

Pre-Submittal Meeting

**CITY OF PHOENIX
REQUEST FOR QUALIFICATIONS**

**LIFT STATION 42 UPGRADES
CONSTRUCTION ADMINISTRATION AND
INSPECTION SERVICES
WS90400101**

**PROCUREPHX PRODUCT CATEGORY CODE 925000000
RFx 6000001488**

October 23, 2023



Welcome and Introductions

Liz Blakley, Contracts Specialist

Office of the City Engineer

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(602) 495-3654

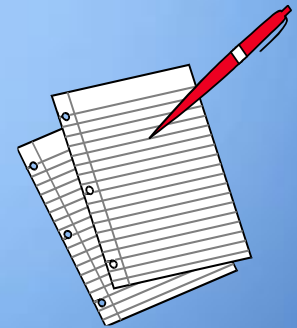
Project PM: Marcel Begay, P.E.

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

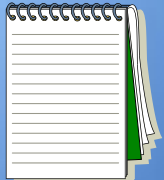
- Sign-in please
- Sign-in sheet and PowerPoint will be posted City of Phoenix's ProcurePHX system (RFx: 6000001488):
<https://eprocurement.phoenix.gov/irj/portal>

- 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



Lift Station 42 is an existing City of Phoenix facility with an existing firm capacity of 2.18 MGD located at 3302 W Pecos Road. This project serves to expand wetwell and pump capacity to 3.18 MGD to accommodate for increased flows from private development. This project will increase the wetwell size, increase the quantity of submersible pumps to four, rearrange force main header piping, upgrade the biofilter odor control system and add new electrical soft starts. There will be no changes required to the existing dual 14-in DIP force mains. The project will add additional flows to the wastewater system.



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.
- 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.



Scope 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.
- 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?



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. Project Understanding and Approach (350 points)
- D. Staffing Information (150 points)
- E. 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://eprocurement.phoenix.gov/irj/portal>

- Product Category Code is: 925000000
- RFx Number is: 6000001488
- 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 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, November 3, 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.**



