

Pre-Submittal Meeting

**CITY OF PHOENIX
WATER SERVICES DEPARTMENT**

**WATER TREATMENT PLANTS
JOB ORDER CONTRACT
ENGINEERING SUPPORT SERVICES**

PROJECT NOS. WS85400001 / WS85230054 / WS85350009

NOVEMBER 2, 2023

Heather Roye, Contract Specialist



heather.roye@phoenix.gov
(602) 261-8894



Shaw Chao, PE, Civil Engineer III



Water Services Department

Please Mute Your Computer During This Presentation

-
- ❑ Sign-in: For those of you on-line please send an email to my attention with your contact information so I can add you to the sign-in sheet
 - ❑ Sign-In Sheet and PowerPoint will be posted on the City of Phoenix's ProcurePHX system (RFx 6000001485)
 - ❑ Please hold questions until the Q&A period
 - ❑ 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.

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

(and)

<https://solicitations.phoenix.gov>

- ❑ This is the **ONLY** opportunity to discuss this project with City staff
-

Project Description

- Individual projects will be identified by City staff for implementation under the JOC program
- Projects will differ in size, scope and complexity and typically has a construction cost range of \$5,000 to \$4,000,000
- Projects are generally related to asset replacement or repair

SCOPE OF WORK

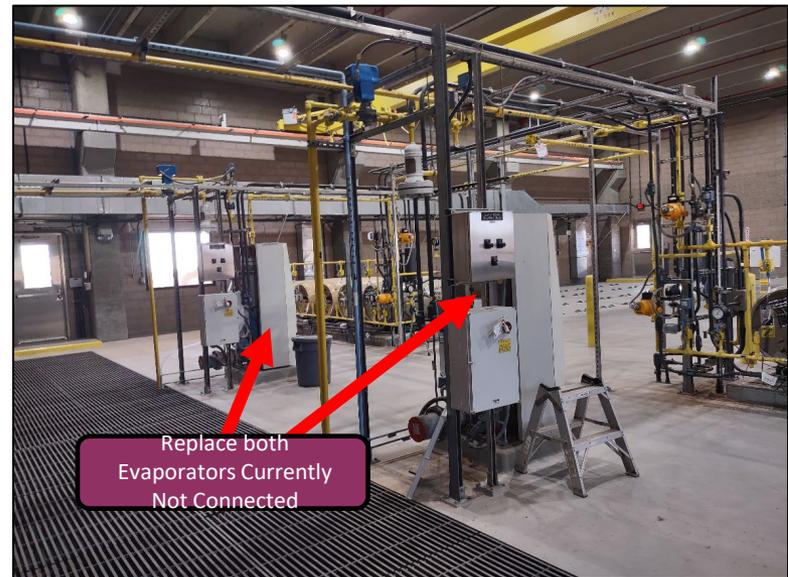
Services will consist of but not be limited to:

- Design
- Construction Estimates
- Construction Administration and Inspection Services
- Performing project assessments
- Meeting Minutes, preparing Agendas
- Preparation of the Maintenance of Plant Operations
- Update facility Electronic Operation & Maintenance manuals
- Coordination with Plant and other COP departments staff

