



CITY OF PHOENIX

AV16000037

**PHOENIX SKY HARBOR INTERNATIONAL AIRPORT
FACILITIES AND SERVICES TONTO LOT CAMPUS PHASE I
CONSTRUCTION MANAGER AT RISK SERVICES
PRE-SUBMITTAL MEETING**

PROCUREPHX PRODUCT CATEGORY CODES: 912000000

RFx Number: 6000001769

April 4, 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 (602) 273-3488

Karina Matthiessen, Contract Compliance Specialist

Point of Contact for SBE Information

Equal Opportunity Department

karina.matthiessen@phoenix.gov (480) 853-5991

Rick Pfannenstiel, 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
- ☐ EOD/SBE Information
- ☐ Project Description
- ☐ Scope of Work/Services
- ☐ SOQ Evaluation Criteria / RFQ Overview
- ☐ Submittal Requirements (Page Count)
- ☐ Grounds for Disqualification
- ☐ Selection Process
- ☐ Important Dates: *Selection Schedule*
- ☐ ProcurePHX for RFX
 - ☐ Vendor Registration
- ☐ Procurement Webpages
- ☐ Open.Gov Information
- ☐ 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 6000001769)

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 with the following:

SUBJECT: RFX 6000001769 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.



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 used 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 Matthiessen
Contract Compliance
480-853-5991**

Email:

business.relations.eod@phoenix.gov



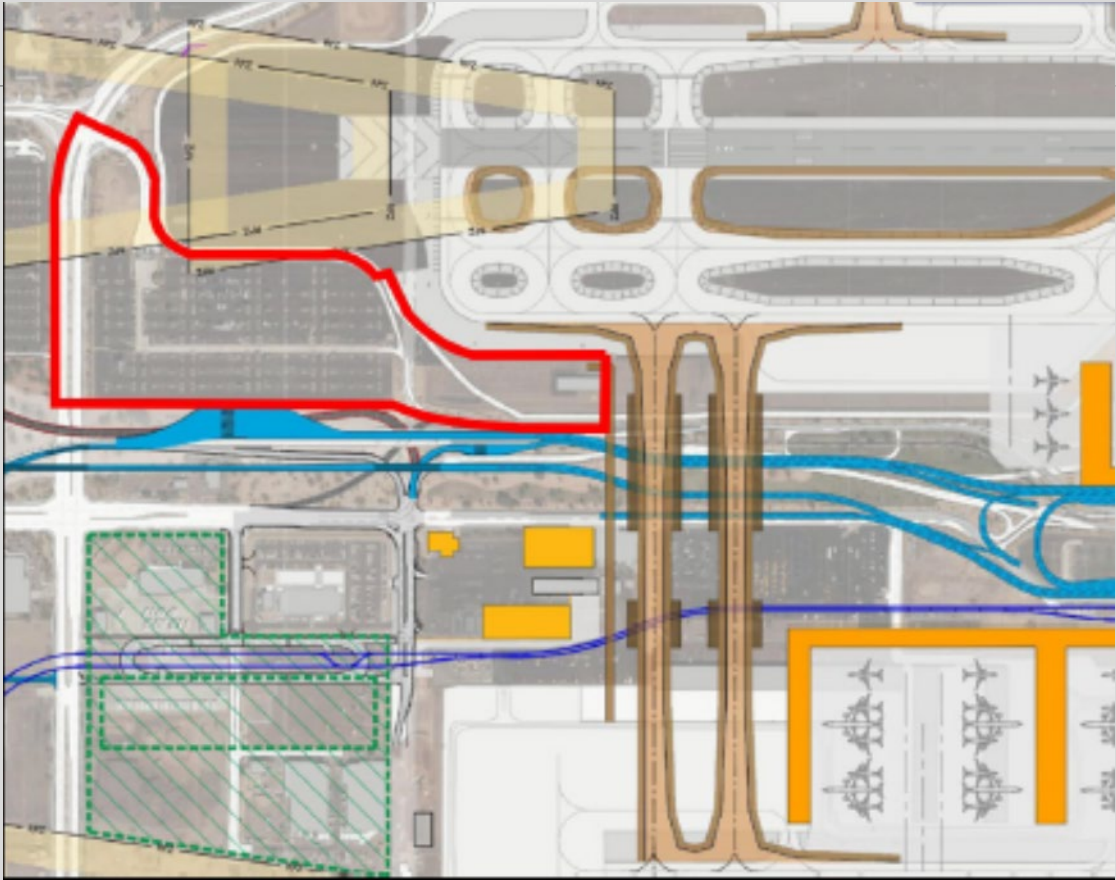
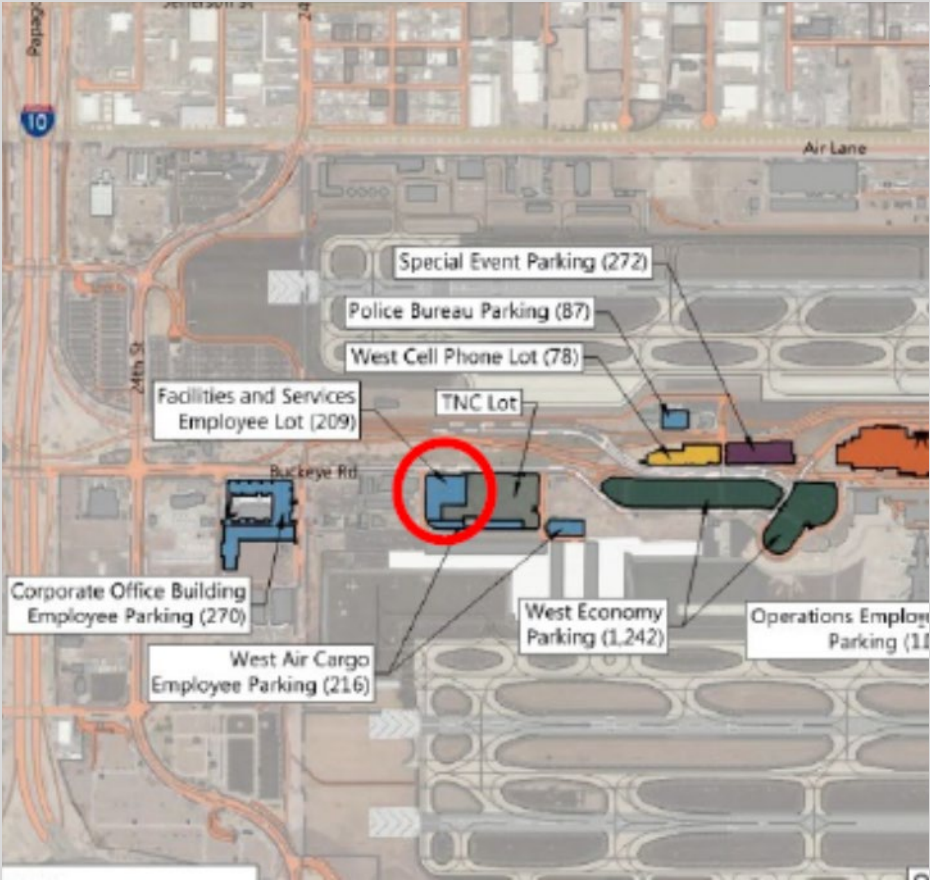
PROJECT DESCRIPTION