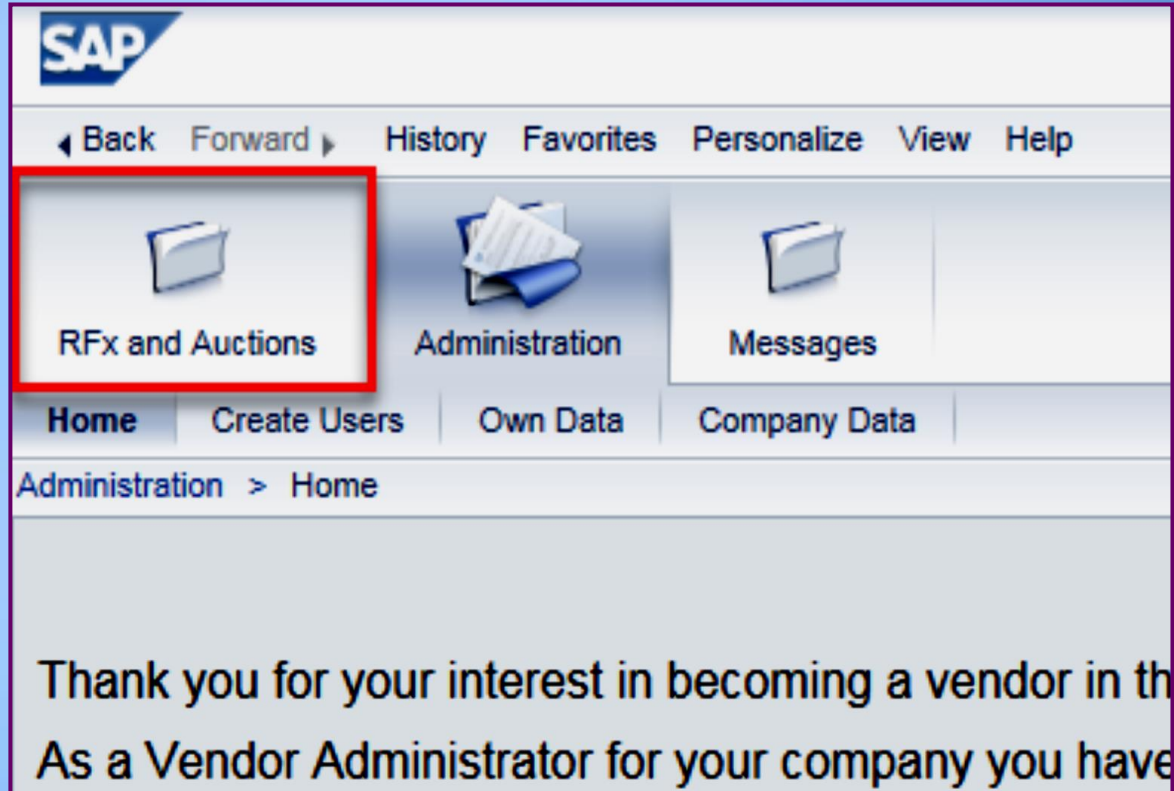
RFx Electronic Submittals

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



The screenshot shows the SAP ProcurePHX portal interface. At the top left is the SAP logo. Below it is a navigation bar with links: Back, Forward, History, Favorites, Personalize, View, and Help. The main ribbon contains three tabs: 'RFx and Auctions' (highlighted with a red box), 'Administration', and 'Messages'. Below the ribbon are four sub-tabs: 'Home', 'Create Users', 'Own Data', and 'Company Data'. The breadcrumb trail shows 'Administration > Home'. The main content area displays the text: 'Thank you for your interest in becoming a vendor in the...' and '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](#)

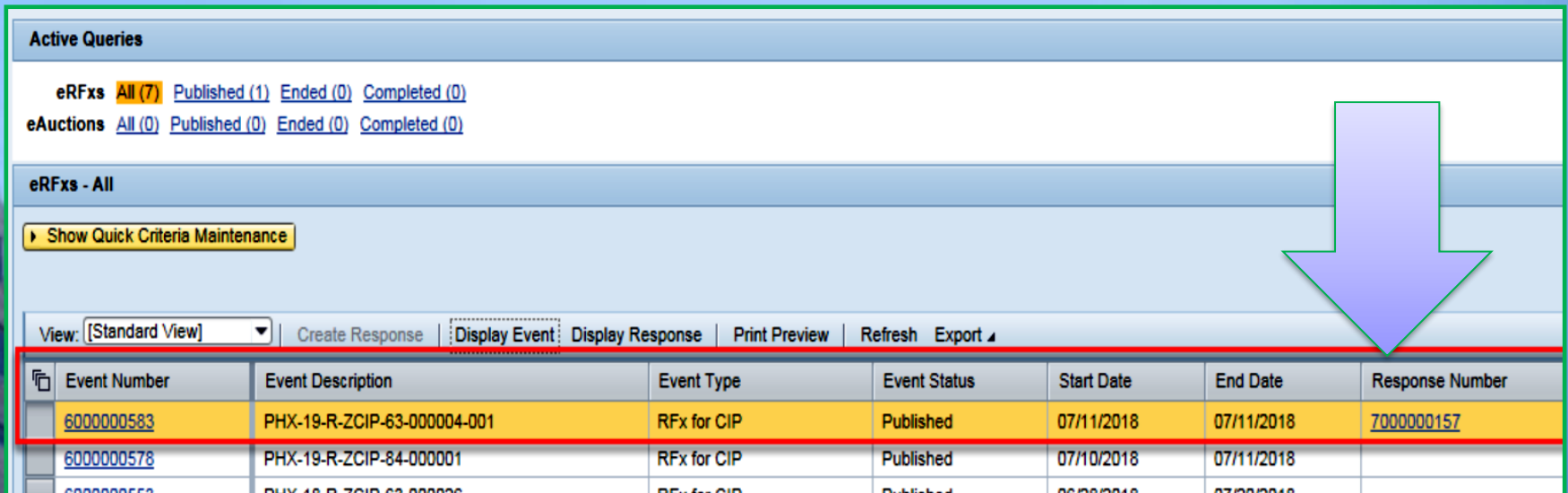
View: [Standard View] | Create Response | Display Event | Display Response | Print Preview | **Refresh** Ex

Event Number	Event Description	Event Type	Event 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.



