



**PHOENIX
TRANSPORTATION
2050** 

RFP PTD19-008

**BUS OPERATIONS CONTROL CENTER
AND DATA COLLECTION SERVICES**

AUGUST 15, 2019

Elizabeth Boynton

Purpose of Pre-Offer Conference

- Provide a brief overview of the solicitation
- Provide information regarding the proposal submittal requirements
- Answer general procurement questions
- **Written Inquiries Due Date - August 21, 2019**
- All changes to the RFP will be by written addendum and available at the

City's website: <https://solicitations.phoenix.gov>

RFP Schedule

City reserve the right to change dates

PRE-OFFER CONFERENCE	Today – August 15, 2019 @ 1:00 p.m. Local Time
SITE VISIT	One-Time Visit – Immediately following this meeting. PTD Operations Control Center – 5th Floor
WRITTEN INQUIRIES DUE	August 21, 2019
PROPOSALS DUE	September 10, 2019 @ 2:00 p.m. Local Time
AWARD RECOMMENDATION	Notice posted on the CITY’s website: https://www.phoenix.gov/finance/business-opportunities/bid-awards-and-recommendations
CONTRACT START DATE	July 1, 2020

RFP Contents

SECTION I INSTRUCTIONS

SECTION II STANDARD TERMS AND CONDITIONS

SECTION III SPECIAL TERMS AND CONDITIONS

SECTION IV INSURANCE AND INDEMNIFICATION

SECTION V SCOPE OF WORK

SECTION VI SUBMITTALS

- 6.1 Attachment A - Fee Schedule
- 6.2 Payment Terms
- 6.3 Addenda Certification
- 6.4 Solicitation Disclosure Form
- 6.5 Offer Form

RFP Contents

Attachment A	Fee Schedule
Attachment B	Draft Master Agreement
Exhibit A	Technical Requirements
Exhibit B	Operations Control Center (OCC) Site Plan
Exhibit C	OCC Warm Site Plan
Exhibit D	OCC and Data Collection Job Descriptions
Exhibit E	OCC and Data Collection 2019 Wages

Proposal Format

Section 1.17.1 – Technical Proposal

Tab 1 – Introduction

Tab 2 – Qualifications and Experience of the Offeror

Tab 3 – Proposed Organizational Structure

Tab 4 – Offeror’s Understanding of the Scope of Work and Transition Plan

Tab 5 – Other Required Submittal Forms (Section VI)

- Addenda Certification (6.3)
- Solicitation Disclosure Form (6.4)
- Offer Form (6.5)

Proposal Format

Section 1.17.2 – Fee Schedule and Financial Information

- **Fee Schedule – Attachment A**

- Offeror shall complete the Fee Schedule in its entirety and submit with their Offer.
- Pricing shall be all inclusive of labor, salaries, benefits, overhead, administrative support, and any project related costs (i.e. rent, supplies, utilities, printing services, postage, etc.), except applicable state and local tax.
- Completed Section 6.2, Payment Terms.

- **Financial Information**

- Required Components 1 - 4

Proposal Format

Section 1.18 – Offeror Exception

The CITY encourages Offerors to send inquiries to the Procurement Officer during the Inquiries period (see Paragraph 1.8) rather than including exceptions in their Offer.

In the event of an exception, the Offeror shall:

- Identify and list all exceptions to this RFP, including **Attachment B – Draft Master Agreement**;
- Refer to the page number and the specific section or paragraph to which Offeror takes exception;
- State the exception clearly and specifically;
- Provide a complete explanation of why the exception was taken, proposed alternate language, and what benefit would accrue to the CITY if it considered the exception;
- List **all** exceptions in its technical proposal under the heading “**Table of Exceptions to the RFP.**”
- Exceptions that appear elsewhere in the Proposal are invalid and will not be considered;
- Consideration or acceptance of any exceptions falls entirely under the CITY’s discretion.

Execution of Agreement

Section 1.27 – Award of Contract

- The “Draft Master Agreement” included in the RFP as Attachment B will form the basis of any Contract between the CITY and the successful Offeror.
- The successful Offeror will be liable to perform all duties and obligations in the “Draft Master Agreement” and any changes to the Contract.
- Within fifteen (15) calendar days of transmission of the Contract from the CITY, the successful Offeror shall sign and deliver the Contract to the CITY.

Proposal Format

Section 1.33 – Public Record

If an Offeror believes that a specific section of its proposal is **confidential**, the Offeror shall:

- Mark the section “**CONFIDENTIAL**”
- Segregate it in a specific and clearly labeled section of the proposal
- State the basis for considering the marked section confidential
- Include the specific harm or prejudice that may result from disclosure

Proposal Submittal

Section 1.20.2 - Number of Offers Submitted

- **Technical Proposal**

- Each Proposer shall submit:
 - ONE (1) original
 - FIVE (5) printed copies
 - FIVE (5) electronic copies (searchable PDF format on CD or flash drive)

- **Fee Schedule and Financial Information**

- **Number of copies to be clarified on an Addendum**

Transparency Policy

Section 1.14 – Solicitation Transparency Policy

- Excerpts from the policy are on following slides
- Please read the policy in its entirety - Section 1.14
- Offerors that violate the policy shall be disqualified
- City-wide policy applicable to all City procurements (Section 1.14)

Transparency Policy

Section 1.14 – Solicitation Transparency Policy

Effective on the date the RFP is issued [August 6, 2019] and until the date the Phoenix City Council authorizes award of the contract or the RFP withdrawn,

all persons or entities intending to respond to this RFP, including their authorized employees, agents, representatives, proposed partner(s), subcontractor(s), joint venture(s), member(s), or any of their lobbyists or attorneys, (collectively, the Offeror)

shall refrain from any direct or indirect contact with any person (other than the Procurement Officer) including members of the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department heads directly associated with the solicitation (including in each case their designated staff), the Mayor and other members of the Phoenix City Council. ..”

Offerors that violate this policy shall be disqualified...

Transparency Policy

Section 1.14 – Solicitation Transparency Policy

“As long as the solicitation is not discussed, Offerors may continue to conduct business with the CITY and discuss business that is unrelated to the solicitation with CITY staff. Offerors may not discuss the solicitation with any CITY employees or evaluation committee members.

Offerors may discuss their Offer or the solicitation with the Mayor or one or more members of the Phoenix City Council, provided such meetings are scheduled through the Procurement Officer, and are posted as open meetings with the City Clerk at least 24 hours prior to the scheduled meetings. ”

“To discuss” means any contact by the Offeror, regardless of whether the CITY responds to the contact.

Offerors that violate this policy shall be disqualified...

Protest Process

Section 1.32 – Protest Process

- Be aware of the different deadlines applicable depending on what is being protested
 - **Solicitation Contents**
 - **Adverse Determination issued by the CITY**
 - **Award Recommendation**

Reminder

Deadline for Questions

Wednesday, August 21, 2019

5:00 PM MST

Questions