

CITY OF PHOENIX  
WATER SERVICES DEPARTMENT

PRE-SUBMITTAL MEETING

LIFT STATION 80 VERDIN  
CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES

WS90400102

**NOVEMBER 17, 2023, at 9:00 am**

**PROCUREPHX PRODUCT CATEGORY CODE: 925000000**

**RFx Number: 6000001498**



# Welcome and Introductions

**Tonja Lepur, Contracts Specialist I**

*Point of Contact for Submittals and RFQ Questions*

Office of the City Engineer

[tonja.lepur@phoenix.gov](mailto:tonja.lepur@phoenix.gov)

(602) 256-4107

**Marcel Begay**

Wastewater Engineering Design & Construction Management

Water Services Department

**Stacey Kisling, Civil Engineer III, PE, Team Lead**

Wastewater Engineering Design & Construction Management

Water Services Department

# Agenda

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Meeting Overview

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Scope of Work / Services

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SOQ Evaluation Criteria / RFQ Overview

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Submittal Requirements (Page Count, Disqualifications)

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Important Dates: Selection Schedule

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Websites

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ProcurePHX / RFx Electronic Submittal

# Meeting Overview

To be added to the Attendance Sheet, send an email by 5:00 PM today to [tonja.lepur@phoenix.gov](mailto:tonja.lepur@phoenix.gov) with the following:

RFX 6000001498 Attendance, your Name, Firm Name, Phone Number, and E-mail address

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (RFX: 6000001498):

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

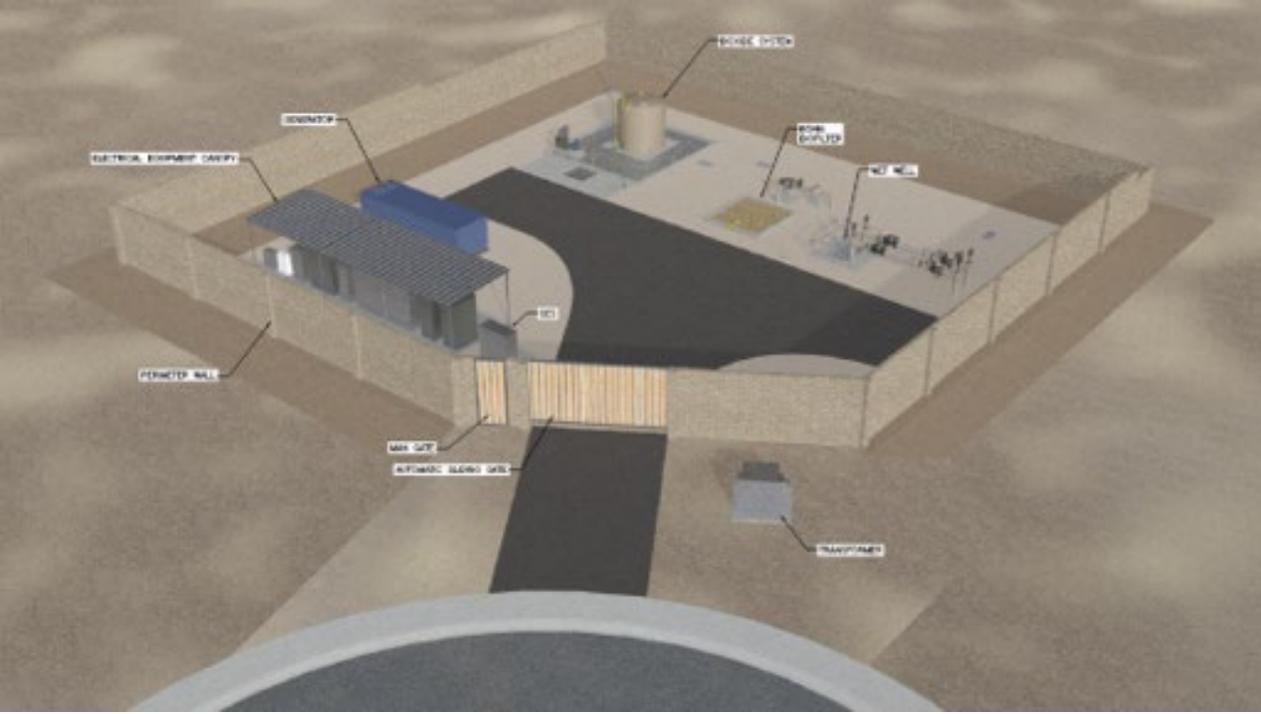
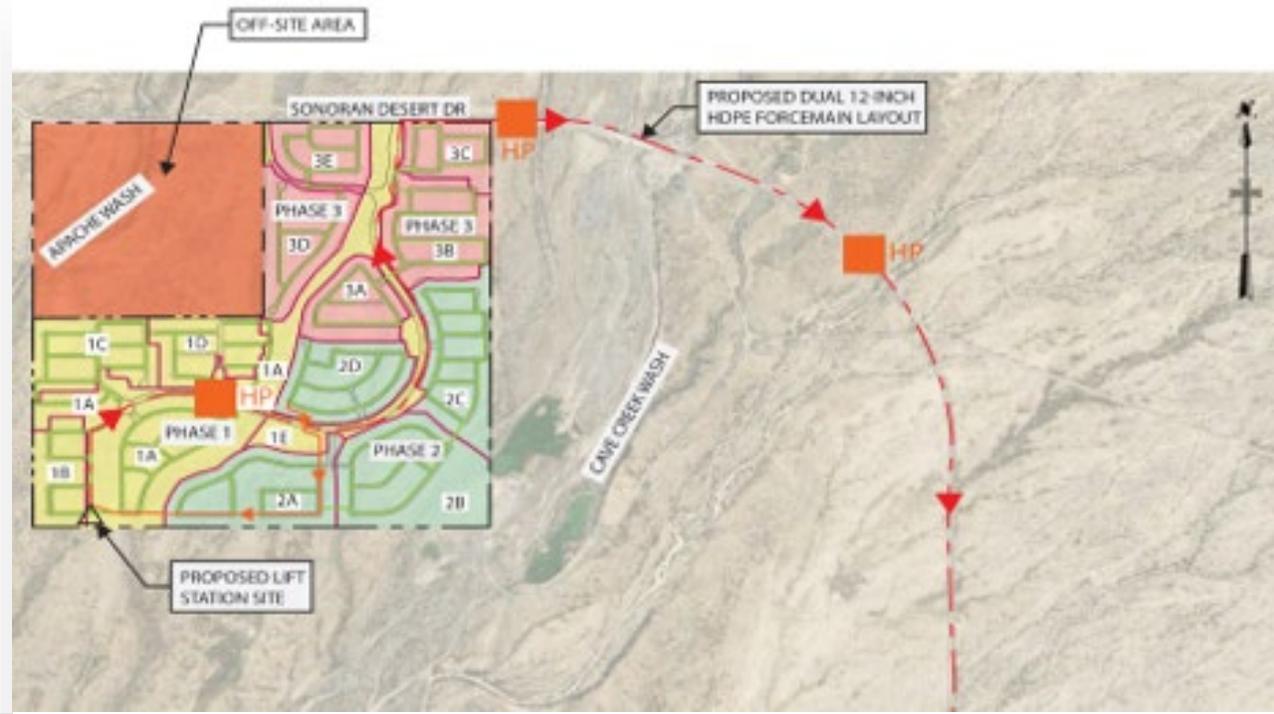
(or)

