

Pre-Submittal Meeting

CITY OF PHOENIX REQUEST FOR QUALIFICATIONS

WEST ANTHEM LIFT STATION 76 PHASE II EXPANSION CONSTRUCTION ADMINISTRATION & INSPECTION SERVICES WS90400067

**PROCUREPHX PRODUCT CATEGORY CODE 925000000
RFx 6000001436**

July 25, 2023



Welcome and Introductions

Heather Roye, Contracts Specialist

Office of the City Engineer

heather.roye@phoenix.gov

(602) 261-8894

Matthew Bryan, Principal Engineering Technician

Water Services Department

Marcel Begay, Civil Engineer III

Water Services Department



Agenda

- ❑ Meeting Overview
- ❑ 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 if in person. For those of you on-line, please send me an email with your name, company name, contact number, and email address before 5 pm today.
- ☐ Sign-in sheet and PowerPoint will be posted City of Phoenix's ProcurePHX system (RFx: 6000001436):
<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**
- ❑ Information on how to register with the City is available at:
 - <https://www.phoenix.gov/finance/vendorsreg>



Project Description



Lift Station 76 is an existing City of Phoenix facility with a firm capacity of 0.5 MGD. This project will expand the lift station capacity to 2.2 MGD. Work under this project includes construction of a new wet well, submersible pumps, discharge piping, 18-inch gravity sewer line, biofilter odor control system, and Calcium Nitrate odor control facility. The existing pumps and discharge piping will be removed, and the existing wet well will be abandoned in place. The new discharge piping will connect to the existing 18-inch diameter HDPE force mains.



Scope of Work

- The Construction Administration and Inspection Services scope for this project includes, but is not limited to:
- Provide on-site inspection and review of work to ensure the quality of the executed work and verify the work is in accordance with the construction documents and specifications.
- Assist the Contractor in obtaining permits and approvals for work.
- Provide oversight to ensure protection against defects and deficiencies in the work of Contractors and their subcontractors.
- Perform special inspections as required by Annual Facilities Program (AFP).
- Confirm Contractor's work progress and quantities of work completed are on schedule and meet standards.
- Review Contractor cost proposals, submittals, shop drawings, RFIs, payment applications, change orders, and other documents as directed by the City.
- Certify Contractor payment applications.
- Conduct a pre-construction meeting and other project related progress meetings.



Scope of Work

- Administer the construction schedule.
- Keep City informed of project status and issues.
- Issue interpretations and clarifications to the Contractor.
- Conduct substantial and final completion walks.
- Prepare a punch list of corrective work to be performed by the Contractor.
Perform re-inspection of work.
- Perform warranty walk and develop a list of repairs if necessary. Perform an inspection on all repairs completed.
- Track, compile, and categorize project documentation including correspondence, meeting minutes, schedules, photographs, RFIs, submittals, and inspection reports. Deliver documentation on a flash drive to the City Project Manager following completion of the project.
- Prepare and maintain as-builts.
- Provide public information services.



Scope of Work

- Provide data from construction to update the Computerized Maintenance Management System per direction of the City's Water Asset Management Team.
- Other services as required to support successful completion of the work and the City's interests.
- Use of UNIFIER, an Application Service Provider (ASP) web-based project management database, may be required. The following information provides a guideline for utilization. Any questions related to the requirements of UNIFIER should be directed to the Project Manager.
- The Consultant will be required to maintain all project records in electronic format.
- The City provides an ASP web-based project management database which the Consultant will be required to utilize in the fulfillment of the contract requirements.
- The Consultant shall provide a computerized networked office platform with broadband internet connectivity.
- UNIFIER training will be provided through the City of Phoenix to firms under contract.



Questions For The Project Manager?



