

Pre-Submittal Meeting

CITY OF PHOENIX REQUEST FOR QUALIFICATIONS

VAL VISTA WATER TREATMENT PLANT REHABILITATION 2023 ENGINEERING AND CMAR SERVICES WS85230059

PROCUREPHX PRODUCT CATEGORY CODE 925000000
RFx 6000001437 - DESIGN

PROCUREPHX PRODUCT CATEGORY CODE 912000000
RFx 6000001438 - CMAR

July 17, 2023



Welcome and Introductions

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Water Services Department



Agenda

- Vendor Registration**
- Project Description & Scope of Work**
- Statement of Qualifications Evaluation Criteria**
- Statement of Qualifications Submittal Requirements**
- ProcurePHX and RFx Electronic Submittal**
- Important Dates: *Selection Schedule***
- Questions?**



Meeting Overview

- Sign-in please
- Sign-in sheet and PowerPoint will be posted City of Phoenix's ProcurePHX system (RFx: 6000001437 and RFx: 6000001438):
<https://eprocurement.phoenix.gov/irj/portal>

- And on Procurement's website:

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

It is your responsibility as an RFQ holder to determine, prior to submittal, if any **Notifications** have been issued

- Please hold questions until Q&A period
- This is the **ONLY** opportunity to discuss this project with City staff



Vendor Registration

- ❑ All Firms **MUST** Be Registered in the Vendor Management System **PRIOR TO SUBMITTING A PROPOSAL**

- ❑ **New Firms** – After registering, the City will send an e-mail with a vendor **number** approx. **2 days**

- ❑ **NEW:** NEW: Information on how to register with the City is available at:
 - <https://www.phoenix.gov/finance/vendorsreg>



Val Vista Water Treatment Plant



Plant Capacity: 220 mgd
Year Built (original plant): 1975
Plant Site Area: 150 acres



Project Description

Val Vista Water Treatment Plant Rehabilitation to include:

The City anticipates the rehabilitation/replacement of the following treatment systems to be included, which may or may not be all inclusive of what will be required for this project:

- Upgrade/Rehab East & West Plant Bar Screens
- Solid Handling Facility Polymer Feed System
- Sludge Collectors
- Solids Handling Facility Centrifuges Rehab/Replacement
- East Plant Sedimentation Basins 4-6 Collectors & Launderers Replacements
- West Plant Final Sed Collector Drives 5-10
- West Plant Final Sed Launderers

***Val Vista Water Treatment Plant Rehabilitation – 2018 Future Rehabilitation Plan Report ***



Solids Handling Facility Centrifuge



East Plant Sedimentation Basins 4-6
Launders



Solid Handling Facility Polymer Feed
System



West Plant Bar Screens



East Plant Final Sed Floor Repairs



Sludge Collectors



Scope of Work – Design / CA&I

DESIGN:

- ▶ Prepare a condition assessment report and provide recommendations for phasing of construction work for 2023, 2027 & 2031;
- ▶ Develop conceptual design report and plan (30%);
- ▶ Develop 60%, 90% and 100% design plans, final design report and associated construction specifications;
- ▶ Provide Opinion of Cost at 30%, 60%, 90% and 100%;
- ▶ Coordinate with Planning and Development for plan approval;
- ▶ Conduct project related design progress meetings;
- ▶ Design the facility with energy conservation measures incorporated;
- ▶ Conduct project related workshops
- ▶ Review cost models provided by the CM@Risk at 60% and 90% design;
- ▶ Provide pre-construction services,



Scope of Work – Design / CA&I

CONSTRUCTION ADMINISTRATION & INSPECTION:

- ▶ Conduct pre-construction conference, hold subsequent meetings, as necessary, with the project team;
- ▶ Perform on-site examination of materials, equipment, and workmanship;
- ▶ Keep the City informed of the progress of the work,
- ▶ Provide quality control services during the course of construction;
- ▶ Arrange and coordinate special inspection for structural, mechanical, and electrical work, as required;
- ▶ Provide start-up assistance and training services;
- ▶ Prepare and review project documents (e.g. correspondence, schedules, submittals, shop drawings, test data, project data, contractor progress payments, change orders; etc.); and
- ▶ Conduct a substantial and final completion inspection.
- ▶ Conduct 1-year warranty walk



