



WELCOME

PRE-SUBMITTAL MEETING

**PUBLIC TRANSIT DEPARTMENT
HIGH-CAPACITY TRANSIT
MATERIALS TESTING
AND**

**CONSTRUCTION ADMINISTRATION AND INSPECTION
ON-CALL SERVICES
CALENDAR YEARS 2026 TO 2030**

Meeting will start at 9:00 AM



WELCOME AND INTRODUCTIONS

City of Phoenix Representatives

Kandi Kawolsky, Procurement Manager
Office of the City Engineer
kandi.kawolsky@phoenix.gov (602)256-4108

Elena Rozenblum, Contracts Specialist II
Point of Contact for Submittals and RFQ
Questions
Office of the City Engineer
elena.rozenblum@phoenix.gov (602) 534-5789

Valeria Williams, DBE Specialist
Point of Contact for DBE Requirements and
Questions
Public Transit Department
valeria.williams@phoenix.gov (602) 534-2667

James Taschner, Engineering Supervisor
Light Rail Transit, Public Transit
Department

Steven Williams, Program Manager
Light Rail Transit, Public Transit
Department

Vince Sandoval, Project Manager
Light Rail Transit, Public Transit
Department





AGENDA

Questions are welcome after each section of the presentation

- ❑ Meeting Overview
- ❑ Project Description
- ❑ Scope of Work
- ❑ Request for Task Order On-Call Services
- ❑ DBE Program Overview and Requirements
- ❑ SOQ Evaluation Criteria / RFQ Overview
- ❑ Submittal Requirements / Disqualification
 - ❑ DBE Document Submittal
 - ❑ Federal Document Submittal
- ❑ Selection Process
- ❑ Selection Schedule / Important Dates
- ❑ Procurement Webpages & Vendor Registration
- ❑ Questions After Today



MEETING OVERVIEW

The Attendance Sheet, PowerPoint and any Notification will be posted on City of Phoenix's ProcurePHX system at: (RFX 6000001759 & 6000001782)

<https://eprocurement.phoenix.gov/irj/portal>

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 MANAGER

Steven Williams, LRT Program Manager

CITY OF PHOENIX PUBLIC TRANSIT LIGHT RAIL PROJECT MANAGEMENT TEAM



Markus Coleman – Light Rail Administrator



James Taschner – Light Rail Engineering Supervisor



Steve Williams – Light Rail Program Manager



Vicente Sandoval – Light Rail Project Manager

FEDERAL FUNDING

This project will utilize federal funds and is subject to the requirements of 49 Code of Federal Regulations Part 26 and U.S., the U.S. Department of Transportation DBE Program and the FTA Circular 4220.1F, ch. VI § 3 (i) (1) (c).

CAPITOL EXTENSION (CAPEX)

Construction NTP: Mid-2026



Opportunities

- Plan Reviewer
- Constructability Reviewer
- Right of Way Coordinator
- Signal / Street Light Inspector
- Q.A. Manager
- IA Coordinator
- Administrative Assistant
- Construction Inspectors
- Material Technicians

I-10 WEST EXTENSION (10WEST)

9.4

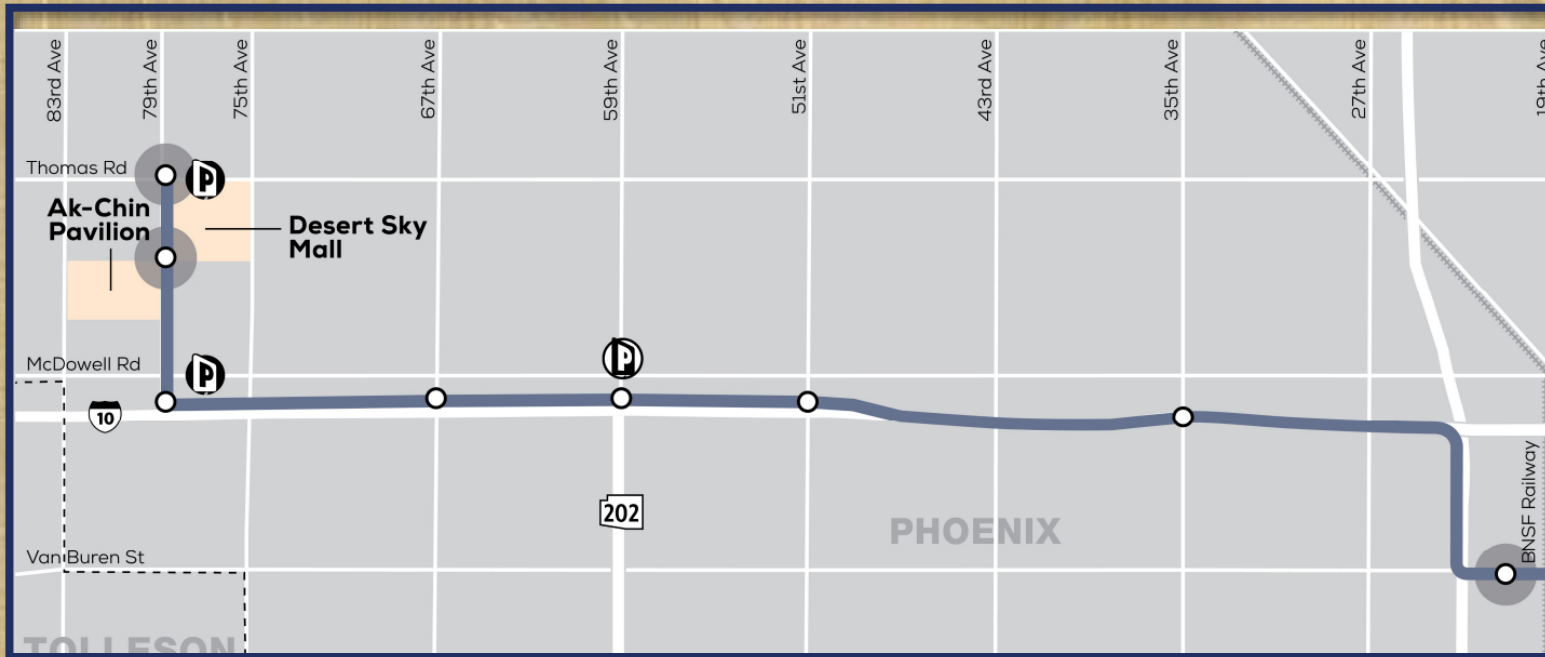
MILES

8

STATIONS

1

NEW P&R



10 Mile Extension
8 New Stations
1 New Park & Ride
2 Expanded Park & Rides
Expanded Transit Center
Operations & Maintenance Center