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

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

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

# Project Description



Verdin Lift Station will be a new City of Phoenix facility with a capacity of 1.57 million gallons per day located in the southwest corner within the new Verdin Community. The site will be located at the future crossroads of Via Dona Rd and 17th Street. The Lift Station will include two submersible pumps in one wet well, one biofilter, one Calcium Nitrate chemical facility, a standby generator, and electrical equipment. The proposed wet well discharge piping will be dual 12-inch force mains approximately 25,400 LF that connect to an existing manhole in E. Cave Creek Rd. This includes two air release valves with vaults, and anchor walls for the force main at approximately 2,500 to 3,500 LF intervals. Flows will then be conveyed downstream to the City of Phoenix 91st Avenue Wastewater Treatment Plant.

# Scope of Work

- 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 Contractor and their subs.
- 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.

# Scope of Work

- 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 the direction of the City's Water Asset Management Team.
- Other services as required to support the successful completion of the work and the City's interests

# QUESTIONS

FOR THE PROJECT MANAGER



# SOQ Evaluation Criteria

The selection of the Contractor will be based on the following qualifications:

- |  |                |
|--|----------------|
| A. Construction Administration and Inspection Experience of the Prime Firm                   | (max. 250 pts) |
| B. Construction Administration and Inspection Experience of Key Personnel and Subconsultants | (max. 250 pts) |
| C. Project Understanding and Approach  | (max. 350 pts) |
| D. Staffing Information for Key Personnel  | (max. 150 pts) |
| E. Reference Check   | (21 pts*)      |

\*These points are in addition to the 1,000 points for the SOQ.

Maximum number of points is 1,000

Provide responses in the order listed in the RFQ

Be complete, be concise

# **SUBMITTAL REQUIREMENTS**

**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
- Submit under the wrong RFX number
- Violating “Contact with City Employees” policy

Submit One (1) page Information Sheet: project title/number; RFX number; firm name, address, phone number, vendor number; project contact person name, title, email address and signature. Do not include any additional information.

Paper Size 8½” x 11”; Font size no less than 10 pt. May submit portrait or landscape.

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 noted above.

