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

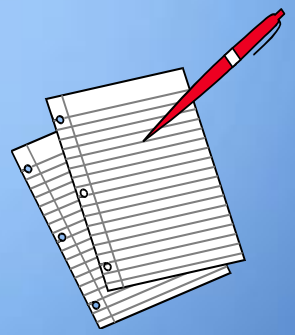
Welcome and Introductions

Liz Blakley, Contracts Specialist
Office of the City Engineer
elizabeth.blakley@phoenix.gov (602) 495-3654

Steve Fernandez, P.E., Project Manager
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?

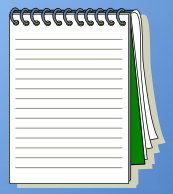


Meeting Overview

- **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 & Launders Replacements
- West Plant Final Sed Collector Drives 5-10
- West Plant Final Sed Launderers

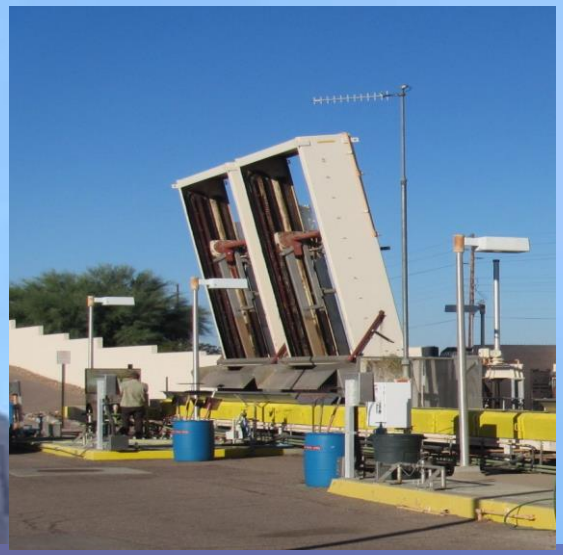
***Val Vista Water Treatment Plant Rehabilitation – 2018 Future Rehabilitation Plan Report ***

Solids Handling Facility Centrifuge

East Plant Sedimentation Basins 4-6 Launders

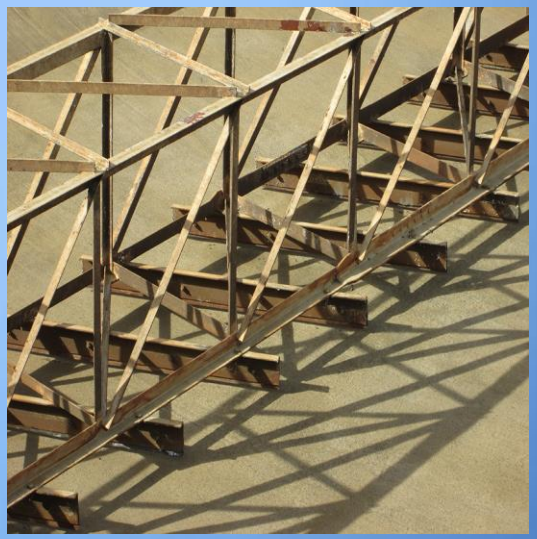
Solid Handling Facility Polymer Feed System

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.

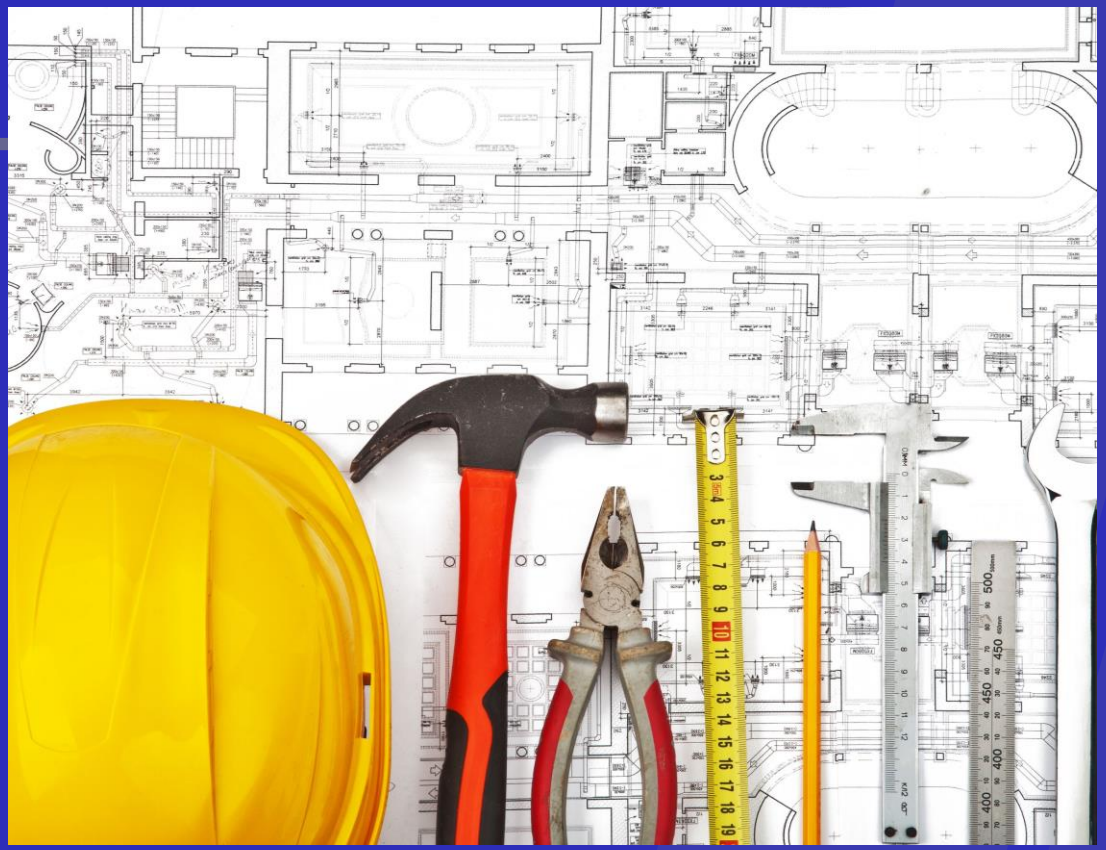
QUESTIONS?

