



CITY OF PHOENIX
PRE-SUBMITTAL MEETING
WATER SERVICES DEPARTMENT

**ARC FLASH ANALYSIS, ELECTRICAL DESIGN &
INSPECTION FOR WATER REMOTE FACILITIES
RFX NUMBER 6000001484**

October 19, 2023

PROJECTS 85400011

**PROCUREPHX PRODUCT CATEGORY CODE:
925000000**

WELCOME AND INTRODUCTIONS

- ▶ Heather Roye, Contracts Specialist

602-261-8894

heather.roye@phoenix.gov

- ▶ Stephen Daras, Project Manager

**Please mute your computer during this presentation.
This meeting will be recorded today to capture any
questions and answers that are asked during the
meeting.**

AGENDA

Meeting Overview

Scope of Work/Services/Categories

SOQ Evaluation Criteria / RFQ Overview

Submittal Requirements (Page Count, Disqualifications)

Important Dates: Selection Schedule

Websites

ProcurePHX / RFx Electronic Submittal

MEETING OVERVIEW

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (RFx: 6000001484):

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

(or)

<https://solicitations.phoenix.gov/>

For those of you on-line, please send me an email with your name, company name, contact phone number and email address by 5 PM today so that I can add your name to the sign-in sheet.

It is your responsibility as a RFQ holder to determine, prior to submittal, if any Notifications have been issued. Please check both websites for Notifications.

This is your ONLY opportunity to discuss this solicitation with City staff.

PROJECT DESCRIPTION

- ▶ Third-party Electrical, Instrumentation & Control Testing and Inspection Services
 - ▶ Ensure adherence to electrical, instrumentation and control standards to provide consistency during the design, construction, and commissioning the City's remote facilities projects
 - ▶ Provide operations and maintenance support when City staff are replacing existing equipment or installing new equipment
 - ▶ Coordinate with the City's Operations staff to conduct and perform arc flash studies for the City's remote facilities



SCOPE OF WORK / SERVICES

- ▶ Provide design support services, construction support services, and commissioning support services for multiple rehabilitation or replacement projects at various Water Remote Facilities
- ▶ All work performed is to be done under direction of City of Phoenix staff
- ▶ Perform arc flash hazardous testing services
- ▶ Maintain and update arc flash studies condition assessment spreadsheet
- ▶ Perform as-built existing control panels and have the ability to design control panels
- ▶ Represent the City's interest in construction related matters (MOPO's)
- ▶ Coordinate with City staff and the City's JOC, CMAR contractor(s) on the status of numerous projects



SCOPE OF WORK / SERVICES

- ▶ Design support services consist of but not limited to;
 - ▶ Provide technical support and consultations
 - ▶ Ensure adherence to the City standards
 - ▶ Ensure adherence to applicable electrical codes
 - ▶ Attend design meetings and workshops
 - ▶ Support the Project Engineer with research of existing conditions
 - ▶ Support the Project Engineer with understanding Department's standards for electrical, instrumentation and control systems



SCOPE OF WORK / SERVICES

- ▶ Construction support services consist of but not limited to;
 - ▶ Review equipment submittals
 - ▶ Conduct reviews on the equipment installation
 - ▶ Provide field observations reports
 - ▶ Review the completeness of required equipment testing documentation
 - ▶ Witness the instrumentation calibrations and loop checks
 - ▶ Coordinate with the firm selected for instrumentation and control support services



SCOPE OF WORK / SERVICES

Commissioning support services consist of but not limited to

- ▶ Provide assistance on computer control strategy checkout
 - ▶ Tuning of control loops
 - ▶ Perform loop tests
 - ▶ Troubleshoot for the computer control system programmers
 - ▶ Maintain designated instruments through final acceptance
 - ▶ Educate the staff on the systems
 - ▶ Support staff on developing maintenance procedures
 - ▶ Review the accuracy of the as-built documentation for electrical drawings and the process & instrumentation diagrams
- 
- A decorative graphic consisting of several parallel white lines of varying lengths and orientations, located in the bottom right corner of the slide.



