

**CITY OF PHOENIX
ARTS AND CULTURE DEPARTMENT**

**REQUEST FOR QUALIFICATIONS
PRE-SUBMITTAL MEETING**

**CHILDREN'S MUSEUM OF PHOENIX
GO BOND EXPANSION
AR00000022**

CONSTRUCTION MANAGER AT RISK

PROCUREPHX PRODUCT CATEGORY CODE: 912000000

RFx Number: 6000001756

March 3, 2024

Meeting will start at 2:05pm.



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 – Team Lead

Office of the City Engineer, Design and Construction Procurement

Romeo Rabusa, Special Projects Administrator

Arts and Culture

Gary J. Nelson, Vertical Project Manager

Office of the City Engineer

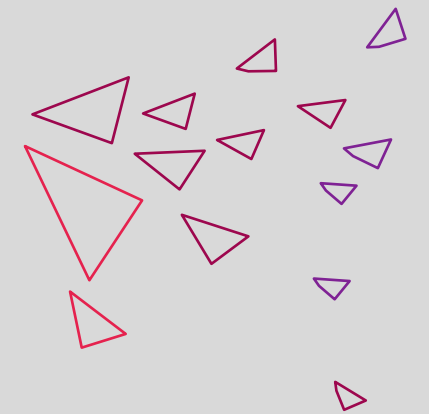
Karina L Matthiessen, Compliance Assistant

Point of Contact for SBE Questions

Equal Opportunity Department

business.relations.eod@phoenix.gov

(602) 262 6790



INDIGENOUS LAND ACKNOWLEDGEMENT

We respectfully acknowledge that the Children's Museum of Phoenix is located on the traditional lands of the Akimel O'odham (Pima). We recognize, celebrate, and honor the diverse ancestry of the Indigenous peoples of modern-day Arizona; being the original stewards of this land, they are an important part of our history, present, and future. As an arts, culture, and educational organization, we are committed to preserving and uplifting multi-generational contributions through our programs and exhibits.

children's
museum
phoenix



museo de
los niños
de phoenix



AGENDA

Questions are welcome
after each presentation

Meeting Overview

EOD

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

Questions After Today

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 6000001756)

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.





SMALL BUSINESS ENTERPRISE PROGRAM (SBE)

Only firms whose physical business is located within Maricopa County are eligible to meet the SBE subcontracting goal, which will be set prior to construction of this project.

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:

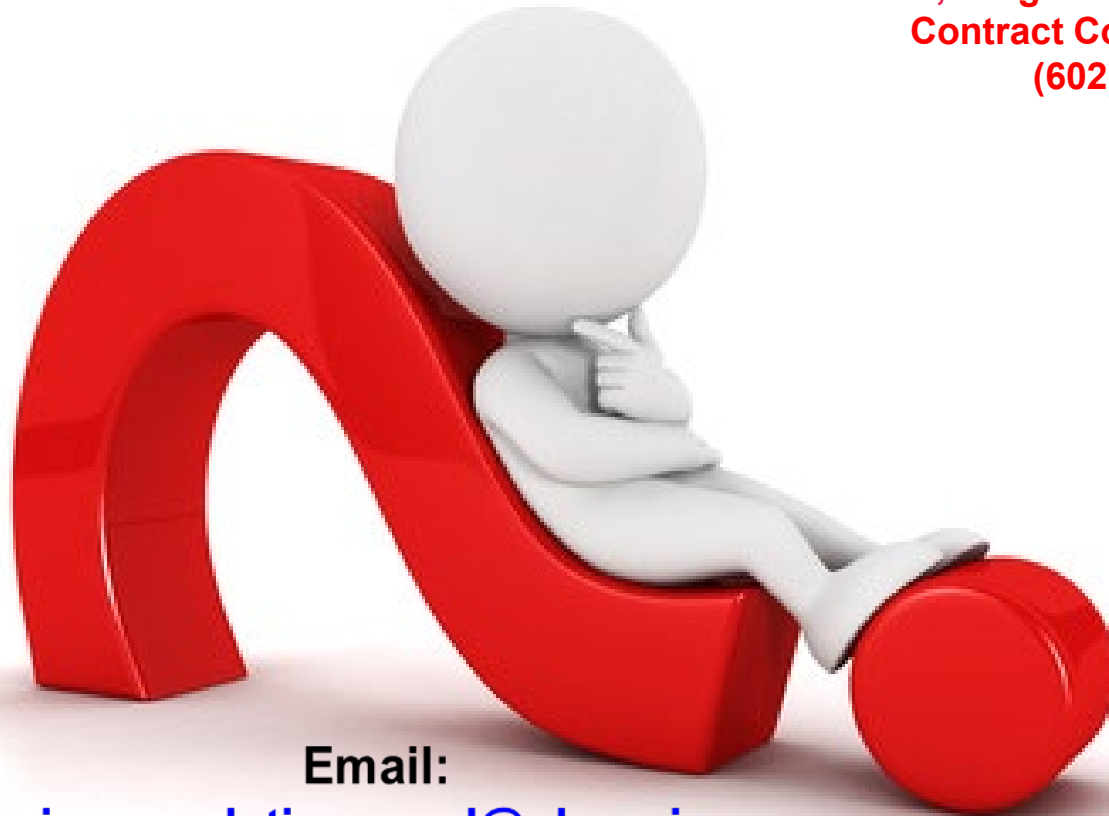
- Confirm certification status of a firm
- Confirm certified scope of work
- Letters of Intent to Perform as an SBE Subcontractor/Supplier
- Statement of Proposed SBE Utilization must be reviewed and approved by EOD prior to execution of each GMP



Equal Opportunity Department

For more information, please contact:

**Karina L Matthiessen, Program Assistant
Contract Compliance
(602) 262 6790**



Email:

business.relations.eod@phoenix.gov



PROJECT MANAGER

Romeo Rabusa, Deputy Director
Arts and Culture Department

Gary J. Nelson, AIA, Vertical Project Manager
Office of City Engineer
Vertical Project Management Section

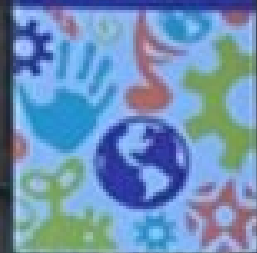


MONROE SCHOOL

Children's Museum of Phoenix 2023 GO Bond



children's
museum of phoenix
2023 GO Bond



children's
museum of phoenix
2023 GO Bond



children's
museum of phoenix
2023 GO Bond



HISTORY

- In 2001, the City of Phoenix Bond Election earmarked \$10.5 million for the City's purchase of the 80,000sf historic Monroe School as the future home of the Children's Museum of Phoenix
- The Children's Museum raised an additional \$13.3 million to augment bond funds for construction and to build exhibits
- The Museum opened to the public (with great fanfare!) in 2008. This included 47,000sf of indoor space
- In 2017, the Museum paid for and completed the renovation of an additional 5,000sf of exhibit and public use space
- In November of 2023, the voters of Phoenix passed the 2023 GO Bond, earmarking \$5.37million to complete the renovations of the Monroe School
- In February 2025, RSP was contracted as the Architecture firm for the Bond approved building amendments.
- In Spring 2025, we expect to welcome our 5 MILLIONTH visitor!



