



**REQUEST FOR STATEMENTS OF QUALIFICATIONS**

**FOR**

**ENGINEERING SERVICES FOR CROSSCUT CANAL PATH  
(CULVER STREET TO MCDOWELL ROAD)**

**Solicitation Number: 15SQ009**

ADDENDUM #3

December 8, 2014

The Request for Qualifications (RFQ) for the Engineering Services for Crosscut Canal Path (Culver Street to McDowell Road) is amended by the following clarifications and information.

If any provisions of this Addendum conflicts with the existing RFQ, this Addendum will control. All other provisions in the RFQ remain in effect as published.

1. Modify Page 5, Section IX – SUBMITTAL REQUIREMENTS to include the following:

“DBE outreach form and back-up documentation (see Appendix A, Attachment A) and certifications (see Appendix C, Attachments C-1 and C-2) must be included with the proposal and shall not be counted against the eight-page minimum.

2. Presubmittal Sign-in Sheet

The pre-submittal sign-in sheet is attached for reference.

3. Pre-submittal Presentation

The presentation given at the pre-submittal meeting is attached for reference.

The Respondent shall provide a statement of acknowledgement in their submittal that they will abide by all Addenda issued prior to the submittal date and agreeing that all changes have been addressed in the Statement of Qualifications, as applicable.

Elaine Mercado  
Senior Project Manager  
(480) 312-7985  
[emercado@scottsdaleaz.gov](mailto:emercado@scottsdaleaz.gov)



# Crosscut Canal Path

Engineering Services Pre-Solicitation Meeting –  
December 5, 2014

## Sign-In Sheet

NAME

ADDRESS

E-MAIL

NAME	ADDRESS	E-MAIL
JUSTIN HOPPMAN	4561 EAST McDowell PHOENIX AZ 85008	jhoppmann@aztec.as
Leslie Dethes	808 N. 1st St. Phoenix AZ	Ldethes@structuralgroup.com
Bruce Kay	3262 E. Harbour Dr.	bkay@ninyoandmoore.com
Flaine Mercado	78 Scottsdale	emercado@scottsdaleaz.gov
WILLIAM BUTLER	CITY OF SCOTTSDALE	wbutler@scottsdaleaz.gov



# Crosscut Canal Path

Engineering Services Pre-Solicitation Meeting –  
December 5, 2014

## Sign-In Sheet

E-MAIL

ADDRESS

NAME

Riley Neal - Lightvox Studio	1729 E Oakorn Rd, Phoenix AZ 85016	rneal@lightvoxstudio.com
Susan Sweeden	COP	Susan.Sweeden@Phoenix.gov
Rod Penniman	7250 N 16 <sup>th</sup> St Suite 210 Phoenix AZ 85020	rpenniman@olssonassociates.com
Pamela Jacaro	4722 N. 24 <sup>th</sup> St Phoenix AZ 85016	placaro@egfnet.com
Lori Bennett	4343 E. Camelback Rd #350 Phoenix AZ 85018	lori.bennett@us.116.com
Karin	4561 E. McDowell Rd Phoenix	kddada@aztec.us
Andrea Deutsch	2921 N. 30 <sup>th</sup> Ave Phoenix	adeutsch@at1-quality.com







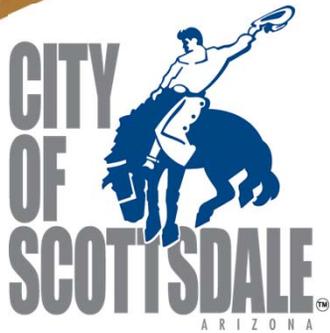
# Crosscut Canal Path

Engineering Services Pre-Solicitation Meeting –  
December 5, 2014

## Sign-In Sheet

NAME	ADDRESS	E-MAIL
Mark Gilliland	Aztec - 4561 E. McDowell, Phx <sup>85208</sup>	mgilliland@aztec.us
Lorna McGhee	SUNNSET FLYING 4722 N. 24 <sup>TH</sup> STREET PHX	lmcghee@afnet.com
Nathan Palmer	808 W. 12 <sup>TH</sup> ST. AVENUE 85004 (Structural) Coleman Design Group - LANDSCAPE & IRRIIGATION	Npalmer@structuralgrace.com
Boyd Coleman	20 C. THOMAS RD # 2200 PHX 85012	boydc@colemandesigngroup.net <del>boyc@colemandesigngroup.net</del>

Photo by: C. E. B. Imagery



# **CROSSCUT CANAL BRIDGE AND PATH PROJECT**

**REQUEST FOR QUALIFICATIONS  
ENGINEERING SERVICES  
DECEMBER 5, 2014**

15SQ009

# Agenda

- Project Overview
- Key Milestones
- DBE Presentation – Susan Sweeden of COP
- Questions?

