMAR construction progress and other project meetings.
- Preparation and response to meeting minutes, RFI's and submittal review/approvals
- Timely uploading and archiving of project related documentation into the City's Project Management System (Unifier, an application service provider (ASP))



# ***SCOPE OF WORK – CA&I***

- Review and certify CMAR progress payments, potential change notifications, and change orders
- Prepare and submit punch list and record documents
- Review and comment on closeout documentation, which includes CMAR's as-built documents to incorporate into project record documents
- Participate in the 11 ½ month warranty inspection
- Participate in system commissioning activities.







# ***SOQ EVALUATION CRITERIA***

- A. Design Experience of the Prime Firm (*125 pts max*)
- B. CA & I Experience of the Prime Firm (*125 pts max*)
- C. Design Experience of Key Personnel and Subs (*165 pts max*)
- D. CA & I Experience of Key Personnel and Subs (*165 pts max*)
- E. Project Understanding and Approach (*345 pts max*)
- F. Staffing Information for Key Personnel (*75 pts 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

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](mailto:annette.perez@phoenix.gov)



# MAXIMUM PAGE COUNT

Maximum 20 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***

- 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



# ***SELECTION SCHEDULE***

SOQs Due.....February 28, 2025

Selection Notification.....Late March 2025

Scope Meeting.....Mid-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>





## REGISTRATION HELP



Call Help Desk  
**(602) 262-1819**

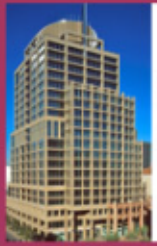
Email Help Desk  
[vendor.support@phoenix.gov](mailto:vendor.support@phoenix.gov)



# 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

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 >

# 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 Code: 925000000
- ▶ RFx Number is: 6000001669
- ▶ 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,  
February 21, 2025

Email all questions to:  
**[annette.perez@phoenix.gov](mailto:annette.perez@phoenix.gov)**

Reference RFx Number: **6000001669**  
in your email subject line

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



***THANK YOU FOR  
ATTENDING!***

