

# Pre-Submittal Meeting

## CITY OF PHOENIX REQUEST FOR QUALIFICATIONS

### GLENDALE METERING STATION – GL02 RELOCATION ENGINEERING SERVICES WS85230047

PROCUREPHX PRODUCT CATEGORY CODE 925000000  
RFx 6000001480

October 16, 2023



# Welcome and Introductions

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**Project PM: Cindy Smith P.E.**

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
- Sign-in sheet and PowerPoint will be posted City of Phoenix's ProcurePHX system (RFx: 6000001480):  
<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



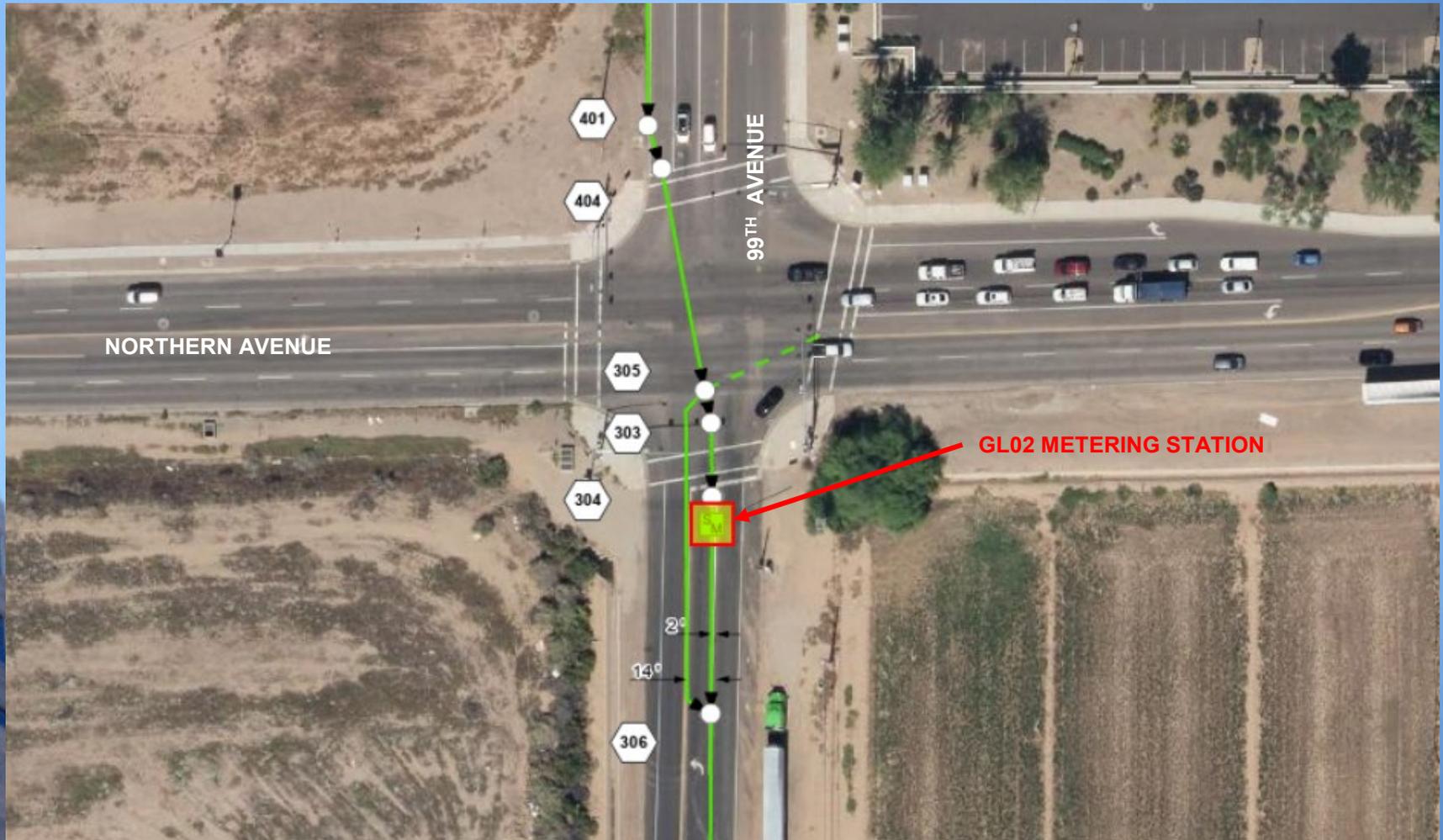
# Vendor Registration

- ❑ 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>



# Project Description

- ❑ Relocate GL02 Metering Station further south



# Scope of Work

- Design new metering station with safe access
  - Two laser meters
  - Remote Terminal Unit (RTU) and Service Entry Station (SES)
  - Radio antenna
  - Power and Uninterrupted Power Supply (UPS)
  - Programming
  
- Design new sampling vault with safe access
  
- Decommission existing metering station
  
- Potential to abandon existing bypass line
  
- Contract may be amended to include CAI services



***QUESTIONS?***



# SOQ Criteria

The selection of the Consultant 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. Staffing Information (150 points)
- G. Reference Checks (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://eprourement.phoenix.gov/irj/portal>

