PRE-BID MEETING
PRE-SUBMITTAL MEETING

PHOENIX SKY HARBOR INTERNATIONAL AIRPORT
TERMINAL 4 SOUTH 1 CONCOURSE CONCRETE APRON
DESIGN BID BUILD, and CA&I SERVICES
AV08000083 FAA
AUGUST 28, 2020

CITY OF PHOENIX
AVIATION DEPARTMENT

DESIGN BID BUILD:
PROCUREPHX PRODUCT CATEGORY CODE: 912000000
RFx Number: 6000001010

CA&I SERVICES:
PROCUREPHX PRODUCT CATEGORY CODE: 925000000
RFx Number: 6000001011
WELCOME AND INTRODUCTIONS

Samantha B. Ansmann, Contracts Specialist
*Point of Contact for BID, RFQ, SOQ Questions*
Office of the City Engineer
samantha.ansmann@phoenix.gov (602) 681-5361

Karina Matthiessen, Contract Compliance Program Assistant
*Point of Contact for DBE Requirements*
Equal Opportunity Department
karina.matthiessen@phoenix.gov (602) 261-8873

Marci Thies, Labor Compliance Supervisor
*Point of Contact for Davis Bacon Requirements*
Street Transportation Department
marci.thies@phoenix.gov (602) 261-8287

John Kliethermes, PE, Project Manager
Aviation Department
MEETING OVERVIEW

Sign-in sheet, PowerPoint and Addenda/Notifications will be available on Procurement’s website:

https://eprocurement.phoenix.gov/irj/portal
(or)
https://solicitations.phoenix.gov

Bidders are responsible for determining, prior to submittal, if Addenda have been issued, and to acknowledge on the bid submittal.

Questions are welcome after each presenter.

This is your **ONLY** opportunity to discuss this solicitation with City staff.
Karina Matthiessen
Contract Compliance Programs Assistant
DBE Requirements
Equal Opportunity Department (EOD) is responsible for ensuring contractors and consultants achieve full compliance with all applicable federal regulations during all phases of this project/contract:

- Solicitation
- Bid/Submittal Verification
- Subcontract Approval
- Compliance Monitoring
- Prompt Payment
- Release of Retention
- Sanctions and Penalties
U.S. Department of Transportation (USDOT) assists in the funding for this project, which is subject to the requirements of the Federal Aviation Administration (FAA) and 49 CFR Part 26.

49 CFR Part 26 mandates recipient (City) administers a Disadvantaged Business Enterprise (DBE) Program

Phoenix DBE Program has annual Overall DBE Goal of 6.9% [to be achieved entirely with race- and gender-neutral (RGN) means]
Phoenix imposes **Small Business Outreach** requirements in lieu of DBE Goals (RGN measure)

- Four Elements of Small Business Outreach (demonstration of Good Faith Efforts):
  1. Identify Opportunities
  2. Communicate Broadly
  3. Evaluate Proposals
  4. Constructive Feedback
DBE PROGRAM (CA&I)

Submittal Requirements

(Due at time of submittal)

FORM EO1: Statement of Small Business Outreach Commitment

Failure to submit = Non-Responsive
Post-Award Submittal Requirements

Due within 30 days of award or a date determined by the City

1. FORM EO2: Small Business Outreach Efforts
2. Supporting documentation for FORM EO2
3. FORM EO3: Proposed Statement of Small Business Participation

* Good Faith Effort Documentation

Submit to EOD for review and approval
Submittal Requirements

*(Due at time of submittal)*

**FORM EO2**: Small Business Outreach Efforts
Columns A-D

Submit as a separate attachment
Failure to submit = **Non-Responsive**
DBE PROGRAM (DBB PROJECT)

Post-Award Submittal Requirements

Due within three (3) calendar days after bid deadline

1. FORM EO2: Small Business Outreach Efforts Columns E&F with Supporting Documentation

2. FORM EO3: Proposed Statement of Small Business Participation

  * Good Faith Effort Documentation
EQUAL OPPORTUNITY DEPARTMENT

For Assistance contact:

Karina Matthiessen
Contract Compliance Programs Assistant

karina.matthiessen@phoenix.gov
602-261-8873
QUESTIONS
Monitors and enforces the federal labor standards on federally funded Capital Improvement Construction.