Chlorine Room

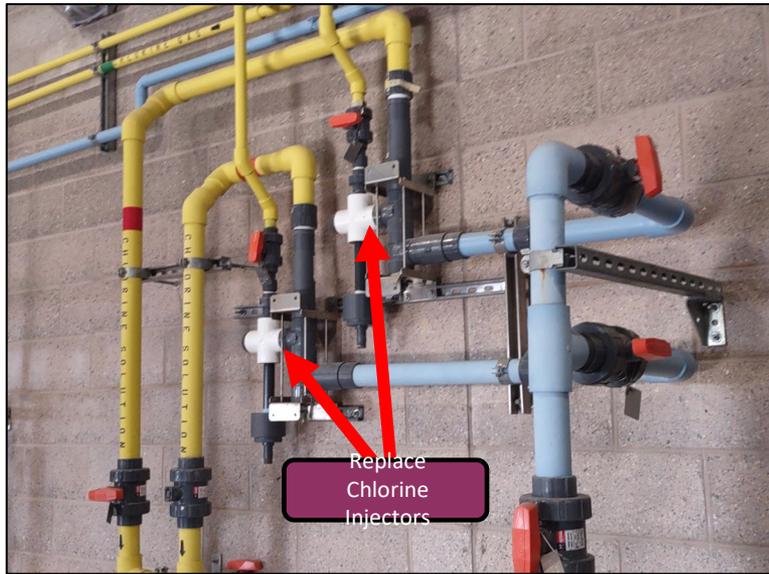


Replace Chlorine Room Chlorinators

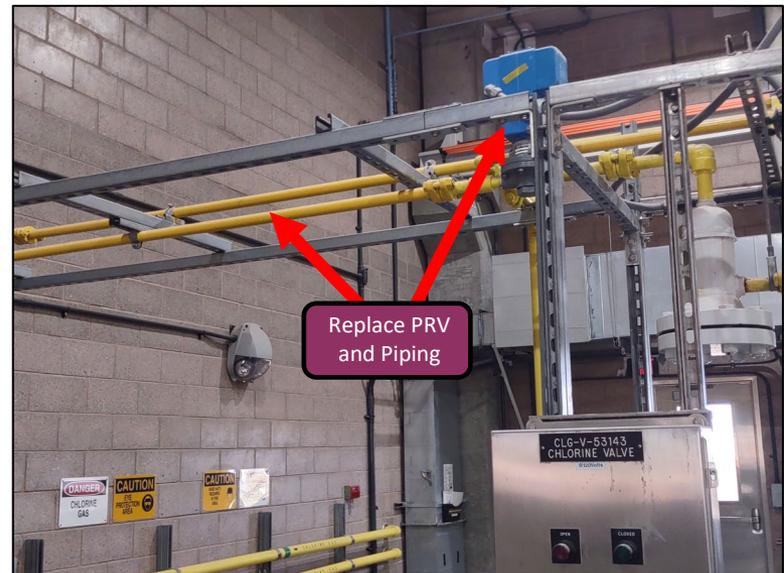


Replace Chlorine Evaporators and Equipment

Chlorine Room (Part 2)