BUS RAPID TRANSIT

PHXBRT

Bus Rapid Transit Program

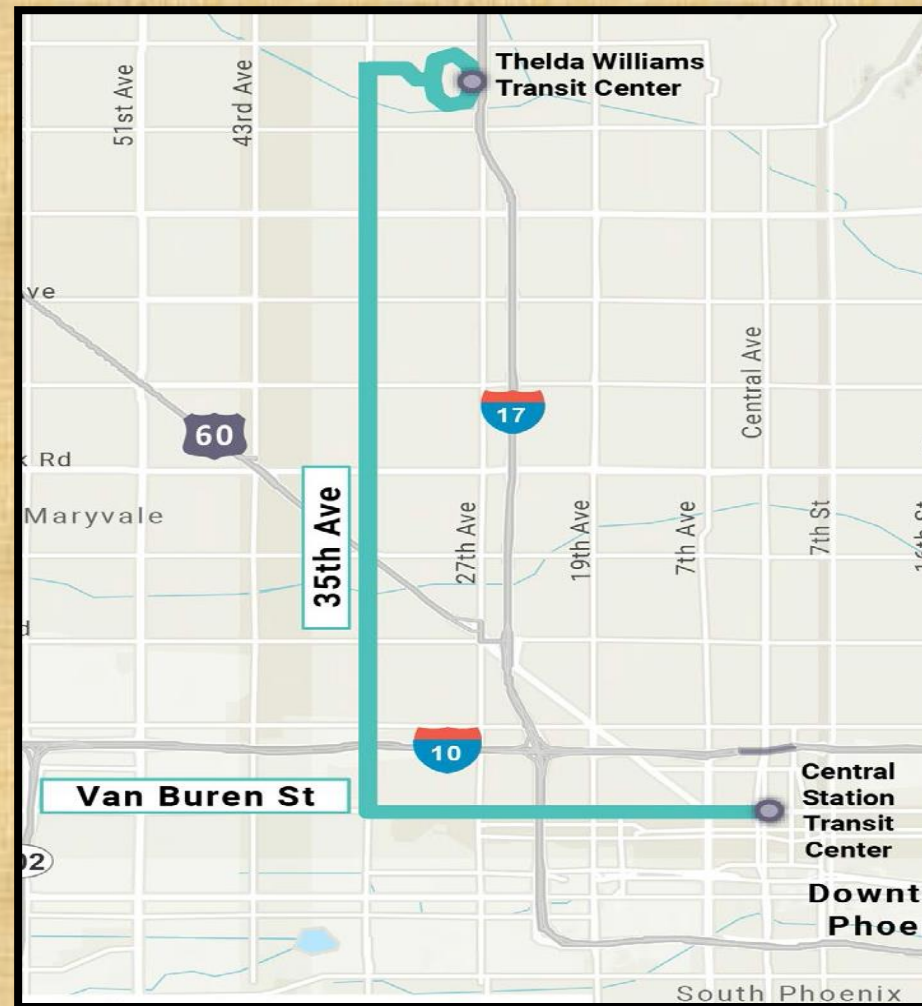


13.6 Miles

44 Signalized Intersections

4 Grade Separations

City of Phoenix Council Districts: 1, 4, 5 and 7



SCOPE OF WORK

The City of Phoenix, Public Transit Light Rail Team proposes to retain Consultants to provide Material Testing Services and Construction Administration and Inspection Services for light rail extensions on an as-needed basis.

- Materials Testing Services (Field and Laboratory)
- Construction Administration and Inspection Services

MATERIALS TESTING

Scope of Work may include, but is not limited to:

LABORATORY and FIELD testing of soil, concrete and asphalt; plant inspections; and analyses and preparation of reports.

Types of Services Needed:

Quality Assurance

Quality Control

Referee

Independent Assurance

MATERIALS TESTING (FIELD)

Representation on behalf of the City of Phoenix for full range of Material Testing services to ensure compliance with Federal, State, City of Phoenix, MAG, Maricopa County and Valley Metro standards, policies, and guidelines

All positions will require knowledge of construction practices, civil engineering techniques, and terminology.

Quality Assurance Manager
Materials Supervisor
Chief Materials Technician
Senior Materials Technician
Materials Technician
Administrative Assistant

Right of Way Coordinator
Pipe Plant Inspector
Hot Plant Inspector
Concrete Plant Inspector
ABC Plant Inspector
Runner



Work may require technicians to show proof of appropriate certifications: A.T.T.I.

American Concrete Institute (ACI Field and/or ACI Lab), Arizona Technical Testing Institute (ATTI Field and/or ATTI Lab)

Work may require the following certifications: OSHA Trench Safety and/or Mine Safety Health Administration (MSHA)



A.T.T.I.

MATERIALS TESTING (LABORATORY)

Firms must be certified to perform the requested work. AASHTO re:source (American Material Reference Laboratory (AMRL) and Concrete & Cement Reference Laboratory (CCRL))

ABC

Millings

Soil

Concrete

Grout/Mortar/Slurry

Asphalt

Project Management System

Minimum Test Schedule

Turn Around Times, Accuracy

Specialized Testing

EQUIPMENT REQUIRED

Selected firms will be required to provide:

Vehicles, fuel, all applicable code books, cellular phones, laptops/tablets, printer, paper, ink, pens, markers, digital camera and other equipment deemed necessary to complete the tasks required per each staff member assigned to a project.

Cell phones and laptop/tablet must have full field connectivity (Wi-Fi, Hotspot, etc.).

Firms are required to provide technical support for their equipment.

All Materials Technicians are required to have equipment listed on the City of Phoenix Materials Lab Required Equipment checklist and other field equipment as required while on the project

CONSTRUCTION ADMINISTRATION & INSPECTION (CA&I)

Representation on behalf of the City of Phoenix for full range of Civil and Water Inspection services to ensure compliance with Federal, State, City of Phoenix, MAG, Maricopa County and Valley Metro standards, policies, and guidelines.

Types of Inspections Required:

Roadway

Alley

Water

Sewer,

Wet/Dry Utilities

Landscape and Irrigation

Irrigation Facilities

Storm Drain

Retentions

Embankments

Earthwork

Trenching

Grading

Masonry

Soil Treatments

Structural Steel

Bridge/Structures

Sidewalk, ADA Ramps

Curb & Gutter, Driveways

Temporary Traffic Control

CA&I, CONT.

All positions will require knowledge of construction practices, civil engineering techniques and terminology.

Inspection Supervisor

Chief Construction Inspector

Senior Construction Inspector

Construction Inspector

Administrative Assistant

Office Engineer

Senior Document Control Specialist

Senior Project Coordinator

Water Asset Manager

Right of Way Coordinator

Work may require inspectors to show proof of appropriate certifications: International Code Council (ICC), American Concrete Institute (ACI Field), Arizona Technical Testing Institute (ATTI Field), or NICET, OSHA Trench Safety and/or Mine Safety Health Administration (MSHA), American Traffic Safety Services Association (ATTSSA).