PROJECT DESCRIPTION

- The City of Phoenix is seeking a qualified Construction Manager at Risk (CMAR) to provide preconstruction services and complete construction services for the Children's Museum of Phoenix Expansion (GO Bond) CMAR Project. Project site is located at the Children's Museum of Phoenix:

215 N. 7th Street, Phoenix, Arizona 85034

Scope of Work

- Renovate unfinished spaces in the Historic Monroe School Building
- White Shell Construction of approximately 28,000 square feet of building space for future public exhibit/event and support staff spaces.
- Cost Estimate of Conceptual Design Solutions developed by RSP Architects

Refer to RFQ for details



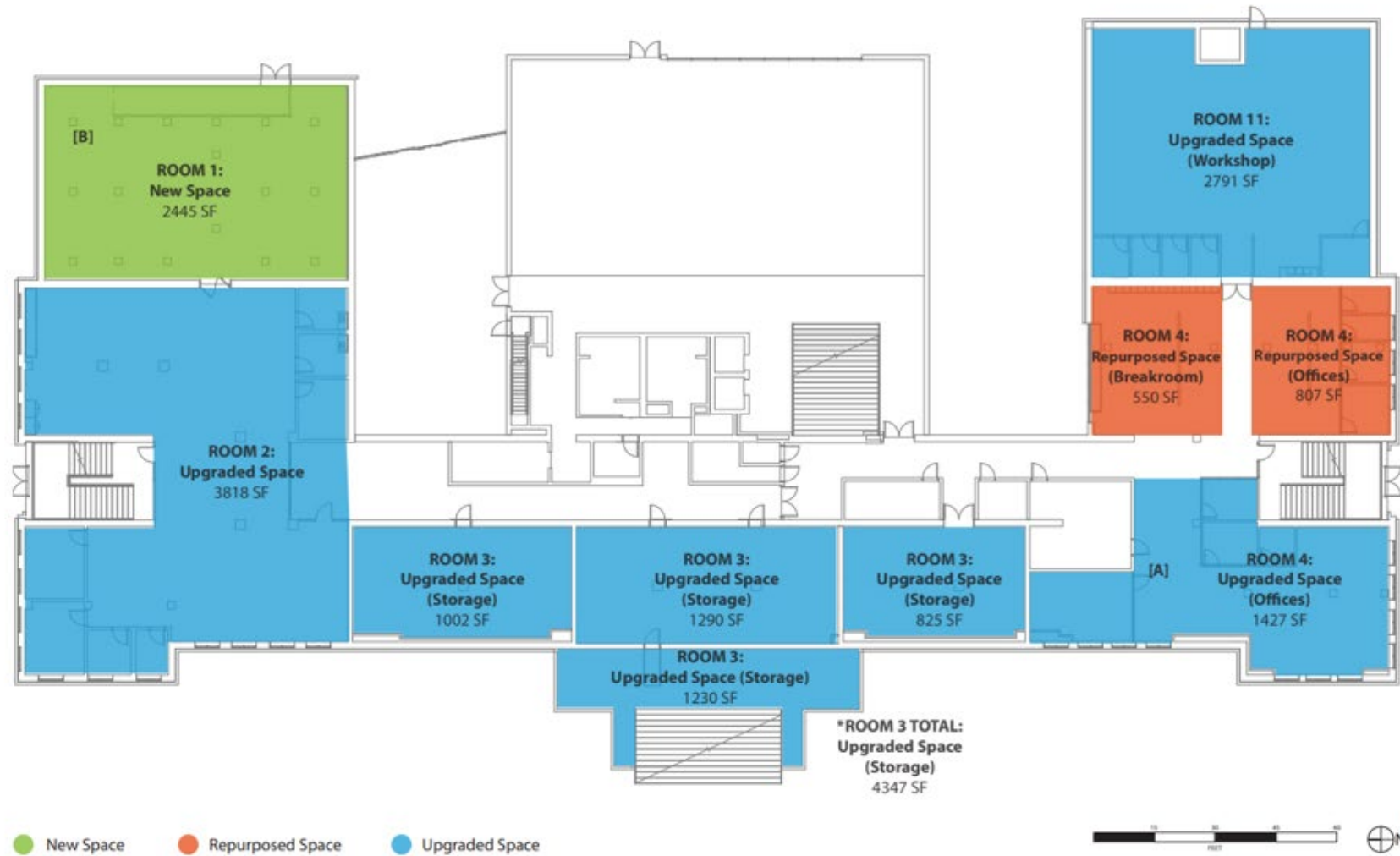
EXISTING | FIRST FLOOR/BASEMENT



- Elevator
- Unexcavated
- Exhibit
- Storage
- Lobby
- Workspace
- Office
- Breakroom
- Restroom
- Utility
- Circulation



PROPOSED | FIRST FLOOR/BASEMENT



FIRST FLOOR/BASEMENT CONDITIONS & PROJECT SUMMARY



- **Room 1:** Full excavation, extensive structural, archeology and abatement (by others), white shell construction and ADA accessibility
- **Room 2:** Abatement (by others), white shell construction
- **Rooms 3:** Abatement (by others), white shell construction
- **Rooms 4:** Abatement (by others), white shell construction
- **Room 11:** Add bathroom facilities to meet City code and ADA accessibility



