

Pre-Submittal Meeting

**CITY OF PHOENIX
REQUEST FOR QUALIFICATIONS**

**SROG SALT RIVER OUTFALL
CONDITION ASSESSMENT
ENGINEERING SERVICES
WS90160106**

**PROCUREPHX PRODUCT CATEGORY CODE 925000000
RFx 6000001508**

November 17, 2023



Welcome and Introductions

Liz Blakley, Contracts Specialist

Office of the City Engineer

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(602) 495-3654

Project PM: Simon Amavisca

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: 6000001508):
<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>

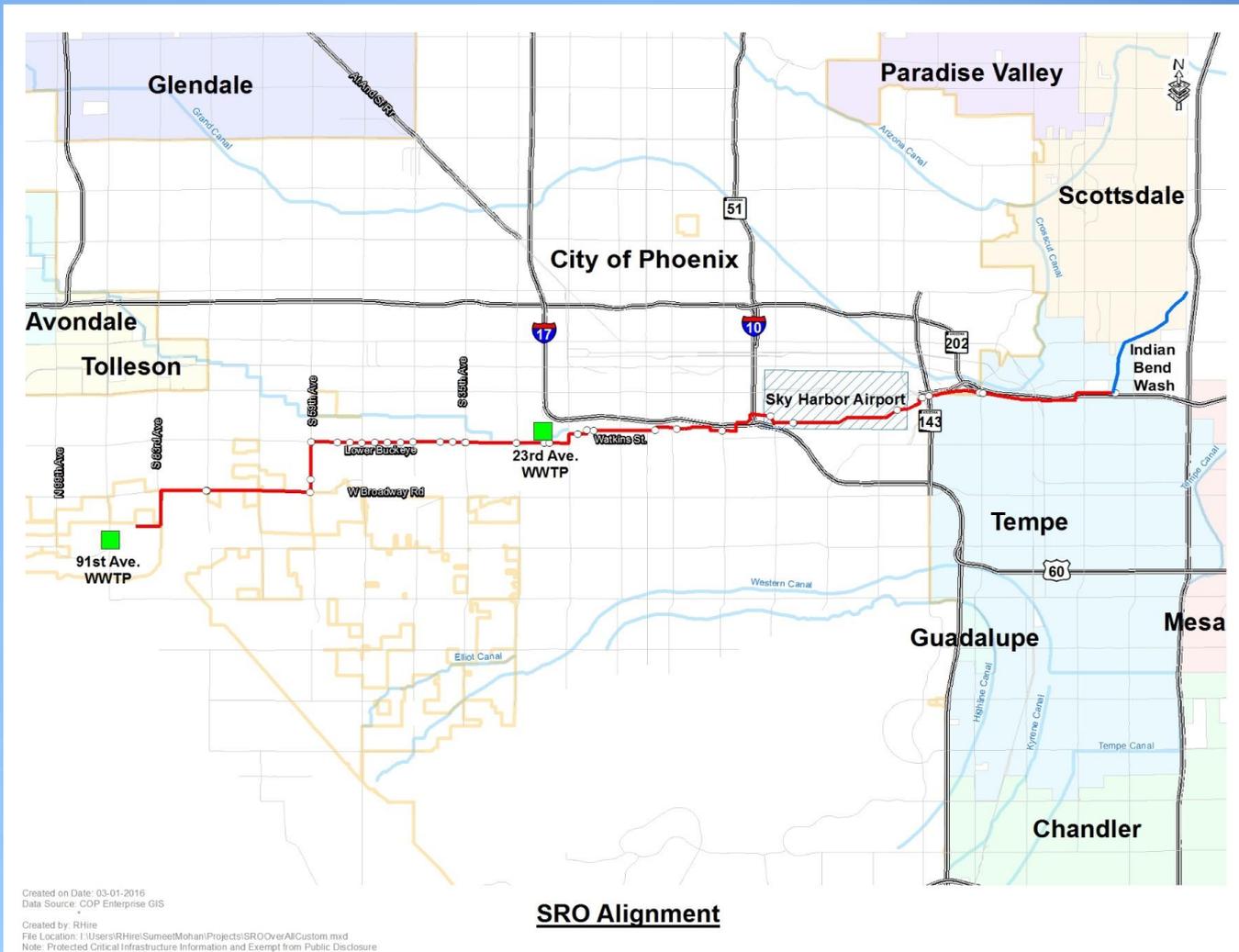


Project Description

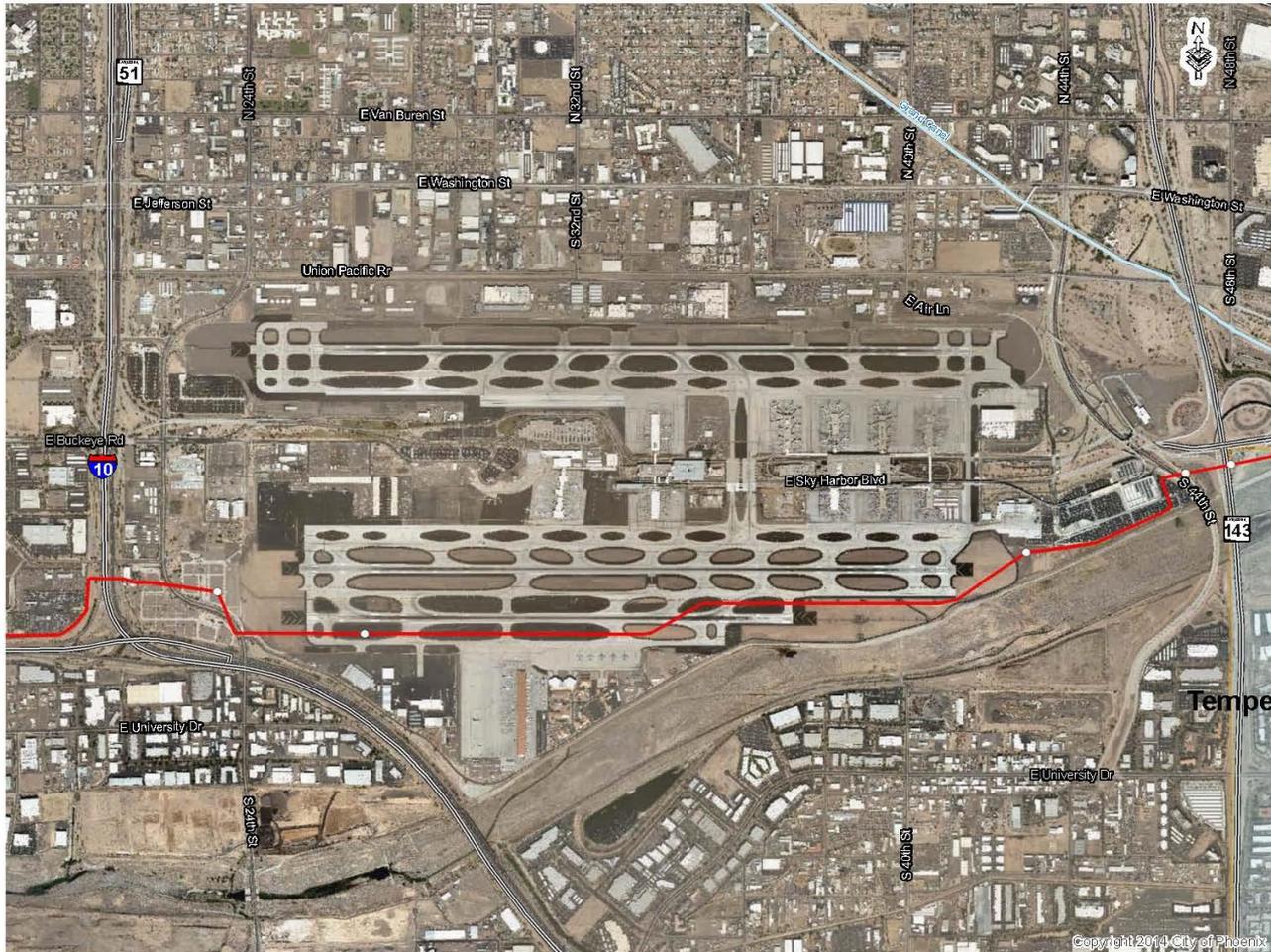
- Provide engineering services for a condition assessment of the Salt River Outfall (SRO) to include the interceptor, manholes and structures.
 - Approximately 23 miles in length from near the confluence of the Indian Bend Wash and Tempe Town Lake to the 91st Avenue Wastewater Treatment Plant.
 - Jointly owned through an intergovernmental agreement called the Subregional Operating Group (SROG) Joint Exercise of Power Agreement (JEPA)
 - Cities of Glendale, Mesa, Phoenix, Scottsdale, and Tempe.
 - Ranges in diameter from 54 inches to 90 inches
 - Approximately 4.5 miles of PVC-lined reinforced concrete pipe, 0.4 miles of Hobas (fiberglass) pipe, and the remainder of the interceptor has been rehabbed with CIPP liner.
 - Traverses an active airfield at Phoenix Sky Harbor International Airport.



Project Description - continue



Project Description - continue



Created on Date: 02-25-2016