CA&I, CONT. EQUIPMENT REQUIRED

Selected firms will be required to provide:

Vehicles, fuel, all applicable code books, cellular phones, laptops/tablets, printer, paper, ink, pens, markers, digital camera and other equipment deemed necessary to complete the tasks required per each staff member assigned to a project.

Cell phones and laptop/tablet must have full field connectivity (Wi-Fi, Hotspot, etc.).

Firms are required to provide technical support for their equipment.

All CA&I Inspectors are required to have a straight edge, smart level, tape measure, temperature probe, temperature gun, measuring wheel and other field equipment as required while on the project.

REQUEST FOR TASK ORDER ON-CALL SERVICES (DISADVANTAGE BUSINESS ENTERPRISE)

Request for On-Call Services, Resumes, EO2, EO3, Task Order

Once the Master Agreement is Executed and a Staffing Request is made:

- When LRT staff requests resumes for on-call services and prior to the issuance of a "Task Order", outreach to DBE firms will be required by the on-call firm.
- EO2 & EO3 forms must be completed per each request for on-call services and provided with resume(s) submittals to designated LRT and PTD staff. If no EO2 & EO3 forms are submitted, the resumes will not be considered for the requested on-call services.
- In addition, LRT and PTD staff will decide if the firm(s) has or has not demonstrated good faith efforts or was negligent.

RESUMES AND INTERVIEWS

- Every “Request for Resumes”
- DBE/SBE Outreach
- Submit Resumes with EO2 / EO3 Forms Completed, Signed
- PTD Compliance **MUST** approve the EO2 & EO3 forms prior to interviews

PTD Disadvantaged Business Enterprises (DBE) Program
DBE – Regulated Contract Clause
Form EO2 - PTD BIDDERS LIST AND SMALL BUSINESS OUTREACH EFFORTS
(Due with initial submittal)

Name of Submitting Company:	Contract # / Project #:				
Contract Name:					
Point of Contact:					
Phone:					
Email:					
If firm is a DBE or SBE, sections D, E, and F are required to be completed. Supporting documentation is required for columns D and F.					
(A) Small Business Name and Contact Information	(B) Business Status	(C) Specialty of Work Solicited	(D) Solicitation Method	(E) Selection Method	(F) Communication Final Selection Outcome
Name: _____ Address: _____ City, State, Zip: _____ Number of Employees: _____ Phone Number: _____ E-mail: _____ Number of Years in Business: _____ Gender of Majority Owner: _____ Race of Majority Owner: _____ Range of Annual Gross Receipts: _____	<input type="checkbox"/> DBE <input type="checkbox"/> SBC <input type="checkbox"/> SBE <input type="checkbox"/> Other <input type="checkbox"/> Unknown	NACCS Codes and Percent of Work: <input type="checkbox"/> _____ City of Phoenix Certified <input type="checkbox"/> _____ Unknown <input type="checkbox"/> _____	<input type="checkbox"/> E-Mail Blast <input type="checkbox"/> Phone Call <input type="checkbox"/> In Person <input type="checkbox"/> Newspaper <input type="checkbox"/> Website <input type="checkbox"/> Trade Listing <input type="checkbox"/> Club/Trade Assoc <input type="checkbox"/> Other	Firm was selected <input type="checkbox"/> Dollar Value: \$ _____ Firm was not selected <input type="checkbox"/> Explanation: _____	Date Firm was notified: _____ <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Letter <input type="checkbox"/> In Person

City of Phoenix
PUBLIC TRANSIT DEPARTMENT
PTD Disadvantaged Business Enterprises (DBE) Program
DBE – Regulated Contract Clause (Competitive Procurement)
FORM EO3 - PTD SMALL BUSINESS UTILIZATION COMMITMENT
(Due with initial submittal)

Project Number: _____ Project Title: _____

On behalf of the Submitter, I certify under the penalty of perjury that the information submitted herein is true and correct:

- The firms indicated as "Selected" (Column E) in Form EO2 - PTD - Bidders List and Small Business Outreach Efforts, will participate in this contract.
- Submitter will comply with the Race and Gender/Neurodiversity post-award compliance requirements as stated in the DBE contract clause.
- Submitter understands and agrees that any and all changes or substitutions to subcontractors with DBE's and Small Businesses must be authorized by the Phoenix DBE Compliance Specialist prior to implementation, and
- The following statement is true and correct:

The proposed total participation of DBE firms on this contract will be: _____ %

Company Name: _____
Company Mailing Address: _____
Representative Name: _____
Title: _____
E-mail: _____
Phone Number: _____

Signature: _____ Date: _____

revision 12/2014



Forms EO2/EO3 and all supporting documentation will be due for each request, forms shall be provided with each resume submittal(s) on a date determined by the City of Phoenix and prior to the issuance of a Task Order.

SMALL BUSINESS OUTREACH



Disadvantaged Business Enterprise

Presented by

Valeria “Val” Williams

valeria.williams@phoenix.gov

The purpose of this portion of the meeting is to discuss the Disadvantaged Business Program (DBE) and to encourage pre-planning for the use of small business participation on federally funded contracts

SMALL BUSINESS OUTREACH

The City of Phoenix Public Transit Department (PTD) strives to advance the economic growth of businesses through its Disadvantaged Business Enterprise (DBE) Program.

The DBE program includes an element to structure contracting requirements to facilitate competition by small business concerns, taking all reasonable steps to eliminate obstacles to their participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors



DBE FINAL RULE

On April 9, 2024, the U.S. Department of Transportation published its Final Rule for the Disadvantaged Business Enterprise (DBE) program. The Final Rule is the most significant overhaul to the DBE Program in a decade and went into effect on **May 9, 2024**.

The DBE program is designed to allow small businesses owned and controlled by socially and economically disadvantaged individuals to compete fairly for DOT-funded contracts procured by State and local transportation agencies.

The Final Rule improves program implementation in several major areas.
(see 49 CFR Part 26 for more information)

PTD ASPIRATIONAL DBE GOAL

- The current Aspirational Goal for the 2024-2026 period is **7.84%**
- PTD's DBE Program is Race and Gender Neutral (RGN)
 - RGN means a measure, policy or other action that is designed to benefit all firms without regard to the race or gender ownership of the firm
- Offerors **shall** conduct outreach to small businesses!



