



RFP 63-2304
Environmental Project Specialists

May 13, 2022 – 1:00 p.m.
Via WebEx

City of Phoenix
Street Transportation
Department



Housekeeping

- Please mute your microphones, unless you are speaking, to mitigate background noise and potential electronic feedback for the other participants
- Today, we will be touching on each major section of the solicitation. If possible, try to ask your questions that are relevant to the section then under discussion; please do so in the 'chat' feature.
- Please email your company name, first and last name, telephone number, and email address to the procurement officer: genie.usher@phoenix.gov



Legal Notice

The purpose of the Pre-Proposal meeting is to provide a casual atmosphere to discuss the City's intent and to determine whether the City's requirements are clearly stated.

Although an exchange of information may take place, the official position of the City is that which is expressed in the solicitation. Therefore, nothing said here today should be construed as a change to the written requirements in the solicitation document.

Any changes will be in the form of a solicitation addendum. Vendors must acknowledge receipt of each addendum by signing and returning the document with their submittal, or the response may be considered non-responsive.

Please note that it is the responsibility of the Proposer to read the entire solicitation document. Proposers must contact the Procurement Officer if they have any questions – no other City employees per the Transparency Policy.



Key Dates

Pre-Proposal Conference	May 13, 2022, at 1:00 p.m.
Written Inquiries Due	May 20, 2022, by 5:00 p.m.
Proposal Submittal Due	June 24, 2022, by 11:59 p.m.
Award Recommendation to City Council	August 24, 2022



Agenda

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1. Review Solicitation Instructions
2. Review Special Terms and Conditions
3. Review Insurance and Indemnification Requirements
4. Review the Scope of Work
5. Review Submittal Requirements
6. Closing



Instructions

- Transparency Policy starts at solicitation opening and ends at Council Award
- All offerors must register at:
<https://www.phoenix.gov/financesite/Pages/EProc-help.aspx>
- All written inquiries are due May 20, 2022, by 5:00 p.m. local Phoenix time
- Businesses **must** be registered with the Arizona Corporation Commission (this is checked)
- Proposer must read the entire solicitation and ACCEPT ALL TERMS AND CONDITIONS without exception, if exceptions to terms are taken the Proposer may be deemed non-responsive



Instructions

- The preferred form of submission is one electronic copy emailed to genie.usher@phoenix.gov, you will receive a confirmation email
- Proposers must have been in operation a minimum of five (5) years
- Late offers are not accepted and may be deemed non-responsive
- The City uses a 1,000-point scale for evaluation which, for this solicitation, the break-down of scores can be found on page 58 of the Solicitation document.



Standard Terms & Conditions

- To do business with the City, the Contractor must comply with Phoenix City Code 1969, Chapter 18, Article V, Equal Employment Opportunity, for questions contact Equal Opportunity Department at (602) 262-6790
- By ARS § 41-4401, the City is prohibited from awarding a contract to anyone who fails to comply with ARS § 23-214 which requires compliance with all federal immigration laws and regulations
- Advance payments are not authorized under this solicitation
- The City may not be invoiced at prices higher than those stated in any contract resulting from this Offer



Standard Terms & Conditions

- This contract may be terminated at any time by mutual consent, or by the City, with or without cause, upon 30-days written notice
- The City will be liable only for services rendered before the effective date of any termination
- Cancellation may occur for any of the following reasons:
 - Provides personnel who do not meet the requirements
 - Fails to perform adequately
 - Provides services of an unacceptable quality
 - Failure to provide the contracted service
 - Fails to make progress in performance of the requirements



Special Terms & Conditions

- Any price increases granted are solely at the discretion of the City upon written request
- Invoices must be emailed to invoices@phoenix.gov
- No partial payments are authorized on individual purchase orders, payment is made upon acceptance of all goods and services on the purchase order
- A post-award conference may be held by the procurement officer to discuss critical elements of the work schedule and operational procedures
- There is no bonding requirement for this solicitation



Insurance & Indemnification

- Please note the indemnification provisions within the solicitation
- Insurance requirements cover:
 - General liability
 - Automobile liability
 - Worker's compensation
 - Pollution Liability
- Upon award, certificates of insurance (ACORD form or equivalent) listing the City as an additional insured, must be provided to the City within 10-days notice of award
- These may be emailed to the Procurement Officer at genie.usher@phoenix.gov



Scope of Work

- Refer to Pages 36 - 42



Submittals

- Responses may be received by email, to genie.usher@phoenix.gov (contact for alternative mode of submittal)
- Be sure to complete and include the entire Submittals section including:
 - Consultant's Proposal (Page 57)
 - Exhibit B – Fee Schedule (Page 43)
 - Business References (Page 62)
 - Signature Page (Page 63)
 - Attachment A: SUMMARY INFORMATION DATA FORM (Page 64)
 - Conflict of Interest and Transparency Form (Page 65)
 - Any Addendum, signed by Proposer



Submittals

- The Proposal Evaluation is included that provides Proposers insight into how offers will be evaluated (Pages 58 – 60)
- Responses are evaluated by a committee and a consensus score is determined for each response
- The committee follows the format of the Proposal Evaluation table, so be sure to provide complete answers to each of the items
- Final bids are due on June 24, 2022, by 11:59 p.m., **late offers are deemed non-responsive**



Closing

QUESTIONS?