Applies to all federally funded contracts in excess of $2000 with few exceptions

All contractors and subcontractors, including lower-tiers, working on the project are covered
DBRA

(DAVIS-BACON & RELATED ACTS)

- Davis-Bacon Act (DBA)
- Copeland Anti-Kickback Act
- Contract Work Hours and Safety Standards Act (CWHSSA)
TECHNICAL ASSISTANCE

Labor Compliance Pre-Construction Conference

Labor Compliance Office, (602) 261-8287

Websites available:
PROJECT LOCATION
PROJECT LOCATION
PROJECT DESCRIPTION / SCOPE OF WORK

- Construction of the New Concrete Apron and Vehicle Service Road surrounding the Terminal 4 S1 Concourse currently under Construction.
  - Storm Drain Structures
    - Aircraft Rated Manhole adjustments and Trench Drain
  - Blast Deflection Fence and Blast Wall
  - Minor Electrical
  - Minimal Demolition (Only outside of existing temporary fence)
  - Subbase and Base Courses, Pavement and Sealants
    - Approx. 40,000 SY of 18” Thick Aircraft Rated Concrete Paving
    - Approx. 4,000 SY of 9” Vehicular Rated Concrete Paving
    - Approx. 4,200 SY of 4” Asphalt Pavement Service Road
- Project will be constructed using Federal Aviation Administration (FAA) standards.
- Project will be landside construction with portions against the Taxiways needing to be constructed airside
Project Description / Scope of Work

- Project will be constructed concurrently with cooperation of the Concourse contractor. Specific phasing and requirements are laid out in the project documents.

- It is the intention of the project teams for each contractor to work unimpeded and separate of the other, with the understanding that schedules and milestones are critical to both projects.

- Early items and other scopes will be completed by the Concourse Contractor including but not limited to:
  - Major Storm Drain, Utilities, Fuel System and Adjustments, Construction Security Fence Adjustments, Airfield and Gate Striping, Concourse Bollards

- Project Description and Scope Questions?
PHASING AND SCHEDULE

- Intended Start of Construction March 1st, 2021 with Substantial Completion of November 2nd, 2021

- Project Broken into Phases
  - Detailed descriptions of work requirements, duration, and restrictions are included in the contract documents.
  - Milestones for these phases are linked to the CPM schedule and opening of the concourse.
PHASE 3

Apron Contractor to have area all at once, with major storm drain, fuel system, and other concourse contractor activities complete, including exterior skin and glazing.

Work will be completed in a “LANDSIDE” condition.
PHASE 4A, 4B, 4C, & 4D

Work will be completed in a “AIRSIDE” condition.
PHASE 5

Work will be completed in a “LANDSIDE” condition, with portions at the taxiways being “AIRSIDE” Coordination for access for service road and concourse contractor.
QUESTIONS
BIDDERS SHOULD REVIEW:

Information for Bidders (IFB) Section:

Bid Submittal Checklist
Items due at time of bid submittal

Post-Bid Submittal Checklist
Items due within 3 calendar days
after bid opening by 5:00 p.m.

E-mail to: samantha.anismann@phoenix.gov
SEALED

BIDS DUE

Bids Will Be Due: Tuesday, September 15, 2020 at 2:00 P.M.
submitted into the Design and Construction Procurement bid box located on the 1st Floor lobby of the Phoenix City Hall Building, 200 W. Washington Street, Phoenix, Arizona, 85003
GROUND FOR DISQUALIFICATION

Receipt of Bid after the specified cut-off date and time

Deposit of Bid in the wrong location

Violating the “Contact with City Employees” policy
IMPORTANT DATES:

LAST DAY FOR QUESTIONS
SEPTEMBER 8, 2020

BID RESPONSES DUE
SEPTEMBER 15, 2020

POST-BID DOCS DUE
NLT SEPTEMBER 18, 2020

RFx 6000001010
QUESTIONS AFTER TODAY?

Last Day for questions is seven days before the Bid Responses are due or Tuesday September 8, 2020.

Email all questions to: samantha.ansmann@phoenix.gov

Reference RFx Number: 6000001010 in your email subject line

Or Call Samantha at (602) 681-5361
PROCUREMENT WEB PAGE

https://solicitations.phoenix.gov

- Invitation For Bids (IFB) = Specs/Plans/Addenda
- Pre-Bid Sign-In & Power Point Presentation
- Preliminary Bid Results
- Final Results & Bid Tabulation
QUESTIONS?
SOQ EVALUATION CRITERIA

*Maximum Number of Points is 1,000*

A. Construction Management and Construction Administration and Inspection Experience of the Prime Firm  (maximum 300 points)

B. Construction Management and Construction Administration and Inspection Experience of Key Personnel and Subconsultants  (maximum 300 points)

C. Project Understanding and Approach  (maximum 200 points)

D. Staffing Information for Key Personnel  (maximum 200 points)

*Reference Checks (75 Points) These points are in addition to the 1,000 points for the SOQ*
Submit One (1) page Information Sheet