OUTREACH EFFORTS

Each offeror must demonstrate they performed the following outreach efforts:

Demonstration of Good Faith

1. Identify
2. Solicit
3. Evaluate
4. Communicate



SMALL BUSINESS OUTREACH

Award Requirements- **Important!**

Due with initial submittal, successful respondents must submit completed forms:

EO1 (Statement of Outreach Commitment)

EO2 (Small Business Outreach Efforts)

EO3 (Small Business Utilization Efforts) including all supporting documents

- In addition –

NEW Small Business Participation Plan (SBPP)

- ✓ Shall contain strategies to foster small business participation, including contracted firm(s) name(s) and address(es)
- ✓ The SBPP is due 30 calendar days after Award, and updated Annually at anniversary date of contract execution
- ✓ Any material changes to your Public Transit Small Business Participation Plan are due on the Agreement Anniversary Date

DUE AT TIME OF SUBMITTAL WITH STATEMENT OF QUALIFICATIONS



City of Phoenix

PTD Disadvantaged Business Enterprises (DBE) Program
DBE – Negotiated Contract Clause
RECIPIENT: Public Transit Department

FORM EO1 - PTD STATEMENT OF OUTREACH COMMITMENT
(Due with initial submittal)

Project Number:	Project Title:
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On behalf of the Submitter, I certify under penalty of perjury that the following information is true and correct.

If selected as the Successful Submitter, the Successful Submitter will:

- 1) Fulfill all required small business outreach requirements and shall submit all required outreach efforts documentation for contracting opportunities due with the initial submittal/bid due date.
- 2) Conduct all required small business outreach and will submit all supporting documentation; and
- 3) Comply with the Race - and Gender-Neutral post-award requirements stated in the DBE Contract Clause.

Company Name: _____

Company Mailing Address: _____

Representative Name: _____

Title: _____

Email Address: _____

Phone Number: _____

Signature: _____ Date: _____

- **FORM EO1:Statement of SBE/DBE**
- **Outreach Commitment**

Failure to Submit = Non-Responsive

~~Due within 30 Days of Award or a Date~~

~~Determined by the City of Phoenix~~

EO2 AND EO3

City of Phoenix
PTD Disadvantaged Business Enterprises (DBE) Program
DBE – Negotiated Contract Clause
RECIPIENT: Public Transit Department
(Due with initial bid Submittal/bid due date)

Form EO2 - PTD BIDDERS LIST AND SMALL BUSINESS OUTREACH EFFORTS

Name of Company (Submitter):		Contract # / Project #:		Contract Name:	
Point of Contact		Phone #:		Email:	

Successful Respondent must conduct outreach efforts and submit supporting documentation of those efforts, as described in the Parts 28, in accordance with the detailed instructions in the Contract Clauses. Successful Respondent should make copies of this form as needed. Sections A, B, and C must be completed for all businesses being proposed by the respondent(s).

If a firm is a DBE or SBE, sections D, E, and F are required to be completed. Supporting documentation is required for columns D and E.

(A) Small Business Name and Contact Information	(B) Business Status	(C) Scope(s) of Work Solicited	(D) Solicitation Method	(E) Selection Decision	(F) Communication Final Selection Outcome
Name: Address: City, State, Zip: Number of Employees: Phone Number: Email or Fax:	<input type="checkbox"/> DBE <input type="checkbox"/> SBC - Small Business Concern <input type="checkbox"/> SBE - City of Phoenix Certified <input type="checkbox"/> Unknown	NAICS Codes and Scope(s) of Work	<input type="checkbox"/> E-mail Blast <input type="checkbox"/> Phone Call <input type="checkbox"/> In-Person <input type="checkbox"/> Newspaper <input type="checkbox"/> Website <input type="checkbox"/> Trade Listing <input type="checkbox"/> Outreach Event <input type="checkbox"/> Other	<input type="checkbox"/> Firm was selected Dollar Value: <input type="checkbox"/> Firm was not selected Provide explanation of why firm NOT selected	Date Firm was Notified: Method used to Communicate Selection: <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Letter <input type="checkbox"/> In person
Name: Address: City, State, Zip: Number of Employees: Phone Number: Email or Fax:	<input type="checkbox"/> DBE <input type="checkbox"/> SBC - Small Business Concern <input type="checkbox"/> SBE - City of Phoenix Certified <input type="checkbox"/> Unknown	NAICS Codes and Scope(s) of Work	<input type="checkbox"/> E-mail Blast <input type="checkbox"/> Phone Call <input type="checkbox"/> In-Person <input type="checkbox"/> Newspaper <input type="checkbox"/> Website <input type="checkbox"/> Trade Listing <input type="checkbox"/> Outreach Event <input type="checkbox"/> Other	<input type="checkbox"/> Firm was selected Dollar Value: <input type="checkbox"/> Firm was not selected Provide explanation of why firm NOT selected	Date Firm was Notified: Method used to Communicate Selection: <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Letter <input type="checkbox"/> In person

*Firms must be notified of final selection outcome prior to submittal of columns D, E & F of this form.

City of Phoenix
PTD Disadvantaged Business Enterprises (DBE) Program
DBE – Negotiated Contract Clause
RECIPIENT: Public Transit Department

Form EO3 - PTD SMALL BUSINESS UTILIZATION COMMITMENT
(Due with initial bid submittal/bid due date)

Project Number:	Project Title:
-----------------	----------------

On behalf of the Submitter, I certify under the penalty of perjury that the information submitted herein is true and correct.

The firms indicated as "Selected" (Column E) in Form EO2 - PTD - Bidders List and Small Business Utilization Commitment, will participate in this contract;

- Submitter will comply with the Race- and Gender-Neutral post-award compliance requirements as stated in the DBE contract clause;
- Submitter understands and agrees that any and all changes or substitutions to subcontracts with DBE's and Small Businesses must be authorized by the Phoenix DBE Compliance Specialist prior to implementation; and
- The following statement is true and correct:
The proposed total participation of DBE firms on this contract will be:
\$ _____ %

Company Name: _____
Company Mailing Address: _____
Representative Name: _____
Title: _____
Email Address: _____
Phone Number: _____
Signature: _____ Date: _____

CHANGES


GE

*Good Faith Effort Documentation (Supporting Documents)

Due at Time of Submittal With Statement of Qualifications

Failure to Submit = **Non-Responsive**


EO2 AND EO3


PTD Disadvantaged Business Enterprises (DBE) Program
DBE – Negotiated Contract Clause
Form EO2 - PTD BIDDERS LIST AND SMALL BUSINESS OUTREACH EFFORTS
(Due with initial submittal)

Name of Submitting Company:		Contract # / Project #:	
Contract Name:			
Point of Contact:		Phone:	Email:

Successful Respondent must conduct outreach efforts and submit supporting documentation of those efforts, as described in the Parts 26, in accordance with the detailed instructions in the Contract Clauses. Successful Respondent should make copies of this form as needed. Sections A, B, and C must be completed for all businesses being proposed by the respondent(s).
If firm is a DBE or SBE, sections D, E, and F are required to be completed. Supporting documentation is required for columns D and F.