SOQ Criteria

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

- A. CA & I Experience of Prime Firm (250 points)
- B. CA & I Experience of Key Personnel (250 points)
- C. Understanding and Approach (350 points)
- D. Staffing Information for Key Personnel (150 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>

- Product Category Code is: 925000000
- RFx Number is: 6000001436
- 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.**
- ☐ Please make sure to use your legal name on the front cover page and information sheet. Your firm name should match what is listed with the Arizona Corporation Commission.
- ☐ MAXIMUM pages permitted is: 10 pages



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:**

**12:00 pm Noon – Phoenix time
Friday, August 4, 2023**



Selection Process

- Each SOQ will be evaluated according to the evaluation criteria in the RFQ
- Up to one consultant will be selected.
- Contract 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.



Selection Schedule

- ☐ SOQs Due August 4, 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
- ☐ 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:

heather.roye@phoenix.gov

**Heather Roye, Contracts Specialist
(602) 261-8894**

Thank you for your interest in this project!!!

*If you would like a brief overview of the RFx system,
please stay on the line.*



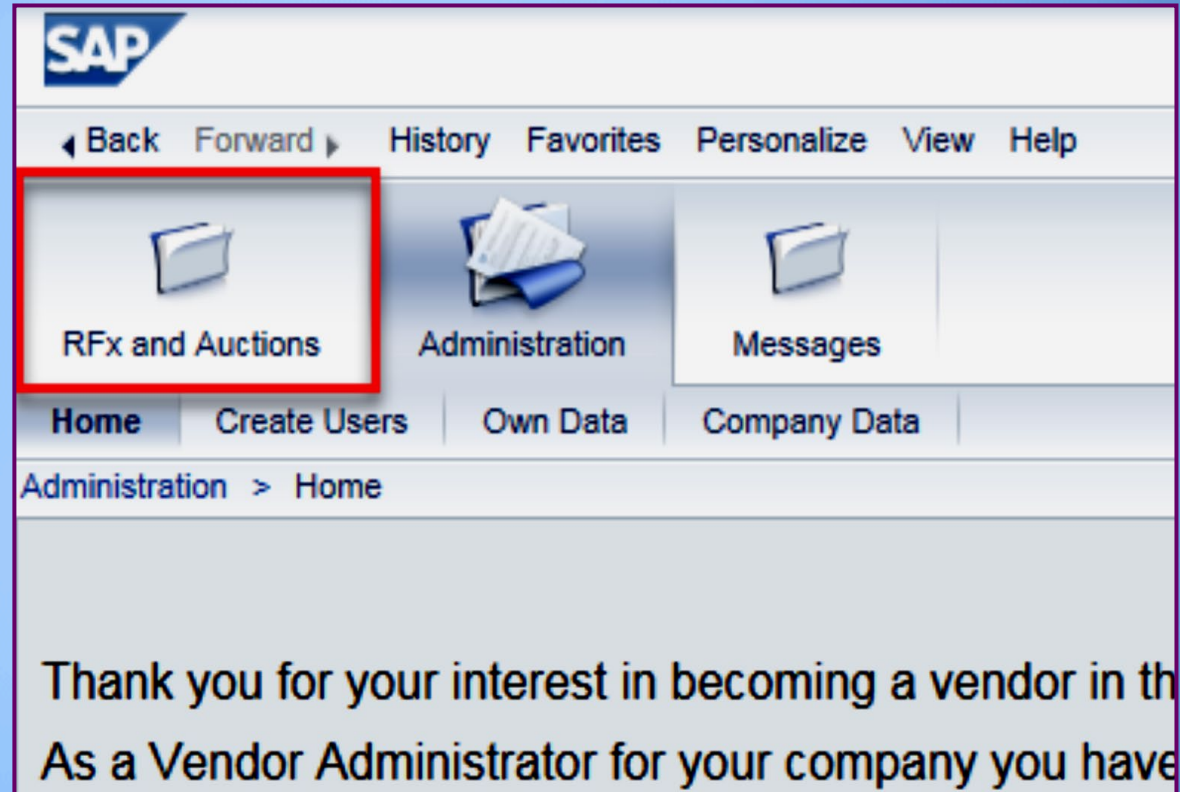
RFx Electronic Submittals

Log in to ProcurePHX portal:

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

Select RFx and Auctions tab on the Ribbon

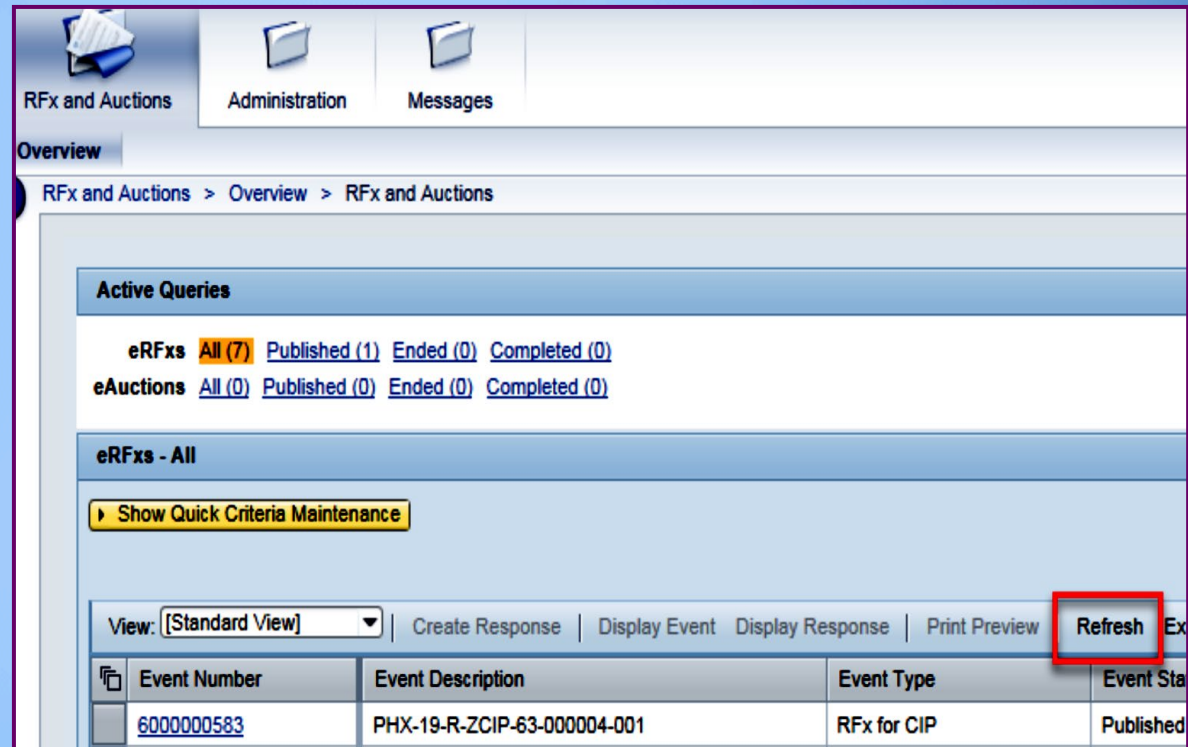
You will be taken to the RFx (Event) Landing Page



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 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](#)

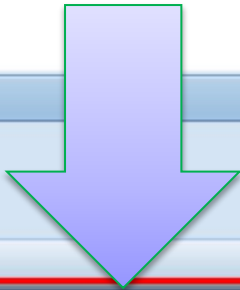
View: [\[Standard View\]](#) | [Create Response](#) | [Display Event](#) | [Display Response](#) | [Print Preview](#) | **Refresh** | [Export](#)

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							
<input type="checkbox"/>	Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number
<input type="checkbox"/>	6000000583	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published	07/11/2018	07/11/2018	7000000157
<input type="checkbox"/>	6000000578	PHX-19-R-ZCIP-84-000001	RFx for CIP	Published	07/10/2018	07/11/2018	
<input type="checkbox"/>	6000000553	PHX-19-R-ZCIP-63-000006	RFx for CIP	Published	06/28/2018	07/28/2018	