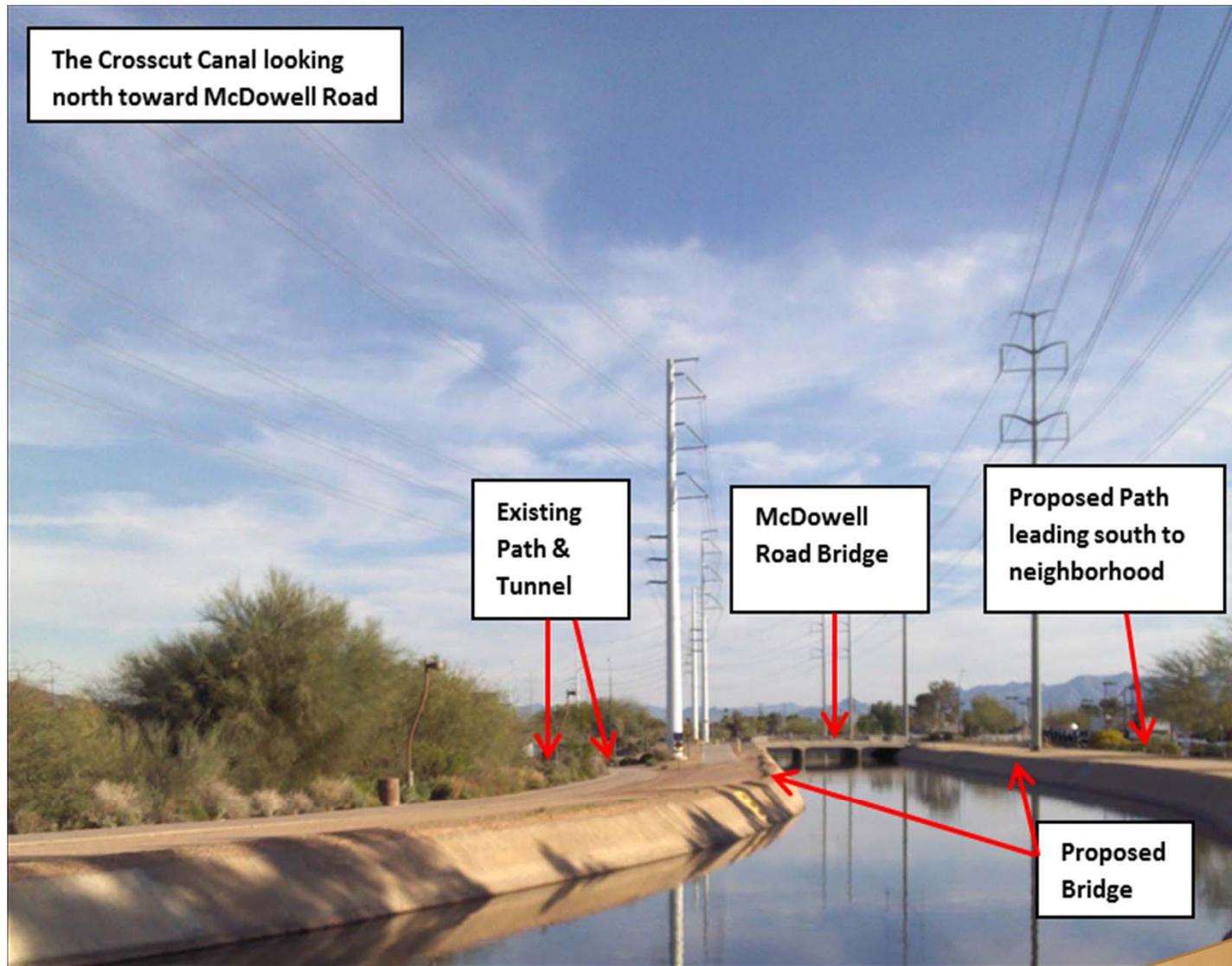
# Project Location



# Project Location



# Project Location



# Project Elements

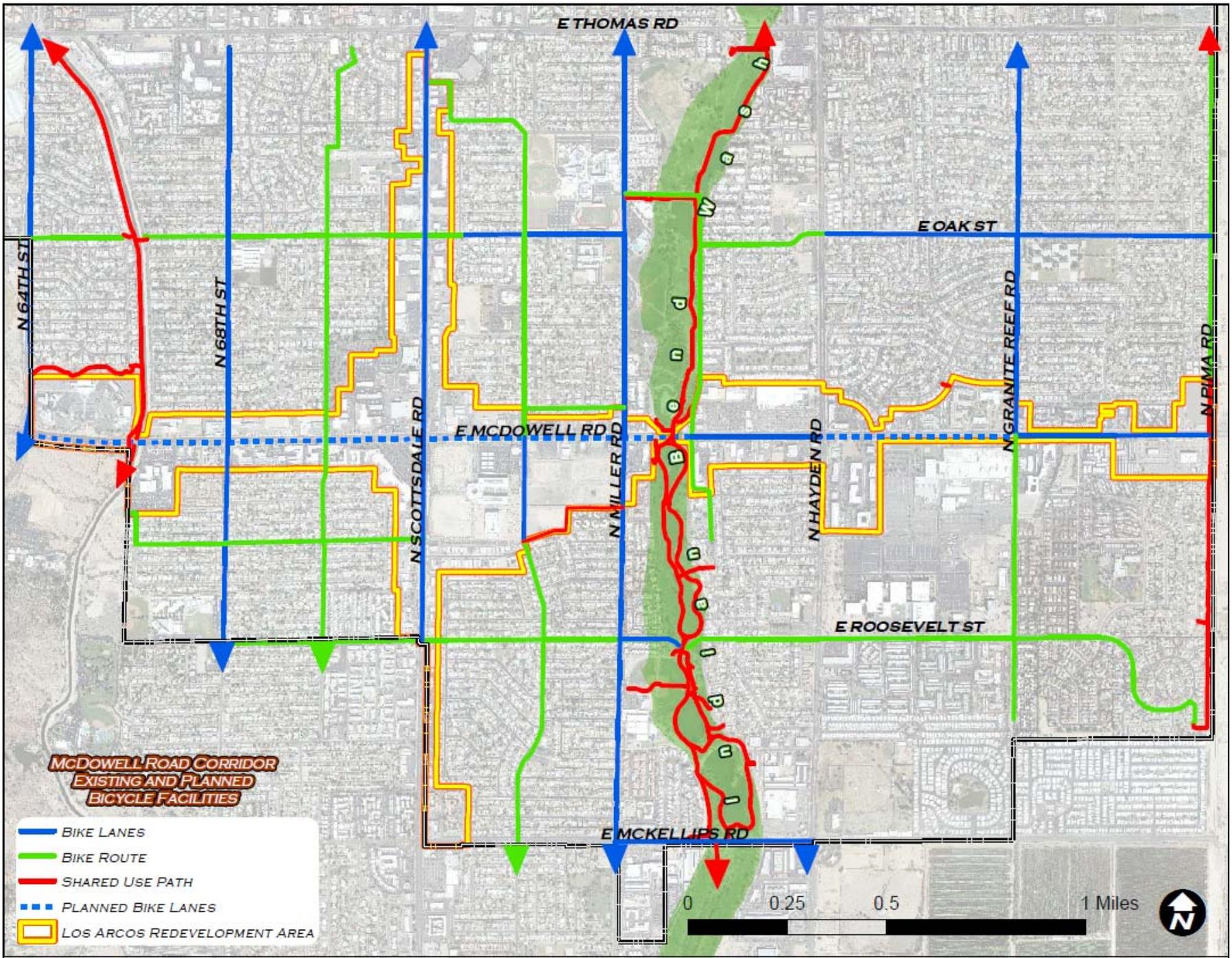
- 14-foot wide bridge over Crosscut Canal
- 10-foot wide concrete path on east bank
- Marked path through two alleys to 66th Street
- Landscaping, Lighting, and Signage