# SELECTION PROCESS

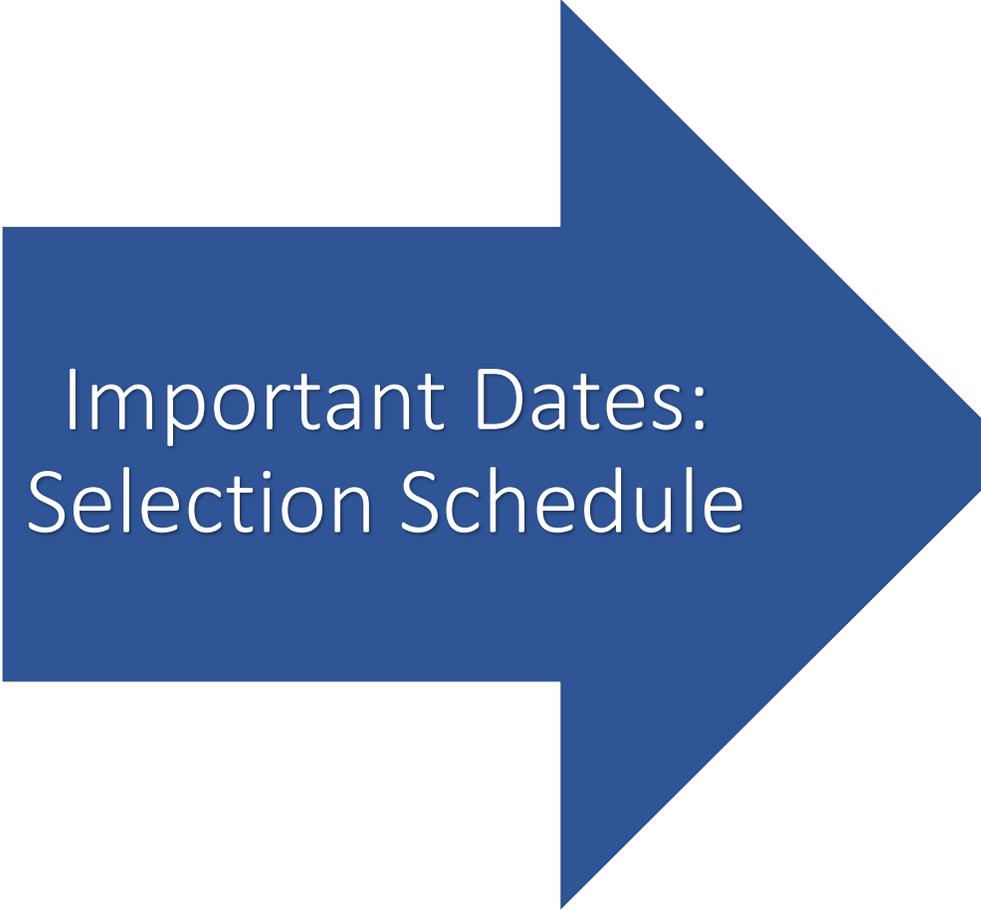
Each SOQ will be evaluated according to the evaluation criteria in the RFQ.



Up to 1 consultant will be selected.



A contract will be executed upon completion of negotiations of contract terms and City Council approval.



Important Dates:  
Selection Schedule

| Event:                 | Date:                |
|------------------------|----------------------|
| Pre-submittal Meeting  | November 17, 2023    |
| SOQs Due               | December 1, 2023     |
| Selection Notification | End of December 2023 |
| Scope Meeting          | Early January 2024   |

# 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: 'PHX At Your Service', 'PHX Pay Online', 'Map It', 'Find Public Records', 'PHXTV', and 'Translate'. The breadcrumb trail reads 'City of Phoenix > Street Transportation > Procurement Opportunities'. The main heading is 'Consulting & Construction For Capital Improvement Programs'. The introductory text describes the contracting process for capital improvement projects. A notice states that as of Monday, March 11, 2019, all design and construction procurement web page links now direct to the main City of Phoenix Solicitations Page. The page lists several key sections: 'Current Opportunities' (Request for Qualifications, project plans, etc.), 'Project Interviews' (Firms recently short-listed), 'Bid Results and Project Selections' (Preliminary and final bid results), and 'Subscribe to Procurement Newsletter' (Register for a free weekly newsletter). A note mentions that construction plans, specifications, and addendums are available for download on the City of Phoenix website. At the bottom, there is a section for 'Other Useful Resources' including links for '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/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.**