(A) Small Business Name and Contact Information	(B) Business Status	(C) Scope(s) of Work Solicited	(D) Solicitation Method	(E) Selection Decision	(F) Communication Final Selection Outcome	
Name:	<input type="checkbox"/> DBE	NAICS Codes and Scope(s) of Work:	<input type="checkbox"/> E-Mail Blast	Firm was selected	Date Firm was notified:	
Address:	<input type="checkbox"/> SBC Small Business Concern		<input type="checkbox"/> Phone Call	<input type="checkbox"/> Dollar Value		
City, State, Zip:	<input type="checkbox"/> SBE City of Phoenix Certified		<input type="checkbox"/> In-Person	<input type="checkbox"/> Newspaper	Firm was not selected	Method used to communicate selection:
Number of Employees:	<input type="checkbox"/> Unknown		<input type="checkbox"/> Website	<input type="checkbox"/> Trade Listing	<input type="checkbox"/> Explanation:	
Phone Number:			<input type="checkbox"/> Outreach Event	<input type="checkbox"/> Other		<input type="checkbox"/> Email
E-mail:						<input type="checkbox"/> Phone
Number of Years in Business:					<input type="checkbox"/> Letter	
Gender of Majority Owner:					<input type="checkbox"/> Person	
Race of Majority Owner:						
Range of Annual Gross Receipts:						


 City of Phoenix
 PUBLIC TRANSIT DEPARTMENT
PTD Disadvantaged Business Enterprises (DBE) Program
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The proposed total participation of DBE firms on this contract will be:

\$ _____ % _____

Company Name: _____

Company Mailing Address: _____

Representative Name: _____

Title: _____

E-mail: _____

Phone Number: _____

Signature: _____ Date: _____

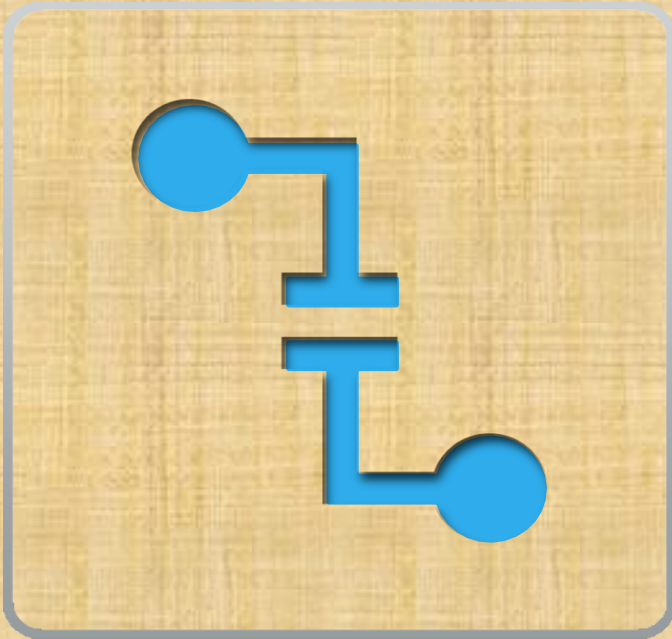
REVISED 12/2024

*Good Faith Effort
Documentation
(Supporting Documents)

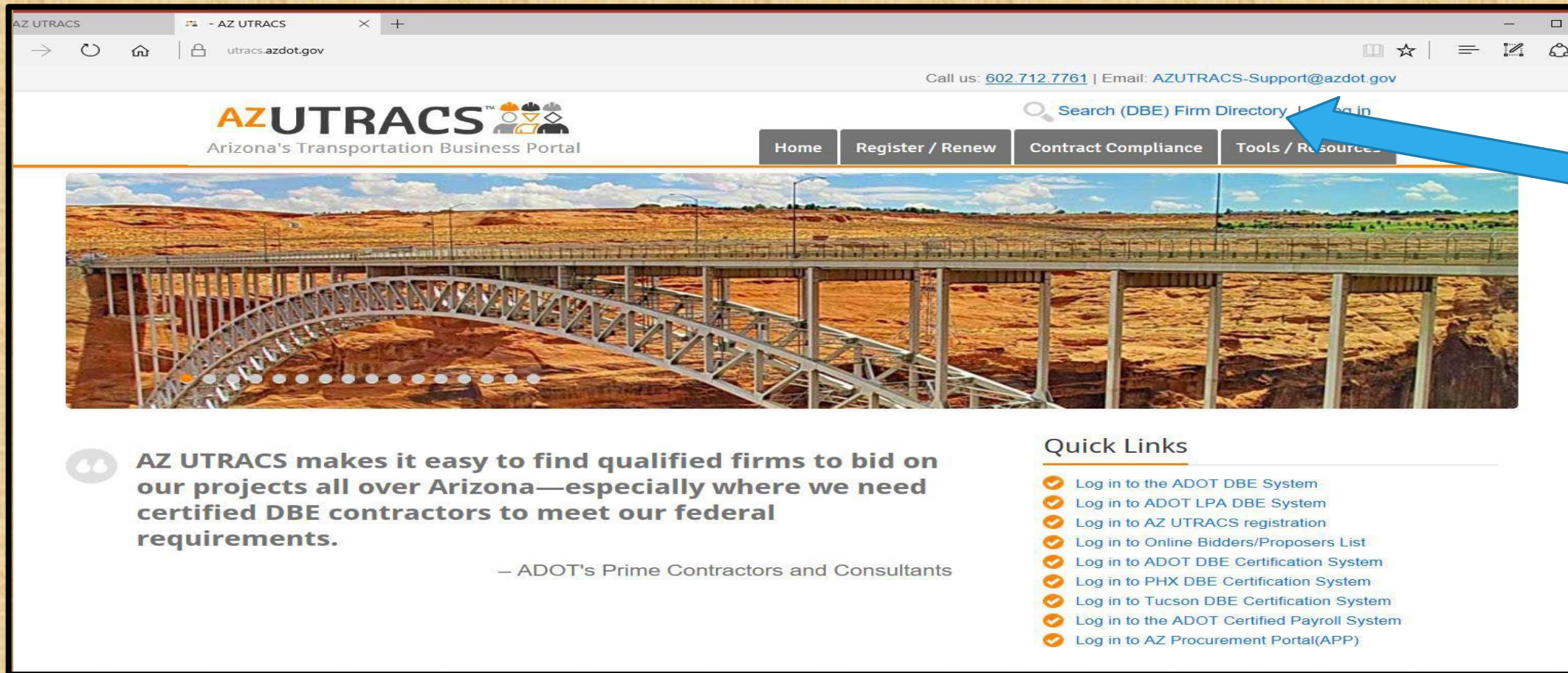
OUTREACH OPPORTUNITIES

Examples of DBE Opportunities:

- Engineering Services – 541330
- Document Preparation – 561410
- Testing Laboratories & Services- 541380
- General Management Consulting - 541611
- Highway, Street, and Bridge Construction – 237310
- Other Heavy and Civil Engineering Construction - 237990