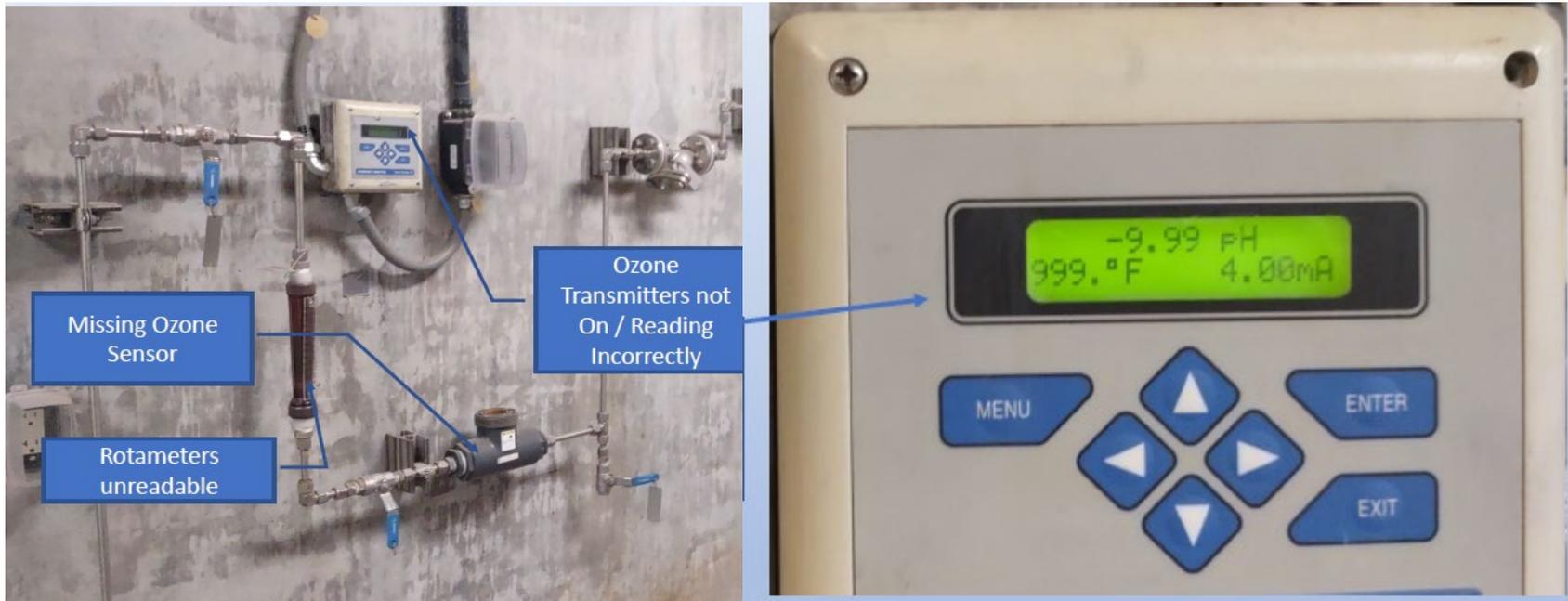


Replace Chlorine Room Injectors



Replace PRV and Chlorine Piping

Ozone System



**Existing Ozone System Sensors are not working correctly.
All existing Ozone System Sensors will be replaced.**

Ozone System (Part 2)



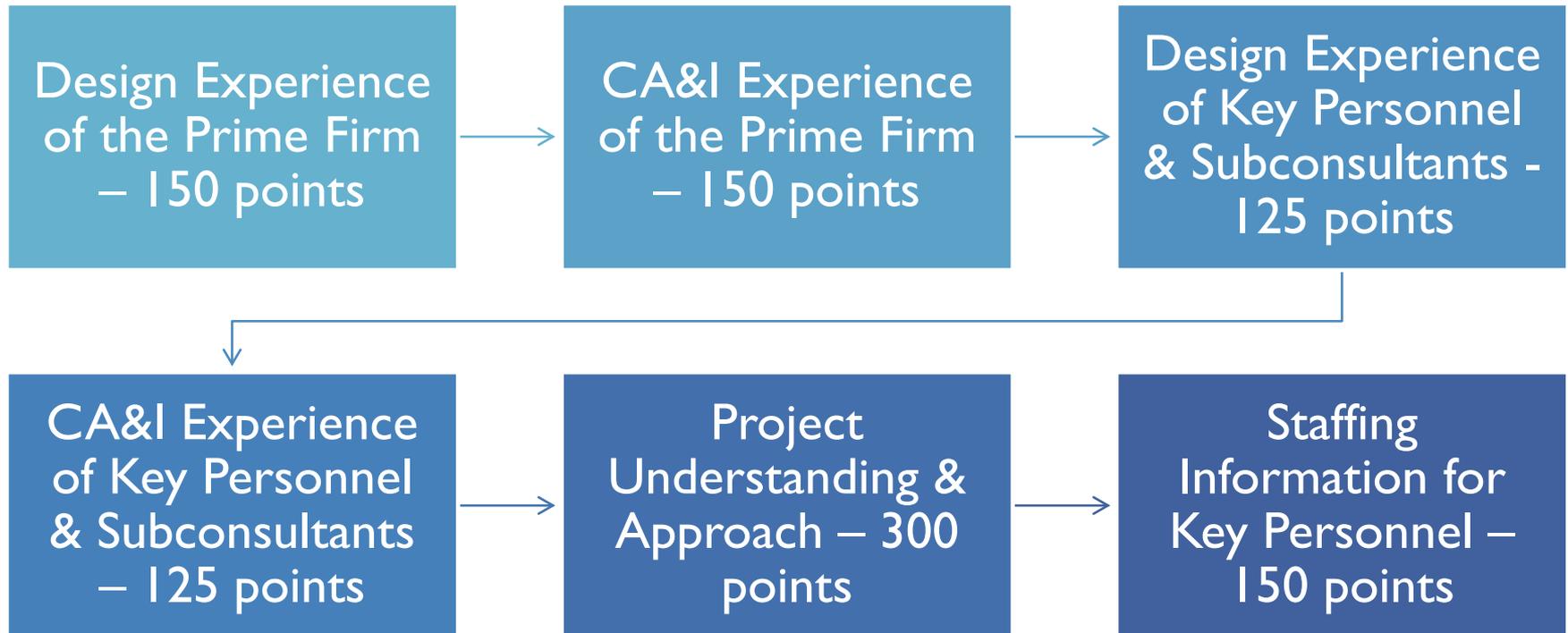
Improvements are needed for the entire Ozone System