QUESTIONS

FOR THE PROJECT MANAGER

SUBMITTAL REQUIREMENTS

- **Submit One (1) page Information Sheet**
- **Paper Size shall be 8½ " x11"; Font size no less than 10 pt.**
- **Each page containing resumes, evaluation criteria, and additional content will be counted toward the maximum page limit**
- **Pages that have project photos, charts and/or graphs will be counted toward the maximum page limit**
- **Please do not use special characters, periods, or a long title when attaching your SOQ**
- **Use Microsoft Edge when launching your ProcurePHX**

MAXIMUM pages permitted is 10 pages:

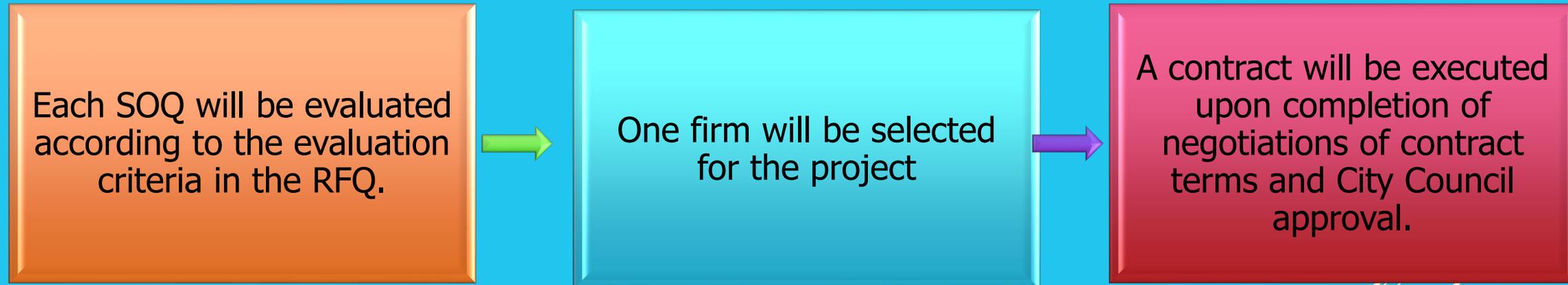
The following will NOT be counted in the max page count:

- **Front and back covers**
- **Information Sheet**
- **Table of Contents**

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 PROCESS



IMPORTANT DATES: SELECTION SCHEDULE

Event:	Date:
Pre-submittal meeting	October 19, 2023
SOQs Due	November 3, 2023
Selection Notification	End of November
Scope of Work Meeting	Early December

TIPS & TRICKS

- Click "**Refresh**" often
- Make sure your Pop-Up blocker is turned **off**
- Application is accessible with Internet Explorer or Google Chrome
- When finished, always click "**Close**" on current screen, then click "**Log Out**" on upper right corner, following you can click the "**X**" in the upper right corner of the internet application.



How to scroll (Screenshot w/arrows)

REMINDERS

Place the following items on the Information Sheet:

- ❖ Project Title
 - ❖ Project Number *WS85400011*
 - ❖ Firm Name
 - ❖ Firm Address
 - ❖ Firm Phone Number
 - ❖ Vendor Number
 - ❖ Name, Title, and Email address of contact person
- ▶ **Do NOT include any other information**

QUESTIONS AFTER TODAY?

Email all questions to:
heather.roye@phoenix.gov

Reference **RFx 6000001484**
in your email subject line



**Thank You for
Attending!!!**

PROCUREMENT WEBSITE

<https://www.phoenix.gov/streets/procurement-opportunities/>

Solicitations Website

Procurement Newsletter

Submitter's Handbook

The screenshot shows the City of Phoenix website's procurement page. At the top, there is a navigation bar with the City of Phoenix logo, a search bar, and links for 'Convention Center Public Meetings' and a 'menu'. Below the navigation bar is a secondary menu with links for 'PHX At Your Service', 'PHX Pay Online', 'Map It', 'Find Public Records', 'PHXTV', and 'Translate'. The main content area has a breadcrumb trail: 'City of Phoenix > Street Transportation > Procurement Opportunities'. The title of the page is 'Consulting & Construction For Capital Improvement Programs'. The text describes the contracting process and includes several key sections: 'Current Opportunities', 'Project Interviews', 'Bid Results and Project Selections', and 'Subscribe to Procurement Newsletter'. At the bottom, there is a section for 'Other Useful Resources' with links to 'Protest Policy', 'Submit Protest to City Clerk', 'Submitter's Handbook', 'Public Records Request', and 'SBE/DBE Directory'.

City of Phoenix

Convention Center Public Meetings

Search...

PHX At Your Service PHX Pay Online Map It Find Public Records PHXTV Translate

City of Phoenix > Street Transportation > Procurement Opportunities

Consulting & Construction For Capital Improvement Programs

Design and Construction Procurement coordinates the contracting process for capital improvement projects using Design-Bid-Build, Job Order Contracting, Design-Build, and Construction Manager at Risk project delivery methods. The section handles all aspects relating to the contracting process from advertisement through contract award and execution under A.R.S. Title 34 and the direction of the City Engineer.

***EFFECTIVE MONDAY, MARCH 11, 2019 ALL DESIGN AND CONSTRUCTION PROCUREMENT WEB PAGE LINKS NOW DIRECT TO THE MAIN CITY OF PHOENIX SOLICITATIONS PAGE.**

Current Opportunities – Request for Qualifications, project plans, and specifications for projects that are currently available, as well as project amendments, notifications, plan holders list, pre-bid or pre-submittal sign-in sheets and PowerPoint presentations.