DBE/CERTIFIED SMALL BUSINESSES



The screenshot shows the AZUTRACS website interface. At the top, there is a navigation bar with the AZUTRACS logo and the text "Arizona's Transportation Business Portal". To the right of the logo is a search bar labeled "Search (DBE) Firm Directory" and a "Log in" link. Below the navigation bar are four main menu items: "Home", "Register / Renew", "Contract Compliance", and "Tools / Resources". A blue arrow points to the search bar. Below the navigation bar is a large image of a bridge under construction in a desert landscape. Below the image is a text block that reads: "AZ UTRACS makes it easy to find qualified firms to bid on our projects all over Arizona—especially where we need certified DBE contractors to meet our federal requirements." followed by "— ADOT's Prime Contractors and Consultants". To the right of this text is a "Quick Links" section with a list of links, each preceded by a checkmark icon: "Log in to the ADOT DBE System", "Log in to ADOT LPA DBE System", "Log in to AZ UTRACS registration", "Log in to Online Bidders/Proposers List", "Log in to ADOT DBE Certification System", "Log in to PHX DBE Certification System", "Log in to Tucson DBE Certification System", "Log in to the ADOT Certified Payroll System", and "Log in to AZ Procurement Portal(APP)".

Call us: [602.712.7761](tel:602.712.7761) | Email: AZUTRACS-Support@azdot.gov

AZUTRACS
Arizona's Transportation Business Portal

Home Register / Renew Contract Compliance Tools / Resources

Search (DBE) Firm Directory Log in

AZ UTRACS makes it easy to find qualified firms to bid on our projects all over Arizona—especially where we need certified DBE contractors to meet our federal requirements.

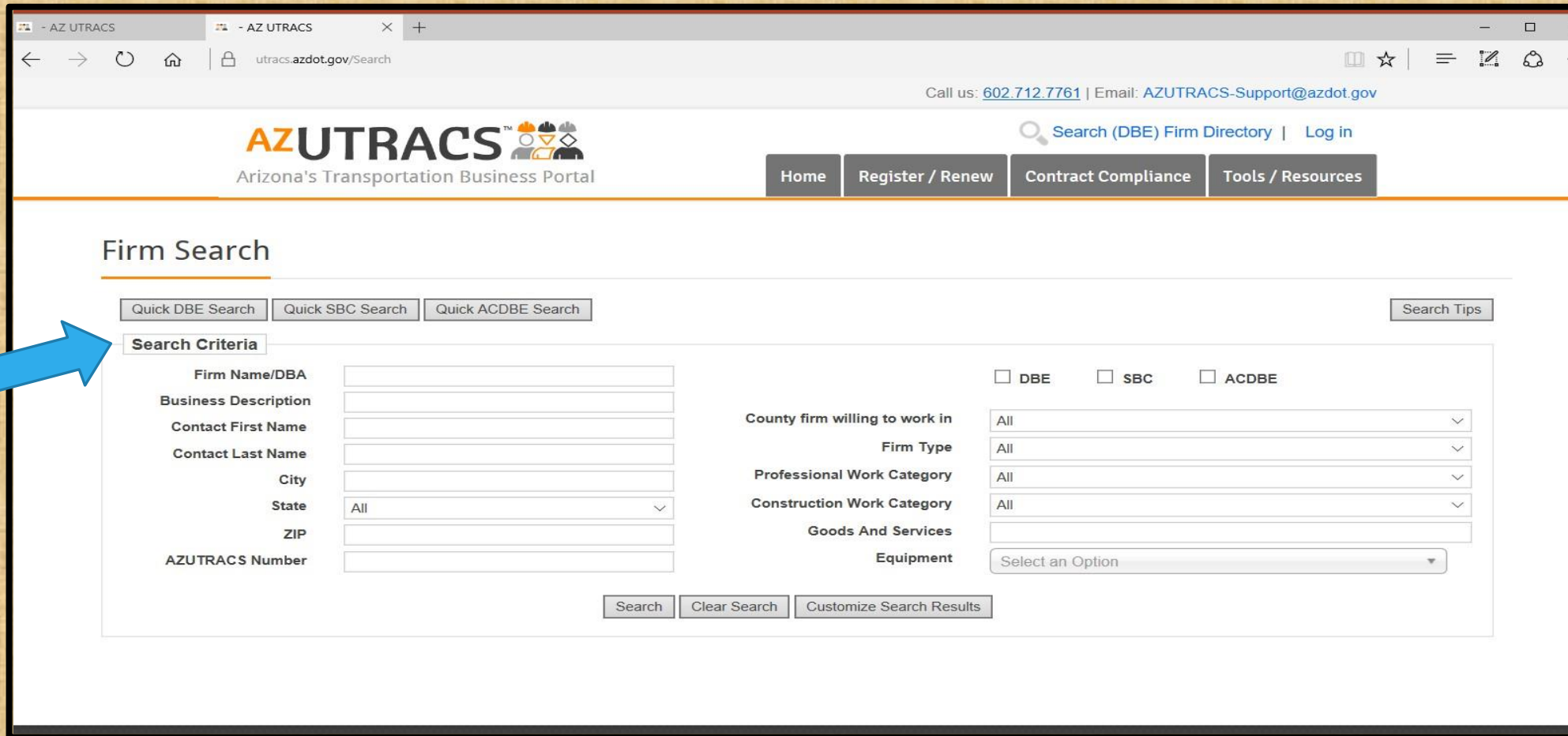
— ADOT's Prime Contractors and Consultants

Quick Links

- Log in to the ADOT DBE System
- Log in to ADOT LPA DBE System
- Log in to AZ UTRACS registration
- Log in to Online Bidders/Proposers List
- Log in to ADOT DBE Certification System
- Log in to PHX DBE Certification System
- Log in to Tucson DBE Certification System
- Log in to the ADOT Certified Payroll System
- Log in to AZ Procurement Portal(APP)

<https://utracs.azdot.gov/search>

DBE/CERTIFIED SMALL BUSINESSES



The screenshot shows the AZUTRACS website's search interface. At the top, there's a navigation bar with the AZUTRACS logo and the text 'Arizona's Transportation Business Portal'. To the right of the logo are links for 'Search (DBE) Firm Directory' and 'Log in'. Below the navigation bar are four buttons: 'Home', 'Register / Renew', 'Contract Compliance', and 'Tools / Resources'. The main content area is titled 'Firm Search' and contains three quick search buttons: 'Quick DBE Search', 'Quick SBC Search', and 'Quick ACDBE Search'. A blue arrow points to the 'Search Criteria' section, which includes various input fields and checkboxes for filtering search results.