- Product Category Code is: 925000000
- RFx Number is: 6000001480
- 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: **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:**

**12:00pm Noon – Phoenix time  
Friday, October 27, 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.**



# 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.

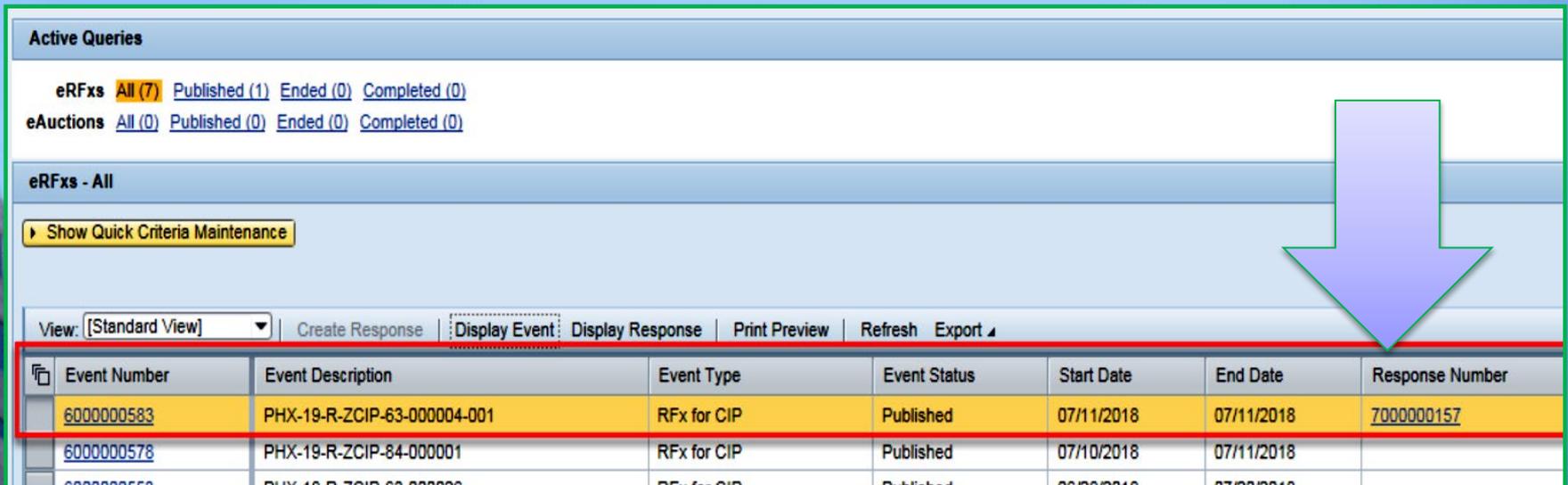
The screenshot shows the 'RFx and Auctions' landing page. At the top, there are navigation tabs for 'RFx and Auctions', 'Administration', and 'Messages'. Below this is an 'Overview' section with a breadcrumb trail: 'RFx and Auctions > Overview > RFx and Auctions'. The main content area is titled 'Active 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 Status'. 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 Status
<a href="#">6000000583</a>	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' (7 All, 1 Published, 0 Ended, 0 Completed) and 'eAuctions' (0 All, 0 Published, 0 Ended, 0 Completed). 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
<a href="#">6000000583</a>	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published	07/11/2018	07/11/2018	<a href="#">7000000157</a>
<a href="#">6000000578</a>	PHX-19-R-ZCIP-84-000001	RFx for CIP	Published	07/10/2018	07/11/2018	
<a href="#">6000000559</a>	PHX-19-R-ZCIP-63-000003	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*