ROOM 1



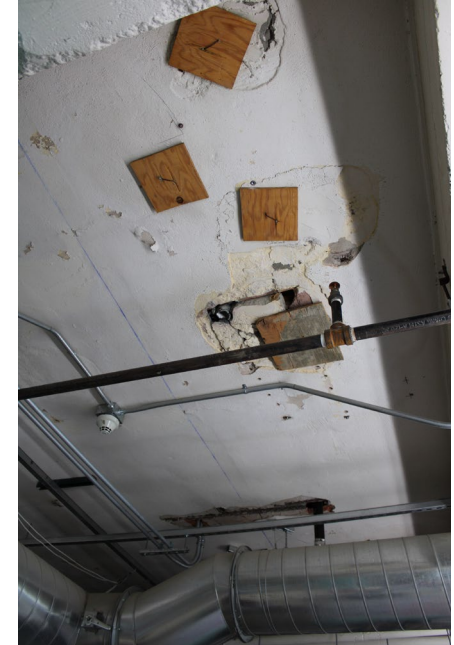
ROOM 2



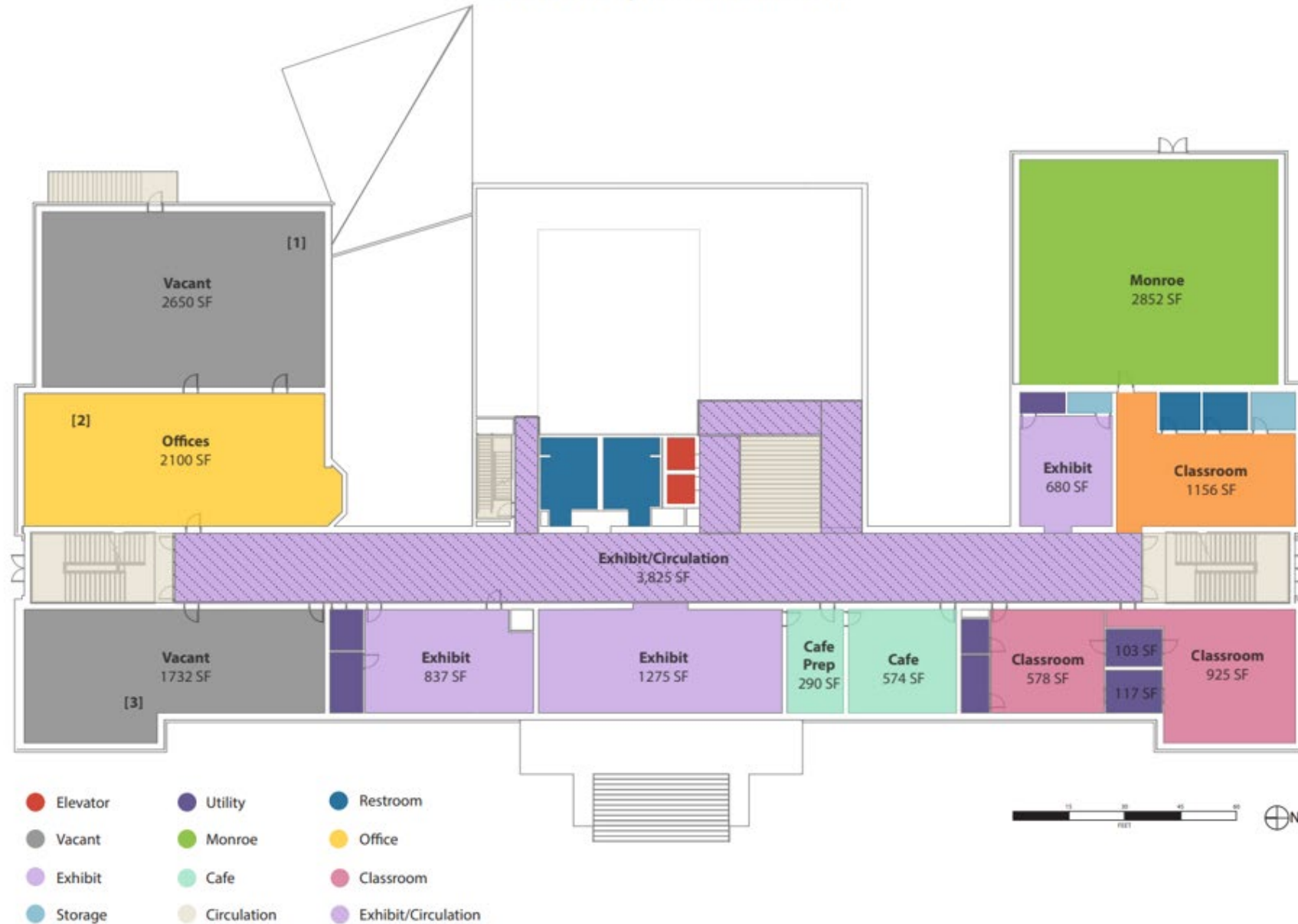
ROOM 3



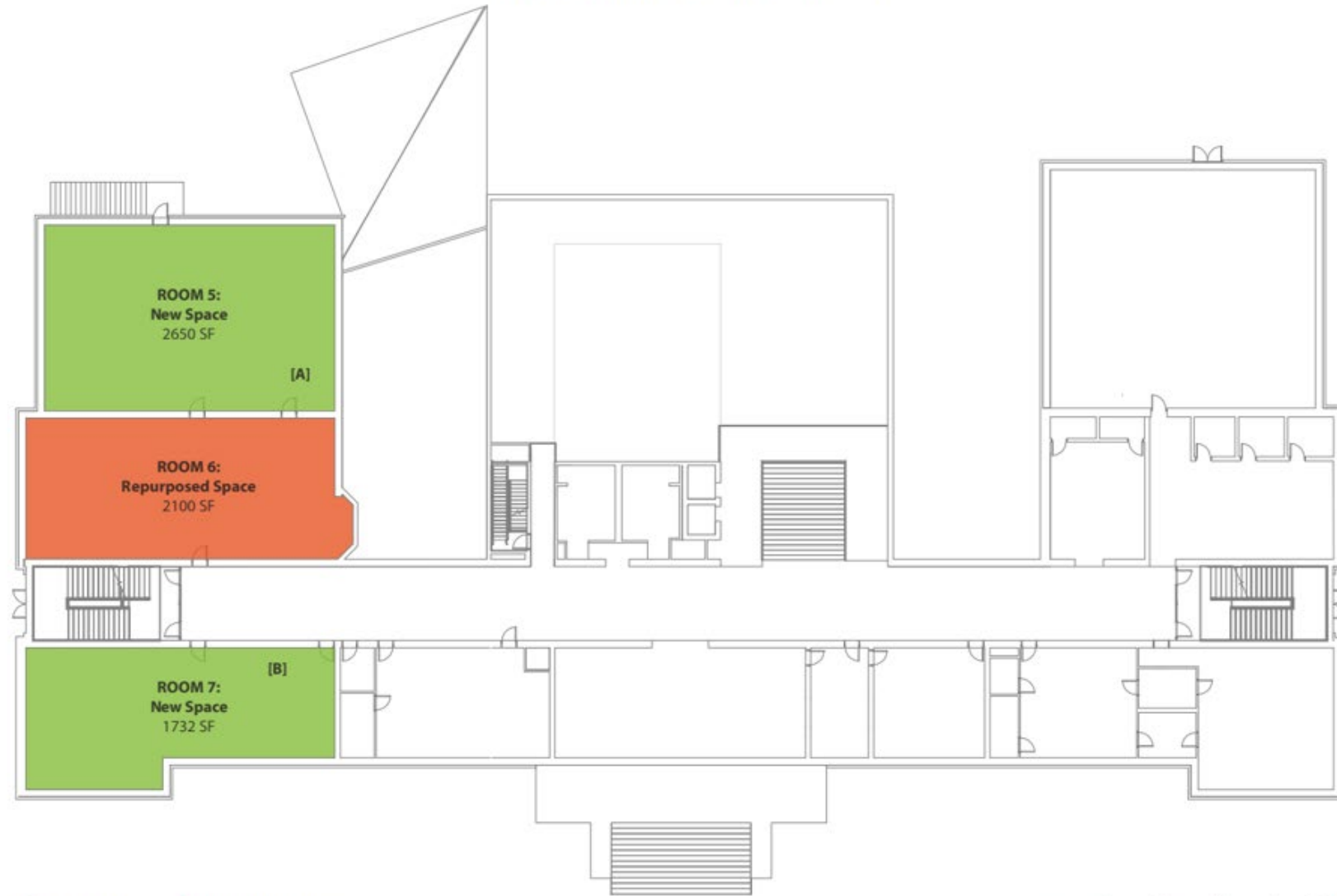
ROOM 4



EXISTING | SECOND FLOOR



PROPOSED | SECOND FLOOR



● New Space ● Repurposed Space



SECOND FLOOR CONDITIONS & PROJECT SUMMARY



- **Room 5:** Extensive structural (tied to shared ceiling / floor with Room 1), abatement (by others), white shell construction and ADA accessibility
- **Room 6:** White shell construction and ADA accessibility
- **Rooms 7:** Abatement (by others), white shell construction



