



Pre-Submittal Meeting

***CITY OF PHOENIX
REQUEST FOR QUALIFICATIONS***

***CITYWIDE ASBESTOS AND LEAD ABATEMENT
JOB ORDER CONTRACT
JOC241***

***PROCUREPHX PRODUCT CATEGORY CODE:
912000000***

RFx Number: 6000001767

APRIL 16, 2025

Welcome and Introductions

- ▶ ***Anna York, Contracts Specialist I***
Point of Contact for Submittals and RFQ Questions
Design and Construction Procurement, Office of the City Engineer
anna.york@phoenix.gov (602) 534-3691
- ▶ ***James Marshall, Environmental Programs Manager***
Environmental Services, Office of the City Engineer

Agenda

- ▶ *Meeting Overview*
- ▶ *Scope of Work*
- ▶ *Statement of Qualifications Evaluation Criteria*
- ▶ *Submittal Requirements*
- ▶ *Selection Schedule*
- ▶ *Grounds for Disqualification*
- ▶ *Vendor Registration and ProcurePHX*

Meeting Overview

PRE-SUBMITTAL ATTENDANCE SHEET

In-Person: Please Sign In

On-Line: Please email me 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:**

Solicitations - Solicitations City of Phoenix

(RFX 6000001767)

***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.

The City of Phoenix is transitioning to OpenGov Procurement in April 2025!

- ▶ We are excited to announce that the City of Phoenix is transitioning to OpenGov a modern procurement portal. This change will streamline the way we work with vendors, offering a faster and more transparent user-friendly process for managing solicitations. However, this solicitation will NOT be on OpenGov
- ▶ **Why Register Now:**
 - Receive notifications for new solicitations.
 - Enjoy easy, step-by-step guidance for offer submissions.
 - Access all procurement opportunities in one convenient location.

HOW TO REGISTER:

1. Visit the [City of Phoenix Procurement Portal](#)
 2. Subscribe if you do not already have an existing OpenGov account or create your free account and then subscribe
 3. Stay informed with email notifications about opportunities.
-
- ▶ We encourage you to register early on the OpenGov portal at OpenGov. Registration is 100% cost-free and ensures you stay updated on all bidding opportunities.
 - ▶ Instructions to register on OpenGov: [Vendor Registration](#)
 - ▶ Video guides for new OpenGov users: [Video Guides: OpenGov Procurement Vendor Training](#)

SCOPE OF WORK

▶ Work request will come from City Staff, which includes:

▶ Office of the City Engineer Environmental Section

▶ Aviation Planning & Environmental

▶ There are off-hours emergencies when the contractor may be contacted directly by the City's Public Works or Fire Department. Usually for Water Intrusion.