Project Interviews – Firms recently short-listed to participate in interviews for professional services and construction opportunities, as well as firms short-listed for 2-Step procurement processes.

Bid Results and Project Selections – Preliminary and final bid results are for Design-Bid-Build procurement opportunities. Preliminary bid results do not reflect the responsiveness or responsibility of any received bids. Project Selections identify firms to be awarded professional services and construction opportunities with the City.

Subscribe to Procurement Newsletter – Register to be on the distribution list for the free weekly newsletter that advertises design and construction opportunities.

In an effort to decrease paper costs, Design and Construction Procurement will place all construction plans, specifications, and addendum/notifications on the City of Phoenix website for downloading. Interested parties can download the information and print at their own offices or copy the information to a disk and take to any reprographics company of their choice.

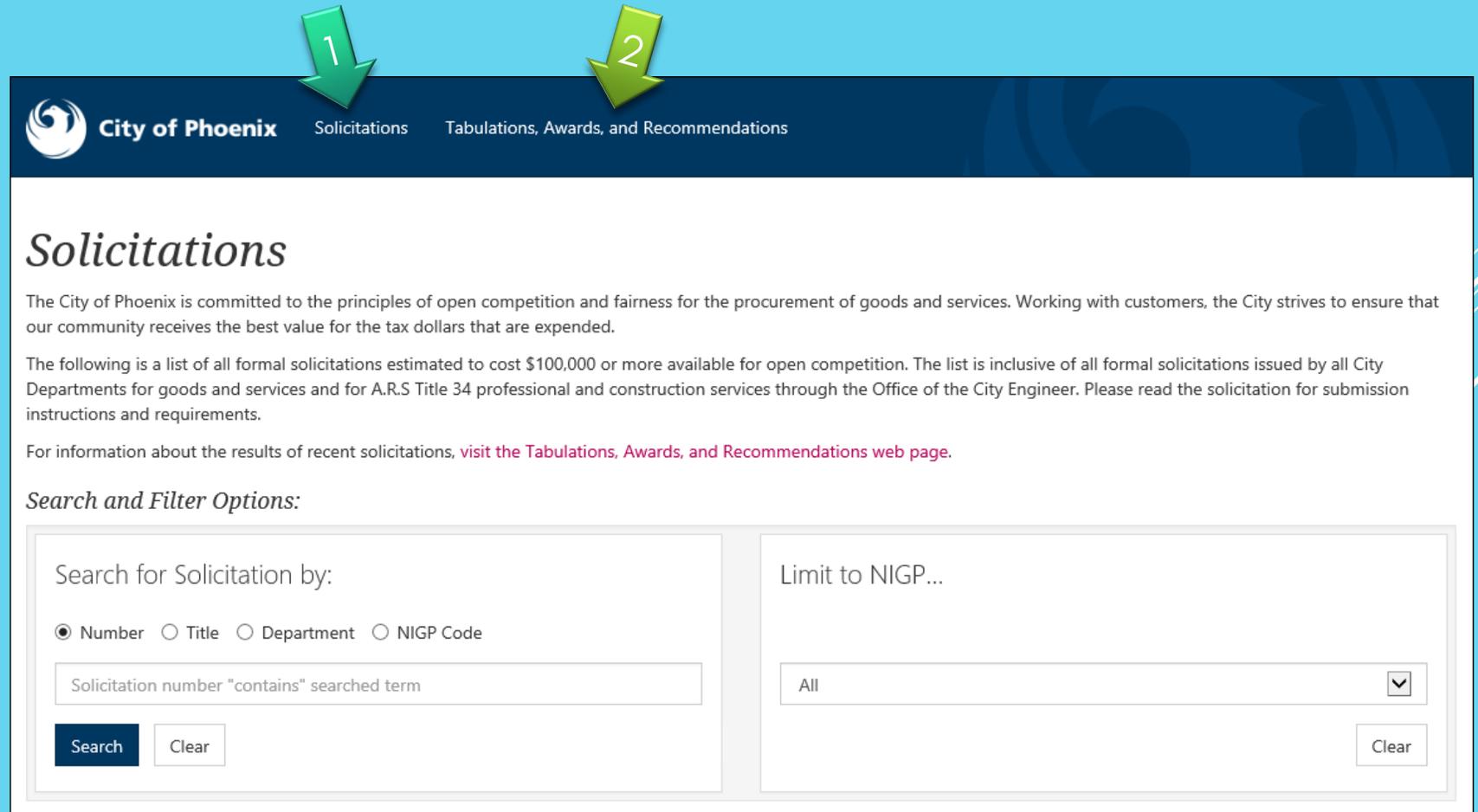
Other Useful Resources

- [Protest Policy](#)
- [Submit Protest to City Clerk](#)
- [Submitter's Handbook](#)
- [Public Records Request](#)
- [SBE/DBE Directory](#)