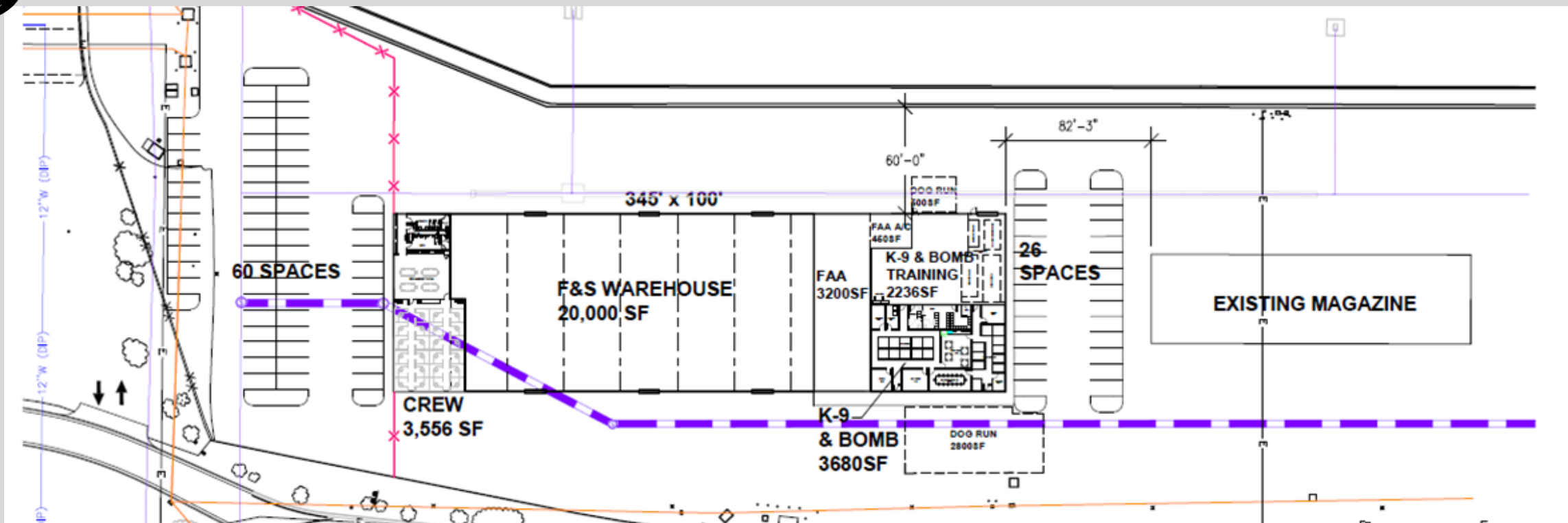
- **Multi-Building Campus – Phased Development**

- Phase 1 – Multi-Tenant Facility – 32,000 sf
 - Warehouse / Office for Facilities & Services Division – 22,400 sf
 - Office / Training / Support for Police Canine & Bomb Squad Division – 6,300 sf
 - Warehouse / Support for Federal Aviation Administration – 3,650 sf
 - Site Development to Realign Roadway & Perimeter Fence
 - Vehicle Parking – 60 spaces
- Phase 1 – Site Master Plan – 16 acres
 - Multi-Building Campus for Administration, Shops, Stores, & Fleet – 180,000 sf
 - Maintenance Yard – 327,000 sf
 - Vehicular Parking – 400 spaces