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

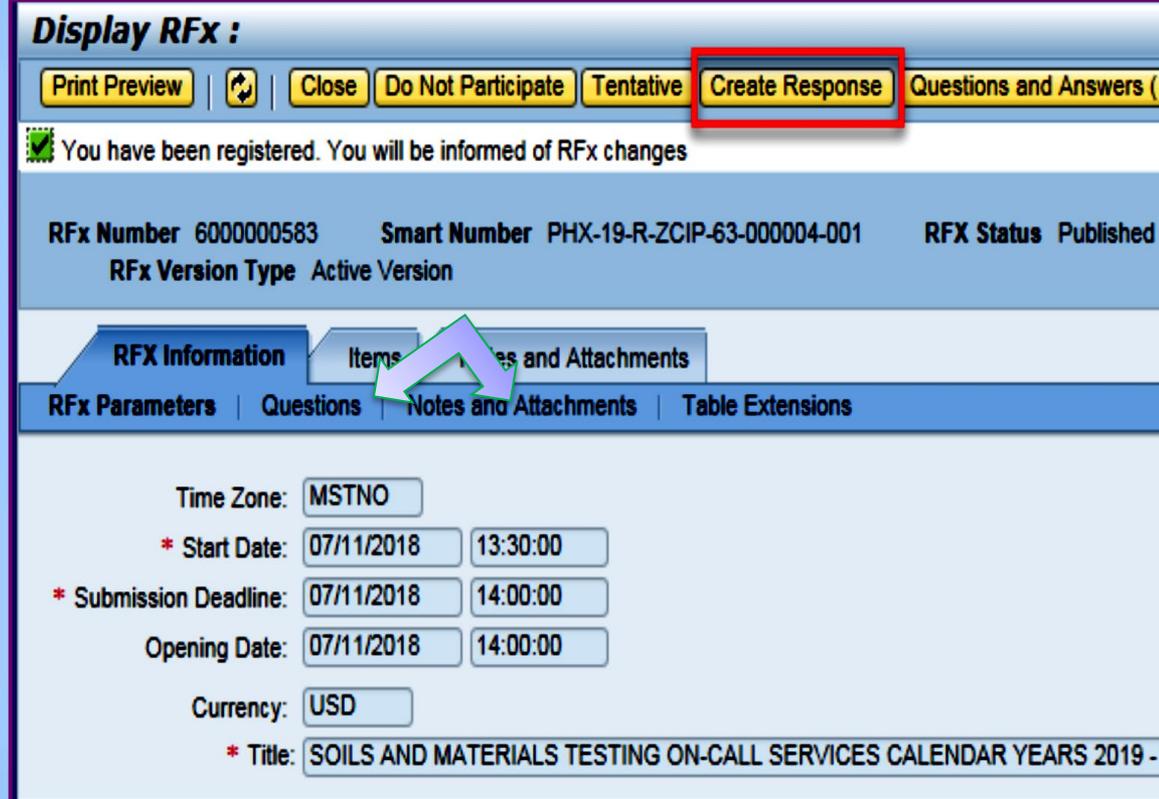
\* Start Date: 07/11/2018 13:30:00

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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:

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

**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
<a href="#">6000000583</a>	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published	07/11/2018	07/11/2018	<a href="#">7000000157</a>	Submitted
<a href="#">6000000578</a>	PHX-19-R-ZCIP-84-000001	RFx for CIP	Published	07/10/2018	07/11/2018		No Bid Created



# Selection Schedule

- SOQs Due October 27, 2023
- Scope Meeting November 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:

[elizabeth.blakley@phoenix.gov](mailto:elizabeth.blakley@phoenix.gov)

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

*Thank you for your interest in this project!!!*

