Pre-Submittal Meeting

CITY OF PHOENIX
REQUEST FOR QUALIFICATIONS

PUBLIC TRANSIT DEPARTMENT

BUS RAPID TRANSIT PLANNING, CAPITAL SYSTEM DEVELOPMENT, COMMUNITY EDUCATION AND ENGAGEMENT, AND PRELIMINARY ENGINEERING

PROJECT NO. PT00400001-1

October 26, 2017
Welcome and Introductions

**Debra Russell**, Contracts Specialist – Team Lead  
*Point of Contact for Submittals and RFQ Questions*  
Office of the City Engineer  
Debra.Russell@Phoenix.gov  
(602) 256-3444

**Michael James**, Bus Rapid Transit Administrator  
City Managers Office
Meeting Overview

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

  Click on respective project, then click on:

  - Planholder List
  - RFQ
  - Notification (if applicable)

  It is your responsibility as an RFQ holder to determine, prior to submittal, if any Notifications 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. **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

- Project Description
- Scope of Work
- Statement of Qualifications Evaluation Criteria
- Submittal Requirements
- Selection Schedule
- Questions?
Project Description

The City is seeking highly qualified teams to assist in the development and implementation of a nationally recognized BRT Program.
Project Description (cont.)

T2050 BRT Corridors
Project Description (cont.)

- City of Phoenix requires teams with BRT experience in the following area:
  - Transit Project Management
  - Network and corridor planning
  - Capital system development
  - Community education and engagement
  - Preliminary engineering

- Experience with large transit projects that are well integrated with the existing multimodal system

- A strong team of community education and engagement professionals
Program & Implementation Planning
(Package A)

Capital System Development
(Package A)

Preliminary Engineering
(Package B)

Community Education and Engagement
(Package A)
Knowledgeable of:

- Transit system and traffic signal operations
- Transit vehicle design and specifications
- Passenger facility design & system facilities
- Urban design and multimodal integration
- System branding, public art, and wayfinding
- Street channelization, transit priority strategies, and streetscape design
- FTA and environmental requirements
- Transit funding and finance
Scope of Work

PACKAGE A

- Program management plan
- Program development, network analysis and transit operation plan
- Funding strategy and FTA documentation
- Environmental analysis
- Education and engagement plan
- Opportunities for Workforce Development
Scope of Work

PACKAGE B

- Corridor civil and traffic engineering (15%)
  - Utilities and street design
  - Traffic signals, ITS, and transit signal priority
  - Station design and passenger amenities
  - Multimodal integration, landscape and urban design

- Experience designing transit priority corridors in tune with the principles and strategies of NACTO’s *Transit Street Design Guide*
QUESTIONS?
Statement of Qualifications Criteria

- **PACKAGE A**: Selection of the Consultant will be based on the following qualifications:
  
  A. General Information – **10 points**
  
  B. Experience of the Prime Firm and Team – **25 points**
  
  C. Experience of Education and Community Engagement Personnel – **20 points**
  
  D. Workforce Development Program – **10 points**
  
  E. Project Understanding and Approach – **30 points**
  
  F. Overall evaluation of the team and its perceived ability to provide the required services (no response is required, panel evaluation) – **5 points**

- Provide responses in the order listed in the RFQ
- Be complete, be concise
Statement of Qualifications Criteria

- **PACKAGE B**: Selection of the Consultant will be based on the following qualifications:

  A. General Information – **10 points**

  B. Preliminary Engineering Experience of the Prime Firm and Team – **45 points**

  C. Project and Program Coordination – **40 points**

  D. Overall evaluation of the team and its perceived ability to provide the required services (no response is required, panel evaluation) – **5 points**

  - Provide responses in the order listed in the RFQ
  - Be complete, be concise
Submittal Requirements

- Cover Letter – 1 page, company name, address, vendor number and contact information (include email of contact person)
- Evaluation Criteria (including project organizational chart)
- Resumes – 1/2 page each maximum
- Additional Content (other information)

MAXIMUM pages permitted is **Package A = 25 pages** and **Package B = 18 pages**:

- Evaluation Criteria (including organizational chart)
- Resumes
- Additional Content (other information)
- Photos, charts / graphs or other evaluation content
- Paper size 8½” x 11”, Font size not less than 10 point
Submittal Requirements (cont.)

- Each page side with criteria information will be counted.
- Pages that have photos, charts, and graphs will be counted toward maximum number of pages.
- Cover letter, front and back covers, Table of Contents and tab dividers will **NOT** be counted toward the maximum page limit, **UNLESS** they include information that may be considered by the selection panel.
- Resumes will be counted toward the maximum page limit (1/2 page each maximum)
Submittal Requirements (cont.)

- **Package A**: Submit 1 copy of original of the SOQ and a thumb drive with submittal in .pdf format

- **Package B**: Submit 1 copy of original of the SOQ and a thumb drive with submittal in .pdf format

- **Package A and B**: Submit as separate submittals

- **SOQ due**: 12:00 p.m. Noon – Arizona local time

  **Friday, November 17, 2017**
  Phoenix City Hall
  200 West Washington Street
  6th Floor Submittal Box

Include firm name & procurement title on submittal envelope

c/o “Debra Russell”
Grounds for Disqualification

✓ Receipt of submittal after specified cut-off date and time.

✓ Too few copies of the submittal.

✓ Deposit of submittal in the wrong location.

✓ Violating “Contact with City Employees” policy.
Selection Process

- Each SOQ will be evaluated according to the evaluation criteria in the RFQ
- Interviews will be conducted
- One firm will be selected for Package A
- Up to three firms will be selected for Package B
- A contract will be executed upon completion of negotiations of contract terms and City Council approval
Selection Schedule

- SOQ’s Due 12:00 p.m. noon: November 17, 2017
- Firms Notified for Interview: December 4, 2017
- Interviews: December 18th and 19th, 2017
- Notice of Award to Firms: December 29, 2017
- Scope Meeting: February 2018
Street Transportation Procurement Section WEBPAGE

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

- Request for Qualifications
- Plan Holder List
- Notifications (if any)
- Firms to be Interviewed
- Award
- Pre-submittal Power Point Presentation
- Pre-submittal Sign-in sheet
Questions After Today

E-mail your questions to: Debra.Russell@phoenix.gov

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Thank You for Attending !!!

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Contract Specialist – Team Lead
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