Paper Size shall be 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 noted above.
PLACE THE FOLLOWING ITEMS ON THE INFORMATION SHEET:

- PROJECT TITLE
- PROJECT NUMBER
- RFX NUMBER
- FIRM NAME
- FIRM ADDRESS
- FIRM PHONE NUMBER
- VENDOR NUMBER
- NAME, TITLE, EMAIL ADDRESS, AND SIGNATURE OF CONTACT PERSON

**DO NOT INCLUDE ANY OTHER INFORMATION**

Things to Remember
10 pages permitted to address all Criteria

The following will **NOT** be counted in the Maximum Page Count:

* Front and back covers
* Information Sheet
* Table of Contents
* Dividers (tabs)

**UNLESS** you include information that may be considered by the selection panel
GROUND FOR DISQUALIFICATION

Failure to submit **electronically** through the ProcurePHX online portal by the due date and time

Violating “Contact with City Employees” policy

Failure to submit **DBE Form EO1**
IMPORTANT DATES:

SOQS DUE
SEPTEMBER 11, 2020

SELECTION NOTIFICATION
EARLY OCTOBER, 2020

SCOPE MEETING
LATE OCTOBER, 2020

Selection Schedule
PROCUREMENT INFO
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
QUESTIONS AFTER TODAY?

Last Day for questions is seven days before the SOQ's are due or Friday September 4, 2020.

Email all questions to: samantha.ansmann@phoenix.gov

Reference RFx Number: 6000001011 in your email subject line

Or Call Samantha at (602) 681-5361
VENDOR REGISTRATION

VENDOR.SUPPORT@PHOENIX.GOV
602.262.1819

Brief overview for online registration and procurePHX accessibility
NEW TO THE CITY OF PHOENIX?

All Firms **MUST** be registered in the Vendor Management System **PRIOR TO** submitting a Proposal

**New Firms** — After registering, the City will send an e-mail with a vendor **number** in approx. 2 days

**NEW:** Information on how to register with the City is available at:

[https://www.phoenix.gov/finance/vendorsreg](https://www.phoenix.gov/finance/vendorsreg)
ALREADY REGISTERED ON PROCUREPHX?

All Firms MUST be registered in the Vendor Management System to SUBMIT a Proposal

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
RFx (Event) Number is: 6000001011

Note: The VENDOR NUMBER is to be included on the cover of the Statement Of Qualifications
RFX OVERVIEW

- Registration
- Login
- Viewing Solicitations
- Subscribe to Notifications
- Uploading SOQ
- Submitting SOQ
- Checking Response Status
- Editing Response
- Questions
LOGIN

Log in to ProcurePHX portal:

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

Select RFx and Auctions tab on the top Ribbon

You will be taken to the RFx Overview (Event) Page
Click the **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: **6000001011**
VIEW SELECTED SOLICITATION

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?

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.
HOW TO UPLOAD YOUR SOQ

1. Attach SOQ by clicking **Add Attachment**, there will be a separate pop up window.

2. Click **Browse** in the pop up window to navigate to the desired attachment document.
ADDING AN ATTACHMENT

1. Once you’ve selected your document, add a Description and then click **OK**

2. The **Summary** Tab provides a high-level overview of your RFx Response

3. Under description click the **blue link** to double check the file that has been uploaded
DOUBLE CHECK & SUBMIT

1. Click the **CHECK** button to ensure no system errors
2. Click the **SUBMIT** button to submit your RFx response
RFX RESPONSE SUBMITTED

1. You will see a RFx response message that your response was submitted. No email notification will be sent.

2. Confirm you have the required number of attachments listed, as outlined in the RFQ.

3. Click Close, and return to the RFx Overview (Event) Page.
CHECKING THE RESPONSE STATUS

1. Click **Refresh** on the RFx Overview (Event) Page.
2. Locate the desired RFx (Event) Number, and scroll to the right.
3. Your Response Status should display **Submitted**.

Note: A Response Status of **In Process**, or **Saved** indicates you are still in edit mode, and need to complete a step(s) before the system will update your RFx response to **Submitted**.
HOW TO EDIT YOUR SUBMISSION

The RFx Overview (Event) Page is also where you can find your saved RFx response.

Locate the desired RFx (Event) Number, and scroll to the right. You will see your RFx response number shown as a hyperlink.

1. Click on the hyperlink, a new window will pop up to allow you to edit your RFx response.
FREQUENTLY ASKED QUESTIONS

When I submit, what does the **red** circle mean?
- Error on page and nothing will be submitted

When I submit, what does the **yellow** triangle mean?
- Typically a time zone error, information will still be submitted

When I submit, what does the **green** square mean?
- Verify information is correct and click submit
THANK YOU FOR ATTENDING!