

Pre-Submittal Meeting

CITY OF PHOENIX REQUEST FOR QUALIFICATIONS

WASTEWATER COLLECTION SYSTEM EMERGENCY REPAIR AND REPLACEMENT PROGRAM ENGINEERING SERVICES WS90500232

PROCUREPHX PRODUCT CATEGORY CODE 925000000
RFx 6000001434

July 25, 2023



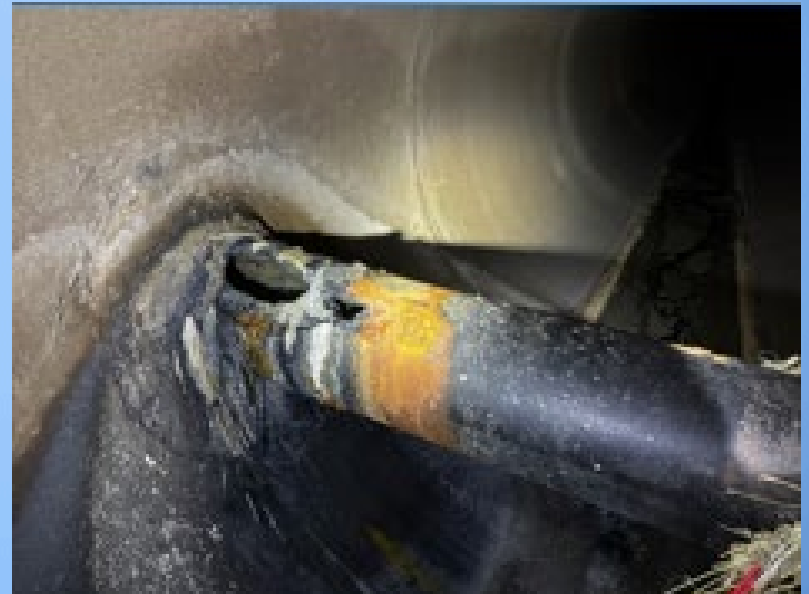
Welcome and Introductions

Heather Roye, Contracts Specialist
Office of the City Engineer
heather.roye@phoenix.gov

(602) 261-8894

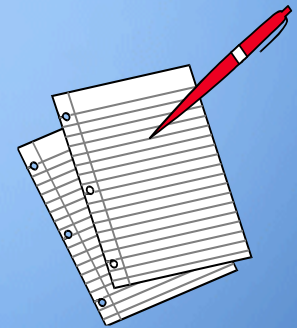
Eric Quick,
Water Services Project Coordinator
Water Services Department

Patrick Womack,
Water Services Project Coordinator
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: 6000001434):

<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

The consultant team will be available to provide emergency response immediately 24 hours a day, 7 days a week, within one and one-half hours from notification of the emergency. Engineering services will be related to the construction and post construction phases of emergency repairs for the Wastewater Collection System Emergency Repair and Replacement JOC Program. Repairs will vary in scope, and services will consist of project administration & engineering services during construction, resident services during construction, and special services (both construction and post-construction).



Scope of Work

The Construction Administration and Inspection Services scope for this project will include, but is not limited to:

- Respond to the emergency site or designated coordination location within one and one-half (1-1/2) hours of the request unless otherwise indicated.
- Act as the City's representative.
- Work with contractor to assess emergency and develop a repair solution.
- Provide on-site inspection and review of work.
- Confirm contractor's work progress and quantities.
- Review project documents (i.e., cost proposals, submittals, shop drawings, RFIs, payment applications, etc.)
- Conduct pre-construction meeting and regular progress meetings.
- Administer the construction schedule.
- Issue interpretations and clarifications to the contractor.
- Assist the contractor in obtaining permits and approvals for work.
- Prepare studies, reports, and design documents as needed.



Scope of Work

- Authorize changes as necessary due to construction or other issues associated with the work.
- Identify any special testing and review test results.
- Conduct substantial and final completion walks.
- Perform inspections on warranty repairs.
- Maintain records of project documentation.
- Prepare and maintain as-builts.
- Provide public information services.
- Provide GPS/GIS/Survey services.



Scope of Work

- Must have NACE Level III inspector on project team.
- Inspectors must be NASSCO (MACP & PACP), Trench Safety, and Confined Space Certified.
- Lead Inspector must have a minimum of 5 years' experience in water and wastewater installation, repair, and/or maintenance.
- Project team must have a minimum of 5 years' experience in water and wastewater CA&I services.
- Other services as required to support successful completion of the work and the City's interests.



Scope of Work

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 & Sub-consultants (200 points)
- C. Design Experience of the Prime firm (50 points)
- D. Design Experience of the Key Personnel and Sub-consultants (50 points)
- E. Understanding and Approach (300 points)
- F. Staffing Information for Key Personnel (150 points)
- G. 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: 6000001434
- 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

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.