QUESTIONS

FOR THE PROJECT MANAGER

STATEMENT OF QUALIFICATIONS CRITERIA



STATEMENT OF QUALIFICATIONS CRITERIA

- Each page side with criteria information will be counted (example a cover letter).
- 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 CRITERIA

Information Sheet

- Project title, project number, RFx number
- Vendor number
- Legal company name with physical address
- Primary contact person name/title/email/phone numbers

Additional Content (resumes or other information)

- Evaluation Criteria (including organizational chart)
- = **10 MAXIMUM pages permitted**

Statement of Qualifications Criteria

- **Submittal of the SOQ via the RFX website**
- **SOQ due:** 12:00 pm Noon – Arizona local time
Friday, November 17, 2023

-
- **Uploading of submittal to the wrong project**
 - **Violating the “Contact with City Employees” policy**

GROUNDS FOR DISQUALIFICATION

SELECTION PROCESS



IMPORTANT DATES

Event:	Date:
Pre-Submittal Meeting	November 2, 2023
SOQs Due	November 17, 2023
Selection Notification	Early December
Scope of Work Meeting	Late December

TIPS & TRICKS

- Click "**Refresh**" often
- Make sure your Pop-Up blocker is turned **off**
- Application is accessible with Internet Explorer or Google Chrome
Please use Microsoft Edge as Google Chrome is having issues
- 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.

DESIGN & CONSTRUCTION PROCUREMENT

- RFQ
- Notifications
- Pre-submittal Power Point Presentation
- Pre-Submittal Sign-In Sheet
- Award Web Page
 - Tabulations, Awards, and Recommendations - Solicitations City of Phoenix

VENDOR REGISTRATION

- ❑ To do business with the City you **MUST** register in **procurePHX** at <https://www.phoenix.gov/procure>.
- ❑ It takes the city about two business days to approve the registration.
- ❑ The City will email confirmation with vendor number.
- ❑ For questions about **procurePHX**, please send an email to vendor.support@phoenix.gov



Questions After Today

E-mail your questions to:

heather.roye@phoenix.gov

Thank You !!!

**Heather Roye
Contract Specialist
(602) 261-8894**

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 'PHX At Your Service', 'PHX Pay Online', 'Map It', 'Find Public Records', 'PHXTV', and 'Translate'. Below this is a breadcrumb trail: 'City of Phoenix > Street Transportation > Procurement Opportunities'. The main heading is 'Consulting & Construction For Capital Improvement Programs'. The page contains several sections: a paragraph about the contracting process, a notice about effective Monday, March 11, 2019, regarding direct links to the main solicitation page, and three main sections: 'Current Opportunities', 'Project Interviews', and 'Bid Results and Project Selections'. There is also a 'Subscribe to Procurement Newsletter' section and an 'Other Useful Resources' section with links to 'Protest Policy', 'Submit Protest to City Clerk', 'Submitter's Handbook', 'Public Records Request', and 'SBE/DBE Directory'. A note at the bottom of the resources section states that construction plans and specifications will be available for download on a disk.

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/notification 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>

City of Phoenix Solicitations Tabulations, Awards, and Recommendations

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

Limit to NIGP...

All

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/vendor_sreg



procurePHX

Have you signed up?

BECOME A VENDOR



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

Steps to Success!

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. Below the logo, there are two input fields: 'User *' and 'Password *'. A 'Log On' button is positioned to the right of the password field. At the bottom left, there are links for 'Login Problems?' and '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: **92500000**