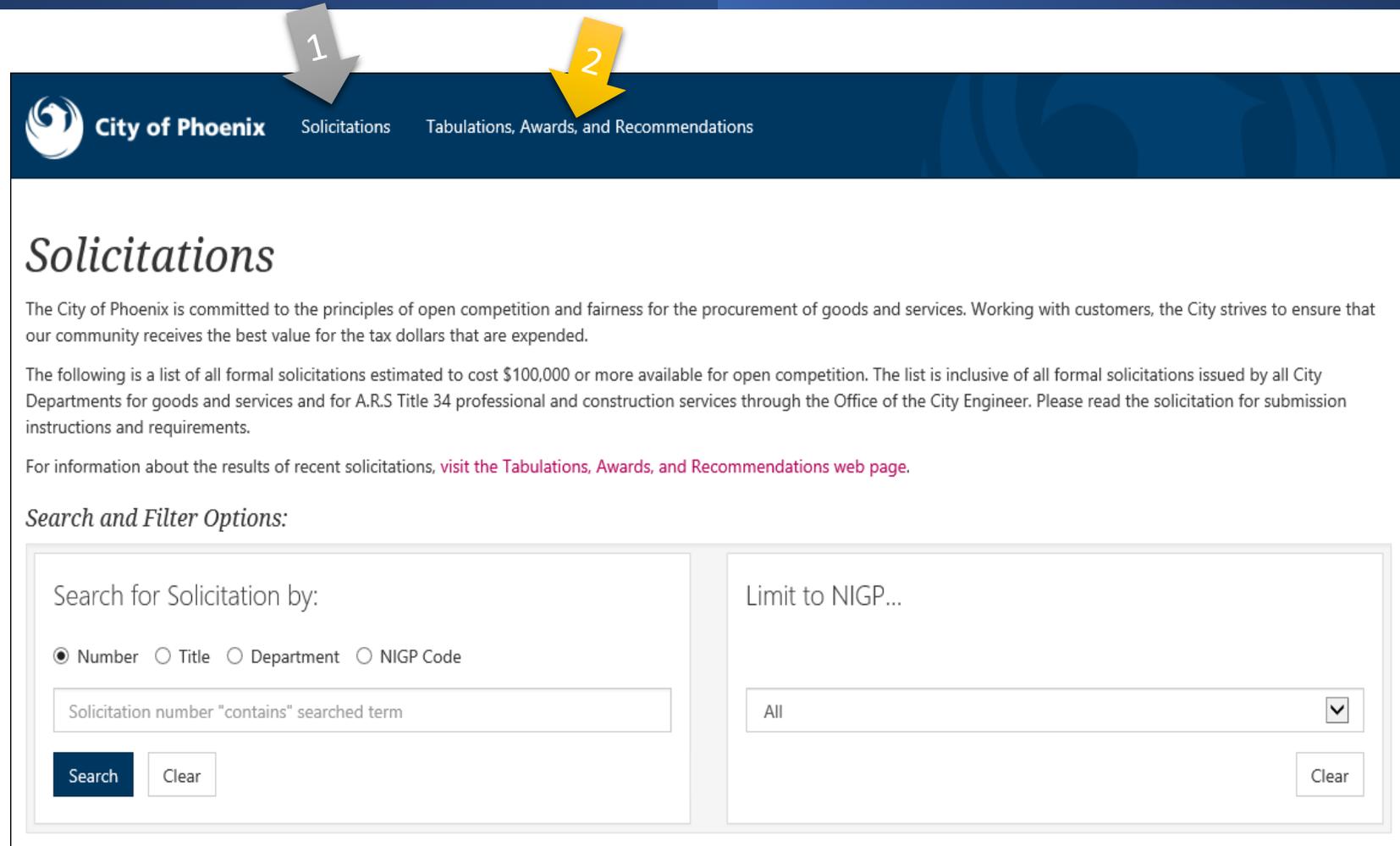
**Other Useful Resources**

- [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>



The screenshot shows the City of Phoenix website's navigation bar with the City of Phoenix logo and the text "City of Phoenix Solicitations Tabulations, Awards, and Recommendations". A grey arrow labeled "1" points to the "Solicitations" link, and a yellow arrow labeled "2" points to the "Tabulations, Awards, and Recommendations" link.

## 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

# RFX Hints & Tricks

- Brief overview for online submissions



# RFx Overview

Vendor  
Registration/Login

Frequently Asked  
Questions

Tips and Tricks

Viewing  
Solicitations

Subscribe to  
Notifications

Uploading &  
Attaching SOQ

Submitting SOQ

Checking  
Response Status

Editing Response

Things to  
Remember

Questions

# 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 approximately two 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](mailto:vendor.support@phoenix.gov) or call (602) 262-1819.

Instructions >

Registration >

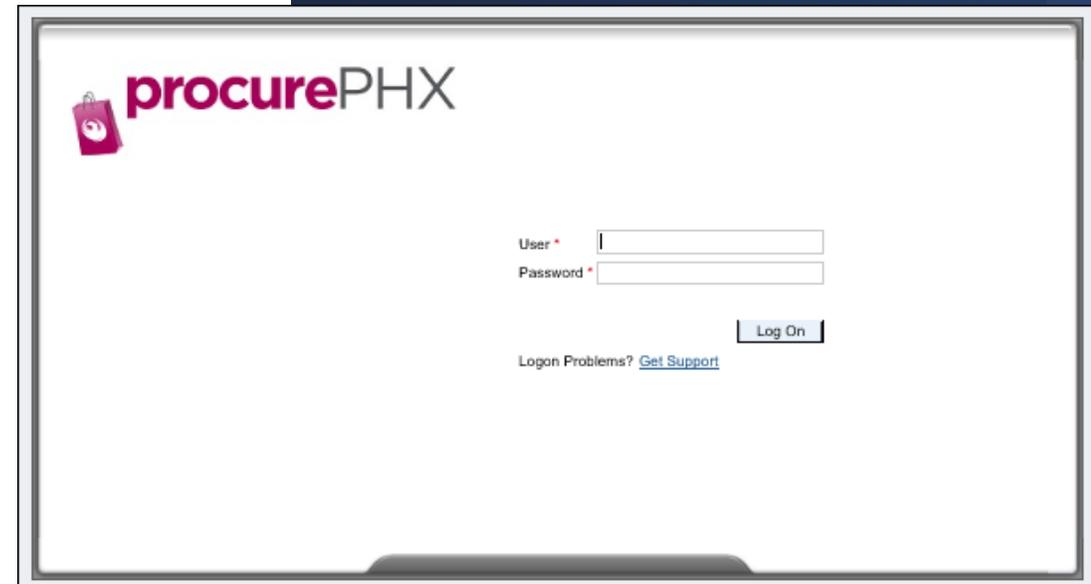
ProcurePHX Login >

# Login to ProcurePHX

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: **6000001498**

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



The screenshot shows the ProcurePHX login interface. At the top left is the ProcurePHX logo, which includes a pink shopping bag icon and the text "procurePHX". Below the logo are two input fields: "User" and "Password", both marked with a red asterisk. To the right of the "Password" field is a "Log On" button. Below the input fields, there is a link for "Logon Problems? [Get Support](#)".