CITY OF PHOENIX SOLICITATIONS WEBSITE

1. Project-specific RFQs, Notifications, Sign-in Sheets, PowerPoint Presentations
2. Link to **“Tabulations, Awards and Recommendations”** web page

<https://solicitations.phoenix.gov>



The screenshot shows the City of Phoenix website's navigation bar with the City of Phoenix logo and the text "City of Phoenix". To the right of the logo are two links: "Solicitations" and "Tabulations, Awards, and Recommendations". Two green arrows point to these links, with the number "1" above the first arrow and "2" above the second arrow.

Solicitations

The City of Phoenix is committed to the principles of open competition and fairness for the procurement of goods and services. Working with customers, the City strives to ensure that our community receives the best value for the tax dollars that are expended.

The following is a list of all formal solicitations estimated to cost \$100,000 or more available for open competition. The list is inclusive of all formal solicitations issued by all City Departments for goods and services and for A.R.S Title 34 professional and construction services through the Office of the City Engineer. Please read the solicitation for submission instructions and requirements.

For information about the results of recent solicitations, [visit the Tabulations, Awards, and Recommendations web page](#).

Search and Filter Options:

Search for Solicitation by:

Number Title Department NIGP Code

Solicitation number "contains" searched term

Search Clear

Limit to NIGP...

All

Clear

REGISTRATION

REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov

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** in approx. 2 days

Information on how to register with the City is available at:

<https://www.phoenix.gov/finance/vendorsreg>



Have you signed up?

BECOME A VENDOR

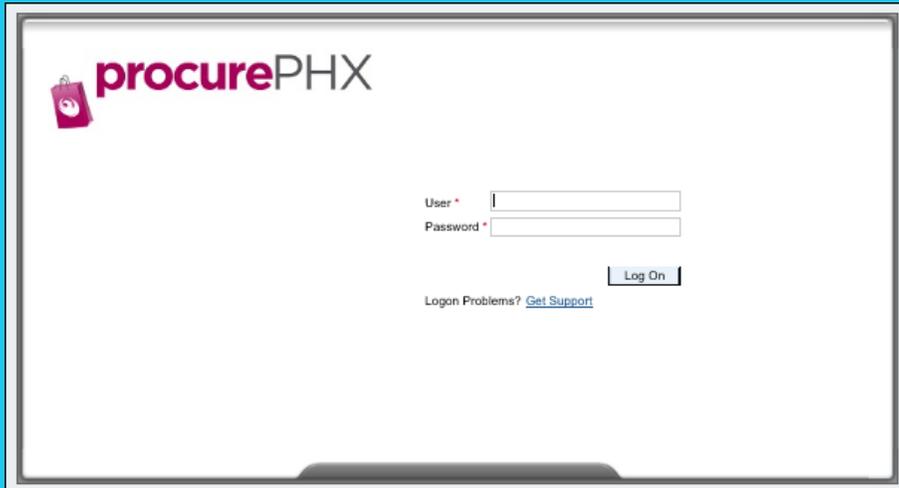


1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System Steps to Success!
4. **Set-Up** ID & Password

To do business with the city you must register in **procurePHX**. To register, you must have a signed, scanned copy of your W-9. **Need Help?** Email vendor.support@phoenix.gov or call (602) 262-1819.

- Instructions >
- Registration >
- ProcurePHX Login >

LOGIN TO PROCUREPHX

A screenshot of the ProcurePHX login page. The page features the ProcurePHX logo in the top left corner, which consists of a red shopping bag icon and the text "procurePHX". Below the logo, there are two input fields: "User" and "Password", both with red asterisks indicating required fields. To the right of the "Password" field is a "Log On" button. At the bottom left of the login area, there is a link for "Logon Problems? Get Support".

procurePHX

User *

Password *

Log On

Logon Problems? [Get Support](#)

If your firm is already registered with the City of Phoenix's ProcurePHX system, visit <https://eprocurement.phoenix.gov/irj/portal> to login and access the electronic solicitation

