



CITY OF PHOENIX

DESIGN AND CONSTRUCTION PROCUREMENT

CAPITAL IMPROVEMENT PROJECTS NEWSLETTER

MARCH 30, 2020

VOL NO. 14

IMPORTANT NOTICES:

**ATTENTION CITY OF PHOENIX GENERAL CONTRACTORS:
COVID-19 WORKSITE SAFETY NOTICE
SEE PAGE 6 FOR INFORMATION**

DESIGN AND CONSTRUCTION PROCUREMENT NOW HAS A DROP BOX LOCATED IN THE LOBBY OF CITY HALL. YOU MAY PLACE DOCUMENTS IN THE BOX AS AN ALTERNATE TO SCHEDULING AN APPOINTMENT WITH A CONTRACTS SPECIALIST. THE BOX IS LOCKED AND WILL BE CHECKED PERIODICALLY THROUGHOUT THE DAY.

As a public health precaution due to COVID-19 (coronavirus), City of Phoenix is closing all City facilities, including City Hall (200 W. Washington St.) and Planning & Project Delivery (1034 E. Madison Street) to the public. Our goal is to continue providing excellent service while protecting against the spread of illness. Critical business can be done by appointment only. For assistance or to make an appointment, please contact the assigned Contracts Specialist or Project Manager for the project.

These are necessary precautions to prevent the spread of the coronavirus. This guidance will be updated as needed. We look forward to serving you in person as soon as we can.

**For the latest on COVID-19, go to [cdc.gov/covid-19](https://www.cdc.gov/covid-19)
For information about other city services go to [phoenix.gov/newsroom](https://www.phoenix.gov/newsroom)**

PROCUREMENT TEAM CONTACT INFORMATION

The Design and Construction Procurement team coordinates the contracting process for capital improvement projects per A.R.S. Title 34 under the direction of the City Engineer. The assigned Contracts Specialist should always be your primary point of contact from advertisement through contract execution. The Design and Construction Procurement team is located on the 5th floor of City Hall.

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|--------------------|--------------------------------------|--------------|--|
| Dana Garr (DG) | Contracts Specialist II Team Lead | 602-495-2461 | dana.garr@phoenix.gov |
| Debra Russell (DR) | Contracts Specialist II Team Lead | 602-256-3444 | debra.russell@phoenix.gov |

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|------------------------|-------------------------|--------------|--|
| Liz Blakley (LB) | Contracts Specialist II | 602-495-3654 | elizabeth.blakley@phoenix.gov |
| Samantha Ansmann (SA) | Contracts Specialist II | 602-681-5361 | samantha.ansmann@phoenix.gov |
| George Goodale (GG) | Contracts Specialist II | 602-534-8352 | george.goodale@phoenix.gov |
| Heather Roye (HR) | Contracts Specialist I | 602-261-8894 | heather.roye@phoenix.gov |
| Julie Smith (JS) | Contracts Specialist II | 602-534-2418 | julie.b.smith@phoenix.gov |
| Viorel Gheorghita (VG) | Contracts Specialist II | 602-256-4107 | viorel.gheorghita@phoenix.gov |
| Kathleen Lewis (KL) | Contracts Specialist II | 602-534-5789 | kathleen.lewis@phoenix.gov |
| Annette Perez (AP) | Contracts Specialist II | 602-534-1423 | annette.perez@phoenix.gov |
| Micheal Ricketson (MR) | Contracts Specialist I | 602-256-5692 | micheal.ricketson@phoenix.gov |
| Elena Garcia (EG) | Contracts Specialist II | 602-534-5788 | elena.garcia@phoenix.gov |

Calls for Qualifications and Bid Advertisements for the projects listed below may be found in the Arizona Business Gazette.

PROFESSIONAL SERVICES OPPORTUNITIES

Water Services Department

- Union Hills Water Treatment Plan Rehabilitation 2020 – Engineering Services (Project No. WS85320025). Product Category Code: 925000000. RFx: 6000000897. The Request for Qualifications for this project will be available April 2, 2020. (LB)

CONSTRUCTION SERVICES OPPORTUNITIES

Water Services Department

- Union Hills Water Treatment Plan Rehabilitation 2020 – Construction Manager at Risk Services (Project No. WS85320025). Product Category Code: 912000000. RFx: 6000000895. The Request for Qualifications for this project will be available April 2, 2020. (LB)

GENERAL NOTICES

ELECTRONIC PROPOSAL SUBMITTAL REGISTRATION

Design and Construction Procurement has an electronic proposal submittal process. 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. **This includes Design-Bid-Build.**

- 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. To register, please visit <https://www.phoenix.gov/financesite/Pages/Register-To-Become-A-Vendor.aspx>.