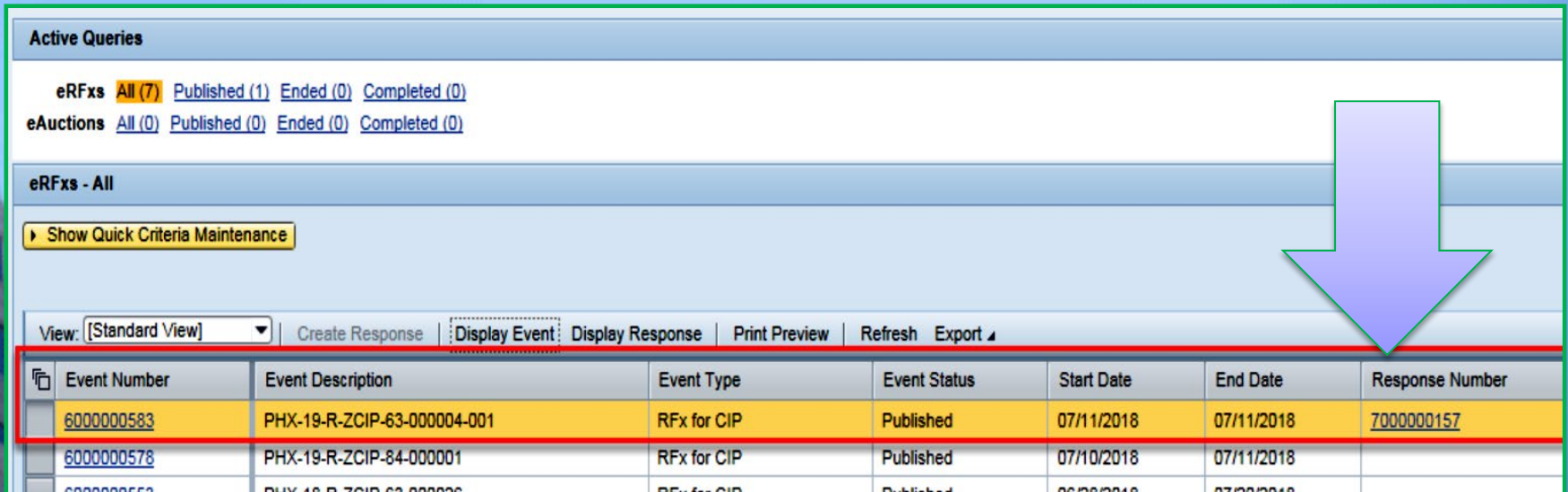
The screenshot shows the 'RFx and Auctions' landing page. At the top, there are navigation tabs for 'RFx and Auctions', 'Administration', and 'Messages'. Below this is an 'Overview' section with a breadcrumb trail: 'RFx and Auctions > Overview > RFx and Auctions'. The main content area is titled 'Active Queries' and contains two sections: 'eRFxs' and 'eAuctions'. The 'eRFxs' section shows 'All (7)' with sub-links for 'Published (1)', 'Ended (0)', and 'Completed (0)'. The 'eAuctions' section shows 'All (0)' with sub-links for 'Published (0)', 'Ended (0)', and 'Completed (0)'. Below these is a section for 'eRFxs - All' with a 'Show Quick Criteria Maintenance' button. At the bottom, there is a table with columns for 'Event Number', 'Event Description', 'Event Type', and 'Event Sta'. A 'View: [Standard View]' dropdown and several action buttons ('Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh') are located above the table. The 'Refresh' button is highlighted with a red box.

| Event Number | Event Description | Event Type | Event Sta |
|----------------------------|-----------------------------|-------------|-----------|
| 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.



The screenshot shows the 'Active Queries' section of a web application. It includes a summary for 'eRFxs' (All 7, Published 1, Ended 0, Completed 0) and 'eAuctions' (All 0, Published 0, Ended 0, Completed 0). Below this is a table of 'eRFxs - All' with a 'Show Quick Criteria Maintenance' button. The table has columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, and Response Number. A red box highlights the first row, and a large blue arrow points to the 'Response Number' column.

| 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-63-000003 | RFx for CIP | Published | 06/28/2018 | 07/03/2018 | |



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 |  | 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