SBE GOAL
WILL BE ESTABLISHED
PRIOR
TO CONSTRUCTION

Small Business Enterprise Program (SBE)

Goal Setting Methodology

- *Goals are established by City of Phoenix Goal Setting Committee*
- *Successful Prime will work with the Small Business Engagement Team prior to goal setting*
- *No established SBE goal for Design Phase*
- *SBE goal for construction phase will be established upon substantial completion of design*



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.**

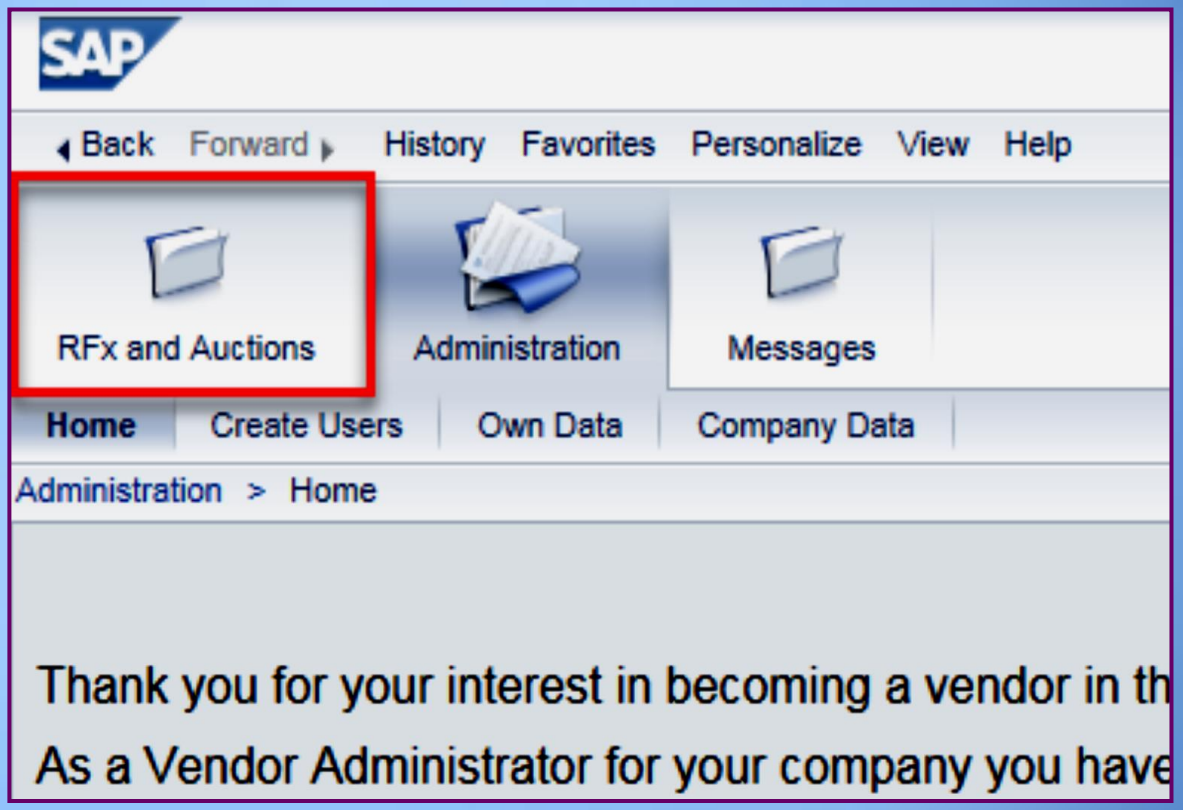
RFx Electronic Submittals

Log in to ProcurePHX portal:

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

Select RFx and Auctions tab on the Ribbon

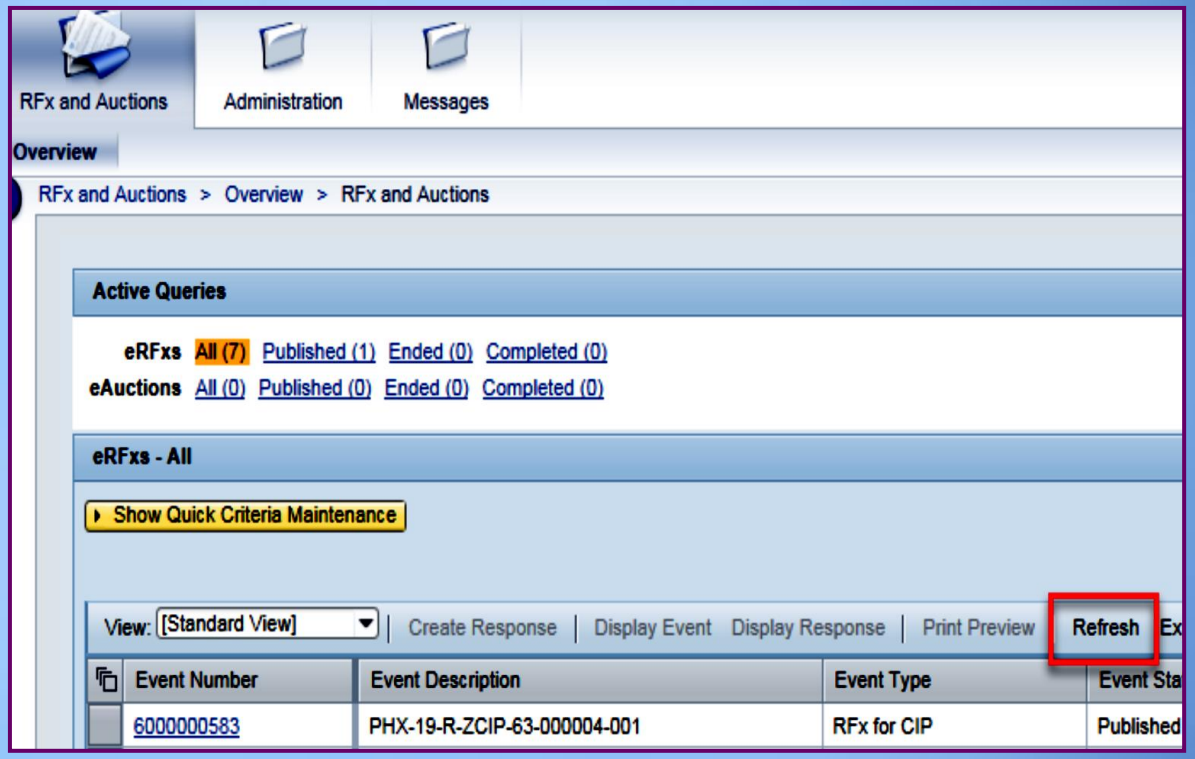
You will be taken to the RFx (Event) Landing Page



RFx Electronic Submittals

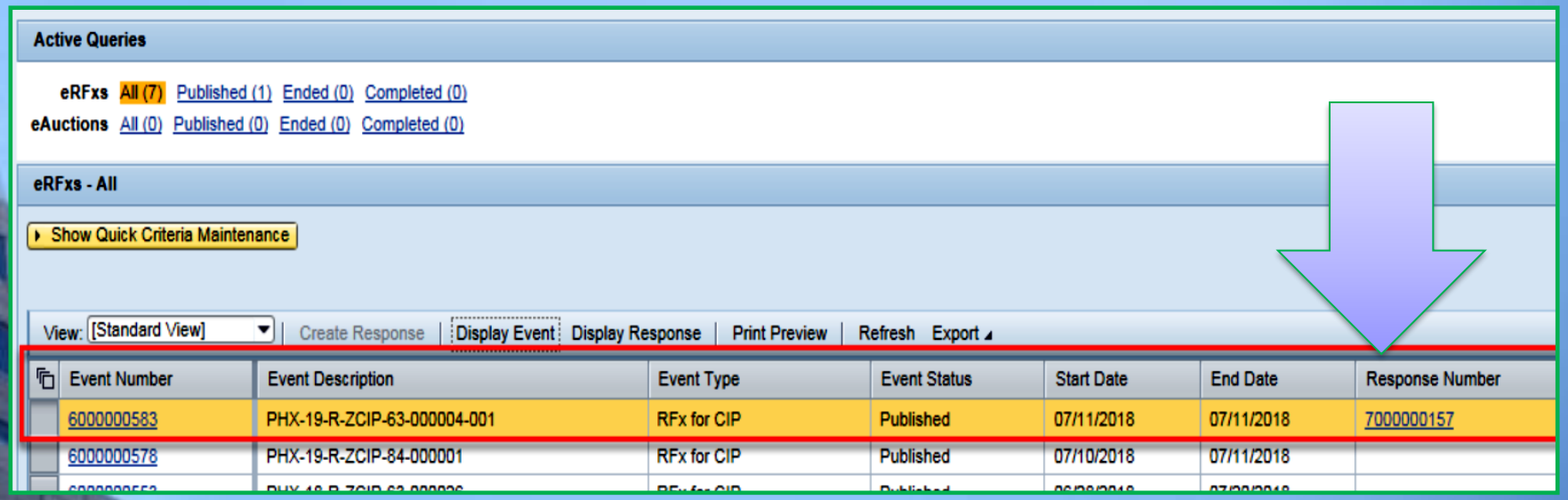
Click the **Refresh** Button on the RFx (Event) Landing Page to see the most current information

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



RFx 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.



