



PRE-SUBMITTAL MEETING

FEBRUARY 27, 2025



PHOENIX SKY HARBOR INTERNATIONAL AIRPORT (PHX) –

RENTAL CAR CENTER & EAST ECONOMY PARKING

FIRE ALARM SYSTEMS REPLACEMENT

ENGINEERING SERVICES AND CMAR SERVICES

AV15000077 AND AV15000078

PROCUREPHX PRODUCT CATEGORY CODE: 925000000, 912000000

RFx Number: 6000001752 [ENG], 6000001753 [CMAR]

CITY OF PHOENIX

REQUEST FOR

QUALIFICATIONS

AVIATION DEPARTMENT



WELCOME AND INTRODUCTIONS

Samantha B. Ansmann, Contracts Specialist II

Point of Contact for Submittals and RFQ Questions

Office of the City Engineer

samantha.ansmann@phoenix.gov (602) 681-5361

Scott Clark, PE, Project Manager

Aviation Department

Karina Matthiessen, Equal Opportunity Specialist

Point of Contact for SBE Requirements and Questions

Equal Opportunity Department

business.relations.eod@phoenix.gov (602) 261-8873



MEETING OVERVIEW

Attendance Sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (RFx: **600001752 [ENG]** and RFx: **600001753 [CMAR]**):

<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

- ✓ SBE Requirements
- ✓ Project Description
- ✓ Scope of Work
- ✓ SOQ Evaluation Criteria / RFQ Overview
- ✓ Submittal Requirements (*Page Count, Disqualifications*)
- ✓ Important Dates: *Selection Schedule*
- ✓ Vendor Registration
- ✓ Procurement Info
- ✓ Questions



SMALL BUSINESS ENTERPRISE PROGRAM (SBE)

Goal Setting Methodology

- ✓ Goals are established by City of Phoenix Goal Setting Committee
- ✓ Successful Prime will work with the Small Business Engagement Team prior to goal setting
- ✓ No established SBE goal for Design Phase
- ✓ SBE goal for construction phase will be established upon substantial completion of design





SMALL BUSINESS ENTERPRISE PROGRAM (SBE)

Pre-Award Requirements:

- ✓ No SBE documents due at time of submittal
- ✓ Outreach Efforts and SBE Plan should be actively in development
- ✓ Document Document Document





SMALL BUSINESS ENTERPRISE PROGRAM (SBE)

Post-Award Requirements:

To locate certified firms:

<https://phoenix.diversitycompliance.com>

Select: Directory of SBE Certified Firms

REMEMBER:

Confirm certification status of a firm

Confirm certified scope of work

**Letters of Intent to Perform as an SBE
Subcontractor/Supplier**

**Statement of Proposed SBE Utilization must be
reviewed and approved by EOD prior to execution of
each GMP**





EQUAL
OPPORTUNITY
DEPARTMENT



For Assistance contact:



Karina Matthiessen
Contract Compliance
Programs Assistant



business.relations.eod@phoenix.gov
(602) 261- 8873



QUESTIONS?





PROJECT DESCRIPTION [ENG & CMAR]

- This project is necessary because the current system is 20 years old, obsolete, past its useful life and sunset in 2018
- Replacement and repair parts are no longer available
- Project replaces most control panels, initiating and indicating devices
- RCC control panels will be reduced from 23 to 5 or 6
- RCC business suites are out of sync





PROJECT DESCRIPTION [ENG & CMAR]

- Much of EEP work will be replacing devices with updated ones
- Some existing conduit and wire can be reused, but much will need modification and/or replacement to reduce complexity
- Underground wire and possibly some conduit will need replacement
- Project will install emergency communications system
- Modify system operation so building levels, not cores, are synced at RCC, including garage and CSB



RENTAL CAR CENTER

Google Maps





EAST ECONOMY PARKING

Google Maps





PROJECT EXPECTATIONS [ENG & CMAR]

- Familiar with fire alarm design/construction in airport landside environment
- Comply with current City, county, state, federal, NFPA and any other applicable codes
- Integrate into existing systems with minimal disruption requiring 24/7 fire watch
- Be compatible with current fire alarm network infrastructure and monitoring systems
- Need system that is easier to maintain and test and is consistent with systems in other buildings



PROJECT EXPECTATIONS [ENG & CMAR]

- Minimal impact to airport operations – will involve night construction
- Up to date with current fire alarm technology
- Coordinate with stakeholders, including the following:
 - City Aviation Facilities and Services personnel, particularly Energy Division
 - Fire and Police Departments
 - Landside Operations
 - Rental Car companies and other Tenants



QUESTIONS?





SOQ EVALUATION CRITERIA [ENG]

Maximum Number of Points is 1,000

- A. Design Experience of the Prime Firm *(150 points)*
- B. CA&I of the Prime Firm *(150 points)*
- C. Design Experience of Key Personnel and Subconsultants *(125 points)*
- D. CA&I Experience of Key Personnel and Subconsultants *(125 points)*
- E. Project Understanding and Approach *(300 points)*
- F. Staffing Information for Key Personnel *(150 points)*

***Reference Checks** *(21 Points)*

These points are in addition to the 1,000 points for the SOQ



SOQ EVALUATION CRITERIA [CMAR]

Maximum Number of Points is 1,000

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

***Reference Checks** *(21 Points)*

These points are in addition to the 1,000 points for the SOQ



SUBMITTAL REQUIREMENTS [ALL]

Submit One (1) page Information Sheet

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



MAXIMUM PAGE COUNT [ALL]

12 pages permitted to address all Criteria

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



CMAR: Failure to email Bonding Statement to samantha.ansmann@phoenix.gov by the due date and time

ALL: Failure to email submittal documents to samantha.ansmann@phoenix.gov for the correct project

ALL: Failure to email submittal documents to samantha.ansmann@phoenix.gov by the due date and time

ALL: Violating “Contact with City Employees” policy

| GROUNDS FOR DISQUALIFICATION [ALL]



IMPORTANT DATES [ALL]:

SOQ DUE

MARCH 14, 2025

AWARD NOTIFICATION

EARLY APRIL 2025

SCOPE MEETING

LATE APRIL 2025

Selection Schedule



procurePHX

Have you
signed up?

VENDOR REGISTRATION

VENDOR.SUPPORT@PHOENIX.GOV
602.262.1819

Brief overview for online
registration and procurePHX
accessibility



PLACE THE FOLLOWING ITEMS ON THE INFORMATION SHEET:

- PROJECT TITLE
- PROJECT NUMBER
- RFX NUMBER
- FIRM NAME
- FIRM ADDRESS
- FIRM PHONE NUMBER
- VENDOR NUMBER
- NAME, TITLE, EMAIL ADDRESS, AND SIGNATURE OF CONTACT PERSON

DO NOT INCLUDE ANY OTHER INFORMATION

Things to Remember [ALL]



QUESTIONS AFTER TODAY? [ALL]

Last Day for questions is seven days before the SOQ's are due or **Friday March 7, 2025**

Email all questions to:
samantha.ansmann@phoenix.gov

Reference RFx Number: **6000001752 [ENG]**
or 600001753 [CMAR] in your email subject
line

Or Call Samantha Ansmann at (602) 681-
5361



ALL

PROCUREMENT INFO

[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>



QUESTIONS?





THANK YOU
FOR
ATTENDING!

