

Contract Procurement Section/ Doing Business with the City



Street Transportation Department,
Planning, Design & Programming Division

What We Do

- Procurement services for construction, maintenance work or equipment installations requiring the services of a contractor, architect, engineer or other consultant.
- Projects may be funded by Capital Improvement or operating funds.
- Procurement procedures comply with AZ State Statute Title 34.
- Procurement procedures also comply with City of Phoenix administrative regulations and are managed through the City Engineer (Wylie Bearup)

What We Do (cont.)

- Utilize a qualifications based selection process to hire architects, engineers or other professional consultants. Contracts may be project specific or for smaller projects, task orders are issued utilizing “on-call” contracts already in place.
- For contractor services, may procure services using the Design-Bid-Build (low bid) process or a qualifications based selection process to hire contractors for Design-Build, Construction Manager at Risk and Job Order Contractor (JOC) services.

Project services include:

- Master Planning
- Programming
- Design Development
- Construction Documents
- Bidding Assistance
- Construction Administration
- Special Studies
- Construction Manager at Risk
- Design/Build
- Design Bid Build

Who We Are.

Procurement Manager

Holly Bosch

Contracts Specialists

Debbie Baker

Elizabeth Blakley

Charlene Carpenter

Emeka Ekpe

Vivian Escobar

Kandi Kawolsky

Kim Keller

Robyn Skramstad

Yolanda Sanchez



Our Clients

The Contract Procurement Section provides project advertisement, selection, negotiation, and contract services for the following City departments:

- Aviation Department
- Community & Economic Development
- Downtown Development Office
- Fire Department
- Historic Preservation Office
- Housing Department
- Human Services Department
- Library Services Department
- Neighborhood Services Department
- Parks & Recreation Department
- Phoenix Convention Center
- Planning & Development Department
- Police Department
- Public Transit Department
- Public Works Department
- Street Transportation Department
- Water Services Department

Project Advertisement

There are three ways to find out about current procurements.....

The Arizona Business Gazette is the primary source of advertising for professional and contractor services, as requested by City departments. Publication provides information in Thursday edition.

Project Advertisement (cont.)

Additionally, the Street Transportation Department Contract Procurement web page lists all current procurements.

[http://phoenix.gov/business/contract/opportunities/easbids/
currentbids/index.html](http://phoenix.gov/business/contract/opportunities/easbids/currentbids/index.html)

The Street Transportation Department publishes a newsletter several times a month. The newsletter is distributed electronically. Firms must subscribe to receive this service.

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

Upcoming Projects

- **Water Services Department:**
Cave Creek WRP ASR Well Pilot System – Fall 2011
- **Street Transportation Department:**
Buckeye Road: 59th Avenue - 67th Avenue Design Services,
(2 projects will select two firms)
43rd Ave: Lower Buckeye to Buckeye Road (Design-Build?)
Paving and Storm Drain Improvements – Baseline Road
59th to 51st Avenue
- **Public Transit**
South Transit Facility Refurbishments – Fall 2011

Upcoming Projects (cont.)

- **Aviation Department:**
FAA - Deer Valley Airport GIS/e-ALP Professional Services
- **Housing Department:**
Summit Apartments, design services, contract will be with an LLC
- **Police Department:**
Police Aircraft Hangar Facilities/Air Support Project (Design-Build)

TOP 10 SOQ Mistakes

10. Not following the instructions (page count, copies, submittal time, first you have to be responsive!!!)
9. Text and page format is difficult to read
8. Filling pages with information only to achieve maximum page limits
7. Referring to the wrong owner in your cover letter or submittal
6. Indicating experience that is not relevant

TOP 10 SOQ Mistakes (cont.)

5. Not clarifying staff was working for another company or firm on referenced project
4. Using "boilerplate" information when responding to the evaluation criteria
3. Providing references that are not favorable
2. Assuming the selection panel knows your qualifications
1. *Not addressing all of the evaluation criteria*

SOQ Reccomendations

- Watch spelling
- Address the evaluation criteria in the same order presented in the Request for Qualifications
- Identify issues that we might not have thought about and show us that you know how to address the issues
- Indicate when team members have worked together on other projects
- Include resumes for all proposed staff

SOQ Recommendations (cont.)

- If experience is not exact, explain how the project is comparable
- Pictures, when allowed, can help make projects stand out
- Charts/Graphs/Matrix are useful to get a lot of information in a small space
- Use bindings or folders, not staples
- Don't assume courier always delivers on time and to the correct location!!

QUESTIONS!

Holly Bosch

Procurement Manager

City of Phoenix

602-256-4108