Call us: [602.712.7761](tel:602.712.7761) | Email: AZUTRACS-Support@azdot.gov

AZUTRACS
Arizona's Transportation Business Portal

Search (DBE) Firm Directory | Log in

Home Register / Renew Contract Compliance Tools / Resources

Firm Search

Quick DBE Search Quick SBC Search Quick ACDBE Search Search Tips

Search Criteria

Firm Name/DBA

Business Description

Contact First Name

Contact Last Name

City

State

ZIP

AZUTRACS Number

DBE SBC ACDBE

County firm willing to work in

Firm Type

Professional Work Category

Construction Work Category

Goods And Services

Equipment

Search Clear Search Customize Search Results

<https://utracs.azdot.gov/search>

SMALL BUSINESS PARTICIPATION

• Program Requirements

- Comply with City of Phoenix DBE Program Plan and 49 CFR Part 26
- Track and report all DBE and/or small business participation that occurs as a result of:
 - Contracts
 - Procurements
 - Purchase orders
 - Goods/services
 - Other arrangements involving sub-tier participation

Data and Supporting Documentation must be entered Monthly

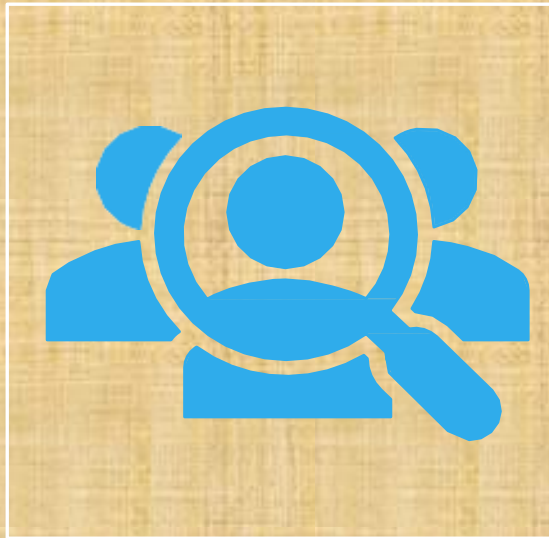
into the City of Phoenix Certification & Compliance System at phoenix.diversitycompliance.com

INFORMATION



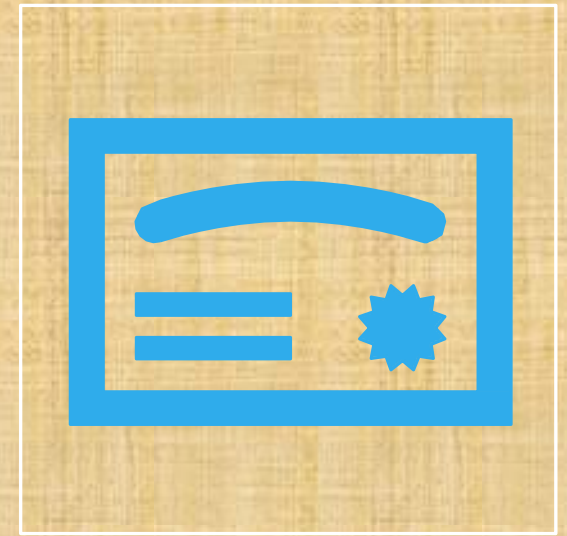
[Solicitations City of Phoenix](#)

Solicitation webpage



[AZUTRACS](#)

DBE Directory



[Phoenix Diversity Compliance](#)

SBE Directory

CITY OF PHOENIX TRANSPARENCY POLICY

CITY CODE 43-36

Commencing on the date and time a solicitation is published, potential or actual offerors or respondents (including their representatives) shall only discuss matters associated with the solicitation with the Mayor, any members of City Council, the City Manager, any Deputy City Manager, or any department director directly associated with the solicitation (including in each case their assigned staff, except for the designated Procurement Officer) **at a public meeting**, posted under Arizona Statutes, until the resulting contract(s) are awarded or all offers or responses are rejected and the solicitation is cancelled without any announcement by the Procurement Officer of the City's intent to reissue the same or a similar solicitation.

All respondents and their representatives under penalty of disqualification will refrain from contacting anyone involved in this process other than the procurement officer once solicitation issued.

OFFERORS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED



QUESTIONS?



SOQ EVALUATION CRITERIA MATERIALS TESTING

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

Maximum Number of Points is 1,000

- | | |
|---|-----------------|
| A. Materials Testing Experience of Prime Firm | (100 pts. Max.) |
| B. Experience of Key Personnel of Prime Firm | (300 pts. Max.) |
| C. Laboratory Testing and Responsiveness | (250 pts. Max.) |
| D. Project Management and Responsiveness | (200 pts. Max.) |
| E. Other Selection Criteria | (150 pts. Max.) |
- Brief description of the firm's capabilities
 - Firms' availability and commitment to this agreement
 - Firms' commitment to SBE/DBE outreach
 - Location of the firm's principal office and the home office location of key staff on this project

- *Provide Responses in the Order Listed in RFQ*
- *Be Complete, Be Concise*



SOQ EVALUATION CRITERIA CONSTRUCTION ADMINISTRATION AND INSPECTION

***The selection of the Consultant will be based on the following:
Maximum Number of Points is 1,000***

- | | |
|--|------------------------|
| A. Construction Administration & Inspection | |
| Experience of Prime Firm | <i>(150 pts. Max.)</i> |
| B. Experience of Key Personnel of Prime Firm | <i>(350 pts. Max.)</i> |
| C. Project Management and Responsiveness | <i>(300 pts. Max.)</i> |
| D. Other Selection Criteria | <i>(200 pts. Max.)</i> |
- Brief description of the firm's capabilities
 - Firm's availability and commitment to this agreement
 - Firm's commitment to SBE/DBE outreach
 - Location of the firm's principal office and the home office location of key staff on this project

- *Provide Responses in the Order Listed in RFQ*
- *Be Complete, Be Concise*

SELECTION PROCESS

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



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



SELECTION PROCESS

- Each SOQ will be evaluated according to the evaluation criteria in the RFQ.
- No interviews for SOQ selection.
- **Up to 10** consultants may be selected for Materials Testing.
- **Up to 10** consultants may be selected for CA&I.
- Contract will be executed upon completion of negotiations of contract terms and City Council approval.

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
- Resumes

Grounds for Disqualification:

- Failure to submit to the Contracts Specialist by the due date and time
- Violating “Contact with City Employees” policy
- Missing DBE Forms EO1, EO2, EO3
- Missing FTA Clause Certification Forms (as applicable)

Submit One (1) page Information Sheet:

project title/number; RFx number; firm **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 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

**FTA CERTIFICATIONS REQUIRE SIGNATURES
AND DUE WITH SOQ SUBMISSION**

Per FTA Circular 4220.1F, ch. VI § 3 (i) (1) (c) – FTA requires certifications to be included in its procurements and receive signed certifications from submitters, the following documents must be submitted:

- **Tax Liability Certification**
- **Debarment and Suspension Certification**
- **Lobbying Certification**
- **Buy America Certification**
- **Build America, Buy America Certification**
- **Certificate of Compliance with Bus Testing Requirement**
- **Transit Vehicle Manufacturer Disadvantage Business Enterprise Certification**
- **Federal Motor Vehicle Safety Standards Certification**
- **Certificate of Compliance with Rolling Stock Limitation**

DISQUALIFICATION: MISSING FTA CERTIFICATION FORMS

THIS PROJECT MAY UTILIZE FEDERAL FUNDS AND IS SUBJECT TO THE REQUIREMENTS OF 49 CODE OF FEDERAL REGULATIONS PART 26 AND U.S., THE U.S. DEPARTMENT OF TRANSPORTATION DBE PROGRAM AND THE FTA CIRCULAR 4220.1F, CH. VI § 3 (I) (1) (C).