# 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***

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

# Finding Solicitations

- 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: 6000001498

The screenshot shows the 'RFX and Auctions' overview page. At the top, there are navigation tabs for 'RFX and Auctions', 'Administration', and 'Messages'. Below these 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 displays two rows of data:

|           |         |               |           |               |
|-----------|---------|---------------|-----------|---------------|
| eRFxs     | All (7) | Published (1) | Ended (0) | Completed (0) |
| eAuctions | All (0) | Published (0) | Ended (0) | Completed (0) |

Below this, there is a section for 'eRFxs - All' with a 'Show Quick Criteria Maintenance' button. At the bottom of the page, there is a table with columns for 'Event Number', 'Event Description', 'Event Type', and 'Event Status'. The first row in the table is:

| Event Number               | Event Description           | Event Type  | Event Status |
|----------------------------|-----------------------------|-------------|--------------|
| <a href="#">6000000583</a> | PHX-19-R-ZCIP-63-000004-001 | RFX for CIP | Published    |

At the bottom right of the page, there is a 'Refresh' button, which is highlighted with a red box in the image.

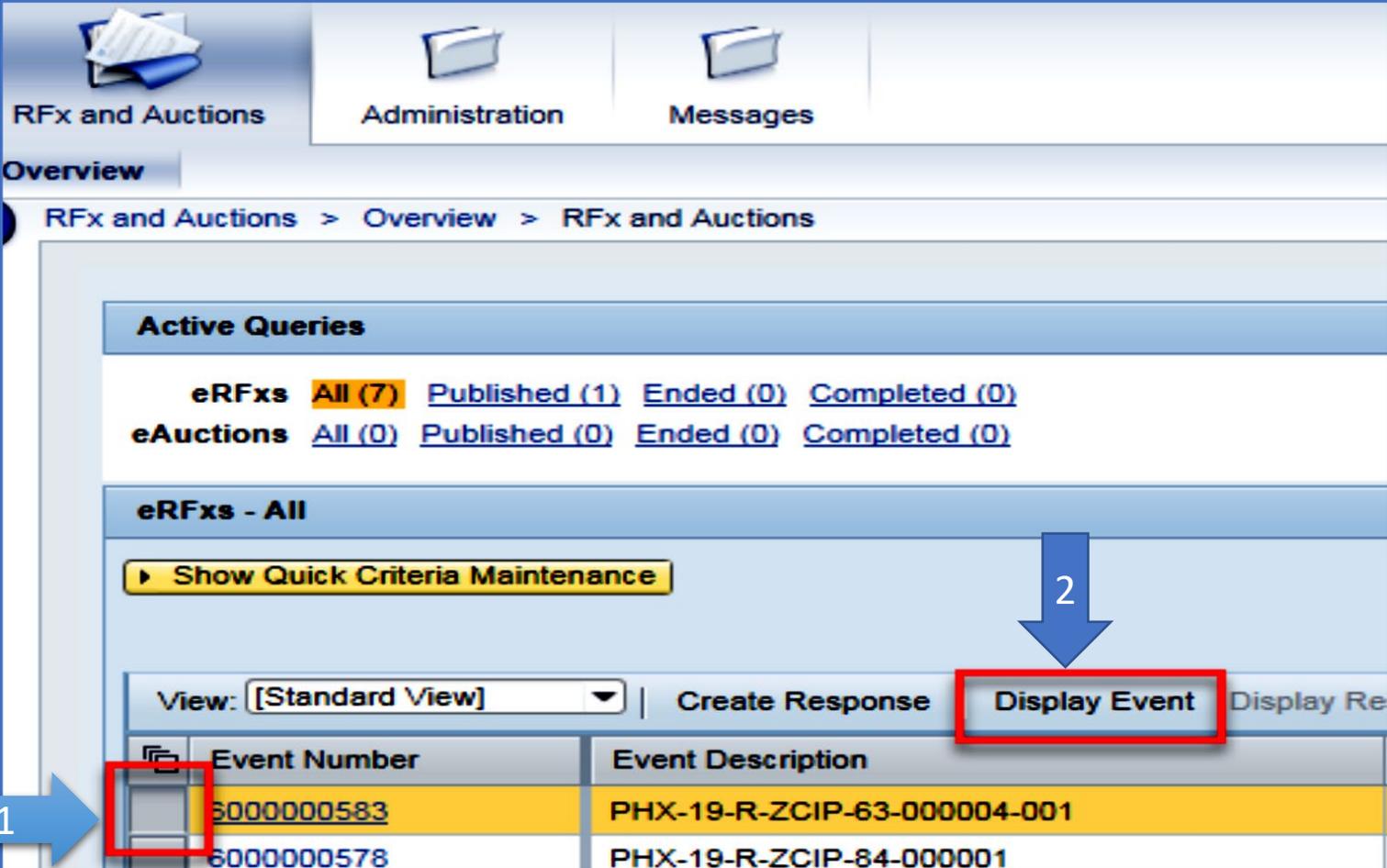
# View Selected Solicitation

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

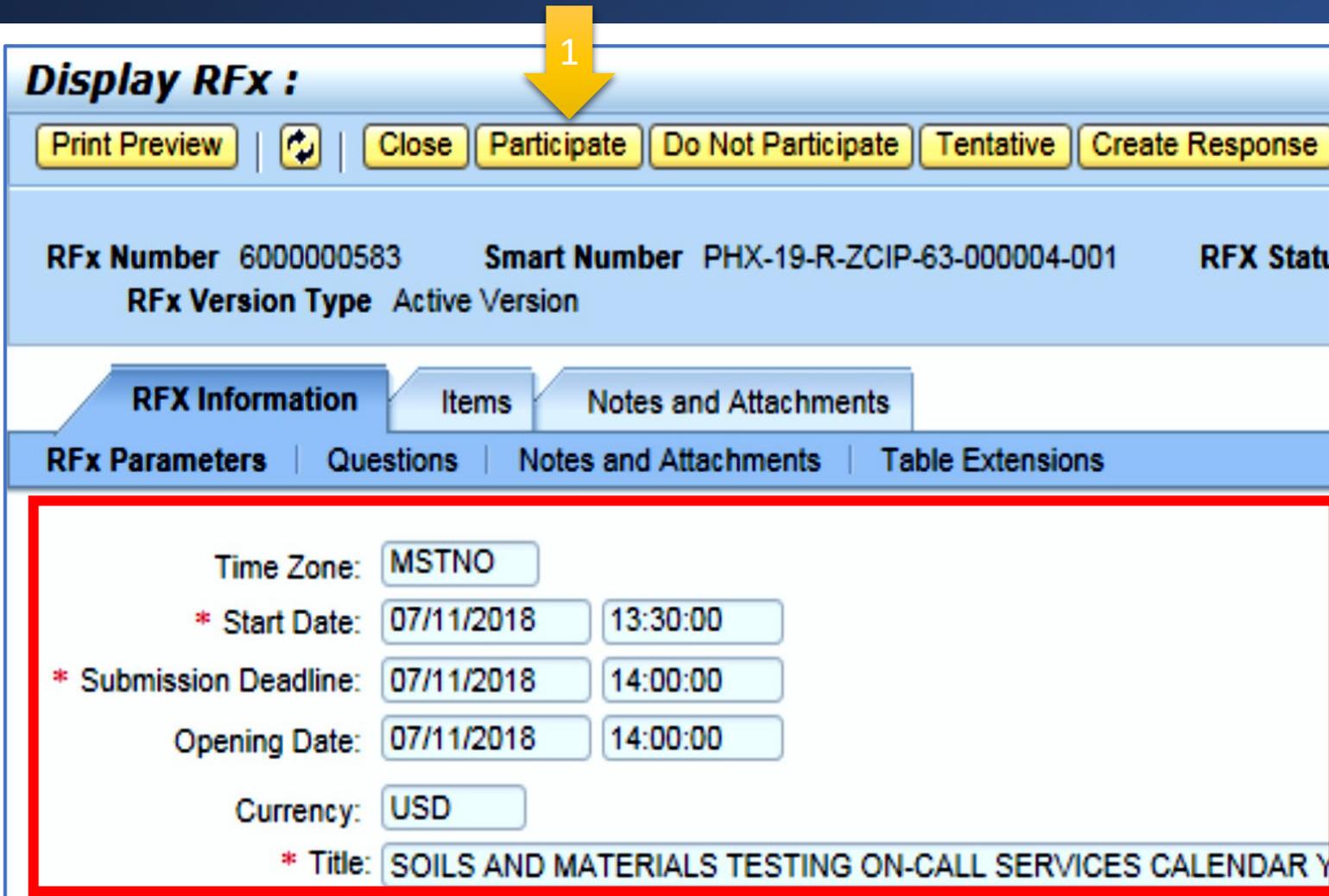
*\*If you don't see the new window, check your **POP-UP BLOCKER**.\**



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 with a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is titled 'Active Queries' and includes links for 'eRFxs' (All (7), Published (1), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). A section titled 'eRFxs - All' contains a 'Show Quick Criteria Maintenance' button. Below this is a table with columns 'Event Number' and 'Event Description'. The first row is highlighted in yellow and has a red box around its 'Event Number' (6000000583). A blue arrow labeled '1' points to this red box. To the right of the table, there are buttons for 'View: [Standard View]', 'Create Response', 'Display Event', and 'Display Re'. The 'Display Event' button is highlighted with a red box and a blue arrow labeled '2' points to it.

| 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?