Product Category Code is: **925000000**

RFx (Event) Number is: **600000937 ARC FLASH**
600000938 INSTRUMENTATION

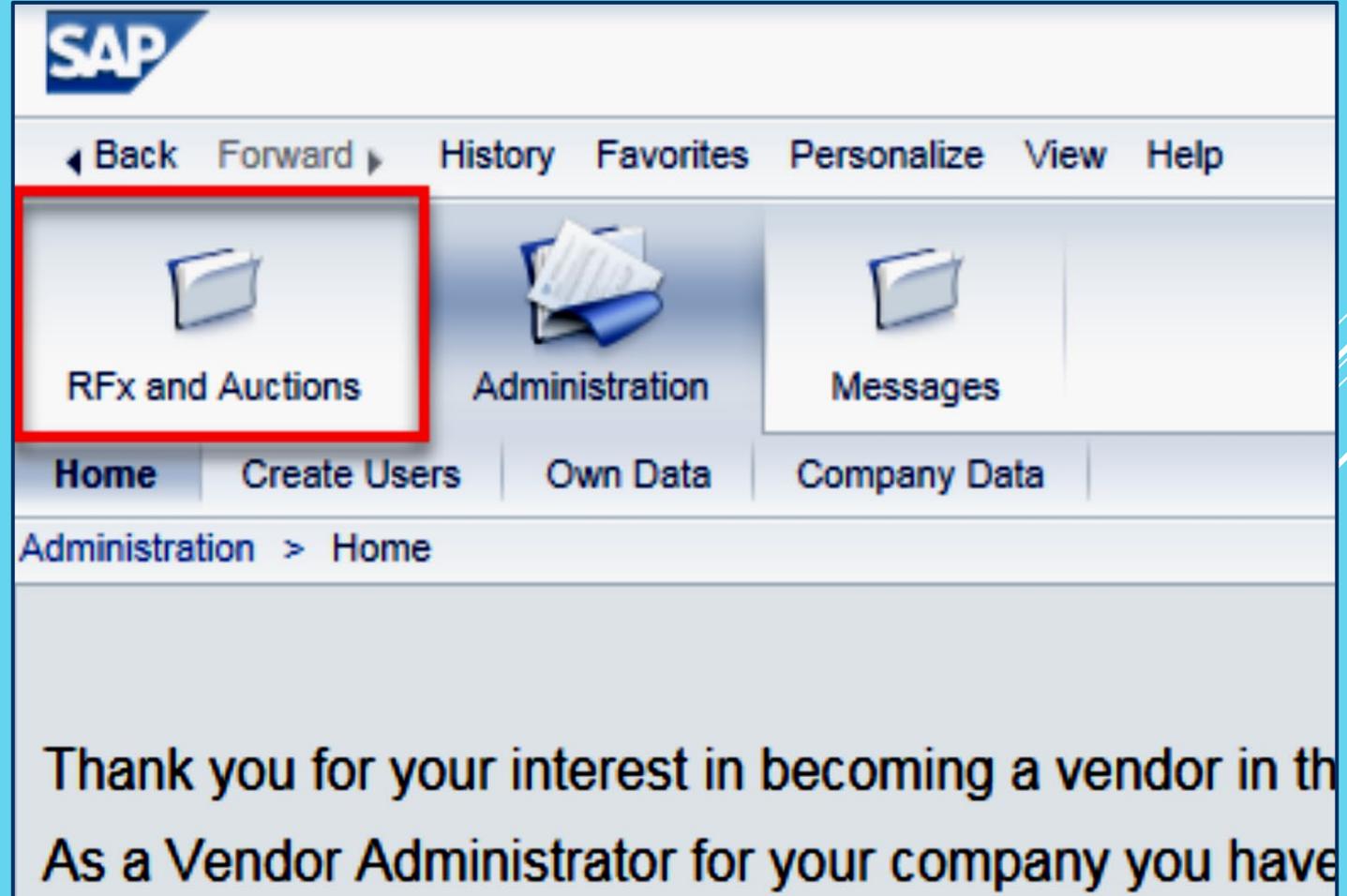
Note: The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications

RFX HOME SCREEN

Once you are logged in to the ProcurePHX portal:

Select **RFX and Auctions** tab on the top Ribbon

You will be taken to the RFX Overview (Event) Page



FINDING SOLICITATIONS

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 Status
6000000583	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published

- ▶ Click the Refresh Button on the RFX Overview (Event) Page to see the most current information.
- ▶ Find the solicitation you'd like to view from the list, by RFX (Event) Number.
- ▶ **For this solicitation, your RFX (Event) Number is: 6000001484**

VIEW SELECTED SOLICITATION

1. Click the gray box next to the RFX (Event) Number you'd like to view.

2. 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.**

The screenshot shows a web application interface with the following elements:

- Navigation tabs: RFX and Auctions, Administration, Messages.
- Breadcrumb trail: RFX and Auctions > Overview > RFX and Auctions.
- Active Queries section: eRFxs All (7), Published (1), Ended (0), Completed (0); eAuctions All (0), Published (0), Ended (0), Completed (0).
- eRFxs - All section: Show Quick Criteria Maintenance button.
- Table with columns: Event Number, Event Description.
- Buttons: 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

WOULD YOU LIKE UPDATES ON THIS SOLICITATION?