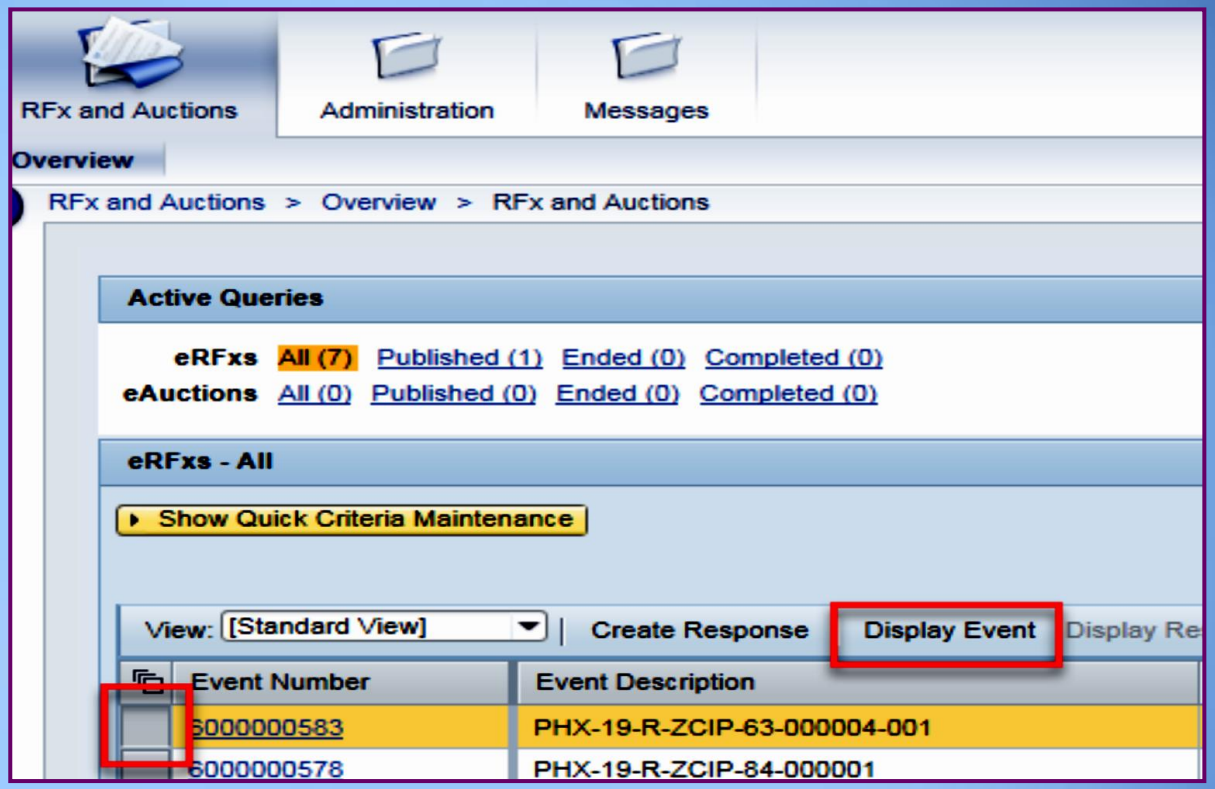
RFx Electronic Submittals

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

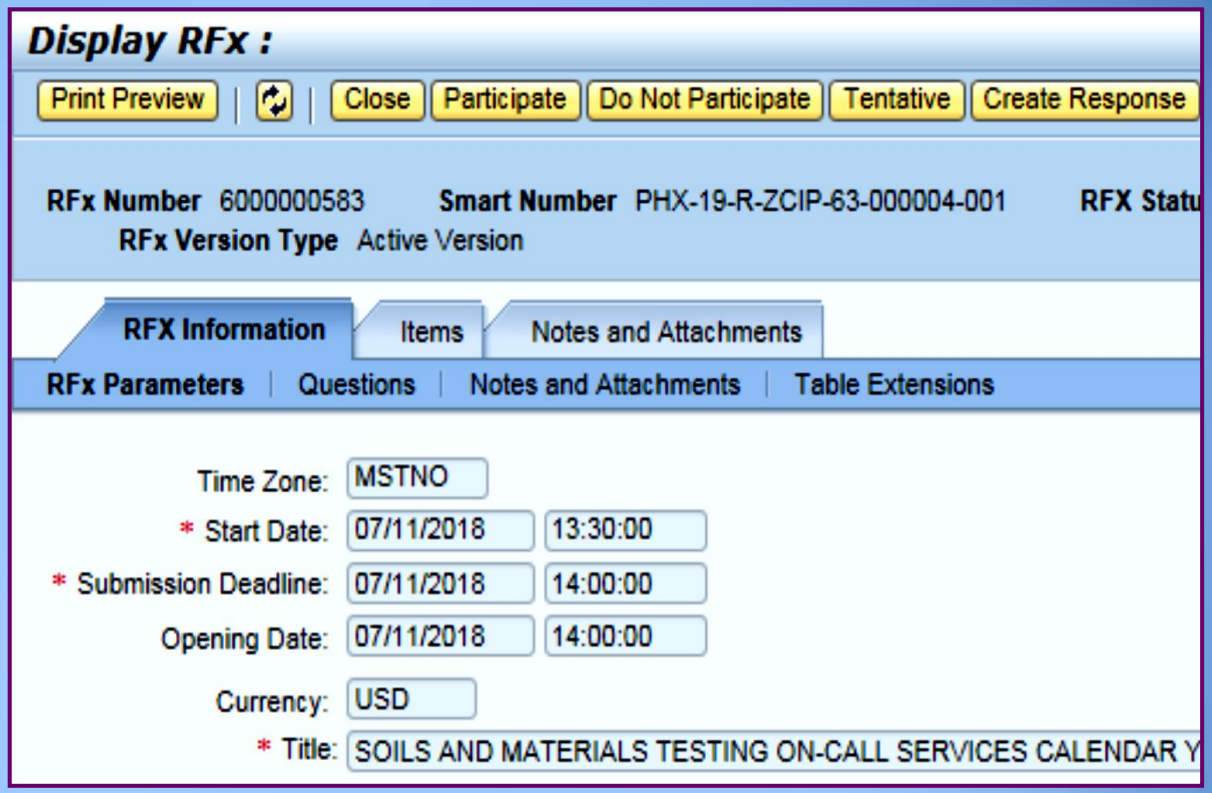


RFx Electronic Submittals

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