RFx (Event) Number is: **600001485**

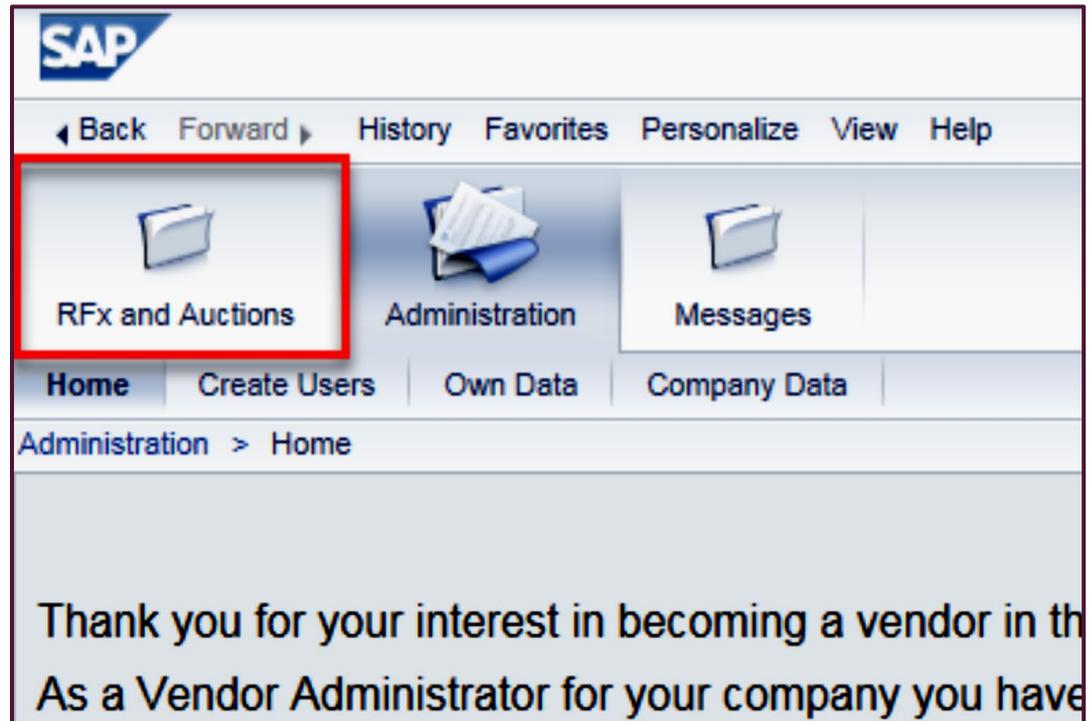
Note: The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications

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



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'. A breadcrumb trail shows 'Administration > Home'. The main content area displays a welcome message: 'Thank you for your interest in becoming a vendor in the... As a Vendor Administrator for your company you have...'

FINDING SOLICITATIONS

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

- 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: 6000001485**

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 the 'RFX and Auctions' interface. At the top, there are navigation tabs for 'RFX and Auctions', 'Administration', and 'Messages'. Below this is the 'Overview' section, which includes a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is titled 'Active Queries' and contains links for 'eRFxs' (All (7), Published (1), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). Below this is the 'eRFxs - All' section, which includes a 'Show Quick Criteria Maintenance' button. At the bottom, there is a table with columns 'Event Number' and 'Event Description'. The first row is highlighted in yellow and has a gray box next to its event number '5000000583'. A blue arrow points to this gray box. To the right of the table, there are three buttons: 'Create Response', 'Display Event', and 'Display Re'. The 'Display Event' button is highlighted with a red box, and a dark purple arrow with the number '2' points to it.

Event Number	Event Description
5000000583	PHX-19-R-ZCIP-63-000004-001
6000000578	PHX-19-R-ZCIP-84-000001

WOULD YOU LIKE UPDATES ON THIS 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

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.

Display RFX :

Print Preview | Refresh | 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-ZC 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 -

HOW TO UPLOAD YOUR SOQ

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		

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

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

The image shows two overlapping windows from a software application. The top window is titled 'Add Attachment' and contains the following text: 'Here you can upload an attachment. You have to assign it to either the document general data or to an item'. Below this text are three input fields: 'File:' with the value 'H:\SAP\RFX\My Compan' and a 'Browse...' button; 'Description:' with the value 'Jany's Response to RFQ'; and '* Assign To:' with a dropdown menu set to 'General Data'. At the bottom right of this window are 'OK' and 'Cancel' buttons. A red arrow points from the 'OK' button to the 'Summary' tab in the window below.