# Potential Bridge/Path Elements

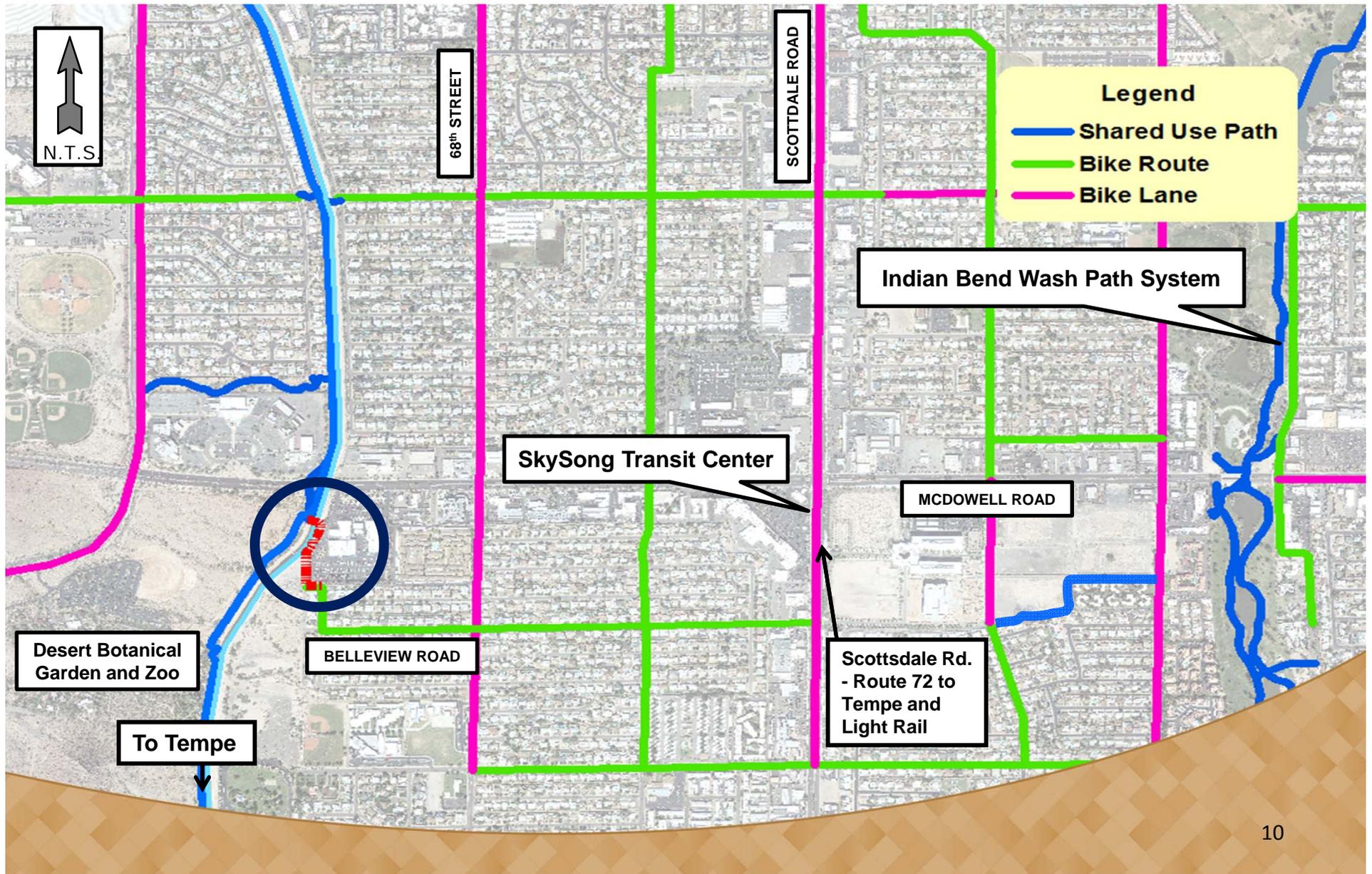
- Bridge/Path
  - Create Unique Sense of Place
  - Context Sensitive to Neighborhood
- Consider Sustainable Materials
- Keep Maintenance in Mind

# Local & Regional Connectivity

- Provides connection and access to:
  - Existing Crosscut Canal Path
  - Indian Bend Wash Path System
  - SkySong Transit Center and Light Rail
  - Bicycle system network