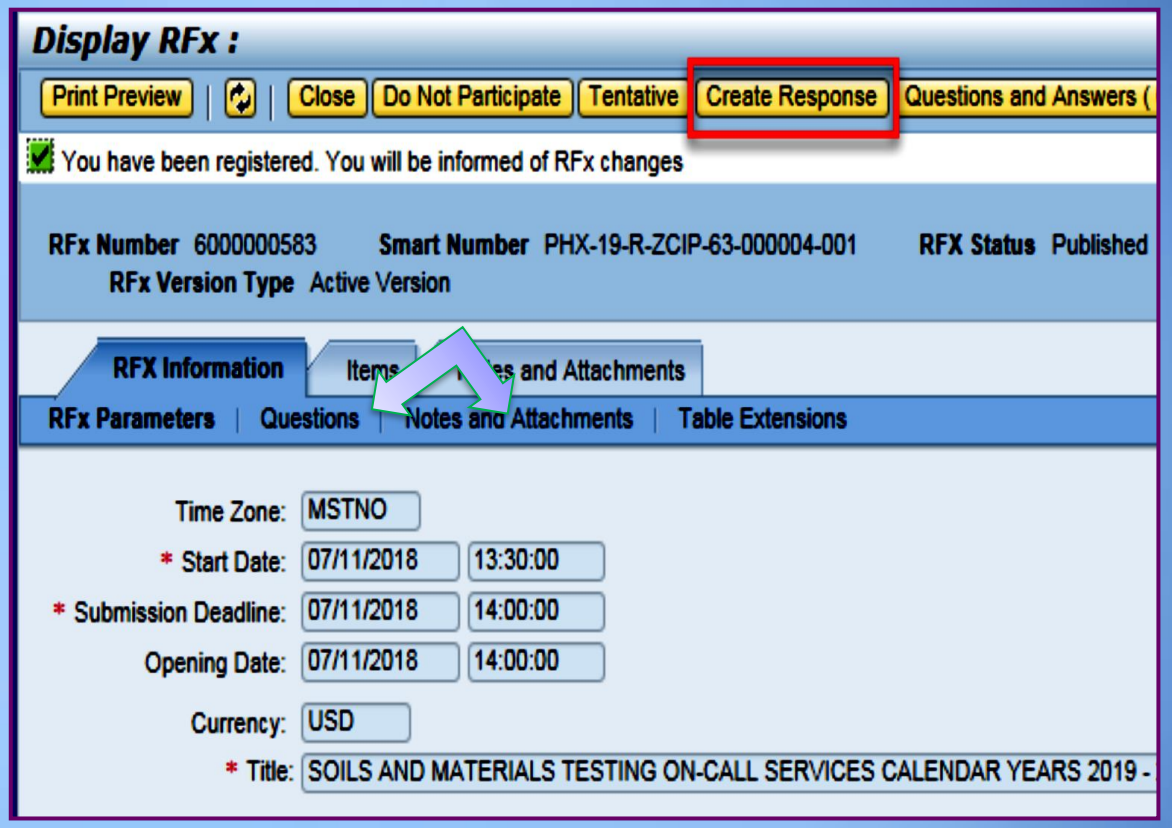


RFx Electronic Submittals

Click **Create Response**

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

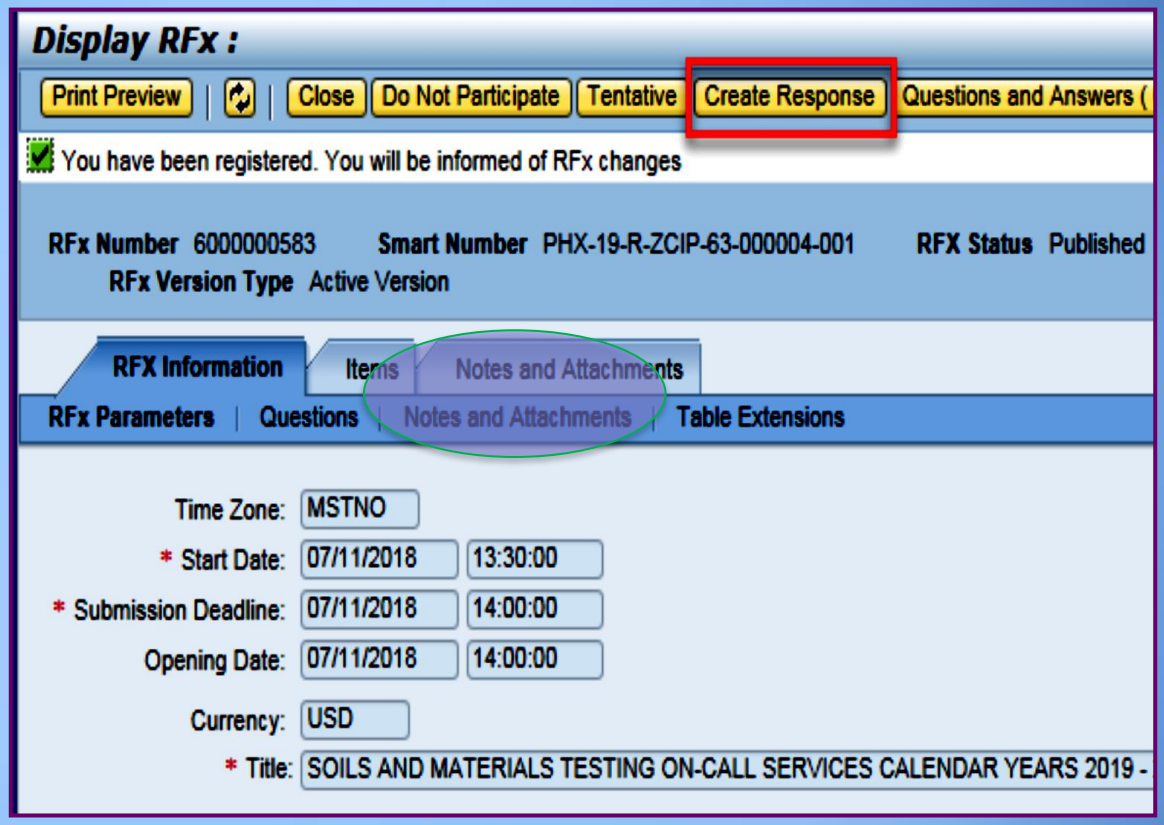
Review **Notes and Attachments** Tab for RFQ and Notifications