SCOPE OF WORK

- ASBESTOS ABATEMENT
- BUILD BACK MAY BE REQUESTED
 - EXAMPLE: FLOORING ABATEMENT THEN REPLACEMENT



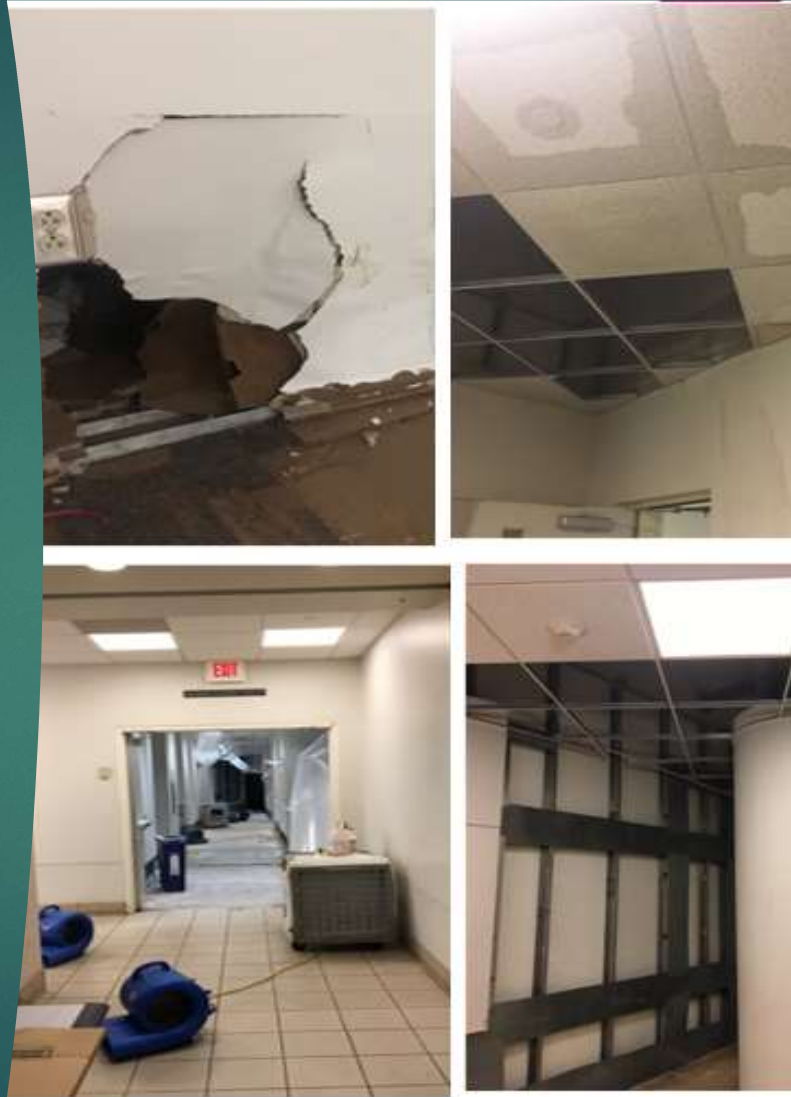
SCOPE OF WORK, CONT.

- **LEAD ABATEMENT AND/OR SURFACE PREPARATION**
 - **MAY REQUEST ENCAPSULANT AND NEW PAINT.**



SCOPE OF WORK, CONT.

- WATER INTRUSION PROJECTS
WITH BUILD BACK



SCOPE OF WORK, CONT.

MOLD REMEDIATION
PROJECTS WITH BUILD BACK



SCOPE OF WORK, CONT.

- **MOLD REMEDIATION WITH
BUILD BACK**



SCOPE OF WORK, CONT.

▶ Other Common Services (Not an all-inclusive list):

▶ Universal Waste Removal

▶ Decontamination Services



QUESTIONS

SOQ Evaluation Criteria

Selection of Consultants will be based on the following:

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

RFQ Maximum Points is 1,021

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

- ❖ Provide responses in the order listed in RFQ***
 - ❖ Be complete, be concise***



Submittal Requirements

- *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*

MAXIMUM 10 pages permitted

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

- *Front and back covers*
- *Information Sheet*
- *Table of Contents*
- *Example Reports*

Selection Process

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



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graph TD; A[Each SOQ will be evaluated according to the evaluation criteria in the RFQ.] --> B[Up to 6 consultants will be selected.]; B --> C[A contract will be executed upon completion of negotiations of contract terms and City Council approval.];
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Up to 6 consultants will be selected.

