



City of Phoenix
OFFICE OF THE CITY ENGINEER
DESIGN AND CONSTRUCTION PROCUREMENT
200 W. Washington Street, 5th Floor
Phoenix, Arizona 85003-1611

**STREET TRANSPORTATION DEPARTMENT
CRACK SEALING
2-STEP JOB ORDER CONTRACT**

4108JOC200

**PROCUREPHX PRODUCT CATEGORY CODE 925000000
RFx: 6000001102**

NOTIFICATION LETTER NO. 1

SEPTEMBER 8, 2021

This notification letter shall become part of the Request for Proposals (RFP) for the above referenced project.

Response to Questions:

1. **QUESTION:** Will the presentation from yesterday, the Pre-Proposal meeting, be made available to the bidders?
ANSWER: The Pre-Proposal presentation will not be made available in the procurement website; however, please see attached Agenda.
2. **QUESTION:** Is the Price Proposal included in the page count of 10 page count max?
ANSWER: No, the Price Proposal is separate from the 10 page count.
3. **QUESTION:** Is the Surety Bond form included in the 10 page count max?
ANSWER: No, the Surety Bond form is separate from the 10 page count.
4. **QUESTION:** Is there a minimum font size and type to be used in the proposal?
ANSWER: Font size requirement is the same as stated in the Request for Qualifications which is font size 10 pt.
5. **QUESTION:** Is there a preference of single or two-sided on the proposal documents?
ANSWER: No preference. It is the bidder's preference on the proposal submission.

6. **QUESTION:** Is there a Cover Sheet and Information Sheet to be included in the proposal submittal as in Step 1 of this process? If so, do they count towards the 10 page count?

ANSWER: Yes, there is a Cover Sheet to be included with the Proposal; however, the Cover Sheet does not count towards the 10 page count max.

All other terms and conditions remain unchanged.



Annette Perez
Contracts Specialist
CITY OF PHOENIX
DESIGN AND CONSTRUCTION PROCUREMENT

*****END OF NOTIFICATION*****

AGENDA

JOC PRE-PROPOSAL MEETING

REQUEST FOR PROPOSALS STREET TRANSPORTATION DEPARTMENT CRACK SEALING 2-STEP JOB ORDER CONTRACT 4108JOC200 RFX 6000001102

**AUGUST 31, 2021
VIA WEBEX @ 11 AM**

- **Sign-in sheet:** Please send me an email by 4 pm today with the name, position, email address, and contact number for all who participated in the WebEx meeting from your firm.
- **Introductions**
 - Point of Contact prior to submittals through contract award
 - Annette Perez, Contract Specialist 602-534-1423 annette.perez@phoenix.gov
 - Points of Contact after contract award
 - Ryan Stevens, P.E., Civil Engineer III, Project Manager, Street Transportation Department
- **Overview of RFP**
 - Background and Objective
 - **Six (6)** firms have been shortlisted to respond to the RFP, up to **four (4)** firms will be selected to provide services on page **1 of the RFQ**.
 - No guarantee of work
 - Projects will be on an as-needed basis
 - Payment and Performance Bonds – Required for the amount of each JOA
 - Price Escalation Process - All unit prices submitted in the proposal shall be firm and fixed for the initial first year of the contract beginning at the contract effective date. Thereafter, price adjustments will be considered annually on the anniversary of the contract effective date provided the adjustments are submitted in writing with 30 calendar days advanced notice.
 - Term of Contract – 36-month term or \$21M per JOC, whichever occurs first. City may renew for 24-month term or the balance of the contract amount of \$33M.

EXAMPLES:

- Table 1: Sample of Overall Proposal Evaluation
- Table 2: Sample Technical Proposal Submittal Information
- Table 3: Sample Price Submittal Information
- Table 4: Sample Final Score Tabulation

The scores for Technical Proposal and Price Proposal are combined for a total score.

Evaluation

- Overall Proposal Evaluation – 100 possible points (see below)
Evaluation will be based on **Technical Proposal** and **Price Proposal** to select the **best qualified firm**.

- **Technical Proposal** overview – 60 possible points
Technical Proposal factors:
 - Qualifications – **5 possible points**
 - Approaches/Issues – **25 possible points**
 - Planning/Estimating/Scheduling – **20 possible points**
 - Quality Management Plan – **10 possible points**

- **Price Proposal** overview – 40 possible points (firm with the lowest coefficient)
Appendix C - Price Proposal: Submit in a **separate, sealed envelope** from the rest of the proposal documents. It will remain sealed until the Technical Proposal is evaluated.
 - Coefficient to be applied to all line items in **Appendix B - Unit Price Book**

 - Overhead and Profit (OH&P) Factor of 6% (set by City) to be applied to any or all additional tasks that are not contained in **Appendix B - Unit Price Book**

- **Process for submitting the Proposals – refer to page 5**
 - (1) Cover Letter – 1 page
 - (2) Technical Proposal - 10 pages
 - (3) Appendix C - Price Proposal
 - (4) Appendix D – Surety Bond – No proposal will be read unless accompanied by a proposal guarantee of certified check, cashier’s check, or surety bond on the Surety form provided, for the amount of **\$700,000**
 - (5) Completed proposals will be submitted in a sealed envelope or box with one original of the cover letter and Technical Proposal, and one original of the Price Proposal **to be placed in a separate sealed envelope**, and one original of the Surety Bond **to be placed in a separate sealed envelope**. **The Price Proposal and Surety Bond may be placed in the same envelope.**

- Helpful Reminders
 - Respond to each item in the order it is listed in the RFP
 - Be complete, but concise
 - Read carefully and adhere to the directions

- Please submit all questions through email to annette.perez@phoenix.gov

- Questions Due: **Tuesday, September 7, 2021**, at 12:00 p.m. local Phoenix time

- Proposals Due: **Tuesday, September 14, 2021** at 12:00 p.m. local Phoenix time

- Results: <https://solicitations.phoenix.gov/Awards>

- Q & A