RFx Electronic Submittals

Click **Create Response**

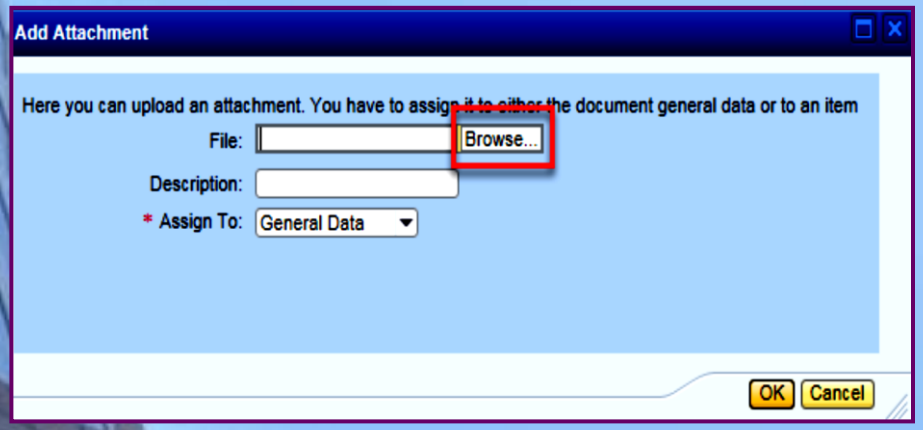
Review **Notes and Attachments** Tab for the RFQ, Pre-Submittal Presentation, Attendance Sheet, and Notifications