The screenshot shows a web interface for displaying an RFX. At the top, a green arrow labeled '1' points to the 'Participate' button in a toolbar. Below the toolbar, the RFX details are shown: RFX Number 6000000583, Smart Number PHX-19-R-ZCIP-63-000004-001, and RFX Status Active Version. A blue arrow labeled '2' points to the 'RFX Information' tab. Below the tabs, a section is highlighted with an orange border, containing the following information:

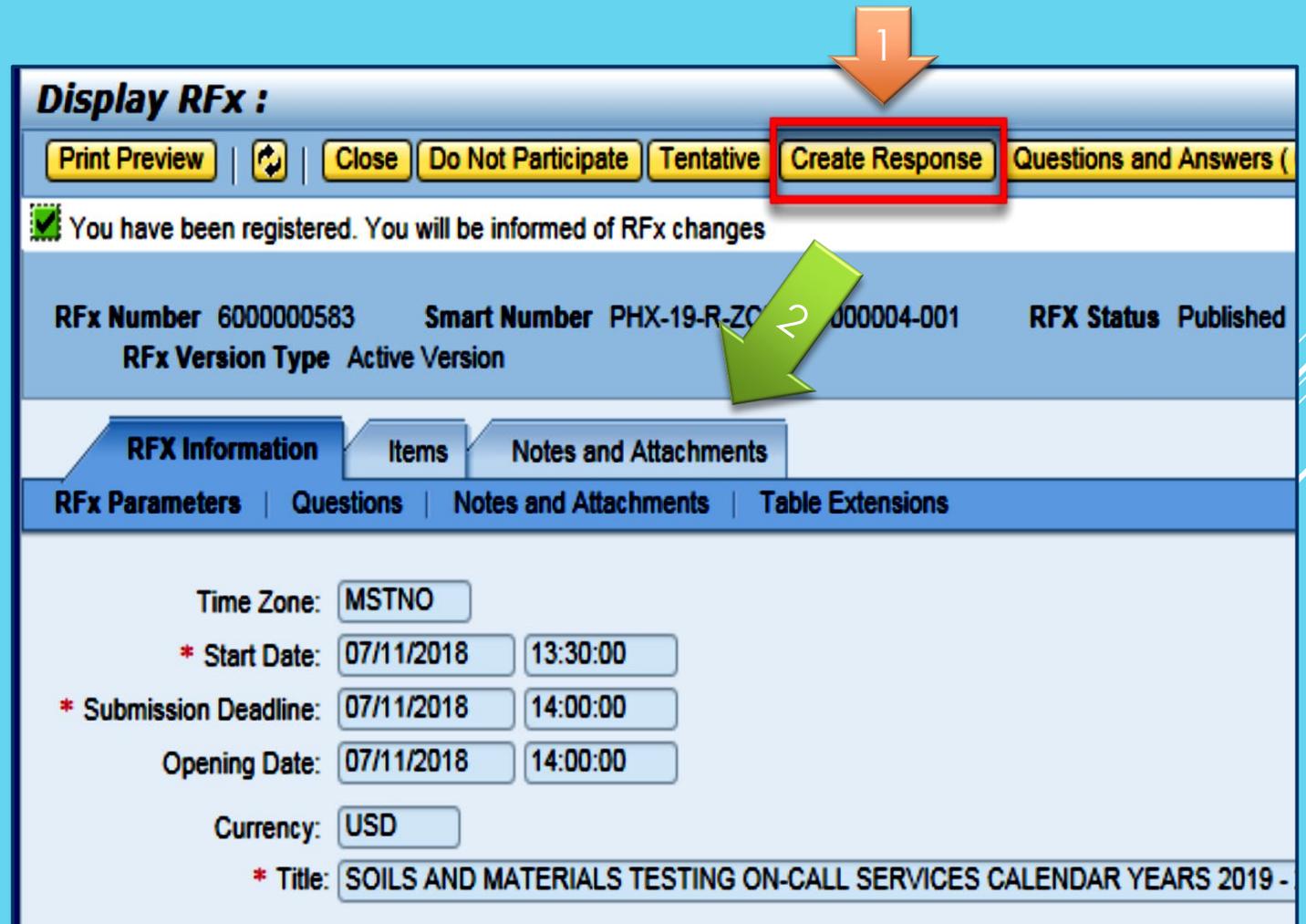
Time Zone:	MSTNO	
* Start Date:	07/11/2018	13:30:00
* Submission Deadline:	07/11/2018	14:00:00
Opening Date:	07/11/2018	14:00:00
Currency:	USD	
* Title:	SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR Y	

Update your **Participation Status** accordingly

1. Click **Participate**. *This will ensure you to get email notifications regarding your RFX Event, i.e. Notifications, New Attachments.*
2. Review **RFX Information** Tab for Start/Due dates/ Title of Solicitation

DO YOU WANT TO SUBMIT FOR THIS SOLICITATION?

