

Pre-Offer Conference

AVN Invitation for Bids (IFB) 22-006 Wildlife Management Services

October 20, 2021 – 11:00 A.M.
Aviation Department Headquarters

 **PHX DVT EYR**





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Scope of Work

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- ❑ Aviation Contracts & Services
 - ❑ Kyle Brack, Procurement Officer

 - ❑ Cadle Collins, Procurement Manager

- ❑ Aviation Operations Division
 - ❑ Dustin Loftis, Airside Superintendent



Phoenix City Code, Chapter 43, Section 43-36

- Effective: From date and time IFB is issued (**10/13/21**) until contract award by City Council.
- All Offerors and their representatives will only discuss matters of this IFB with the Procurement Officer.
- Discussion may occur with the Mayor, City Council members, Deputy City Managers, Aviation staff, etc. ONLY at a public meeting!
- As long as this IFB is not discussed, Offerors may continue to discuss business that is unrelated to this solicitation with City Staff.

OFFERORS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED!

All questions must be directed, in writing, to the Procurement Officer.



Timeline Overview



- Submit written questions by **Wednesday, October 27 at 5:00 PM**
 - 5:00 PM local Arizona time
 - Email: kyle.brack@phoenix.gov
 - Include the IFB Number and Title in the Email

- Written questions **ONLY**
 - Some questions may be answered verbally today
 - Written answers **supersede** verbal answers
 - All questions and responses will be published via an addendum

- Solicitation and addenda (if any) are available at:
<https://solicitations.phoenix.gov/Solicitations/Details/1083>





Offer Submittal



Via Carrier or In-Person

Aviation Department Headquarters
2485 E Buckeye Rd
Phoenix, AZ 85034

Lobby Hours: 8:00 AM – 5:00 PM
local Phoenix time

Electronic

Due to COVID-19, electronic offers are now accepted.

Send to avn.solicitations@phoenix and copy kyle.brack@phoenix.gov

Late Offers Will Be Rejected



DEADLINE

Wednesday, December 1, 2021
@ 2:00 P.M.
Local Phoenix Time*

*Due to COVID-19, bid opening attendance is only available via remote call-in. See pgs. 8 - 9 of the IFB for details.

Tabulations, Awards, and Recommendations

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

(Narrow by Aviation)



- The term of this award is five (5) years commencing on or about July 1, 2022.
- City reserves the right to multiple awards.



**This Pre-Offer
Conference is Optional!**



Minimum Qualifications



Each Offeror must submit documentation to demonstrate the Minimum Qualifications in the IFB.

Failure to submit, meet, and demonstrate the minimum qualifications will result in your offer being deemed non-responsive.

Minimum Qualifications

- Offeror must have a minimum of 5 years licensed business experience
- Biologists must have a minimum of 5 years experience in Wildlife Management
- Completed academic coursework and work experience as GS-0486 series wildlife biologist **OR** designation as a Certified Wildlife Biologist by the Wildlife Society
- Completed an airport wildlife hazard management course
- Completed a wildlife hazard assessment
- Completed one of the three below:
 - An airport wildlife hazard management training course, **OR**
 - Attendance at a joint Bird Strike Committee (US or Canada), **OR**
 - Other training acceptable to the FAA



License Requirements



- ❑ Upon notification of award, Contractor must obtain Wildlife Service License from the Arizona Game & Fish Department and submitted to the Aviation Department Representative (ADR) within 90 days

- ❑ License must be renewed and kept current throughout the life of the Contract



Only those Offerors submitting responsive and responsible offers that meet the minimum qualifications will have their offers evaluated.

- Upon receipt of the offers, the Procurement Officer will determine the following:
 - Responsiveness (all required items completed and submitted timely)
 - Responsibility (skill, capacity, and experience to perform work)

- Unless otherwise indicated, award will be made to the lowest billable hourly rate of the most responsive and responsible offeror.



- ❑ Any changes to this IFB will be in the form of an addendum, available at <https://solicitations.phoenix.gov/Solicitations/Details/1083>
- ❑ The Offeror shall acknowledge receipt of all addenda (if any) by signing and returning the addenda with the offer submittal.
- ❑ It is the Offeror's responsibility to visit the City's website for update(s) to this solicitation including all addenda.



If submitting a hard copy, each offer be in a sealed, opaque package. Offers must be received at the Lobby of the Aviation Headquarters at 2485 E Buckeye Rd, Phoenix, AZ before the solicitation deadline (Wednesday, December 1, 2021, at 2:00 P.M. – Local Phoenix Time).

- ❑ One (1) original Offer comprised of:
 - ✓ The ENTIRE submittal section
 - ✓ Bid Price Schedule (Billable Hourly Rate)
 - ✓ “Met” / “Not Met” Minimum Qualifications Checklist
 - ✓ Proof / Documentation for each Minimum Qualification met
 - ✓ References
 - ✓ Signed addenda, if any
 - ✓ An electronic copy of the offer (portable drive), if submitting hard copy

Do NOT submit entire solicitation document

Scope of Work Overview





Scope of Work Overview



- ❑ Work may include a full Wildlife Hazard Assessment for PHX
- ❑ City of Phoenix Aviation reserves the right to change the Scope of Work as needed during the term of the contract
- ❑ Prepare and submit weekly reports to the ADR. Additional reporting requirements may be established by the ADR on an as needed basis
- ❑ Participation in various meetings will be required such as weekly staff meetings, stakeholder meetings, executive briefings, etc.
- ❑ Subcontractors providing service under this contract will meet the same service requirements and provide the same quality of service required of the contractor



Scope of Work Overview



- ❑ Assigned biologist work hours will be 8:00 AM to 5:00 PM or as approved by Aviation Department Representative (ADR). Work hours may vary depending on needs, including emergency response

- ❑ Contractor must identify an alternate fully qualified biologist to serve when assigned biologist is not available

- ❑ Biologist and alternate biologist will have access to the City of Phoenix computer network assets, if deemed necessary by the ADR

- ❑ Contractor will obtain all relevant state and federal wildlife management permits, maintain records for permit annual reports, and renew permits annually on behalf of the Aviation Department



Scope of Work Overview



- ❑ Examples of duties include:
 - ❑ Wildlife surveys
 - ❑ Maintain records for annual, monthly, and weekly reports
 - ❑ Annually renew Wildlife Hazard Management Plan
 - ❑ Conduct all meetings of the Wildlife Hazard Working Group
 - ❑ Review new construction plans to ensure compliance with WHMP
 - ❑ Report wildlife strikes to FAA National Wildlife Strike Database
 - ❑ Conduct all annual required wildlife training for aviation staff, including the creation of training material
 - ❑ Conduct as-needed, non-lethal control wildlife projects
 - ❑ Conduct pre-approved lethal control projects as needed
 - ❑ Assess and recommend projects requiring habitat management



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Thank You for Attending!