ROOM 5



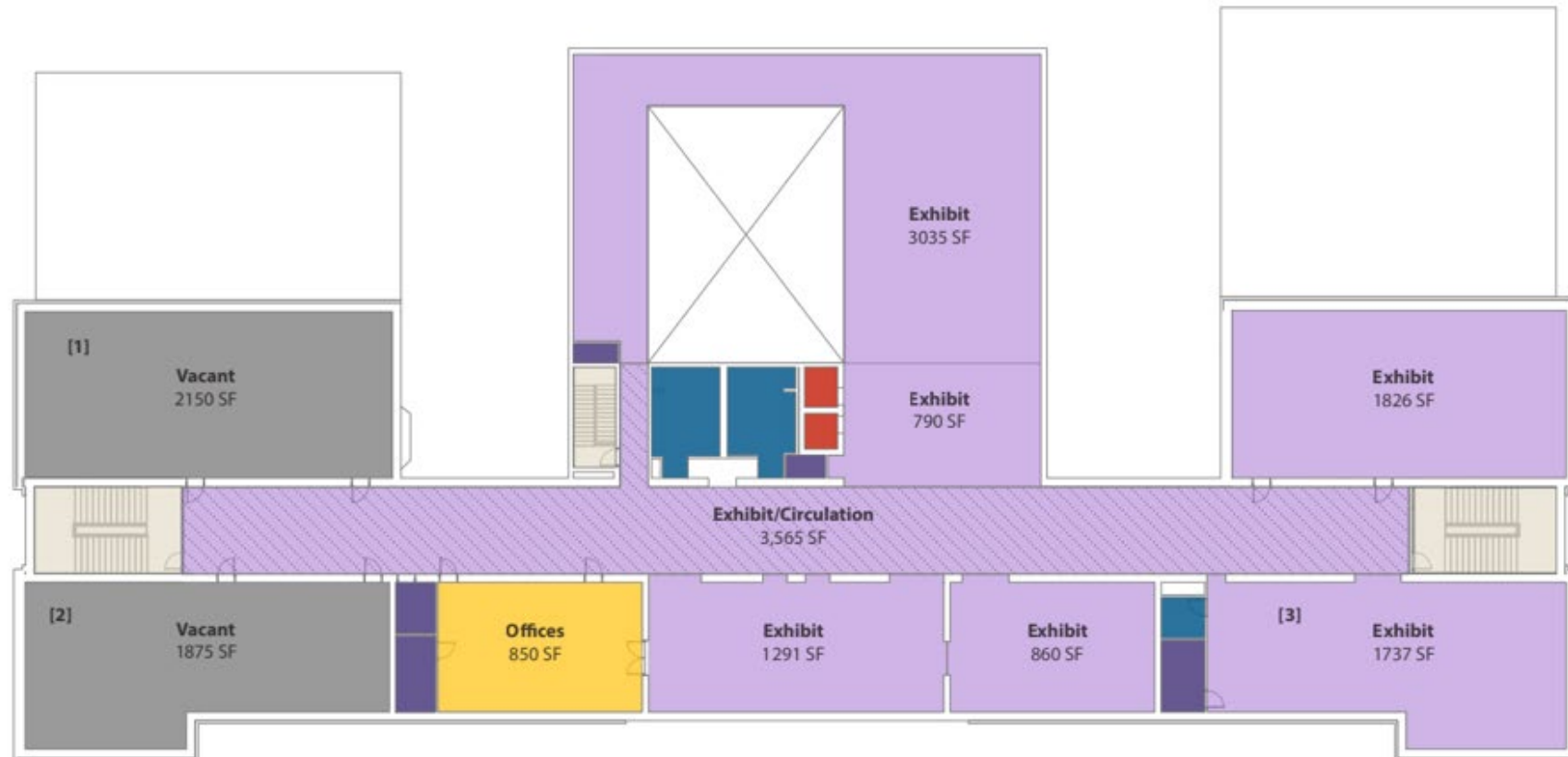
ROOM 6



ROOM 7



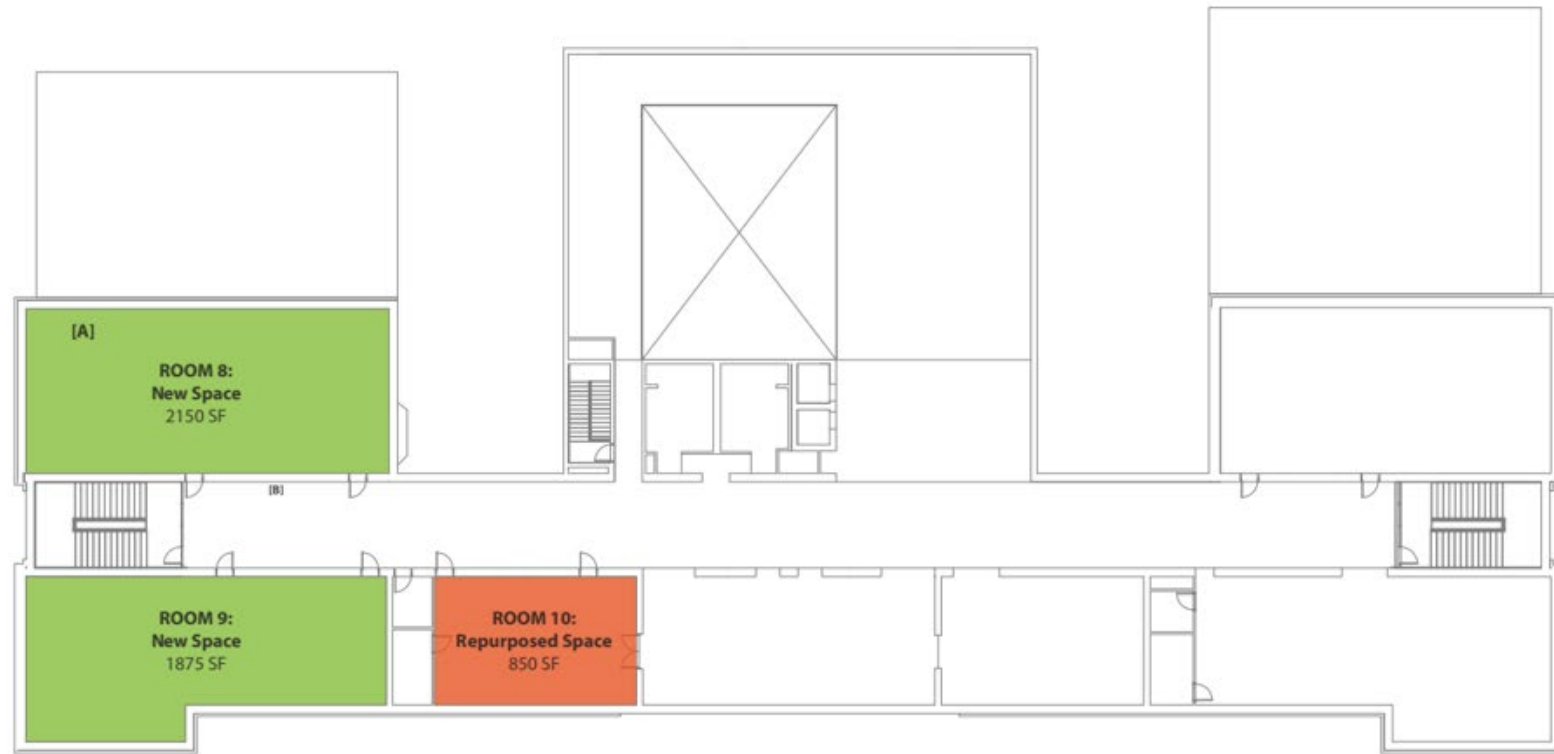
EXISTING | THIRD FLOOR



- Elevator
- Vacant
- Exhibit
- Circulation
- Utility
- Restroom
- Office
- Exhibit/Circulation



PROPOSED | THIRD FLOOR



● New Space ● Repurposed Space



THIRD FLOOR CONDITIONS & PROJECT SUMMARY



- **Room 8:** Abatement (by others), white shell construction
- **Room 9:** Abatement (by others), white shell construction
- **Rooms 10:** White shell construction







POSSIBLE ADDITIONAL NON-BOND SCOPE:

The Children's Museum may also require additional construction services beyond the City's GO Bond scope, at the Museum's expense. These projects may include, but are not limited to:

- Expanded outdoor play space for a preschool
- Enclosure of an existing courtyard for a children's library
- Infrastructure for outdoor or multi-space waterplay exhibit
- Rooftop access/use for exhibits or display elements
- Additional space modifications





**THANK
YOU!**

Questions

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. General Information *(50 points max)*
- B. Experience and Qualifications of the Firm *(75 points max)*
- C. Experience of Key Personnel to be Assigned to this Project *(75 points max)*
- D. Understanding of the Project and Approach to Performing the Required Services *(200 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
12 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
- Failure to submit **Bonding Statement** via **email** by the due date and time

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

CMAR SERVICES – BONDING STATEMENT: Separate PDF attachment. WILL NOT count towards maximum number of pages

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 with Site Tour March 3, 2025
- SOQs due 12:00pm March 14, 2025
- Firms notified for interview March 28, 2025
- Interviews April 14, 2025
- Scope Meeting Early May 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