Scope of Work – CMAR

- Provide detailed cost estimating and knowledge of marketplace conditions
- Provide project planning and scheduling
- Provide for construction phasing and scheduling that will minimize interruption to City operations
- Provide alternate systems evaluation and constructability studies
- Advise City on ways to gain efficiencies in project delivery
- Provide long-lead procurement studies and initiate procurement of long-lead items
- Assist in the permitting processes
- Participate with the City in a process to set a goal for local and SBE participation and implement the local and SBE process
- Protect the owner's sensitivity to quality, safety, and environmental factors
- Advise City on choosing green building materials.

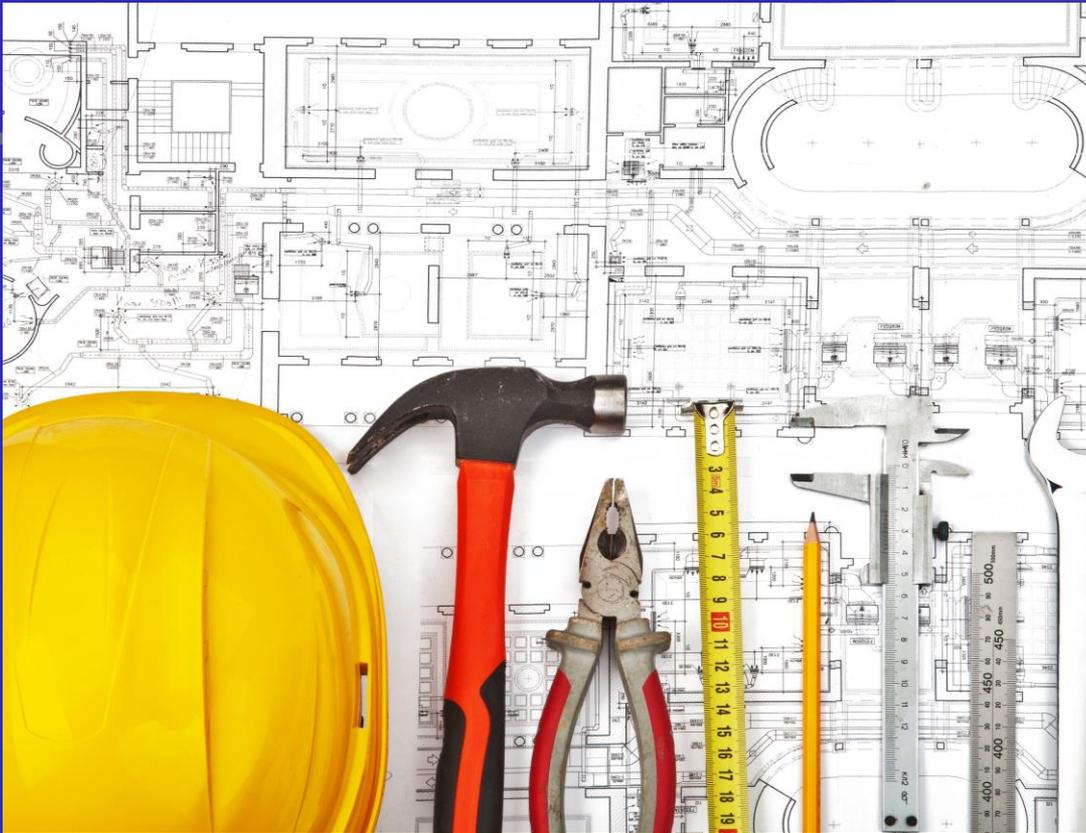


QUESTIONS?