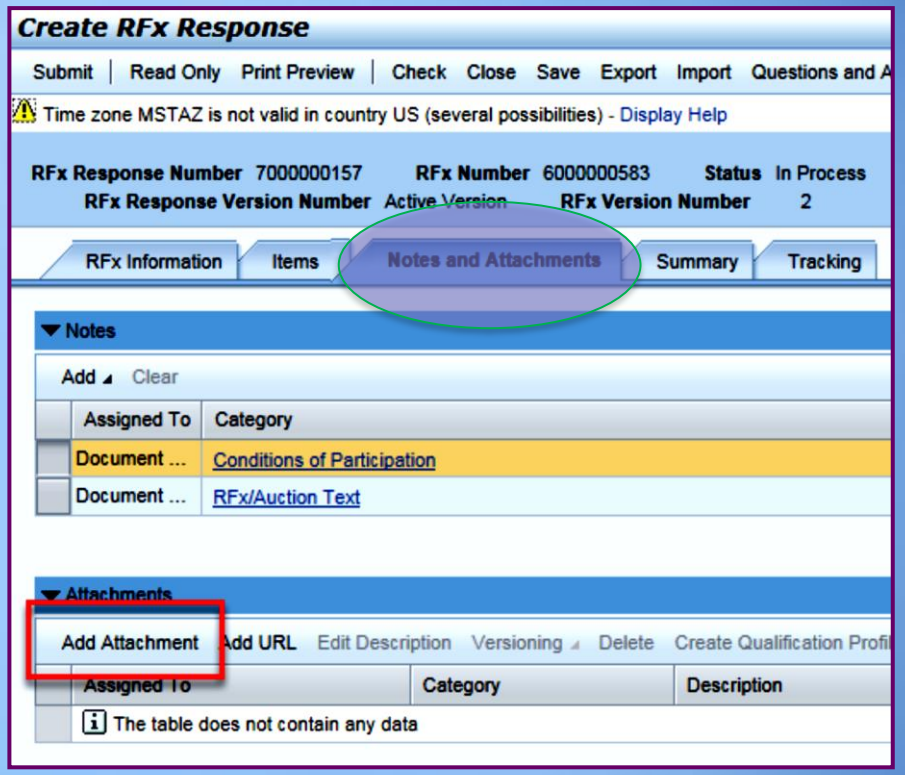


RFx Electronic Submittals

Attach SOQ by clicking **Add Attachment**

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

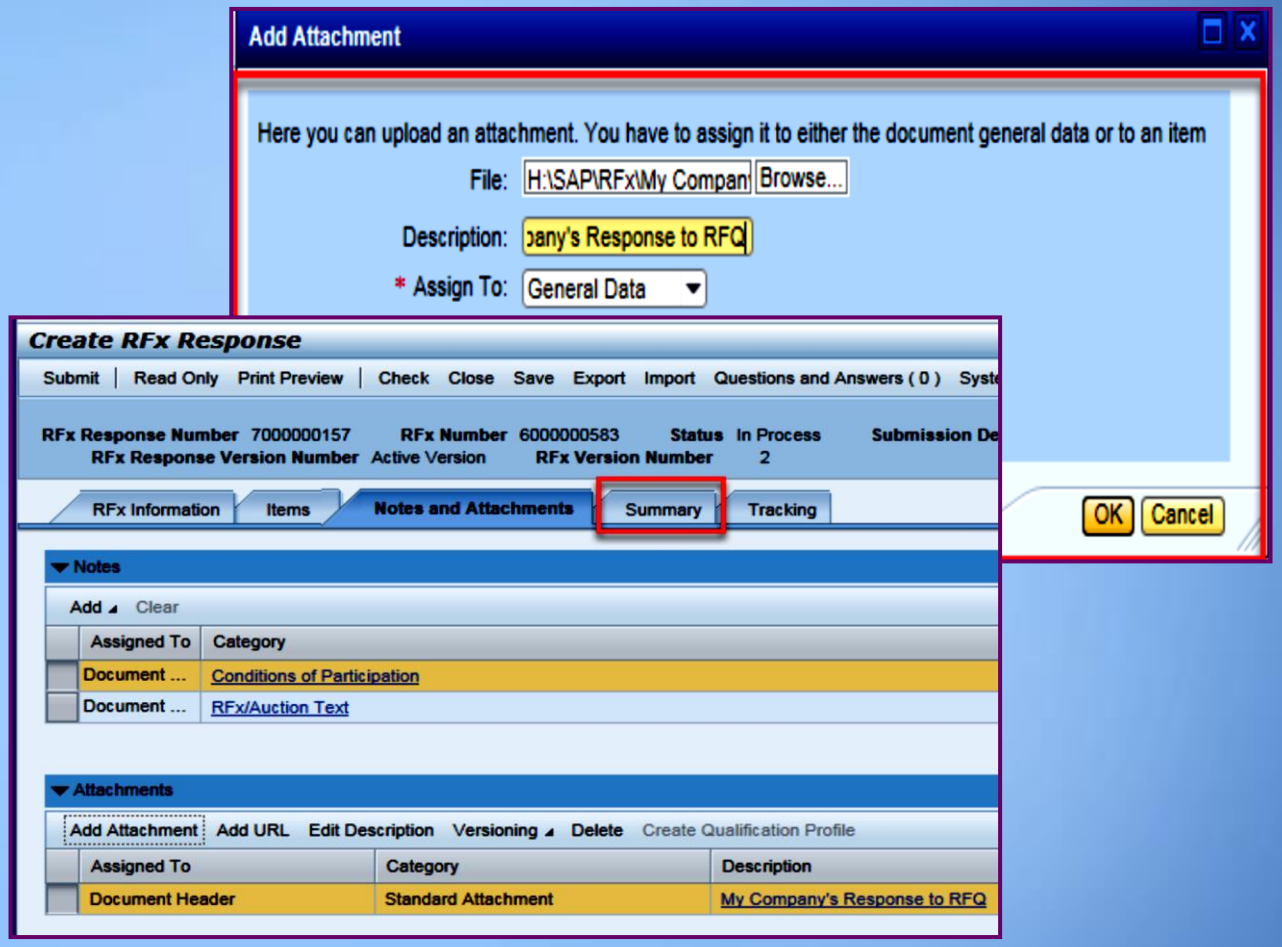




RFx Electronic Submittals

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

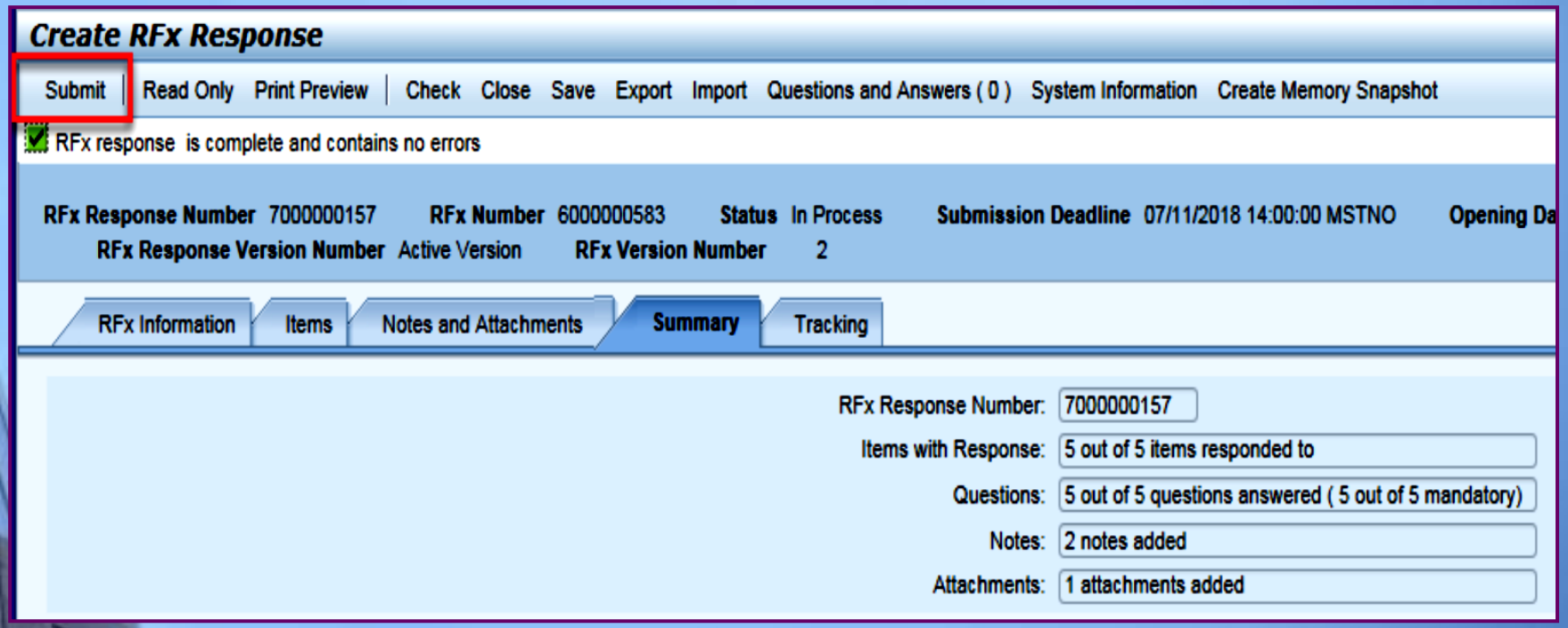
The **Summary** Tab provides a high-level overview of your RFx Response