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

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 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](#) | [Refresh](#) | [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: 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 YEARS 2019 -



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:

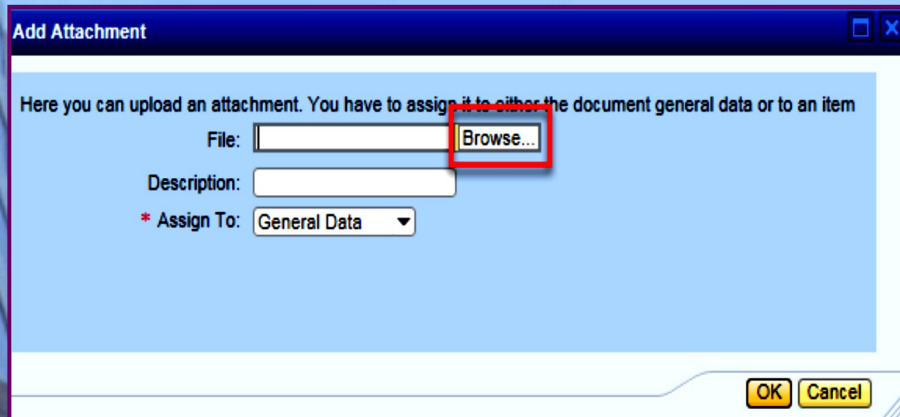
* Title:



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

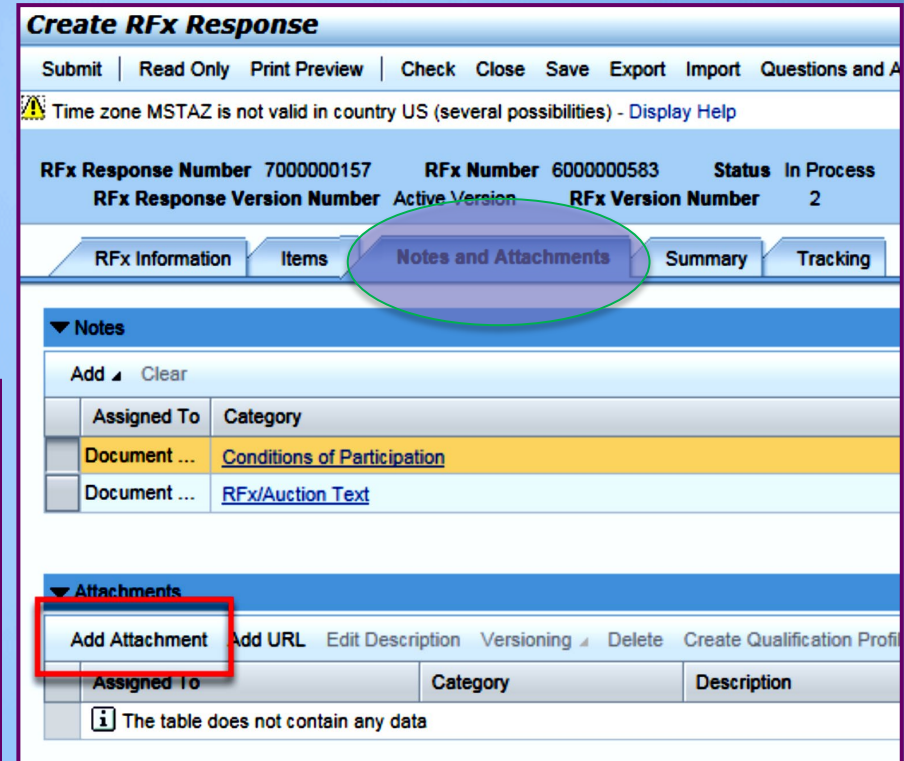
Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: **Browse...**

Description:

* Assign To:

OK Cancel



Create RFx Response

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

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 Profile

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 software windows. The top window, titled 'Add Attachment', has a blue header and a white body. It contains the text: 'Here you can upload an attachment. You have to assign it to either the document general data or to an item'. Below this, there are three fields: 'File:' with the value 'H:\SAP\RFx\My Compan' and a 'Browse...' button; 'Description:' with the value 'My Company's Response to RFQ'; and '* Assign To:' with a dropdown menu showing 'General Data'. At the bottom right are 'OK' and 'Cancel' buttons. The bottom window, titled 'Create RFx Response', has a blue header and a white body. It features 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 table with the following data: 'RFx Response Number' 7000000157, 'RFx Number' 6000000583, 'Status' In Process, and 'Submission De'. Below the table are five tabs: 'RFx Information', 'Items', 'Notes and Attachments', 'Summary' (which is highlighted with a red box), and 'Tracking'. The 'Notes' section is expanded, showing a table with two rows: 'Document ...' with 'Conditions of Participation' and 'Document ...' with 'RFx/Auction Text'. The 'Attachments' section is also expanded, showing a table with one row: 'Document Header' with 'Standard Attachment' and 'My Company's Response to RFQ'. The 'Add Attachment' button in the 'Attachments' section is highlighted with a dashed box.

Add Attachment

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

File: H:\SAP\RFx\My Compan Browse...

Description: My Company's Response to RFQ

* Assign To: General Data

Create RFx Response

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

RFx Response Number	7000000157	RFx Number	6000000583	Status	In Process	Submission De
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 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: 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








RFx Electronic Submittals

You will see a confirmation message that your response was submitted

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

Display RFx Response:

 Edit |  Print Preview |   Close | Withdraw | Export | Questions and Answers (0) | System Information | Create Memory Snapshot

 RFx response 7000000157 submitted

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: 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



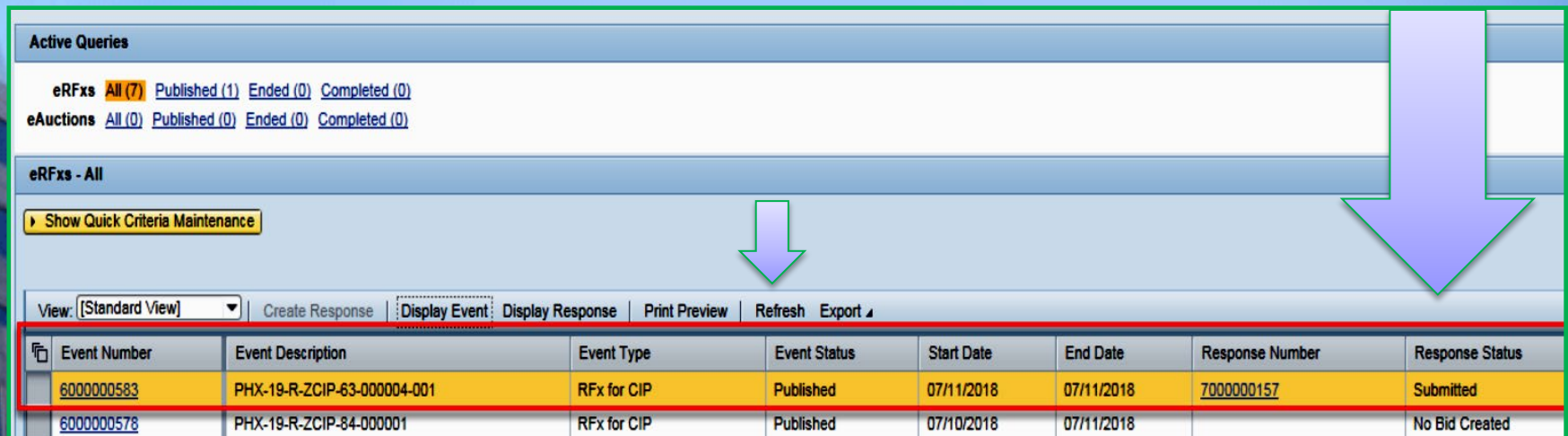
RFx Electronic Submittals

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