**SBE GOAL
WILL BE ESTABLISHED
PRIOR
TO CONSTRUCTION**





Small Business Enterprise Program (SBE)

Pre-Award Requirements:

- No SBE documents due at time of submittal
- Outreach Efforts and SBE Plan should be actively in development

Small Business Enterprise Program (SBE)

Post-Award Requirements:

To locate certified firms:

<https://phoenix.diversitycompliance.com>

Select: Directory of SBE Certified Firms

REMEMBER:

Confirm certification status of a firm

Confirm certified scope of work

Statement of Proposed SBE Participation must be reviewed and approved by EOD prior to executions of each GMP



SOQ Criteria - Design

The selection of the Consultants will be based on the following qualifications:

- A. Design Experience of Prime Firm (150 points)
- B. CA & I Experience of Prime Firm (150 points)
- C. Design Experience of Key Personnel (125 points)
- D. CA & I Experience of Key Personnel (125 points)
- E. Project Understanding and Approach (300 points)
- F. Staff Information for Key Personnel (150 points)
- G. Reference Check (21 points*)
 - Provide responses in the order listed in the RFQ
 - Be complete, be concise



SOQ Criteria - CMAR

The selection of the Consultants will be based on the following qualifications:

- A. General Information (150 points)
- B. Experience and Qualifications of Firm (250 points)
- C. Experience of Key Personnel (250 points)
- D. Project Understanding and Approach (350 points)
- E. Reference Check (21 points*)
 - Provide responses in the order listed in the RFQ
 - Be complete, be concise



Statement of Qualifications Submittal

- All Firms MUST be registered in the Vendor Management System to SUBMIT a Proposal
- If your firm is already registered with the City of Phoenix's ProcurePHX system, to login and access the electronic solicitation visit:

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

- Design Product Category Code is: 925000000
- Design RFx Number is: 6000001437
- CMAR Product Category Code is: 925000000
- CMAR RFx Number is: 6000001438
- The VENDOR NUMBER is to be included on the cover of the Statement Of Qualifications



Statement of Qualifications Submittal (Cont.)

- Information Sheet (firm name, address, phone, contact info, email, signature of contact person, vendor number, project title & number, RFx number). Firm logo is optional. Category code not required on the Information Sheet. **Do not include any additional information.**
- MAXIMUM pages permitted is:
- 12 pages Designer
- 12 pages CMAR



Statement of Qualifications Submittal (cont.)

- ❑ Each page side with criteria information will be counted.
- ❑ Pages that have photos, charts, and graphs will be counted toward maximum number of pages.
- ❑ Information Sheet, front and back covers, Table of Contents and tab dividers will NOT be counted toward the maximum page limit, **UNLESS** they include information that may be considered by the selection panel.



Statement of Qualifications Submittal (cont.)

- Submit Electronically via ProcurePHX System:**

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

- SOQ due:**

**12:00pm Noon – Phoenix time
Friday, July 28, 2023**



Selection Process

- Each SOQ will be evaluated according to the evaluation criteria in the RFQ
- One consultant will be selected
- One CMAR will be selected
- Contracts will be executed upon completion of negotiations of contract terms and City Council approval



Grounds for Disqualification

- ✓ **Failure to submit electronically through the ProcurePHX online portal by the due date and time.**
- ✓ **Violating “Contact with City Employees” policy.**



RFx Electronic Submittals

Log in to ProcurePHX portal:

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

Select RFx and Auctions tab on the Ribbon

You will be taken to the RFx (Event) Landing Page

SAP

◀ Back Forward ▶ History Favorites Personalize View Help

RFx and Auctions Administration Messages

Home Create Users Own Data Company Data

Administration > Home

Thank you for your interest in becoming a vendor in the
As a Vendor Administrator for your company you have



RFx Electronic Submittals

Click the **Refresh** Button on the RFx (Event) Landing Page to see the most current information

Find the solicitation you'd like to view from the list, by RFx (Event) Number.