ELECTRONIC PROPOSAL SUBMITTAL PROCESS FOR TITLE 34 DESIGN & CONSTRUCTION PROCUREMENT OPPORTUNITIES

Visit the main City of Phoenix Solicitations page below to view active solicitations:

<https://solicitations.phoenix.gov/>

To login to access electronic solicitations, visit the procurePHX eProcurement webpage at:

<https://eprocurement.phoenix.gov/irj/portal>

Title 34 Design & Construction Procurement Request for Qualifications proposal submittals are only by electronic submittal for all delivery methods except Design-Bid-Build. Submitting of proposals must be uploaded in a PDF file through the eProcurement webpage portal. Registration and submittal information are available in the Request for Qualifications. **If you have any questions regarding a solicitation or how to submit, please contact your contract specialist.**

Title 34 Design & Construction Procurement for Design-Bid-Build registration and submittal information are available in the Call for Bids. **If you have any questions regarding a solicitation or how to submit, please contact your contract specialist.**

Design-Bid-Build projects still require hard copies to be returned in a sealed envelope to the bid box now located on the 5th floor of City Hall. All design-bid-build openings will be held immediately after the close of bids in Conference Room 5 West, unless indicated otherwise. Information and instructions on how to submit are in the bid packet.

The Design and Construction home page is available at:

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

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 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>

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>

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 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.

SUBSCRIPTION INFORMATION ONLY

(602) 534-5786

Subscription form: <http://lists.phoenix.gov/fms/eas-nwsltrsubscribe.html>

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 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 assigned contract specialist's name.** This will ensure that the request gets to the appropriate party as quickly as possible.

CONSULTANT AND CONTRACTOR SELECTION PANEL PARTICIPATION

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

New panelists are required to complete a training session prior to participating in a selection process. Please contact Lizette Rodriguez at Lizette.Rodriguez@phoenix.gov or 602-534-5786 if you would like to attend an upcoming training session.

Training Location: Phoenix City Hall - 200 W. Washington Street, 5th Floor, Conference Room 5W

Available training dates currently scheduled for 2020 are:

WEDNESDAY, MAY 6, 2020 – 9:00 to 10:00 A.M.
WEDNESDAY, AUGUST 5, 2020 – 9:00 to 10:00 A.M.
WEDNESDAY, NOVEMBER 4, 2020 – 9:00 to 10:00 A.M.

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

*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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City of Phoenix

Street Transportation Department
Office of the City Engineer

March 27, 2020

Attn: City of Phoenix General Contractors

Subject: COVID-19 Worksite Safety

With daily developments in the COVID-19 health emergency, project site safety has a heightened level of importance and scrutiny. Each City of Phoenix contractor has acknowledged the importance of performing work in a safe manner so as to prevent damage, injury, or loss and should have a Safety Representative designated. The contractor and its Safety Representative are responsible for supervising, implementing, and monitoring all safety precautions and programs related to work on their respective City projects.

At this time, contractors and their Safety Representatives should be reevaluating and modifying their worksite-specific safety plans to account for COVID-19 and to comply with all contractual and legal requirements. In addition to the CDC's guidance ([cdc.gov](https://www.cdc.gov)), we recommend that you review OSHA's guidance on preparing workplaces for COVID-19 ([osha.gov/Publications/OSHA3990.pdf](https://www.osha.gov/Publications/OSHA3990.pdf)) in developing an updated safety plan.

The updated worksite-specific safety plans should be developed within the next week and be provided to the City's Representative for the City's records. The updated safety plans should address the heightened need to protect contractor/subcontractor staff, City staff, and the public. The Contractor should adhere to the updated worksite safety plan and communicate the safety plan to all Subcontractors of all tiers and hold them accountable to the plan.

We are in an extraordinary situation with the health emergency related to COVID-19 (coronavirus) and clearly understand the value of the roles we play in serving the public. The City thanks you for all you do to help build, maintain, and operate our infrastructure and to keep our City running.

With regards,

Eric J. Froberg, P.E.
City Engineer