



CITY OF PHOENIX

CONSULTING AND CONSTRUCTION SERVICES FOR CAPITAL IMPROVEMENT PROJECTS

NOVEMBER 7, 2016

NO. 1022

IMPORTANT NOTICE: NEW SECURITY MEASURES FOR ENTERING CITY OF PHOENIX BUILDINGS

SEE PAGE 4 FOR INFORMATION

Call for Qualifications and Call for Bid advertisements for the Capital Improvement Projects listed below may be found in the Arizona Business Gazette.

Requests for Qualifications and Bid Documents for the following projects are available at:

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

PROFESSIONAL SERVICES ANNOUNCED IN THIS NEWSLETTER

WATER SERVICES DEPARTMENT

- Val Vista Transmission Main Rehabilitation - 2016 – (Project No. WS85500437-1). The Request for Qualifications for this project will be available on November 10, 2016. – DR

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CONSTRUCTION SERVICES ANNOUNCED IN THIS NEWSLETTER

WATER SERVICES DEPARTMENT

- Sanitary Sewer Collection System Emergency Repair and Replacement – Job Order Contract (Project No. 4108JOC153). The Request for Qualifications for this project will be available on November 10, 2016. – EE
- Val Vista Transmission Main Rehabilitation - 2016 – Construction Manager at Risk Design Phase and Construction Services (Project Nos. WS85500437-1). The Request for Qualifications for this project will be available on November 10, 2016. – DR

PARKS AND RECREATION DEPARTMENT

- Yapa Park Improvements – Design Bid Build (Project No. PA75200523-1), federally funded Community Development Block Grant (CDBG). The Invitation for Bids for this project will be available on November 10, 2016. – JC

NEIGHBORHOOD SERVICES DEPARTMENT

- Park Enhancement Project – Playground Installation – Construction Services (Project No. PA75200525), federally funded Community Development Block Grant (CDBG). The Invitation for Bids for this project will be available on November 4, 2016 and available at: <https://phoenix.gov/solicitations/865> Neighborhood Services tab – SP

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GENERAL NOTICE

ARIZONA UNIFIED CERTIFICATION PROGRAM (UCP) FOR DISADVANTAGED BUSINESS ENTERPRISES (DBE)

The Arizona Unified Transportation Registration and Certification System (AZ UTRACS) is a centralized database of companies that have indicated that they are ready, willing and able to perform work on federally funded ADOT and local government transportation projects in the state of Arizona. This new database/web portal combines the Arizona Unified Certification Program (UCP) database/website and the former Civil Rights Vendor Registration website into one comprehensive web portal. The AZ UTRACS database/web portal also contains Certified Disadvantaged Business Enterprises (DBE) and registered Small Business Concerns (SBC) throughout the state of Arizona.

The ADOT Unified Certification Program (UCP) works to certify all firms wishing to be certified with ADOT. The UCP members include the City of Phoenix, which certifies all firms located in Maricopa County, and the City of Tucson, which certifies all firms located in Pima County. ADOT conducts certifications for firms in all other counties as well as firms located in other states.

To find ADOT's current list of DBEs certified by ADOT and the other UCP members, please visit:

<https://adot.dbesystem.com>

SMALL BUSINESS ENTERPRISES

The City of Phoenix Small Business Enterprises (SBE) Program gives eligible firms the opportunity to qualify and participate in City contracts as a certified SBE firm. SBE participation is either required as stated in each solicitation or strongly encouraged on all other projects. The City of Phoenix maintains a database of certified SBE firms at:

<https://phoenix.diversitycompliance.com>

PROCUREMENT PROTEST PROCEDURES

Firms wishing to respond to disqualification or a procurement outcome may refer to The Code of the City of Phoenix Chapter 2, Section 2-188 which governs protest procedures utilized throughout the selection process. The procedures may be reviewed through the City of Phoenix website at:

<http://www.codepublishing.com/az/phoenix/>

ALTERNATIVE FORMATS

For more information or a copy of this publication in an alternate format, contact Kandi Kawolsky at (602) 256-4108, emailing kandi.kawolsky@phoenix.gov, or calling 602-256-4286 – TTY. Requests will only be honored if made within the first week of the advertising period. Please allow a minimum of seven calendar days for production.

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SUBSCRIPTION INFORMATION ONLY (602) 534-5786

SUBSCRIPTION FORM: <http://lists.phoenix.gov/fms/eas-nwsltrsubscribe.html>

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REMIT TO INFORMATION ON PAY REQUESTS

When submitting pay requests/invoices to the City of Phoenix for CIP projects, do not send the invoice to the Finance Department. The invoice should be sent directly to the City's Project Manager. Please ensure that the REMIT TO: address on the pay request matches the address in the Finance Department's Vendor Registration System. If the addresses do not match, the pay request may be held up and require updating of information in the Vendor Registration System. See below for direction on how to confirm information.