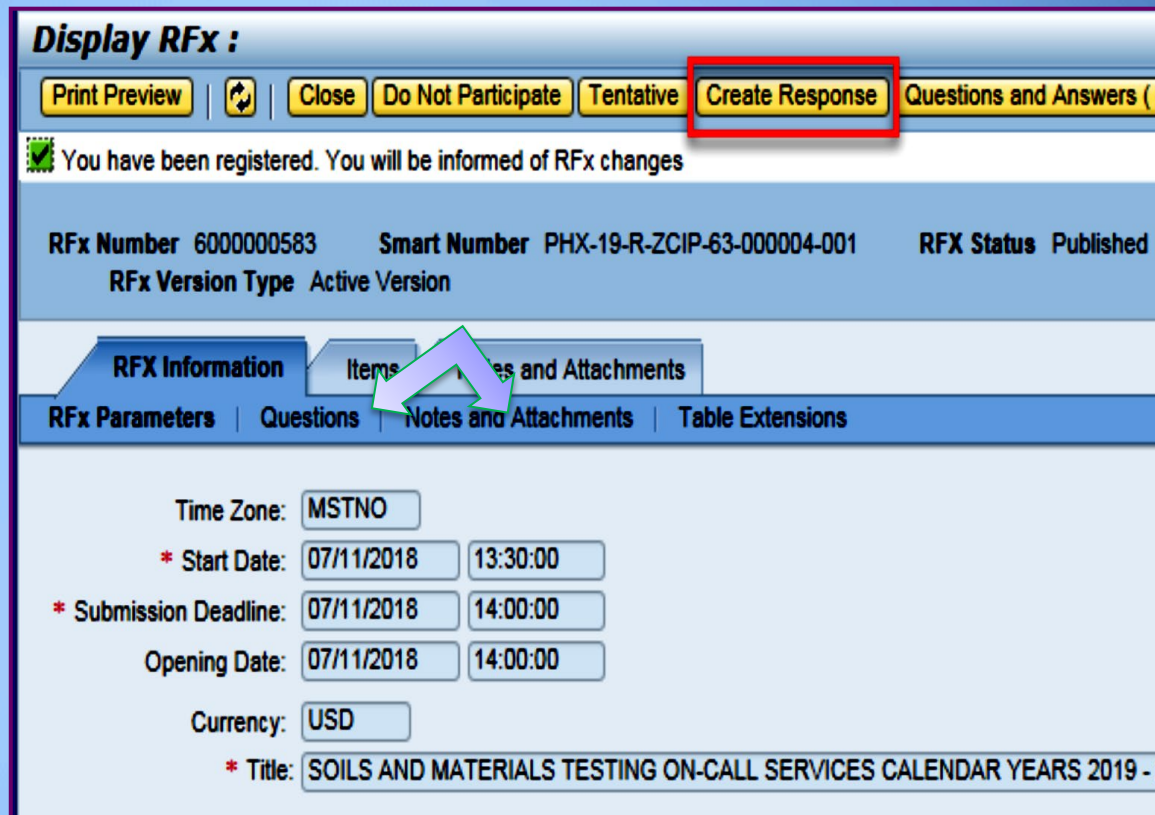
* Start Date: 07/11/2018 13:30:00

* 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 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 Profi

| 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 has 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 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: 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

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'. A red box highlights the 'Close' button. Below the navigation bar, a confirmation message reads 'RFx response 7000000157 submitted', also highlighted with a red box. The main content area shows details for the response: 'RFx Response Number 7000000157', 'RFx Number 6000000583', 'Status In Process', and 'Submission Deadline 07/11/2018 14:00:00 MSTNO'. Below this, there are tabs for 'RFx Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. The 'Summary' tab is selected, showing a list of metrics: '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', and 'Attachments: 1 attachments added'. A green oval highlights this summary section.

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



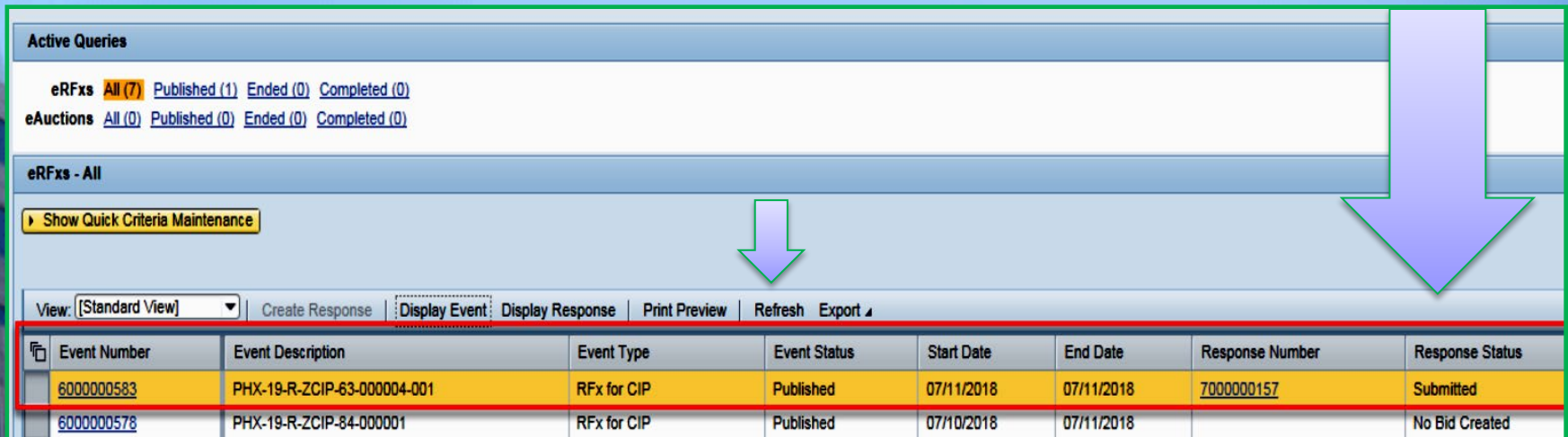
RFx Electronic Submittals

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 |

