Pre-Bid Meeting

CITY OF PHOENIX
REQUEST FOR BIDS

AVIATION DEPARTMENT

PHOENIX SKY HARBOR INTERNATIONAL AIRPORT
RENTAL CAR CENTER LED LIGHT LIGHT RETROFIT

DESIGN-BID-BUILD

PROJECT NO. AV15000073

November 8, 2018
Welcome and Introductions

Michael Soto, Contracts Specialist
*Point of Contact for Submittals and RFB Questions*
Office of the City Engineer
[Michael.Soto@Phoenix.gov](mailto:michael.soto@phoenix.gov) (602) 273-3488

Rubben Lolly, Project Manager
Aviation Department

Gloria Hucher, Compliance Assistant
*Point of Contact for SBE Questions*
Equal Opportunity Department
[Gloria.Hucher@Phoenix.gov](mailto:gloria.hucher@phoenix.gov) (602) 495-0887
Meeting Overview

- Sign-in please
- Sign-in sheet and PowerPoint will be posted on Procurement’s website:
  
  https://www.phoenix.gov/streets/procurement-opportunities/current-opportunities

  Click on respective project, then click on:
  
  ■ Planholder List ■ CFB ■ Addendum (if applicable)

  It is your responsibility as an RFB holder to determine, prior to submittal, if any Addendums have been issued

- Please hold questions until Q&A period
- This is the **ONLY** opportunity to discuss this project with City staff
Vendor Registration

- All Firms **SHOULD** 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** approx. in **2 days**

- **NEW:** The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications OR Proposal package envelope. Information on how to register with the City is available at:

  - [https://www.phoenix.gov/finance/vendorsreg](https://www.phoenix.gov/finance/vendorsreg)
Agenda

- SBE Program Requirements
- Project Description and Scope of Work
- Submittal Requirements
- Bids Due Date
- Questions?
SBE Program Requirements

Gloria Hucher, Compliance Assistant
Equal Opportunity Department
business.relations.eod@phoenix.gov
(602) 495-0887
Phoenix Mayor and City Council have a long standing commitment to fostering the participation of small businesses in all aspects of the City’s contracting efforts.

The City of Phoenix strives to advance the economic growth of small businesses through its Small Business Enterprise (SBE) Program.
The Equal Opportunity Department is responsible for ensuring contractors and consultants achieve full compliance with all requirements related to the Small Business Enterprise (SBE) Program:

- Solicitation
- Bid Verification
- Subcontractors Approval
- Compliance Monitoring
- Sanctions and Penalties
The City of Phoenix SBE Goals Committee has established an SBE participation goal of **2%** for this contract.

The successful bidder is required to meet or exceed the Required SBE Goal for ALL work performed on the construction contract.

The Prime Contractor is required to demonstrate good faith efforts to utilize certified SBE firms to achieve this goal during the life of this contract.
SBE Bid Submittal Requirements

**MUST PROVIDE AT SUBMITTAL**

- Contractor’s Statement of Proposed SBE Utilization
- Letters of Intent to Perform as an SBE Subcontractor / Supplier

Failure to submit complete & accurate forms = 

NON-RESPONSIVE
Prime Contractors may NOT self perform work proposed for SBE participation.

Eligible SBEs can be found at: https://phoenix.diversitycompliance.com

REMEMBER:
- Confirm certification status of a firm
- Confirm certified scope of work
For more information, please contact:

Gloria Hucher
Compliance Assistant
(602) 495-0887

Email:
business.relations.eod@phoenix.gov
Project Description

General Location
Write a description for your map.

Legend
- Phoenix Sky Harbor International Airport

This Project

Google Earth
Project Description
Project Description
Project Description

- This project will replace the light fixtures in the Rental Car Center with new LED luminaires fixtures.
- All conduit and conductors are existing to remain, unless noted otherwise.
- The intent is for the accessories to be provided by the manufacturer, so the installation costs and time are minimized.
- Fixtures must utilize wireless controls that integrate with current City infrastructure.
Base Bid and Alternate Project Description

- **Base Bid Description**
  - **Garage Lighting**
    - Replace Overhead with LED Fixtures in New Locations with All New Conduit and Conductors
      - Levels 1, 2 and 3
      - Phased for Access
  - **Escalators Stairwells**
    - Replace Wall and Ceiling Mounted Light Fixtures

- **Add Alternate Bid Description**
  - **Add Alt 1**: Garage Ramp Lighting Fixture Replacement
  - **Add Alt 2**: Lamp Only Replacements – All Levels
  - **Add Alt 3**: Mezzanine Light Fixture and Lamp Replacements
  - **Add Alt 4**: Site / Pole Lighting Fixture Replacements
  - **Add Alt 5**: Building Lighting at Thrifty and Advantage Fixture and Lamp Replacements - Phased for Access
Scope of Work: Phasing

- Construction Phasing
  - Levels 1, 2 and 3 represents phases
    - Vehicle Parking Relocation Area
    - Sub Phases
  - Each add alternates represents a phase
    - Alternates also have sub phases
  - Coordinate with Business and Properties; Carl Cephas for access and scheduling for each phase
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 3 days after bid opening by 5:00 p.m.

  E-mail to: michael.soto@phoenix.gov
Grounds 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
Bids Due Date

2:00 P.M. Phoenix Time

Tuesday, November 27, 2018

City Hall, 200 W. Washington Street

6th Floor, Submittal Box
Street Transportation Department
Procurement Section WEBPAGE

https://www.phoenix.gov/streets/procurement/current-opportunities

- Request for Qualifications / Request for Bids
- Notifications / Addendum (if any)
- Plan Holder List
- Award / Bid Tabulation
- Pre-Bid / Pre-Submittal Power Point Presentation
- Pre-Bid / Pre-Submittal Sign-in sheet
- Sign up for Procurement Newsletter
Questions After Today

E-mail your questions to:

michael.soto@phoenix.gov

Michael Soto
Contract Specialist
(602) 273-3488

PROJECT TITLE:
PHOENIX SKY HARBOR INTERNATIONAL AIRPORT
RENTAL CAR CENTER LED LIGHT RETROFIT
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OPEN FOR QUESTIONS
&

Thank You for Attending!!!