# Local & Regional Connectivity



# Project Funding

- Funding
  - \$180,000 - Federal Transit Administration  
(Design and Construction)
  - \$445,000 - Federal Highway Administration  
(Construction Only)
  - \$72,000+ - Scottsdale Transportation Sales Tax

# Key Milestones

## Design:

- 60% Complete by June 2015
- NEPA documents complete by June 2015
- Bid Ready – January 2016
- Construction – Spring 2016

Photo by: C. E. B. Imagery

**DBE PRESENTATION**  
**Susan Sweeden**  
**City of Phoenix**

# **Disadvantaged Business Enterprise (DBE)**

## **Submitter's Responsibility for Outreach Efforts**



# Cross Cut Canal Bridge & Path Design

Public Transit Department  
Susan Sweeden  
FTA DBE Compliance Officer

December 5, 2014



# DBE Program Overview

- The Federal Transit Administration (FTA) provided federal funding for this contract.
- Under federal regulations, FTA requires the City of Phoenix (Agency) to encourage, track, and report DBE and Small Business participation in the contract.
- All DBE participation must be achieved through race-and-gender-neutral measures.



# What is a Small Business?

- **Disadvantaged Business Enterprise (DBE)** is a small business *certified* as a DBE by the City of Phoenix or another Arizona Unified Certification Program (AZUCP) member.
- **Small Business Concern (SBC)** meets the annual gross receipts specified in the federal regulation and is registered as a SBC.
- **Small Business Enterprise (SBE)** completed the Phoenix SBE-certification process and meets annual gross receipts specified in the federal regulation.



# Submitter's Required Outreach Efforts

- Each submitter *must* demonstrate following outreach efforts:
  - **Identify** DBE and Small Business participation opportunities.
  - **Solicit** proposals from DBEs and small businesses.
  - **Evaluate** in good faith each DBE and Small-Business proposal.
  - **Communicate** selection decisions to DBEs and Small Businesses, including each rejection of a DBE or Small Business proposal.



## Submitter's Required Outreach Efforts

- Each submitter must demonstrate its outreach efforts in **documentation** *submitted with the submittal*.
- These outreach efforts are required as a condition of responsiveness.
- If the submitter fails to conduct outreach or fails to submit the required documentation, the Agency may declare the proposal **non-responsive**.
- Non-responsive submittals will be rejected.



# DBE Information

- List of certified DBEs/SBEs web site:  
<https://phoenix.diversitycompliance.com>
- A DBE must be certified *in the discipline* for which the submitter plans to utilize the DBE on this contract.
- A DBE must perform or exercise responsibility for at least **30%** of the value of its contract *with its own forces and equipment*.



# Outreach Documentation Requirements

- Each submitter must complete and submit **Attachment A**, and *all supporting documentation* of the submitter's outreach efforts. These are due at the time of the *initial* proposal **December 19, 2014**.
- The submitter must fill in all of the information requested in Attachment A columns A – F.

**ATTACHMENT A  
OUTREACH EFFORTS**

Submitter's Name:	Project Title/Number:
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Each submitter must conduct outreach efforts and submit documentation of those outreach efforts as described in Sections III and IV of the Disadvantaged Business Enterprise (DBE) Program Race- and Gender-Neutral Contract Clause (Contract Clause). Detailed instructions for this form are included in Section IV of the Contract Clause. Supporting documentation is required for columns D and F. Submitters should make additional copies of this form as needed.