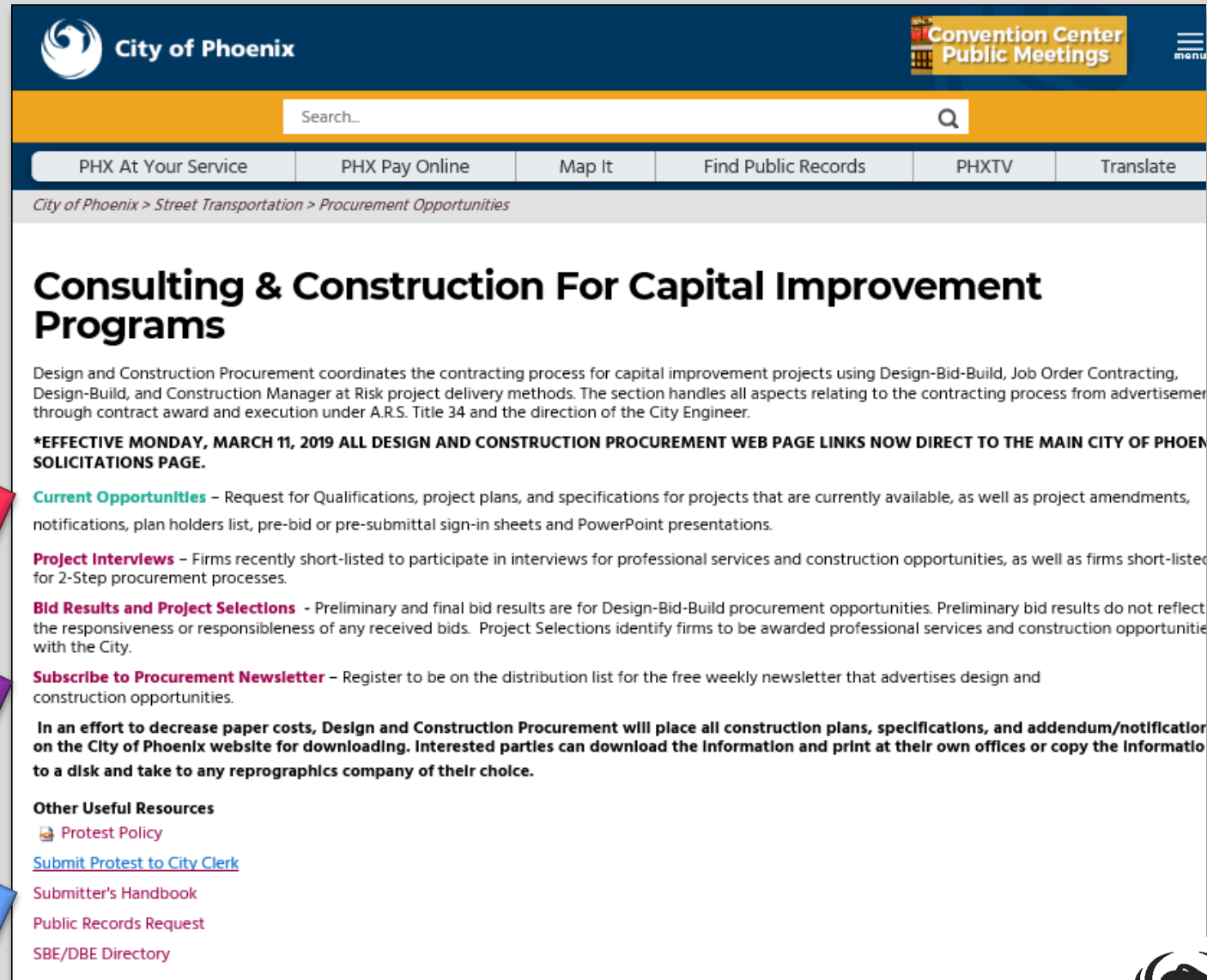
► <https://www.phoenix.gov/streets/procurement-opportunities/>

- ❖ 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



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



- **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: 912000000
- RFx Number is: 6000001756
- 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

Reference RFx Number:
6000001756
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: 912000000

RFx (Event) Number is: 6000001756

*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 the left of the text. 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](#)'. The entire login form is enclosed in a thin black border.

 procurePHX

User *

Password *

Login Problems? [Get Support](#)