RFx Electronic Submittals

Click the **CHECK** button to ensure no system errors

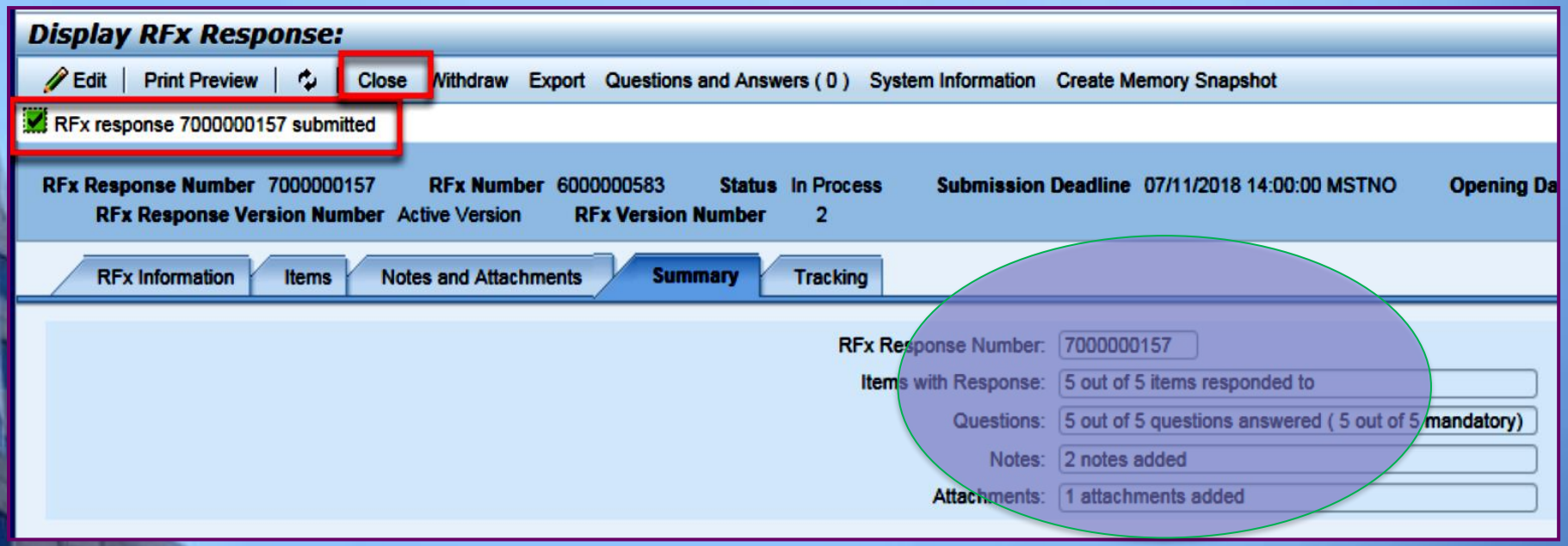
Click the **SUBMIT** button to submit your RFx response



RFx Electronic Submittals

You will see a confirmation message that your response was submitted

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



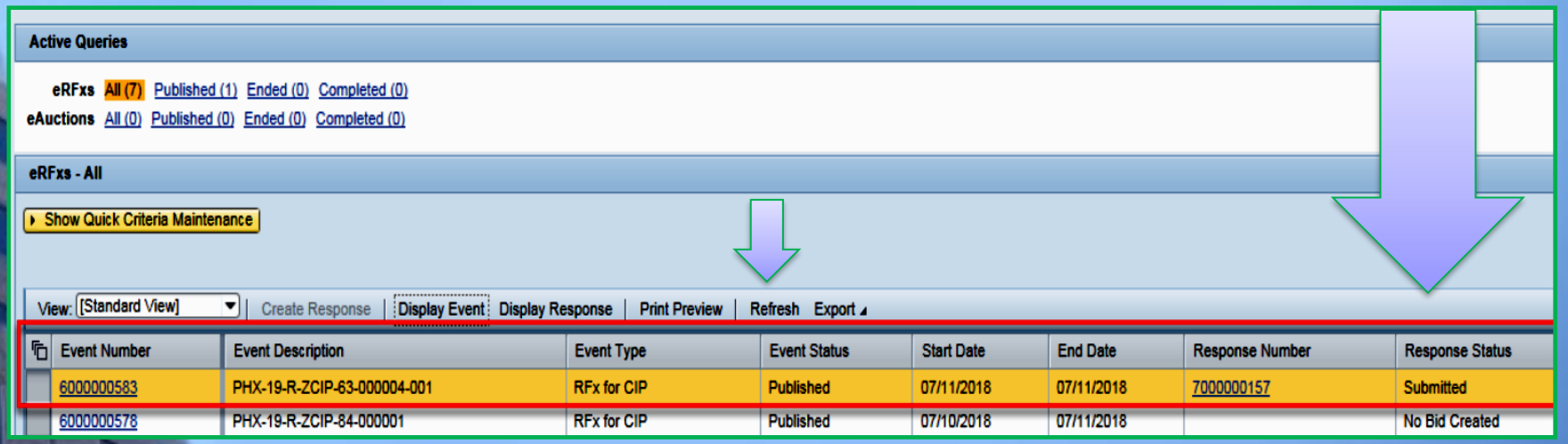
RFx Electronic Submittals

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**.



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
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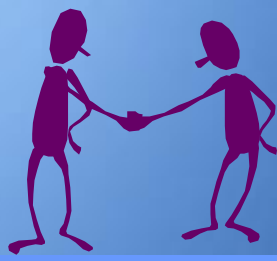
Thank you for your interest in this project!!!