VENDOR SELF-REGISTRATION AND W-9 SUBMITTAL INFORMATION

The City of Phoenix is transitioning to an eProcurement system. STR Procurement has been sending W-9 forms with new contracts to firms for submittal to STR Fiscal. Effective immediately, the W-9s need to be submitted online as an attachment to your registration in the Supplier Self-Registration System. **If your firm currently holds a contract with the City of Phoenix and you have not yet registered online, this needs to be completed as soon as possible.** Please visit the COP Finance Department web page for more information and for the link to the Supplier Self-Registration System.

<https://www.phoenix.gov/finance/vendorsreg>

Or call

602-262-1819

CONSULTANT AND CONTRACTOR SELECTION PANEL PARTICIPATION

The City of Phoenix Capital Improvement Program Contract Procurement Section is seeking Consultants and Contractors to participate on Capital Improvement Project selection panels.

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***The Consultant participants on the Study/Design/Consulting Services panels should be a Project Manager or above, but a professional technical registration is not required.**

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***The General Contractor participants on the Construction Services panels must be a senior management employee of a licensed contractor pursuant to ARS Title 34.**

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***A person who is a member of a selection committee shall not be a Consultant/Contractor under a contract awarded under the procurement or provide any professional services, construction, construction services, materials or other services under the contract.**

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Please contact any Contract Specialist in the Street Transportation Department to express interest in participation (602-534-5786). Your name will be added to a database of available Consultants and Contractors.

RECENT CHANGES TO SECURITY MEASURES AT CITY HALL AND CALVIN GOODE BUILDING

The safety and security of employees and members of the public who use our city facilities is a top priority. With that said, there are some new security features being implemented that will take time for all of us to get used to. Effective immediately:

PHOENIX CITY HALL

New "Main Entrance" for Public Entrance and Access to City Hall:

- The new main entrance for City Hall will be on the Washington Street side under the iconic sunburst. These doors were previously closed to the public.
- All visitors will be required to enter through the main entrance and pass through a full security screening and/or hand-held metal detector. All bags will be screened through an x-ray machine.

Package Deliveries – Main Entrance:

- All packages and parcel company employees will be processed through the security screening station located at the main entrance off of Washington Street. This includes the use of an x-ray machine for the screening of packages.

Exiting City Hall -West Entrance and South Entrance:

- The public will exit via the south doors.
- Employees will exit through either the south doors or the west doors.

CALVIN C. GOODE BUILDING

Public Entrance and Access – North Entrance:

- All visitors will be required to enter through the north doors and pass through a full security screening and/or hand-held metal detector.

Exiting Calvin C. Goode Building – South Entrance:

- All employees and visitors will be required to exit the Calvin C. Goode building through the south doors that face Jefferson Street.

Package Deliveries – Must Be Screened at City Hall:

- All packages and parcel company employees will be processed through the security screening station at City Hall before being delivered to staff at Calvin Goode building.



Phoenix City Hall Security Checkpoints

LEGEND

- MAIN ENTRANCE
- EMPLOYEES WITH CITY HALL ACCESS ENTRANCE / EXIT
- EXIT ONLY
- NO ACCESS
- SECURITY SCREENING
- SECURITY GUARD
- CITY ISSUED BADGE REQUIRED
- NO ACCESS



**WEST ACCESS
EMPLOYEES
WITH CITY HALL ACCESS
ENTRANCE / EXIT**



SECURITY GUARD
BADGE REQUIRED

SECURITY DESK

NO ACCESS

**EAST ACCESS
EMERGENCY
EXIT ONLY**

3rd Avenue

BADGE REQUIRED
FOR EMPLOYEE BYPASS



SECURITY
SCREENING

SECURITY DESK
SECURITY GUARD

NO ACCESS

EXIT

**SOUTH ACCESS
EXIT ONLY**








MAIN ENTRANCE
SECURITY SCREENING REQUIRED
PUBLIC ENTRANCE
CONTRACTOR ENTRANCE
DELIVERY ENTRANCE
ALTERNATE EMPLOYEE ENTRANCE
NO EXIT

Washington St.

 **Calvin C. Goode Building**
Security Checkpoints

MAIN ENTRANCE
SECURITY SCREENING REQUIRED
PUBLIC ENTRANCE
CONTRACTOR ENTRANCE
DELIVERY ENTRANCE
EMPLOYEE ENTRANCE
NO EXIT

LEGEND

-  MAIN ENTRANCE
-  EXIT ONLY
-  NO ACCESS
-  SECURITY SCREENING
-  SECURITY GUARD
-  CITY ISSUED BADGE BYPASS
-  NO ACCESS



3rd Avenue