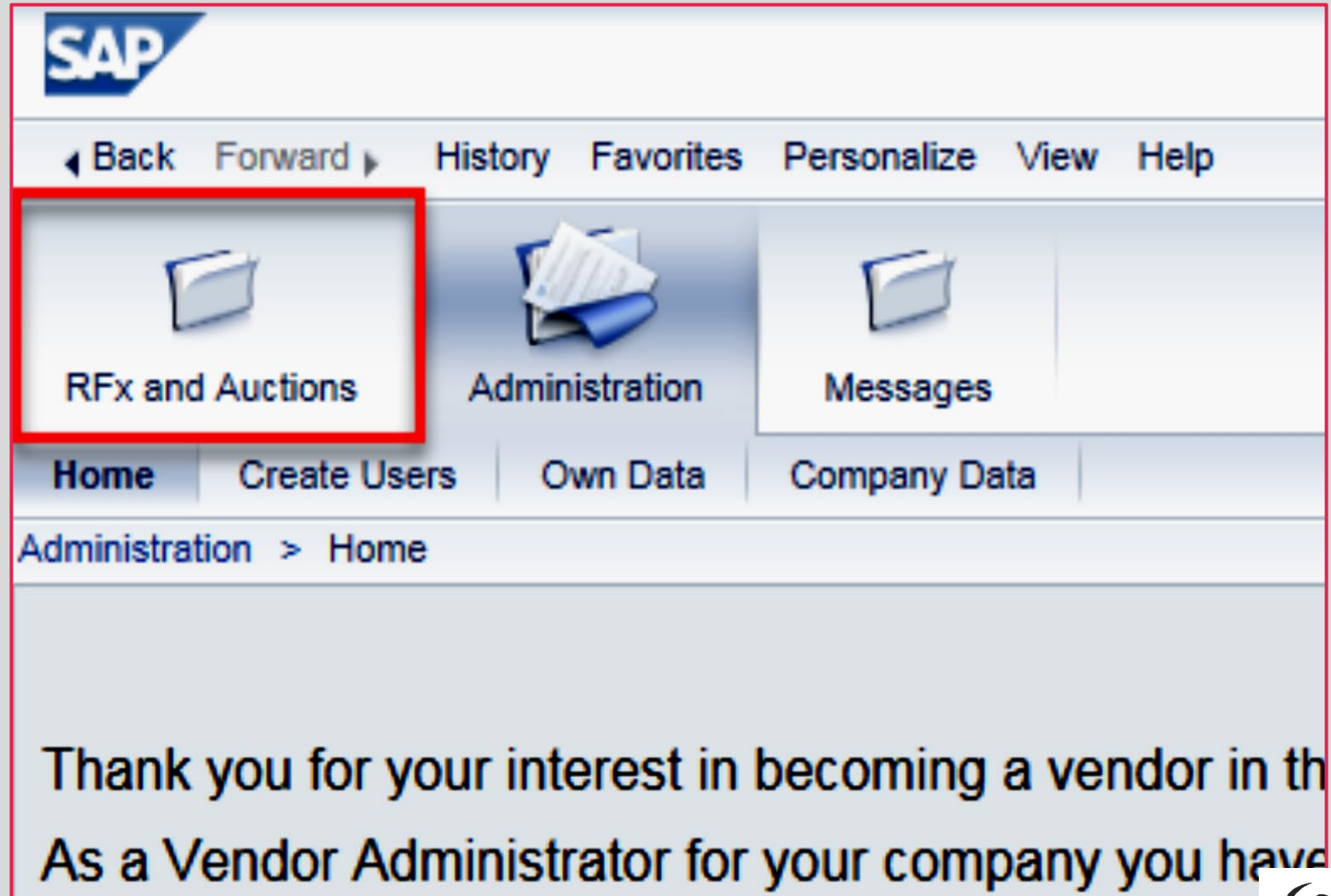
RFX HOME SCREEN - LOGIN

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

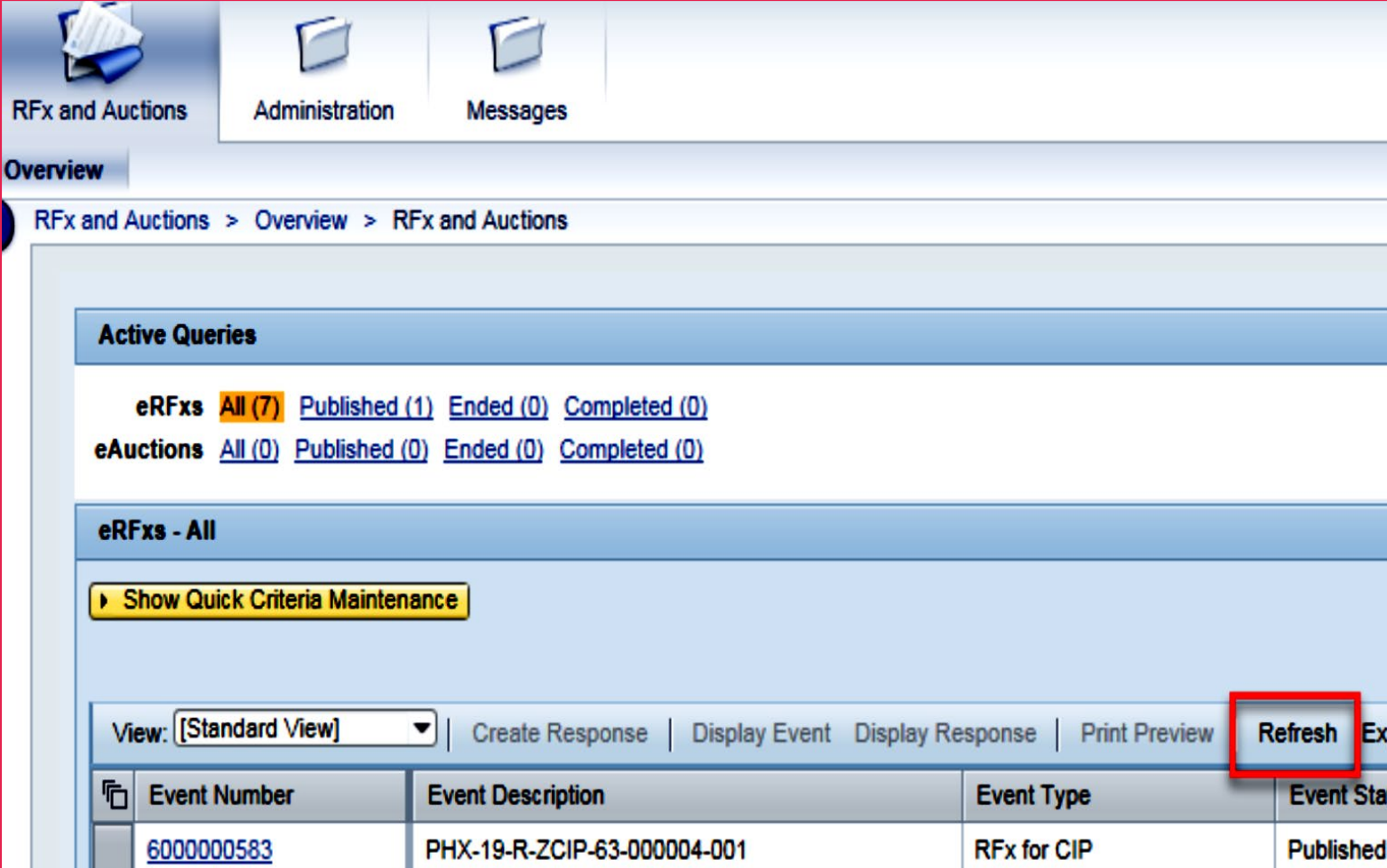


FINDING SOLICITATIONS

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:
6000001756



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

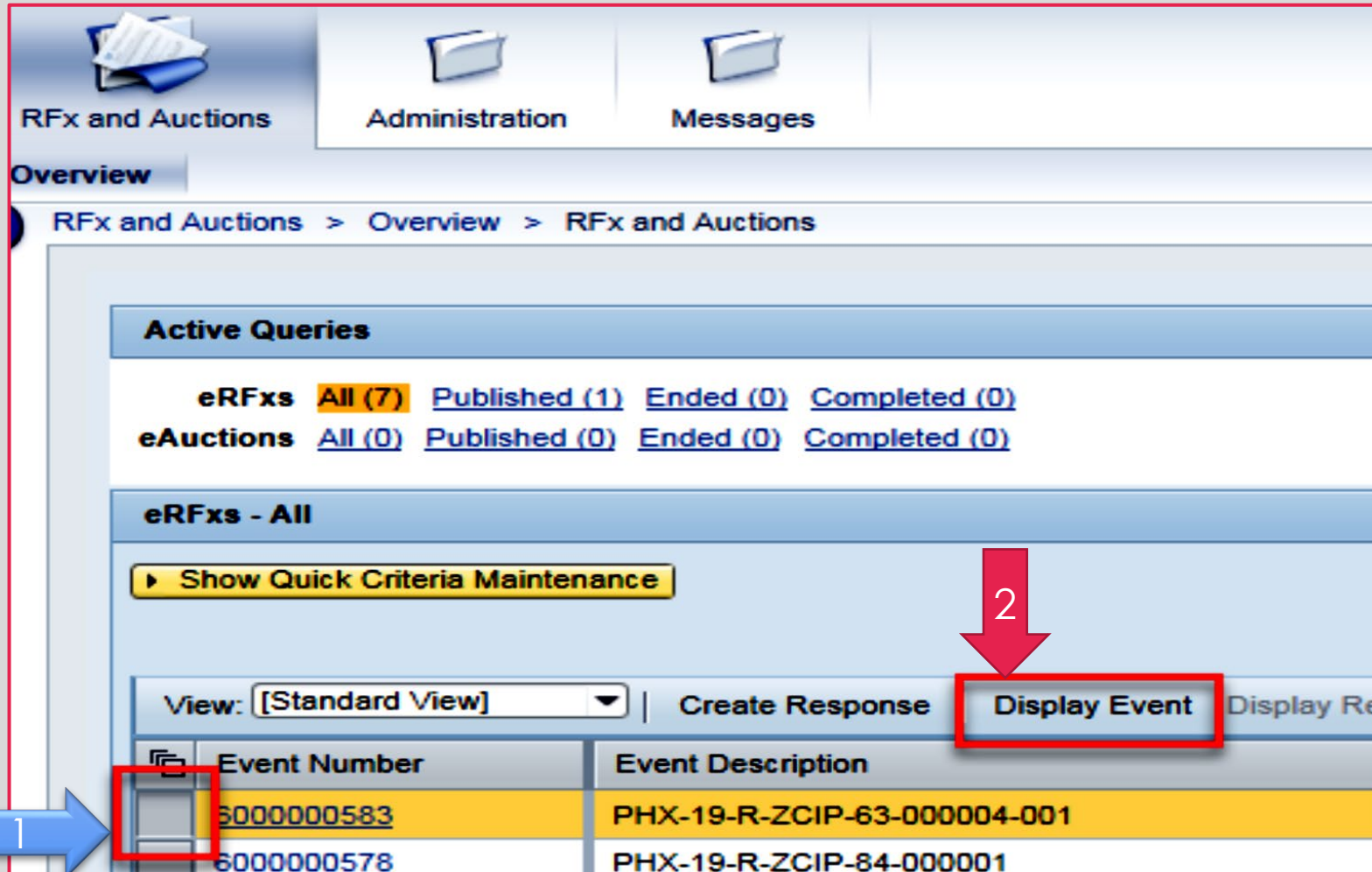
Show Quick Criteria Maintenance

View: [Standard View] Create Response Display Event Display Response Print Preview **Refresh**