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

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

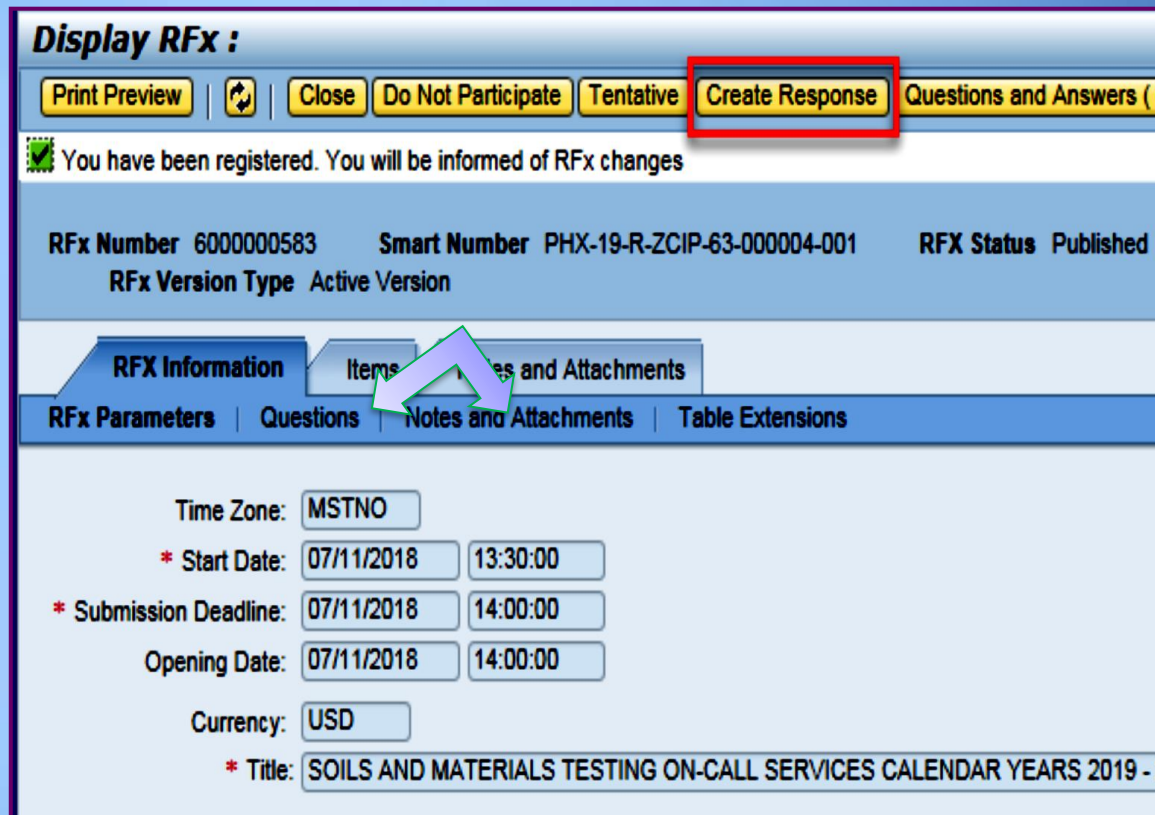
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Opening Date: 07/11/2018 14:00:00

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: 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

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 shows a navigation menu with tabs: 'RFx Information', 'Items', 'Notes and Attachments', 'Summary' (highlighted with a red box), and 'Tracking'. Below the tabs, there is a table with the following data:

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

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



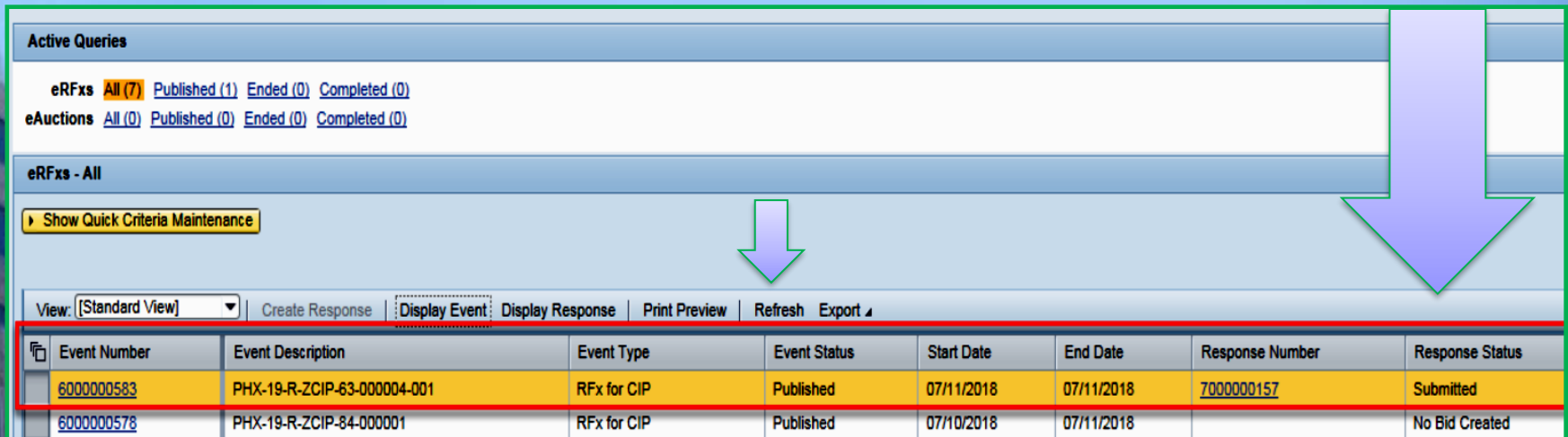
RFx Electronic Submittals

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

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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 November 3, 2023
- Scope Meeting December 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

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

Thank you for your interest in this project!!!