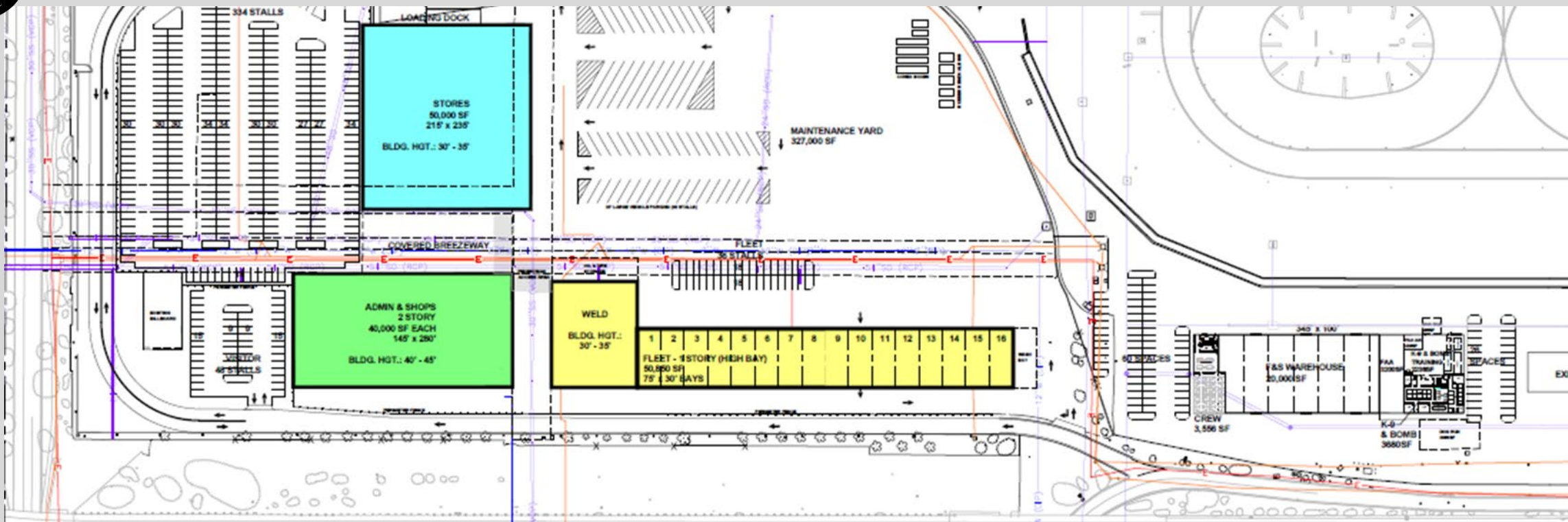


PROJECT LOCATION

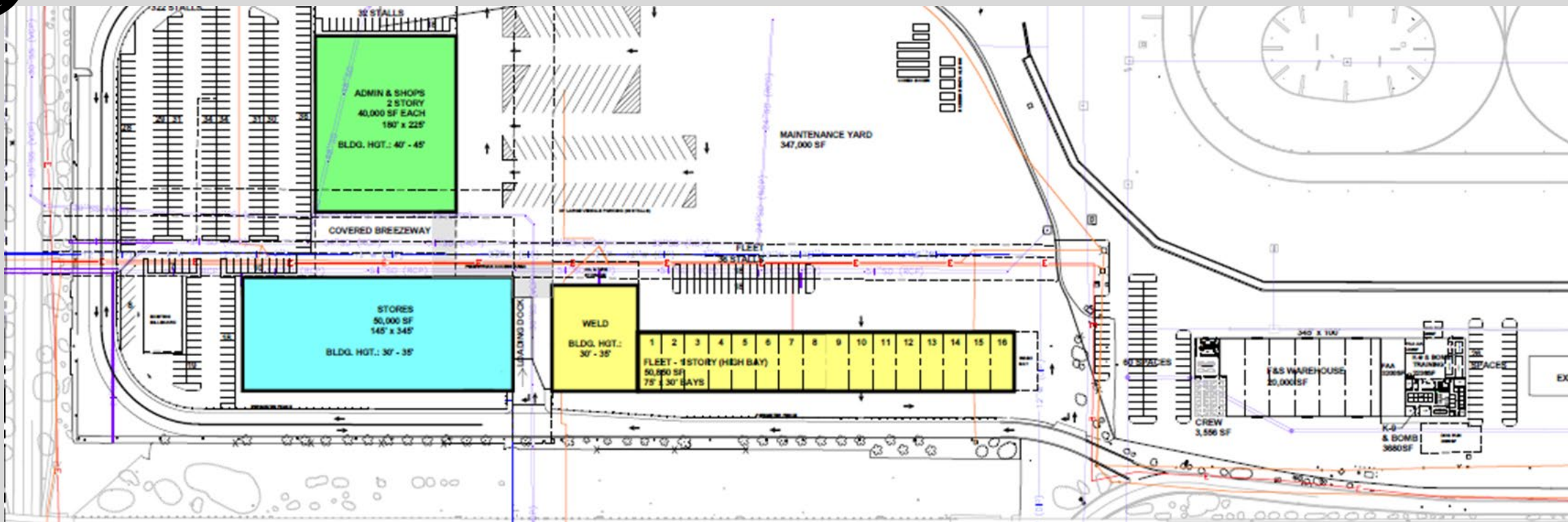




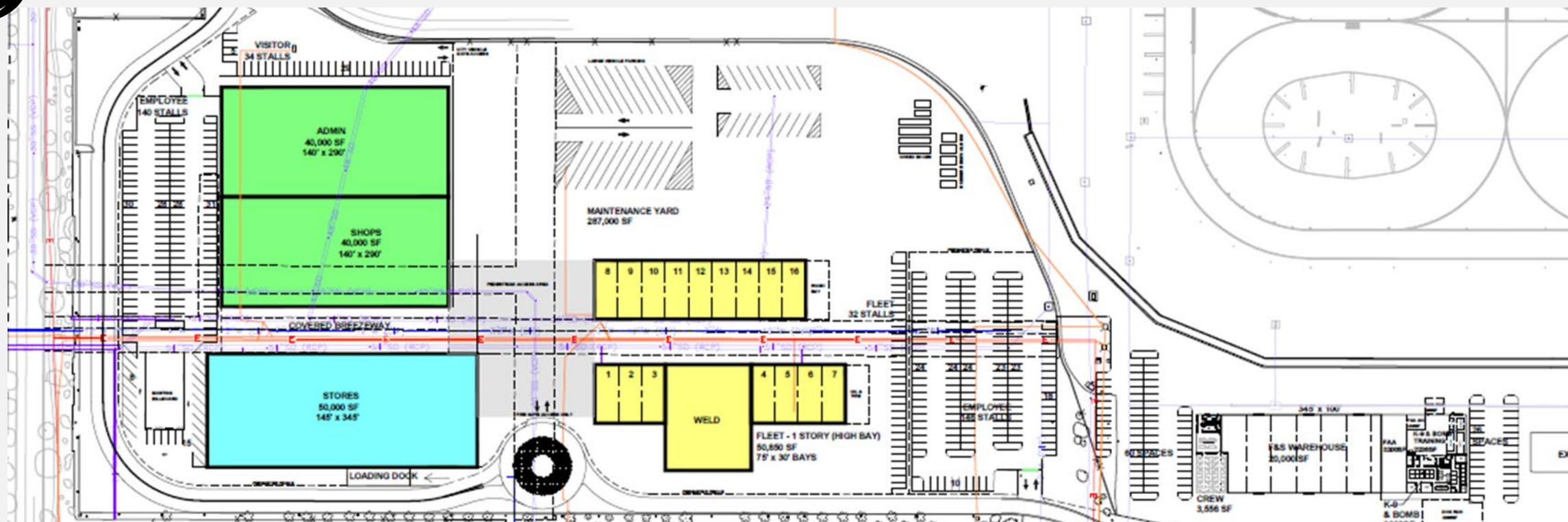
MULTI-TENANT FACILITY



SITE MASTER PLAN – SCHEME 1



SITE MASTER PLAN – SCHEME 2



SITE MASTER PLAN – SCHEME 3



SCOPE OF WORK

Pre-Construction

- Collaborate with the Owner and Design Team during the design phase of the project
- Provide pre-construction services team to deliver complete project
- Collaborate with Owner and Design Team to validate and synchronize scope, budget, and schedule
- Investigate and evaluate existing conditions and project constraints
- Identify Guaranteed Maximum Price (GMP) Proposal package strategy to optimize construction
- Validate LEED goals and incorporate Aviation Department sustainability initiatives
- Collaborate with Design Team to prepare exhibits for stakeholder and regulatory agency presentations
- Perform design/constructability review of design documents at milestone review period
- Prepare construction cost estimates and reconcile with 3rd party at each design phase milestone
- Develop and update project schedule to optimize sequence and mitigate impact to on-going operations
- Perform pre-construction services to assure conformance with Title 34, Arizona Revised Statutes
- Participate in City process to establish Small Business Enterprise goals and implement process