1. Click **Create Response**
2. Review **Notes and Attachments** Tab for the RFQ, Pre-Submittal Presentation, Attendance Sheet, and Notifications, etc.



The screenshot shows a web interface for displaying an RFX. At the top, there is a header bar with the text "Display RFX:". Below this, a row of buttons includes "Print Preview", a refresh icon, "Close", "Do Not Participate", "Tentative", "Create Response", and "Questions and Answers (". The "Create Response" button is highlighted with a red rectangular box, and a large orange arrow labeled "1" points down to it. Below the buttons, a green checkmark icon is followed by the text "You have been registered. You will be informed of RFX changes". The main content area displays RFX details: "RFX Number 6000000583", "Smart Number PHX-19-R-ZC 000004-001", and "RFX Status Published". Below this, there are tabs for "RFX Information", "Items", and "Notes and Attachments". The "Notes and Attachments" tab is selected, and a green arrow labeled "2" points to it. Below the tabs, there are several input fields for RFX parameters: "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", and "* Title: SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR YEARS 2019 -".

1. Attach SOQ by clicking **Add Attachment**, there will be a separate pop up window
2. Click **Browse** in the pop up window to navigate to the desired attachment document

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 Profil

Assigned To	Category	Description
The table does not contain any data		

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

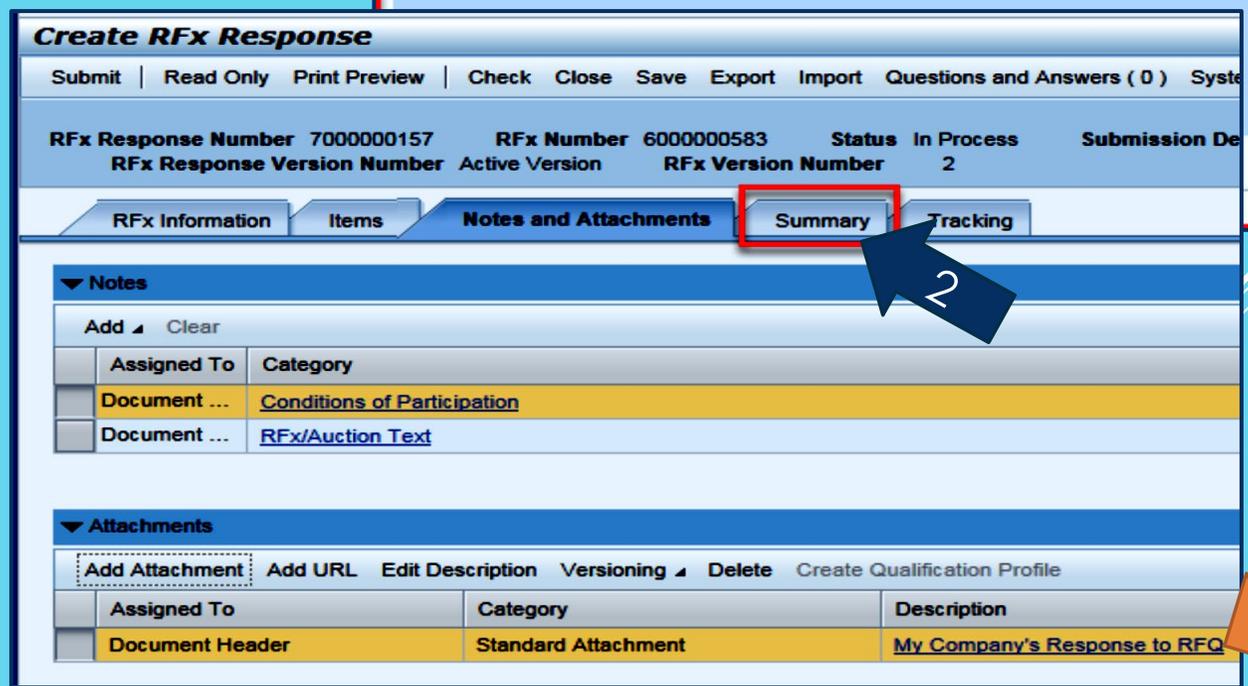
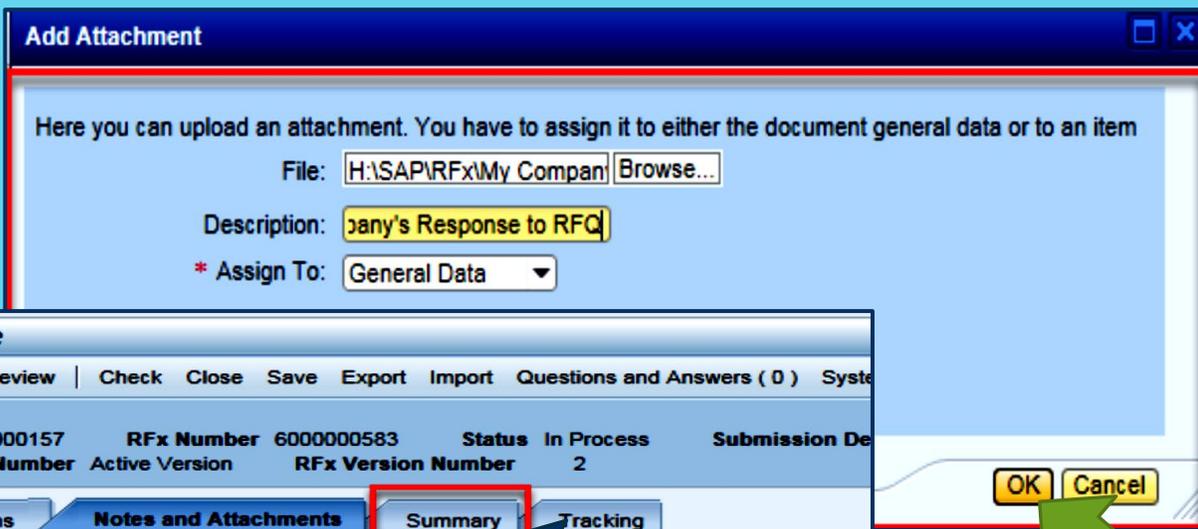
ADDING AN ATTACHMENT