RFx and Auctions Administration Messages

Overview

RFx and Auctions > Overview > RFx and Auctions

Active Queries

eRFxs [All \(7\)](#) [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

[Show Quick Criteria Maintenance](#)

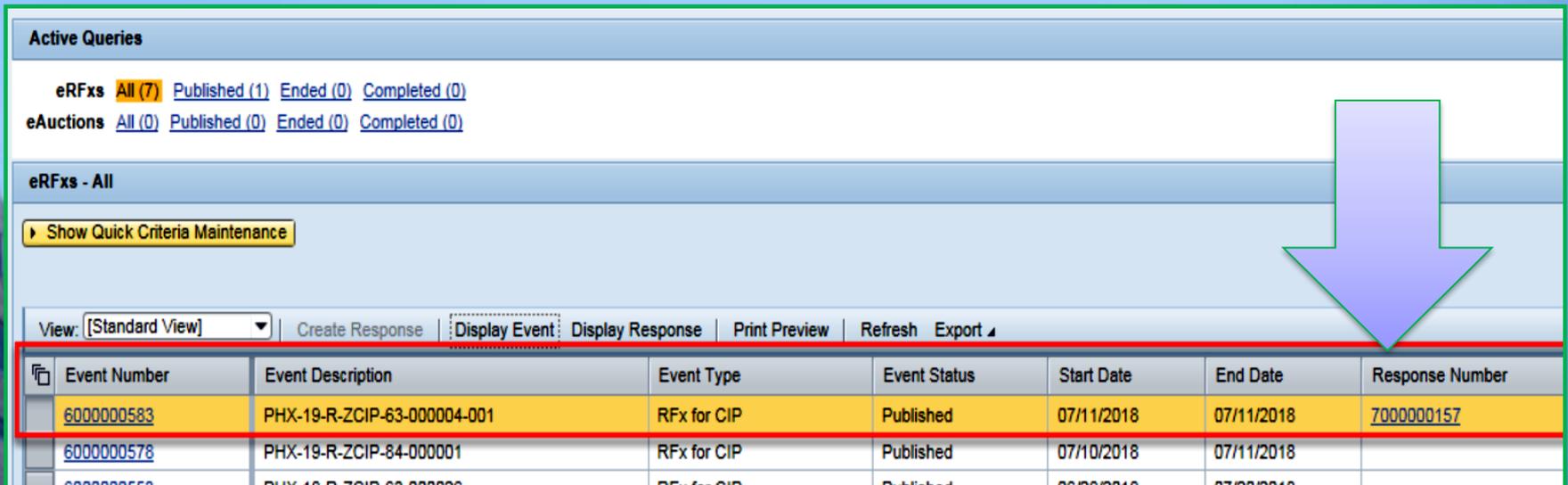
View: [Standard View] | Create Response | Display Event | Display Response | Print Preview | **Refresh** Ex

Event Number	Event Description	Event Type	Event Status
6000000583	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published



RFx Electronic Submittals

- ❖ The RFx (Event) Landing Page is also where you can find your saved RFx response.
- ❖ Locate the desired RFx (Event) Number, and scroll to the right. You will see your RFx response number shown as a hyperlink.
- ❖ Click on the hyperlink, a new window will pop up to allow you to edit your RFx response.



Active Queries

eRFxs [All \(7\)](#) [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

Show Quick Criteria Maintenance

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number
6000000583	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published	07/11/2018	07/11/2018	7000000157
6000000578	PHX-19-R-ZCIP-84-000001	RFx for CIP	Published	07/10/2018	07/11/2018	
6000000559	PHX-19-R-ZCIP-63-000006	RFx for CIP	Published	06/28/2018	07/23/2018	