**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

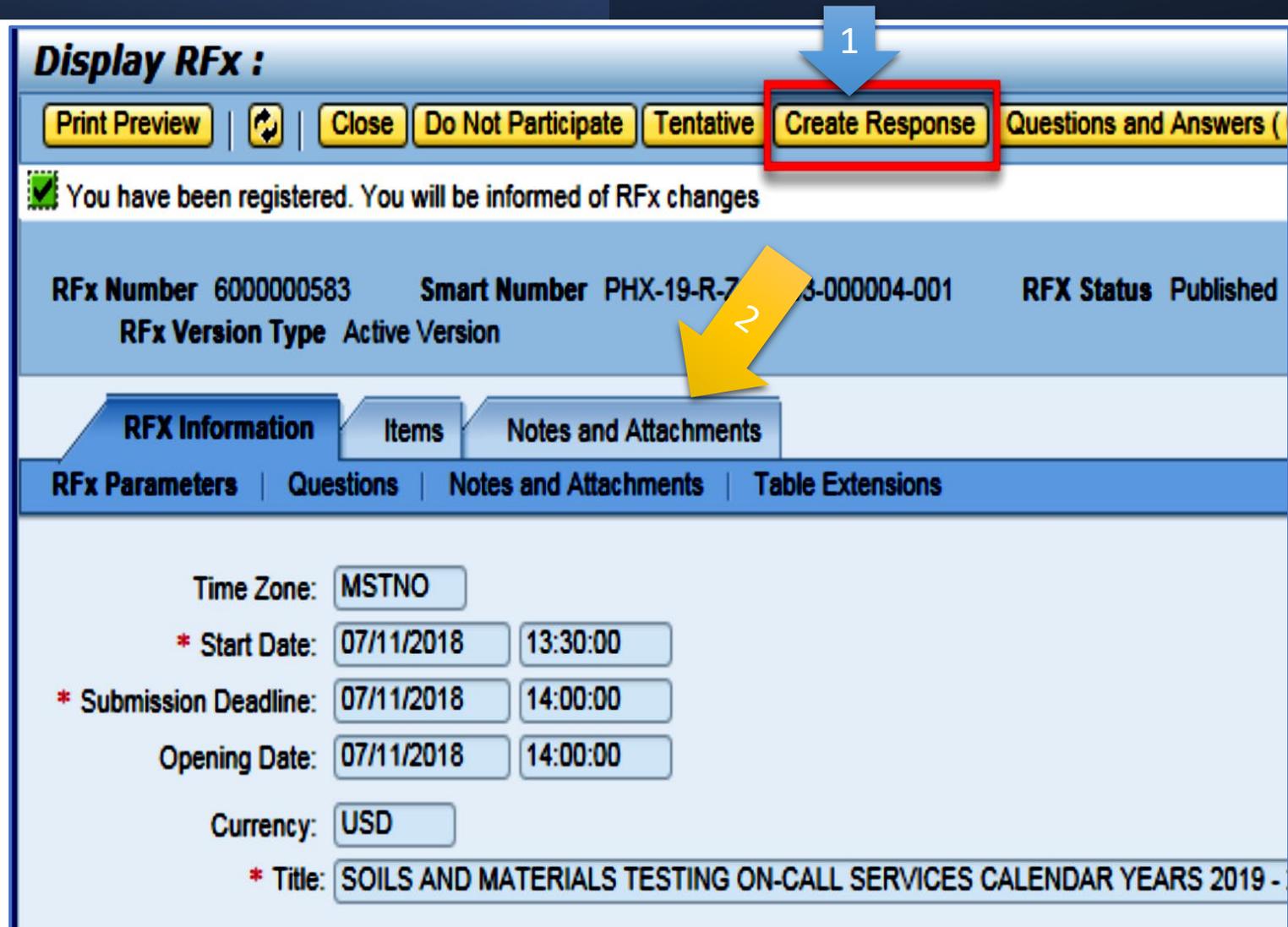
\* Title: SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR Y

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-73-000004-001    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 Answers

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 ... | <a href="#">Conditions of Participation</a> |
| Document ... | <a href="#">RF Production Text</a>          |

▼ Attachments

**Add Attachment**    Add URL    Edit Description    Versioning ▲    Delete    Create Qualification Profile

| 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**

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 the SAP RFX Response system. The top window is titled "Add Attachment" and contains the following fields:

- File: H:\SAP\RFX\My Compan Browse...
- Description: My Company's Response to RFQ
- \* Assign To: General Data

The bottom window is titled "Create RFX Response" and shows the "Summary" tab selected. It displays the following information:

- RFx Response Number: 7000000157
- RFx Number: 6000000583
- Status: In Process
- Submission De: [unclear]
- RFx Response Version Number: Active Version
- RFx Version Number: 2

The "Notes and Attachments" section is expanded, showing a table of attachments:

| Assigned To     | Category                    | Description                  |
|-----------------|-----------------------------|------------------------------|
| Document ...    | Conditions of Participation |                              |
| Document ...    | RFx/Auction Text            |                              |
| Document Header | Standard Attachment         | My Company's Response to RFQ |

Arrows indicate the steps: Arrow 1 points to the "OK" button in the "Add Attachment" dialog. Arrow 2 points to the "Summary" tab in the "Create RFX Response" window. Arrow 3 points to the blue link "My Company's Response to RFQ" in the Attachments table.