(A) Small Business Name and Contact Information	(B) Business Status	(C) Scope of Work Solicited	(D) Solicitation Method	(E) Small Business Selection Decision	(F) Communication of Selection Outcomes
Name: Address: City, State, Zip: <span style="float:right">Number of Employees:</span> Phone Number: <span style="float:right">E-Mail or Fax:</span> Range of Annual Gross Receipts: <span style="float:right">Number of Years in Business:</span>	<input type="checkbox"/> DBE  <input type="checkbox"/> SBC - Small Business Concern  <input type="checkbox"/> SBE - City of Phoenix Certified  <input type="checkbox"/> Unknown	_____  Estimated percentage of total contract value:    %	<input type="checkbox"/> Newspapers or Websites <input type="checkbox"/> Trade and/or Professional Listing <input type="checkbox"/> Business Outreach Events <input type="checkbox"/> E-mail blast <input type="checkbox"/> Other	<input type="checkbox"/> Firm was selected <input type="checkbox"/> Firm was not selected  Explain why this firm was not selected as a proposed participant	Date:   Methods of Communication
Name: Address: City, State, Zip: <span style="float:right">Number of Employees:</span> Phone Number: <span style="float:right">E-Mail or Fax:</span> Range of Annual Gross Receipts: <span style="float:right">Number of Years in Business:</span>	<input type="checkbox"/> DBE  <input type="checkbox"/> SBC - Small Business Concern  <input type="checkbox"/> SBE - City of Phoenix Certified  <input type="checkbox"/> Unknown	_____  Estimated percentage of total contract value:    %	<input type="checkbox"/> Newspapers or Websites <input type="checkbox"/> Trade and/or Professional Listing <input type="checkbox"/> Business Outreach Events <input type="checkbox"/> E-mail blast <input type="checkbox"/> Other	<input type="checkbox"/> Firm was selected <input type="checkbox"/> Firm was not selected  Explain why this firm was not selected as a proposed participant	Date:   Methods of Communication
Name: Address: City, State, Zip: <span style="float:right">Number of Employees:</span> Phone Number: <span style="float:right">E-Mail or Fax:</span> Range of Annual Gross Receipts: <span style="float:right">Number of Years in Business:</span>	<input type="checkbox"/> DBE  <input type="checkbox"/> SBC - Small Business Concern  <input type="checkbox"/> SBE - City of Phoenix Certified  <input type="checkbox"/> Unknown	_____  Estimated percentage of total contract value:    %	<input type="checkbox"/> Newspapers or Websites <input type="checkbox"/> Trade and/or Professional Listing <input type="checkbox"/> Business Outreach Events <input type="checkbox"/> E-mail blast <input type="checkbox"/> Other	<input type="checkbox"/> Firm was selected <input type="checkbox"/> Firm was not selected  Explain why this firm was not selected as a proposed participant	Date:   Methods of Communication



# Outreach Documentation Requirements

- With its initial submittal, each submitter must submit **supporting documentation** of its methods of soliciting DBEs and Small Businesses (**column D** of Attachment A).
- This documentation must include descriptions of disciplines of work and business opportunities identified for DBE and Small Business participation, and copies of the **actual solicitations** sent to interested DBEs and Small Businesses.



# Outreach Documentation Requirements

- With its initial submittal, each submitter must also submit documentation that establishes how, when, and to whom submitter communicated its **selection decisions and outcomes** to each DBE and Small Business *not* selected for this contract.
- All of this documentation may be in the form of a letter, e-mail, telephone log, or other acceptable form. The documentation must show the name of the specific *person* contacted and the date of the contact.



# Successful Submitter's Documentation Requirements

- The **successful** submitter must complete and submit **Attachments B-1** and **B-2** within seven calendar days after the parties complete final negotiations and before Scottsdale awards the contract.
- The successful submitter must fill in all of the information requested in Attachment B-1 columns A – F.

**ATTACHMENT B-1**  
**NEGOTIATIONS WITH SMALL BUSINESSES**

Successful Submitter's Name:	Project Title/Number:
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This form is due from the Successful Submitter within 7 days of final contract negotiations with the see. Make additional copies of this sheet as needed. Detailed instructions for this form are included in Section IV of the Contract Clause.