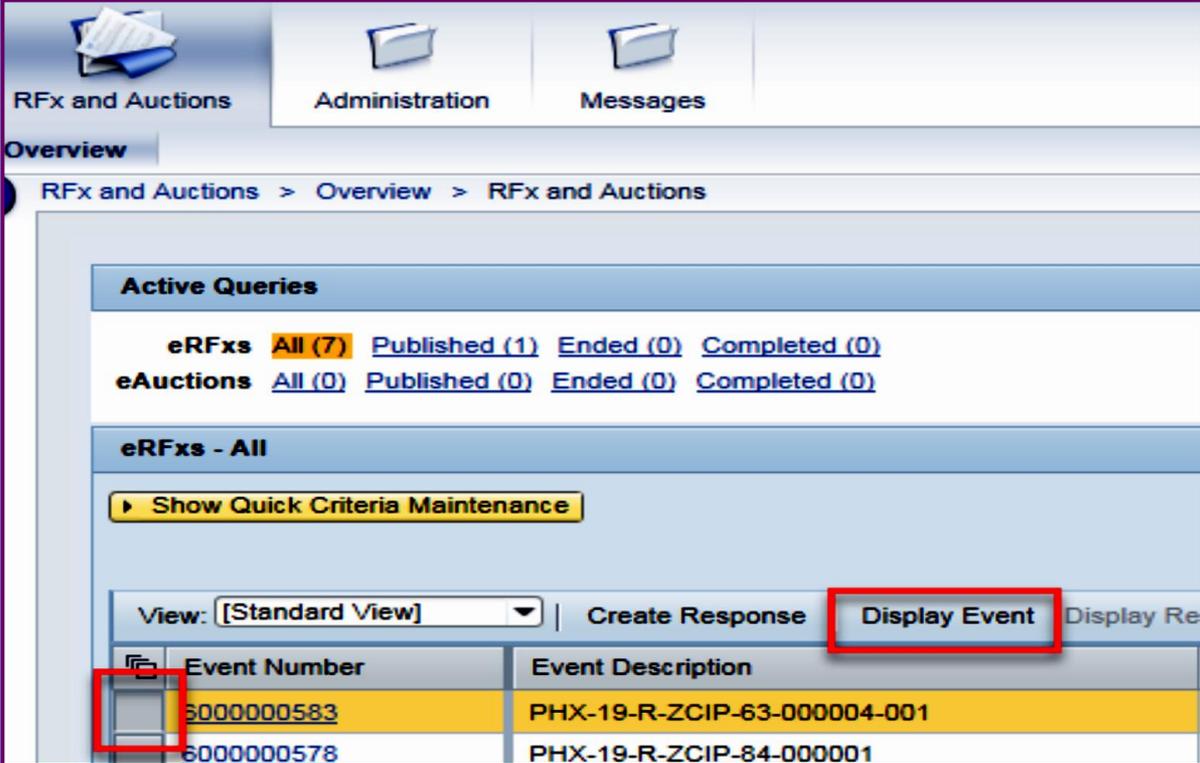
RFx Electronic Submittals

Click the gray box next to the RFx (Event) Number you'd like to view. Then,

Click **Display Event**

This will open a new window to view the selected RFx

If you don't see the new window, check your pop-up blocker



The screenshot shows the 'RFx and Auctions' interface. At the top, there are navigation tabs for 'RFx and Auctions', 'Administration', and 'Messages'. Below these is an 'Overview' section with a breadcrumb trail: 'RFx and Auctions > Overview > RFx and Auctions'. The main content area is titled 'Active Queries' and contains two sections: 'eRFxs' and 'eAuctions'. The 'eRFxs' section shows 'All (7)' selected, with links for 'Published (1)', 'Ended (0)', and 'Completed (0)'. The 'eAuctions' section shows 'All (0)' selected, with links for 'Published (0)', 'Ended (0)', and 'Completed (0)'. Below this is a section titled 'eRFxs - All' with a 'Show Quick Criteria Maintenance' button. At the bottom, there is a table with columns 'Event Number' and 'Event Description'. The first row is highlighted in yellow and has a gray box next to its event number. To the right of the table, there are buttons for 'View: [Standard View]', 'Create Response', 'Display Event' (highlighted in red), and 'Display Re'.