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 header section with the following data: 'RFX Response Number 7000000157', 'RFX Number 6000000583', 'Status In Process', and 'Submission De...'. Below the header are several tabs: 'RFX Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. The 'Summary' tab is highlighted with a red box and a red arrow labeled '2'. Below the tabs are two sections: 'Notes' and 'Attachments'. The 'Notes' section has an 'Add' button and a 'Clear' button, followed by a table with columns 'Assigned To' and 'Category'. The 'Attachments' section has a table with columns 'Assigned To', 'Category', and 'Description'. The 'Add Attachment' button in the 'Attachments' section is highlighted with a blue box and a blue arrow labeled '3'. The 'OK' and 'Cancel' buttons from the 'Add Attachment' window are also visible at the bottom right of the 'Create RFX Response' window.

DOUBLE CHECK & SUBMIT

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

RFX RESPONSE SUBMITTED

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 a software interface for managing RFX responses. At the top, a blue header bar contains the text "Display RFX Response:". Below this header is a navigation bar with several buttons: "Edit", "Print Preview", "Close", "Withdraw", "Export", "Questions and Answers (0)", "System Information", and "Create Memory Snapshot". The "Close" button is highlighted with a red box and a blue arrow labeled "3" pointing to it. Below the navigation bar, a message box displays "RFX response 7000000157 submitted" with a green checkmark icon. Below the message box, a table provides details about the response:

RFX Response Number	RFX Number	Status	Submission Deadline	Opening Da
7000000157	6000000583	In Process	07/11/2018 14:00:00 MSTNO	
RFX Response Version Number	RFX Version Number	Active Version	2	

Below the table, there are several tabs: "RFX Information", "Items", "Notes and Attachments", "Summary", and "Tracking". The "Summary" tab is selected. The summary section displays the following information:

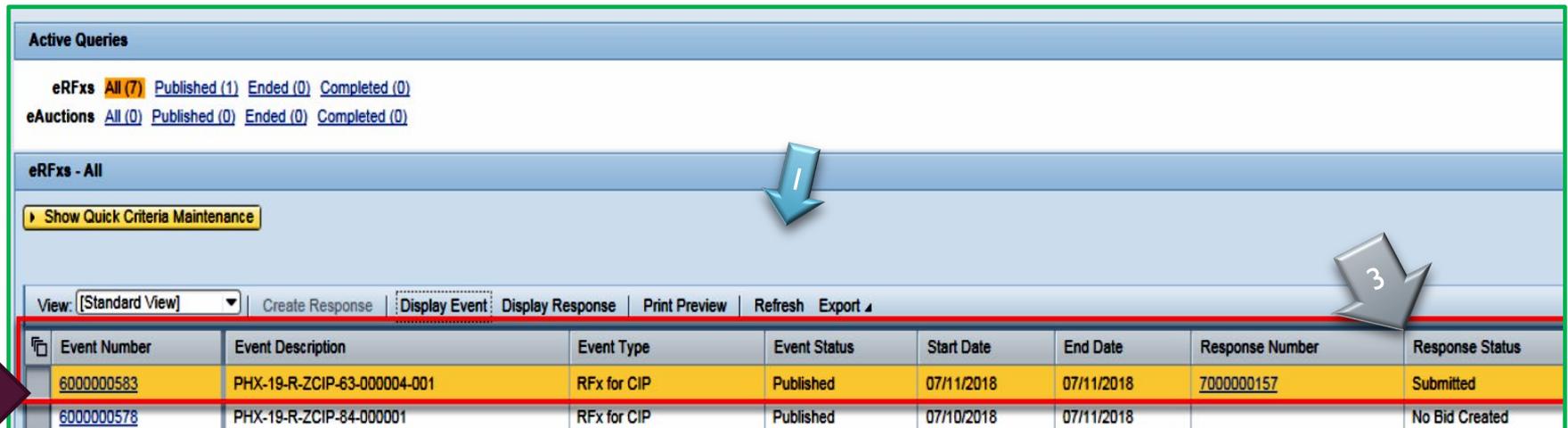
- Items with Response: 2 out of 2 items responded to
- Questions: 0 out of 0 questions answered (0 out of 0 mandatory)
- Notes: 1 notes added
- Attachments: 1 attachments added
- Attachments: 1 attachments added

A blue arrow labeled "2" points to the "Attachments" section, and a blue circle highlights the "Attachments" section.

CHECKING THE RESPONSE STATUS

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**.



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. The table below has columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, and Response Status. The first row is highlighted in yellow and shows a 'Submitted' status. A blue arrow points to the 'Refresh' button, and a grey arrow points to the 'Submitted' status.