Event Number	Event Description	Event Type	Event Status
6000000583	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published



VIEW SELECTED SOLICITATION



The screenshot shows a web application interface for 'RFX and Auctions'. At the top, there are tabs for 'RFX and Auctions', 'Administration', and 'Messages'. Below these is an 'Overview' section with a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is titled 'Active Queries' and contains 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 'Show Quick Criteria Maintenance' button. A table of events is displayed with columns 'Event Number' and 'Event Description'. The first row is highlighted in yellow. A red box highlights the 'Display Event' button, and a red arrow labeled '2' points to it. A blue arrow labeled '1' points to the first row of the table.

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,

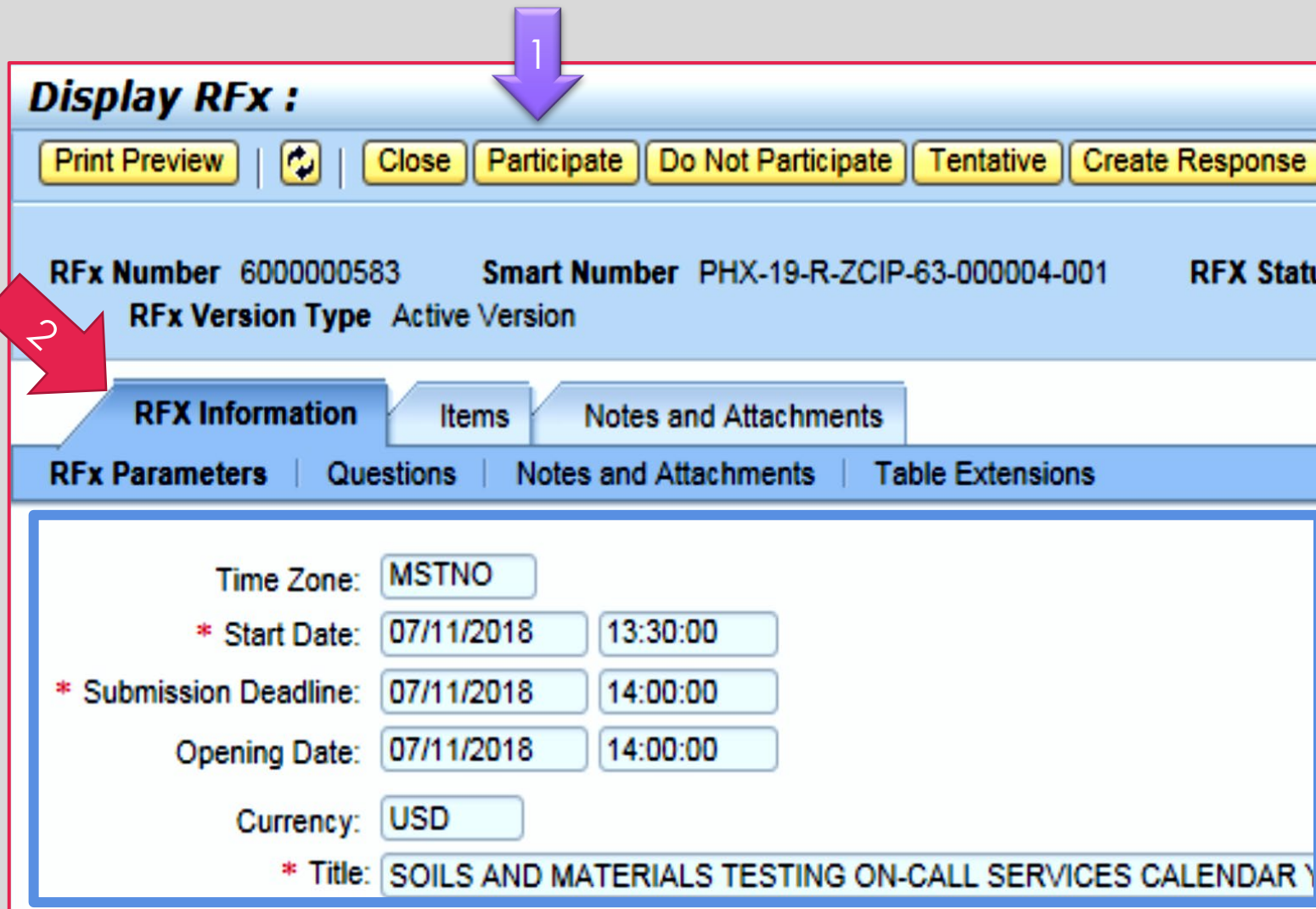
2. Click **Display Event**

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