# Double Check & Submit

1. Click the **CHECK** button to ensure no system errors
2. Click the **SUBMIT** button to submit your RFX response

The screenshot shows the 'Create RFX Response' interface. A green arrow labeled '2' points to the 'Submit' button, and an orange arrow labeled '1' points to the 'Check' button. Both buttons are highlighted with red boxes. Below the buttons, a green checkmark indicates 'RFX response is complete and contains no errors'. The interface also displays RFX details: RFX Response Number 7000000157, RFX Number 6000000583, Status In Process, Submission Deadline 07/11/2018 14:00:00 MSTNO, and Opening Date. A navigation bar includes 'RFX Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. The 'Summary' tab is active, showing: 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.

**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 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 web interface for displaying an RFX response. At the top, a blue header bar contains the text "Display RFX Response:". Below this, a navigation bar includes buttons for "Edit", "Print Preview", "Close", "Withdraw", "Export", "Questions and Answers (0)", "System Information", and "Create Memory Snapshot". A green arrow labeled "1" points to the "Close" button. Below the navigation bar, a red-bordered box highlights a green checkmark icon and the text "RFX response 7000000157 submitted". A yellow arrow labeled "3" points to this box. Below the confirmation message, a table displays RFX details: RFX Response Number 7000000157, RFX Number 6000000583, Status In Process, Submission Deadline 07/11/2018 14:00:00 MSTNO, and Opening Date. Below the table, a tabbed interface shows "RFX Information", "Items", "Notes and Attachments", "Summary", and "Tracking". A blue oval highlights the "Summary" tab, which contains a summary of the response: "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 yellow arrow labeled "2" points to this summary section.

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

RF - Summary

- 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

# 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

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

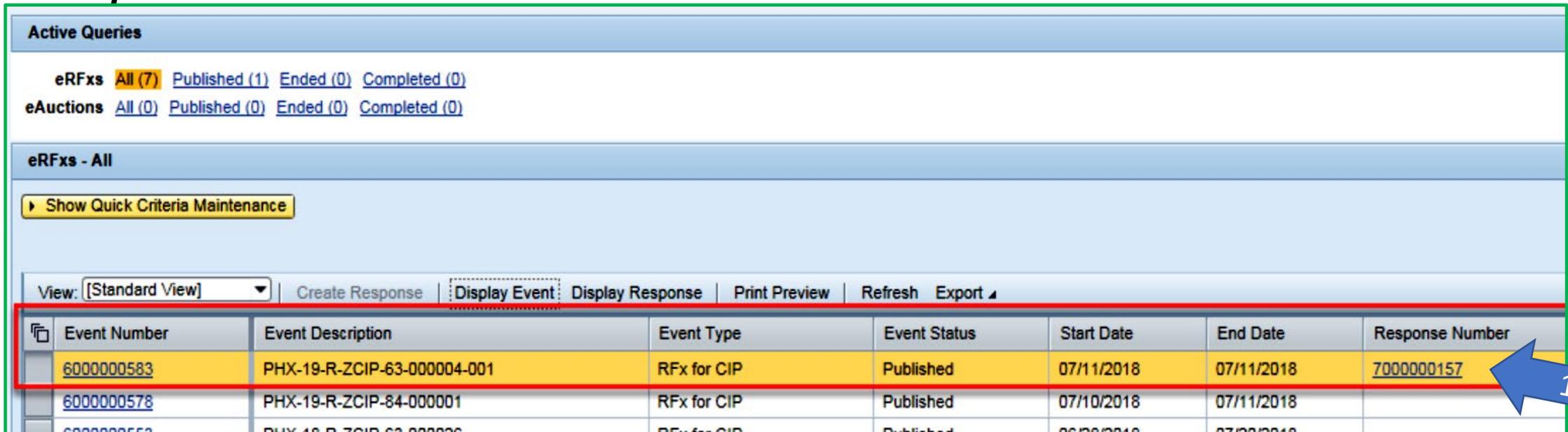
| Event Number               | Event Description           | Event Type  | Event Status | Start Date | End Date   | Response Number            | Response Status |
|----------------------------|-----------------------------|-------------|--------------|------------|------------|----------------------------|-----------------|
| <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  |

# 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 shows filters 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 titled '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. The first row is highlighted in yellow and has a red border. A blue arrow points to the 'Response Number' cell of this row, which contains the value '7000000157'.

| 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="#">6000000563</a> | 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

## Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions

-  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
-  Line 0005: Attribute Did you provide a response? is mandatory; maintain attribute value
-  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

# Tips & Tricks



How to scroll (Screenshot w/arrows)

- 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.

# Reminders

Place the following items on the Information Sheet:

- Project Title
- Project Number (RFx Number 6000001498)
- Firm Name
- Firm Address
- Firm Phone Number
- Vendor Number
- List the various services your firm is available to provide
- Name, Title, and Email Address of Contact Person

**Do NOT include any other information**

# Reminder:

SOQ Due:

Electronically by 12:00 NOON – Phoenix time  
Friday, December 1, 2023

ProcurePHX online portal

**Please do not wait until the last minute to submit your SOQ.  
The system can be slow and will lock you out at 12:00 PM.**

# Questions after today?

Email all questions to:

[tonja.lepur@phoenix.gov](mailto:tonja.lepur@phoenix.gov)

Or call: 602-256-4107

Reference **RFx 6000001498** in your email subject line.



THANK YOU  
for  
Attending!!