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

Please do not use special characters, periods, or a long title for your SOQ

2. The **Summary** Tab provides a high-level overview of your RFX Response

3. Under description click the **blue link** to double check the file that has been uploaded



1. Click the **CHECK** button to ensure no system errors
2. 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: 2 out of 2 items responded to

Questions: 0 out of 0 questions answered (0 out of 0 mandatory)

Notes: 1 notes added

Attachments: 1 attachments added

1. You will see a RFX response message that your response was submitted. No email notification will be sent.
2. Confirm you have the **required number of attachments** listed, as outlined in the RFQ.
3. Click **Close**, and return to the RFX Overview (Event) Page.

The screenshot shows the 'Display RFX Response' interface. A black arrow labeled '1' points to a notification box that says 'RFX response 7000000157 submitted'. An orange arrow labeled '3' points to the 'Close' button in the top navigation bar. An orange oval highlights a summary box containing the following information: 'RFX Response Number: 7000000157', 'Items with Response: 2 out of 2 items responded to', 'Questions: 0 out of 0 questions answered (0 out of 0 mandatory)', 'Notes: 1 notes added', and 'Attachments: 1 attachments added'. A green arrow labeled '2' points to this summary box. The interface also includes a top navigation bar with buttons for Edit, Print Preview, Close, Withdraw, Export, Questions and Answers (0), System Information, and Create Memory Snapshot. Below the navigation bar, there is a table with columns for RFX Response Number, RFX Number, Status, Submission Deadline, and Opening Date. The 'Summary' tab is currently selected.

RFX Response Number	RFX Number	Status	Submission Deadline	Opening Date
7000000157	6000000583	In Process	07/11/2018 14:00:00 MSTNO	

Summary

RFX Response Number: 7000000157

Items with Response: 2 out of 2 items responded to

Questions: 0 out of 0 questions answered (0 out of 0 mandatory)

Notes: 1 notes added

Attachments: 1 attachments added

1. Click **Refresh** on the RFx Overview (Event) Page.
2. Locate the desired RFx (Event) Number, and scroll to the right.
3. Your Response Status should display '**Submitted**'.

Note: A Response Status of **In Process**, or **Saved** indicates you are still in edit mode, and need to complete steps 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

The RFX Overview (Event) 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.

1. 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 with filters for 'eRFxs' and 'eAuctions'. Below is the 'eRFxs - All' section with a 'Show Quick Criteria Maintenance' button. A toolbar contains options like 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'. A table lists RFX events with columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, and Response Number. The first row is highlighted in yellow, and a red box highlights the 'Response Number' column for that row. A blue arrow points to the response number '7000000157'.

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	
6000000552	PHX-19-R-ZCIP-63-000006	RFX for CIP	Published	06/28/2018	07/20/2018	

FREQUENTLY ASKED QUESTIONS

When I submit, what does the red circle mean?

Error on page and **nothing** will be submitted

When I submit, what does the yellow triangle mean?

Typically a time zone error, information will still be **submitted**

When I submit, what does the green square mean?

Verify information is correct and click **submit**