Event Number	Event Description
6000000583	PHX-19-R-ZCIP-63-000004-001
6000000578	PHX-19-R-ZCIP-84-000001



RFX Electronic Submittals

Update your **Participation Status** accordingly

Clicking Participate will allow you to get email notifications regarding your RFX Event, i.e. Notifications, New attachments.

Review **RFX Information** Tab for Start/Due dates/ Title of Solicitation

Display RFX :

Print Preview |  | Close Participate Do Not Participate Tentative Create Response

RFX Number 6000000583 Smart Number PHX-19-R-ZCIP-63-000004-001 RFX Status
RFX Version Type Active Version

RFX Information Items Notes and Attachments

RFX Parameters Questions Notes and Attachments Table Extensions

Time Zone: MSTNO

* Start Date: 07/11/2018 13:30:00

* Submission Deadline: 07/11/2018 14:00:00

Opening Date: 07/11/2018 14:00:00

Currency: USD

* Title: SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR Y



RFX Electronic Submittals

Click **Create Response**

Review **Items** Tab for
RFQ Evaluation Category
Yes/No questions

Review **Notes and
Attachments** Tab for
RFQ and Notifications

Display RFX :

[Print Preview](#) |  | [Close](#) [Do Not Participate](#) [Tentative](#) **[Create Response](#)** [Questions and Answers \(](#)

You have been registered. You will be informed of RFX changes

RFX Number 6000000583 Smart Number PHX-19-R-ZCIP-63-000004-001 RFX Status Published
RFX Version Type Active Version

RFX Information | **Items** | **Notes and Attachments**

RFX Parameters | **Questions** | **Notes and Attachments** | **Table Extensions**

Time Zone:

* Start Date:

* Submission Deadline:

Opening Date:

Currency:

* Title:



RFX Electronic Submittals

Click **Create Response**

Review **Notes and Attachments** Tab for the RFQ, Pre-Submittal Presentation, Attendance Sheet, and Notifications

Display RFX :

[Print Preview](#) |  | [Close](#) [Do Not Participate](#) [Tentative](#) **[Create Response](#)** [Questions and Answers \(](#)

 You have been registered. You will be informed of RFX changes

RFX Number 6000000583 Smart Number PHX-19-R-ZCIP-63-000004-001 RFX Status Published
RFX Version Type Active Version

RFX Information | [Items](#) | **[Notes and Attachments](#)**

[RFX Parameters](#) | [Questions](#) | **[Notes and Attachments](#)** | [Table Extensions](#)

Time Zone:

* Start Date:

* Submission Deadline:

Opening Date:

Currency:

* Title:



RFx Electronic Submittals

Attach SOQ by clicking **Add Attachment**

Click **Browse** in the pop up window to navigate to the desired attachment document

Add Attachment

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: **Browse...**

Description:

* Assign To:

OK Cancel

Create RFx Response

Submit | Read Only | Print Preview | Check Close Save Export Import Questions and A

⚠ Time zone MSTAZ is not valid in country US (several possibilities) - Display Help

RFx Response Number 7000000157 RFx Number 6000000583 Status In Process
RFx Response Version Number Active Version RFx Version Number 2

RFx Information Items **Notes and Attachments** Summary Tracking

▼ Notes

Add ▲ Clear

Assigned To	Category
Document ...	Conditions of Participation
Document ...	RFx/Auction Text

▼ Attachments

Add Attachment Add URL Edit Description Versioning ▲ Delete Create Qualification Profil

Assigned To	Category	Description
The table does not contain any data		



RFx Electronic Submittals

Once you've selected your document, add a Description and then click **OK**

The **Summary** Tab provides a high-level overview of your RFx Response

The image shows two overlapping windows from a software application. The top window is titled 'Add Attachment' and contains the following text and form fields:

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File:

Description:

* Assign To:

At the bottom of this window are 'OK' and 'Cancel' buttons.