(A) Small Business Contact Information	(B) Business Status	(C) Scope of Work/Services to be Performed	(D) Type of Agreement	(E) Agreement Amount	(F) Communication of Final Selection Outcomes
Name: Address: City, State, Zip:      Number of Employees: Phone Number:      E-Mail or Fax: Range of annual Gross Receipts:      Number of Years in Business:	<input type="checkbox"/> DBE <input type="checkbox"/> SBC - Small Business Concern <input type="checkbox"/> SBE - City of Phoenix Certified <input type="checkbox"/> Unknown		<input type="checkbox"/> Subcontract <input type="checkbox"/> Joint Venture <input type="checkbox"/> Purchase Order <input type="checkbox"/> Service Agreement <input type="checkbox"/> Firm was not Selected	\$ As a Percent of Total Contract Award: % Other: <input type="checkbox"/> Firm not Selected	Date:  Method of Communication:
Name: Address: City, State, Zip:      Number of Employees: Phone Number:      E-Mail or Fax: Range of Annual Gross Receipts:      Number of Years in Business:	<input type="checkbox"/> DBE <input type="checkbox"/> SBC - Small Business Concern <input type="checkbox"/> SBE - City of Phoenix Certified <input type="checkbox"/> Unknown		<input type="checkbox"/> Subcontract <input type="checkbox"/> Joint Venture <input type="checkbox"/> Purchase Order <input type="checkbox"/> Service Agreement <input type="checkbox"/> Firm was not Selected	\$ As a Percent of Total Contract Award: % Other: <input type="checkbox"/> Firm not Selected	Date:  Method of Communication:
Name: Address: City, State, Zip:      Number of Employees: Phone Number:      E-Mail or Fax: Range of Annual Gross Receipts:      Number of Years in Business:	<input type="checkbox"/> DBE <input type="checkbox"/> SBC - Small Business Concern <input type="checkbox"/> SBE - City of Phoenix Certified <input type="checkbox"/> Unknown		<input type="checkbox"/> Subcontract <input type="checkbox"/> Joint Venture <input type="checkbox"/> Purchase Order <input type="checkbox"/> Service Agreement <input type="checkbox"/> Firm was not Selected	\$ As a Percent of Total Contract Award: % Other: <input type="checkbox"/> Firm not Selected	Date:  Method of Communication:



# Successful Submitter's Documentation Requirements

- The **successful** submitter must also provide supporting documentation that shows the submitter has communicated its **final** selection decisions and outcomes to *all* DBEs and Small Businesses, including those *not* chosen to participate in this contract.



# Successful Submitter's Documentation Requirements

- The successful submitter is contractually obligated to achieve the participation percentage in **Attachment B-2**.
- The successful submitter must ensure that the DBE and Small Business participation percentages proposed in Attachment B-1 add up to the *total* percentage stated in Attachment B-2.

**ATTACHMENT B-2**  
**SMALL BUSINESS UTILIZATION COMMITMENT**  
(NEGOTIATED CONTRACTS )

On behalf of the Successful Submitter, I certify under the penalty of perjury that the information submitted herein is true and correct:

- 1) The firms indicated as "selected" in **Attachment B-1, *Negotiations with Small Businesses***, will participate in this contract;
- 2) The Successful Submitter will comply with the Race- and Gender-Neutral post-award requirements as stated in Sections V and VI of the DBE contract clause;
- 3) I understand and agree that any and all changes or substitutions must be authorized by the Equal Opportunity Department prior to implementation; and
- 4) The following statement is true and correct:

The proposed total participation of DBE, SBC, and SBE firms on this contract will be:

\_\_\_\_\_ %

Signed By:

(signature)

Print Name:

Title:

Name of Company:

Date:



# Responsiveness

- If the **successful** submitter fails to timely submit completed Attachments B-1 or B-2 or fails to timely submit the required supporting documentation, City of Phoenix may declare the submitter's proposal **non-responsive**.
- A determination of non-responsiveness disqualifies the submitter from further consideration for award of this contract.



# Common Errors

## ➤ **Attachment A common errors:**

- The solicitation method (column D) is left blank.
- The firm selection decision (column E) is left blank.
- The submitter does not indicate how, when, and to whom the submitter communicated its selection decisions and outcomes to DBEs or SBEs.
- The submitter omits documentation of solicitation methods (column D) or documentation that establishes when, how, and to whom the submitter communicated selection decisions and outcomes.



# Common Errors

- **Attachment B-1 common errors:**
  - The successful submitter omits the method by which the submitter's selection decision was communicated to the DBE or SBE.
  - The successful submitter omits documentation that establishes when, how, and to whom the submitter communicated selection decisions and outcomes.



# Common Errors

- **Attachment B-2 common errors:**
  - The DBE and SBE participation percentages detailed in Attachment B-1 do not add up to the total DBE and Small Business participation percentage stated in Attachment B-2.
  - The successful submitter fails to sign Attachment B-2 or fails to fill it out completely.



# Resources to Assist Submitters in their Outreach Efforts

- Bidders list that includes DBEs and SBEs
  - <https://phoenix.diversitycompliance.com>
- SBE/DBE Scope Possibilities
  - Environmental Determination, HAZMAT Assessment, Geotechnical Report, Drainage Report



# DBE Program Questions

Questions?