SELECTION SCHEDULE

Pre-submittal Meeting.....	April 7th, 2025
SOQs Due.....	April 25th, 2025
Selection Notification.....	Late May 2025
On-Call Kick-Off Workshop.....	December 2025
Contracts Effective.....	January 1, 2026



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>
- **OPENGOV STARTS MONDAY, APRIL 14**
<https://procurement.opengov.com/portal/phoenix>



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
VENDOR.SUPPORT@PHOENIX.GOV
602.262.1819



procurePHX

**Brief overview for online
registration and
procurePHX accessibility**

*Have you
signed up?*



REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov

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 is: 926000000 & 962580000
- RFx Number is: 6000001759 - CA&I or 6000001782 - Materials Testing
- The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications



procurePHX

Have you signed up?

BECOME A VENDOR



1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System Steps to Success!
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 or call (602) 262-1819.

Instructions >

Registration >

ProcurePHX Login >



**QUESTIONS AFTER
TODAY?**

***Stay for
ProcurePHX
Overview
otherwise,***

**THANK YOU FOR
ATTENDING!!!**

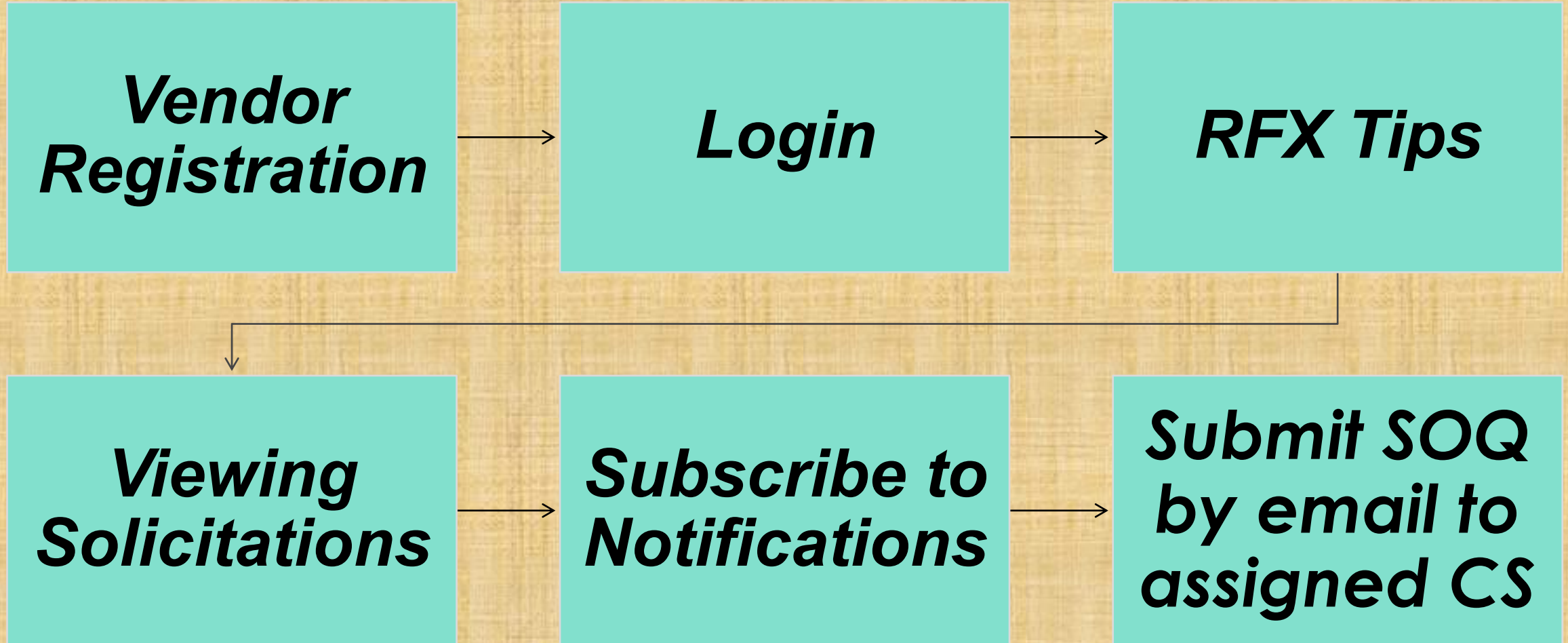
Email all questions to:
elena.rozenblum@phoenix.gov

Reference RFX Number:
6000001759 – CA&I and/or
6000001782 – Materials Testing in
your email subject line

Or Call **Elena Rozenblum** at:
(602) 534-5789



PROCUREPHX AND RFX OVERVIEW





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:
925000000 & 962580000

RFx (Event) Number is:

6000001759 - CA&I

and

6000001782 - Materials Testing

*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, which includes a pink shopping bag icon. Below the logo, there are two input fields: one for 'User' and one for 'Password', both marked with a red asterisk. 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 reads 'Logon Problems? [Get Support](#)'.



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 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.



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

The screenshot shows the SAP ProcurePHX portal interface. At the top left is the SAP logo. Below it is a navigation bar with links for Back, Forward, History, Favorites, Personalize, View, and Help. The main navigation ribbon contains three tabs: 'RFX and Auctions' (highlighted with a red box), 'Administration', and 'Messages'. Below the ribbon are four sub-tabs: 'Home', 'Create Users', 'Own Data', and 'Company Data'. A breadcrumb trail indicates the current location: 'Administration > Home'. The main content area displays a welcome message: 'Thank you for your interest in becoming a vendor in the...' and 'As a Vendor Administrator for your company you have...'



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:

6000001759 - CA&I

6000001782 - Materials Testing

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** | Ex

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



VIEW SELECTED SOLICITATION

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



DO YOU WANT TO SUBMIT FOR THIS SOLICITATION?

1. Click **Create Response**
2. Review **Notes and Attachments** Tab for the RFQ, Pre-Submittal Presentation, Attendance Sheet, and Notifications, etc.

Display RFx :

Print Preview | Refresh | Close | Do Not Participate | Tentative | **Create Response** | Questions and Answers (

You have been registered. You will be informed of RFx changes

RFx Number 6000000583 Smart Number PHY-2-ZCIP-63-000004-001 RFX Status Published
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 YEARS 2019 -

QUESTIONS

