



CITY OF PHOENIX

CONSULTING AND CONSTRUCTION SERVICES FOR CAPITAL IMPROVEMENT PROJECTS

PROCUREMENT NEWSLETTER

MARCH 19, 2018

VOL NO. 12

IMPORTANT NOTICES:

ELECTRONIC PROPOSAL SUBMITTAL REGISTRATION
SEE PAGE 2 FOR INFORMATION

SELECTION PANEL TRAINING
SEE PAGE 4 FOR INFORMATION

2nd ANNUAL AVIATION BUSINESS SUMMIT
TUESDAY, APRIL 24, 2018
SEE PAGE 5 FOR INFORMATION

2018 ADOT DBE & SMALL BUSINESS TRANSPORTATION EXPO
PowerPoint with Street Transportation & Water Services Capital Improvement Projects
2018/2019

<https://www.phoenix.gov/streets/small-business-enterprise>

PROCUREMENT TEAM CONTACT INFORMATION

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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

NO PROFESSIONAL SERVICES ADVERTISEMENTS ARE INCLUDED IN THIS NEWSLETTER

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CONSTRUCTION SERVICES ANNOUNCED IN THIS NEWSLETTER

NO CONSTRUCTION SERVICES ADVERTISEMENTS ARE INCLUDED IN THIS NEWSLETTER

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GENERAL NOTICES

NEW – ELECTRONIC PROPOSAL SUBMITTALS

Design and Construction Procurement will be transitioning to electronic proposal submittals beginning in February 2018. In order for firms to submit proposals, they must be registered in the vendor registration system, and must select master NIGP procurement codes in order to receive the advertisement information.

- For Professional Engineering Services register under master code 925000000
- For Professional Architectural Services register under master code 906000000
- For Construction Services register under master code 912000000
- For Environmental Services register under master code 926000000
- For Professional Services Not Otherwise Classified register under 962580000

All firms must be registered in the system to hold a contract with the City of Phoenix and for payment processing. Please visit <https://www.phoenix.gov/finance/vendorsreg> for any questions.

Additional information about the transition will appear in this newsletter as updates occur.

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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 Arizona Unified Certification Program (UCP) works to certify all firms wishing to be certified with USDOT. 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 the current list of DBEs certified by UCP members, please visit:

<https://adot.dbesystem.com>

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SMALL BUSINESS ENTERPRISES

The City of Phoenix Small Business Enterprises (SBE) Program gives eligible firms the opportunity to qualify for 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>

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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/>

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ALTERNATIVE FORMATS

For more information or a copy of this publication in an alternate format, contact the Design and Construction Procurement Reception Desk at (602) 534-5786 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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PUBLIC RECORDS REQUEST PROCESS

IF YOUR FIRM IS REQUESTING TO REVIEW A DESIGN OR CONSTRUCTION PROCUREMENT FILE, PLEASE SUBMIT A RECORDS REQUEST THROUGH THE CITY CLERK DEPARTMENT'S WEBSITE AT:

<https://www.phoenix.gov/pio/public-records-request>

IN THE DESCRIPTION INDICATE THAT THE REQUEST IS FOR **STR CR PROCUREMENT**. **PLEASE INCLUDE THE NAME OF THE ASSIGNED CONTRACTS SPECIALIST**. THIS WILL ENSURE THAT THE REQUEST GETS TO THE APPROPRIATE PARTY AS QUICKLY AS POSSIBLE.

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CONSULTANT AND CONTRACTOR SELECTION PANEL PARTICIPATION

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

Training sessions will be provided quarterly at Phoenix City Hall. Available dates are:

- April 11, 2018 – 9:00 to 10:00 - FULL
- April 18, 2018 – 9:00 to 10:00 - FULL
- May 9, 2018 – 9:00 to 10:00
- June 6, 2018 – 9:00 to 10:00

Location: 200 W. Washington Street, 5th Floor, Conference Room PHC 5W

Firms interested in participating on our panel will need to attend the training. Email Heather.Roye@Phoenix.gov or Call 602-261-8894 to reserve a spot.

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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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2018 ADOT and Small Business Expo PowerPoint

City of Phoenix Aviation Department
**2nd Annual
AVIATION BUSINESS SUMMIT
Tuesday, April 24, 2018**

Education, Networking, Tools
for SBEs, Small Businesses and all firms

Register at:
<https://2018phxsummit.eventbrite.com>
Registration opens **March 15, 2018**

For questions or reasonable accommodations
requests contact busopps.aviation@phoenix.gov or
call (602)683-2679



<https://2018PHXSUMMIT.EVENTBRITE.COM>