The bottom window is titled 'Create RFx Response' and shows a menu bar with 'Submit', 'Read Only', 'Print Preview', 'Check', 'Close', 'Save', 'Export', 'Import', 'Questions and Answers (0)', and 'System'. Below the menu bar is a status bar with the following information:

RFx Response Number 7000000157 RFx Number 6000000583 Status In Process Submission De
RFx Response Version Number Active Version RFx Version Number 2

The main area of the window has several tabs: 'RFx Information', 'Items', 'Notes and Attachments', 'Summary' (highlighted with a red box), and 'Tracking'. Below the tabs are two sections:

Notes

Add Clear

Assigned To	Category
Document ...	Conditions of Participation
Document ...	RFx/Auction Text

Attachments

Add URL Edit Description Versioning Delete Create Qualification Profile

Assigned To	Category	Description
Document Header	Standard Attachment	My Company's Response to RFQ



RFx Electronic Submittals

Click the **CHECK** button to ensure no system errors
Click the **SUBMIT** button to submit your RFx response

Create RFx Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers (0) | System Information | Create Memory Snapshot

RFx response is complete and contains no errors

RFx Response Number	7000000157	RFx Number	6000000583	Status	In Process	Submission Deadline	07/11/2018 14:00:00 MSTNO	Opening Da
RFx Response Version Number	Active Version	RFx Version Number	2					

RFx Information | Items | Notes and Attachments | **Summary** | Tracking

RFx Response Number:

Items with Response:

Questions:

Notes:

Attachments:



RFX Electronic Submittals

You will see a confirmation message that your response was submitted

Click **Close**, and return to the RFX (Event) Landing Page

The screenshot displays the 'Display RFX Response' interface. At the top, there is a navigation bar with buttons for 'Edit', 'Print Preview', 'Close', 'Withdraw', 'Export', 'Questions and Answers (0)', 'System Information', and 'Create Memory Snapshot'. Below this, a green checkmark icon and the text 'RFX response 7000000157 submitted' are highlighted with a red box. The main content area shows the following details:

RFX Response Number	7000000157	RFX Number	6000000583	Status	In Process	Submission Deadline	07/11/2018 14:00:00 MSTNO	Opening Da
RFX Response Version Number	Active Version	RFX Version Number	2					

Below the table, there are tabs for 'RFX Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. The 'Summary' tab is selected, showing the following details:

- RFX Response Number: 7000000157
- Items with Response: 5 out of 5 items responded to
- Questions: 5 out of 5 questions answered (5 out of 5 mandatory)
- Notes: 2 notes added
- Attachments: 1 attachments added

A green oval highlights the summary details area.



RFx Electronic Submittals

Click Refresh on the RFx (Event) Landing Page.

Locate the desired RFx (Event) Number, and scroll to the right.

Your Response Status should display as **Submitted**.

A Response Status of **In Process**, or **Saved** indicates you are still in edit mode, and need to complete a step(s) before the system will update your RFx response to **Submitted**.

Active Queries

eRFxs [All \(7\)](#) [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

Show Quick Criteria Maintenance

View: [Standard View] Create Response **Display Event** Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
6000000583	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published	07/11/2018	07/11/2018	7000000157	Submitted
6000000578	PHX-19-R-ZCIP-84-000001	RFx for CIP	Published	07/10/2018	07/11/2018		No Bid Created



Selection Schedule

- SOQs Due July 28, 2023
- Scope Meeting September 2023



Procurement WEBPAGE

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

- ❑ Current Opportunities – Project Specific RFQs / CFBs
- ❑ Addenda / Notifications (if any)
- ❑ Pre-Submittal Sign-in Sheet and Power Point Presentation
- ❑ Awards / Results
- ❑ Planholder List
- ❑ Bidders Handbook – *Step-by-step Guide to RFX Submittals*

The ProcurePHX online portal will be used for Professional Services Solicitations

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



Questions After Today

E-mail your questions to:

elizabeth.blakley@phoenix.gov

**Elizabeth Blakley, Contracts Specialist
(602) 495-3654**

Thank you for your interest in this project!!!