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

Grounds for Disqualification

***Failure to submit
electronically via
email to Contracts
Specialist by the
due date and time***

***Violating “Contact
with City
Employees”
policy***

Important Dates: Selection Schedule

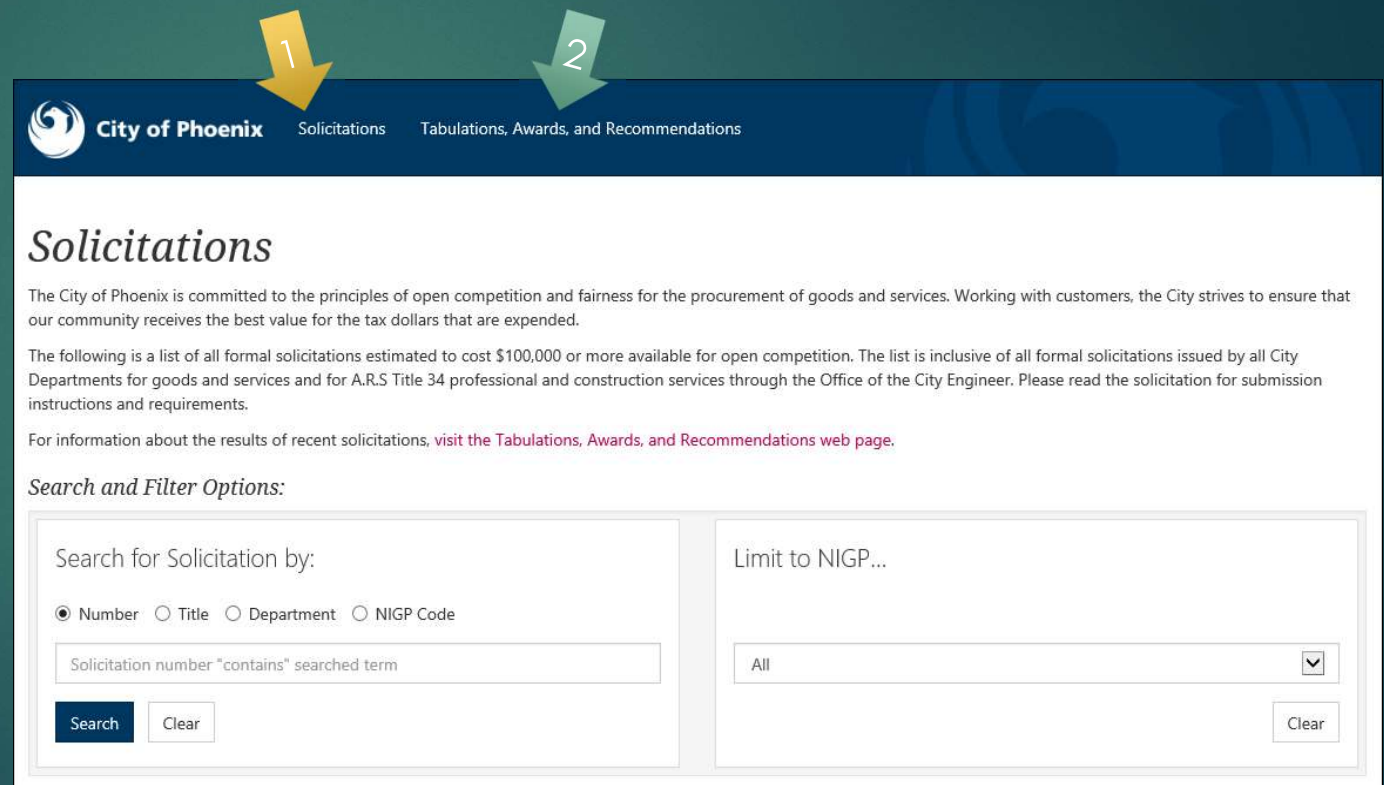
- Pre-submittal Meeting April 16, 2025
- SOQs due 12:00pm April 25, 2025
- Selection Notification May 2025

****PLEASE NOTE: SEND SOQs TO HEATHER ROYE @ heather.roye@phoenix.gov ON APRIL 25, 2025**

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>



The screenshot shows the City of Phoenix Solicitations website. A yellow arrow labeled '1' points to the 'Solicitations' link in the top navigation bar. A green arrow labeled '2' points to the 'Solicitations' heading in the main content area.

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

Limit to NIGP...

All

Reminders

Place the following items on the Information Sheet:

- ❖ *Project Title*
 - ❖ *Project Number (RFx Number 6000001767)*
 - ❖ *Firm Legal Registered Name*
 - ❖ *Firm Address*
 - ❖ *Firm Phone Number*
 - ❖ *Vendor Number*
 - ❖ *Name, Title, and Email address of contact person*
- ▶ *Do NOT include any other information*

Questions after today?

Email all questions to:
anna.york@phoenix.gov

Or call: (602) 534-3691

Reference RFX 6000001767 in
your email subject line



Thank You for Attending!!!