SCOPE OF WORK

Construction

- Develop, refine, and implement subcontractor selection plan and Construction Management Plan
- Prepare time-scaled logic construction schedule and update throughout project course
- Solicit subcontractor bid proposals, validate offers, and prepare bid tabulation for review
- Prepare and distribute Guaranteed Maximum Price (GMP) Proposal for City review and approval
- Provide quality controls and maintain a safe work site for all project participants
- Conduct CMAR construction progress meetings and other project meetings to prosecute the work
- Develop and facilitate request for information, submittal and potential change order processes
- Respond to construction change directives and proposal requests in a timely manner
- Support efforts to pursue project LEED and aviation sustainability goals
- Prepare and submit punch list and as-built documents for Design Team
- Participate in and support Operational Readiness Activation & Transition (ORAT) process





SOQ Evaluation Criteria

Maximum Number of Points for SOQ is 400

- A. General Information (*50 pts max*)
- B. Experience and Qualifications of the Firm (*50 pts max*)
- C. Experience of Key Personnel Assigned to the Project (*100 pts max*)
- D. Understanding of Project and Approach to Perform Services (*200 pts max*)

***Reference Check (*21 points max*)**

***These points are in addition to the 400 points for the SOQ**

****Interviews (*600 points max*)**

Scores from the SOQ evaluations carry over to Interviews

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

**Be complete, be concise*



SUBMITTAL REQUIREMENTS



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



Paper Size 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.

MAXIMUM pages permitted is 20 pages:

The following will NOT be counted in the max page count:

- Front and back covers
- Information Sheet
- Table of Contents



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.
- ❑ Failure to provide Bonding Statement by the due date and time. **Note:** Please submit as separate PDF.
- ❑ Violating the “Contact with City Employees” policy contained in the RFQ.





Selection Process

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

At least 3, but not more than 5 firms will move forward to interview

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

- | | |
|----------------------------------|-----------------|
| ➔ SOQs DUE | April 18, 2025 |
| ➔ Notification of Interviews | May 2, 2025 |
| ➔ Interviews | May 16, 2025 |
| ➔ Notification of Firm Selection | End of May 2025 |
| ➔ Scope of Work Meeting | June 2025 |



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 Codes are: 912000000

RFx Number is: 6000001769

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



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 >

REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov



VALUED CITY OF PHOENIX VENDORS:

The City of Phoenix has partnered with **OPENGOV** and is excited to announce our transition from a solely paper-based bid process to a fully automated web-based bidding and vendor management system.



Subscribe today at
procurement.opengov.com/portal/phoenix

Prospective Vendors and Suppliers will have the ability to:





- Register to receive notifications
- Follow along with updates
- Submit questions / receive answers
- Electronic responding to ensure bids have been completed
- Receive timely support
- One location for all bid opportunities

Benefits of your OpenGov subscription:

-  Cloud-based proactive procurement solution
-  Equitable and accessible for vendors and suppliers
-  Subscription is 100% free

support.opengov.com

OpenGov Support Available

-  **Web**
Ask for support on specific problems and reference "how to" documentation 24/7 on the new Help Center.
-  **Email**
Get support directly from your email inbox
-  **Chat**
Real-time help without leaving the app.
7am-10pm ET, Mon-Fri
-  **Phone**
(650) 336-7167
Call during 7am-10 pm ET, Mon-Fri.

Launching APRIL 2025



The City of Phoenix has partnered with OpenGov to provide a fully automated web-based bidding and vendor management system

ALL VENDORS must SUBSCRIBE to
procurement.opengov.com/portal/phoenix
to participate in solicitations process



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>



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



QUESTIONS AFTER TODAY?

**LAST DAY FOR
QUESTIONS
FRIDAY
APRIL 11, 2025**

Email all questions to:
annette.perez@phoenix.gov

Reference RFX Number: **6000001769**
in your email subject line

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



**THANK YOU
FOR
ATTENDING!**