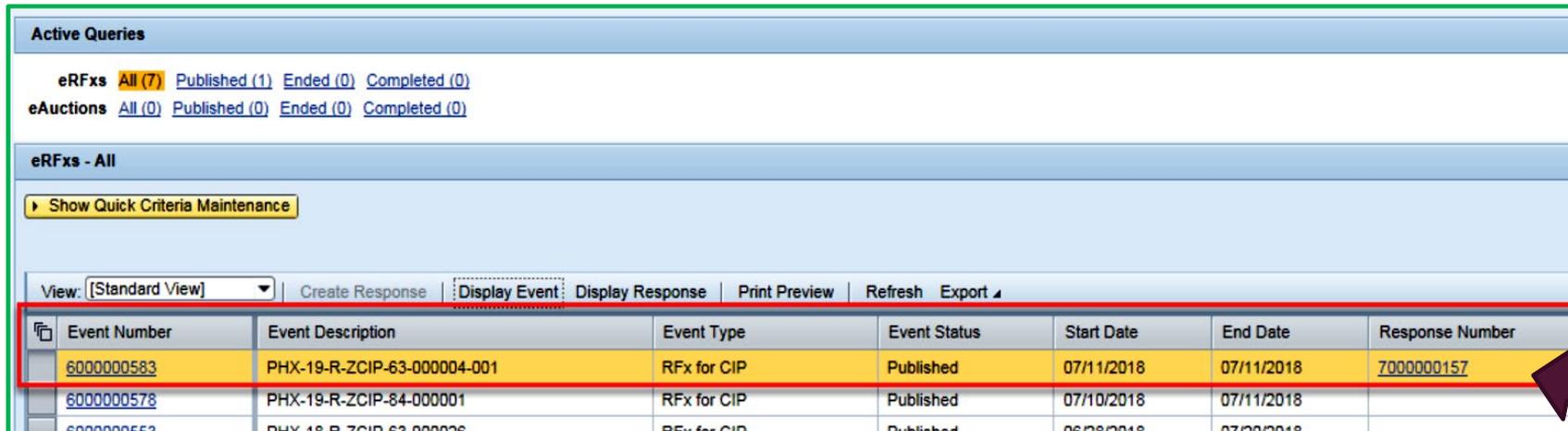
Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
6000000583	PHX-19-R-ZCIP-63-000004-001	RfX for CIP	Published	07/11/2018	07/11/2018	7000000157	Submitted
6000000578	PHX-19-R-ZCIP-84-000001	RfX for CIP	Published	07/10/2018	07/11/2018		No Bid Created

HOW TO EDIT YOUR SUBMISSION

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 displays the 'Active Queries' section of a web application. It includes filters for 'eRFxs' (All (7), Published (1), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). Below this is the 'eRFxs - All' section with a 'Show Quick Criteria Maintenance' button. A toolbar contains options: View: [Standard View], Create Response, Display Event, Display Response, Print Preview, Refresh, and Export. A table lists RFX events with columns: Event Number, Event Description, Event Type, Event Status, Start Date, End Date, and Response Number. The first row is highlighted in yellow and enclosed in a red box. A purple arrow points to the 'Response Number' cell in this row, which contains the value '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-63-000002	RFX for CIP	Published	06/28/2018	07/09/2018	

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**

The screenshot shows a web application interface titled "Create RFX Response". At the top, there is a navigation bar with buttons: "Submit", "Read Only", "Print Preview", "Check", "Close", "Save", "Export", "Import", and "Questions". Below this, a list of error messages is displayed, each preceded by a red circle with an exclamation mark. The messages are: "Line 0002: Attribute Did you provide a response? is mandatory; maintain attribute value", "Line 0003: Attribute Did you provide a response? is mandatory; maintain attribute value", "Line 0004: Attribute Did you provide a response? is mandatory; maintain attribute value", and "Line 0005: Attribute Did you provide a response? is mandatory; maintain attribute value". Below these, there is a yellow triangle warning icon followed by the text: "Time zone MSTAZ is not valid in country US (several possibilities) - Display Help". At the bottom of the screenshot, there is a table with the following data:

RFX Response Number	RFX Number	Status
7000000157	6000000583	In Proc
RFX Response Version Number	Active Version	RFX Version Number
		2