Data Source: COP Enterprise GIS

Created by: RHire
File Location: I:\Users\RHire\Sumeet\Projects\SRO\Airport.mxd
Note: Protected Critical Infrastructure Information and Exempt from Public Disclosure

SRO Alignment at Sky Harbor Airport



Scope of Work

This project will assess the condition of the entire length of the SRO which is approximately 23 miles in length with pipe ranging in diameter from 54 to 90 inches. The project will also assess the condition of approximately 190 sanitary sewer manholes and structures. The scope of work will include, but not be limited to the following:

- Review of past assessments of the SRO, past CCTV, as-builts of completed rehabilitation, and other pertinent documents and records.
- Inspect the pipe interior, utilizing, but not limited to, video remote inspection equipment. The City prefers that the interior of the pipe be digitally scanned, but high flows and high velocities may prevent this method of inspection.
- Inspect all manholes/structures on the interceptor. Standard manholes shall be inspected using digital technology that can scan the complete interior of the manholes. Manned entry may be necessary for structures/manholes in which digital technology does not provide satisfactory examination. Manned entry inspection will be required for at least 10% of the manholes/structures.



Scope of Work - continue

- Assess pipe condition using NASSCO PACP and manhole condition using NASSCO MACP (Level 2).
- Perform cleaning as necessary to inspect pipe.
- Prepare detailed report of observations including recommendations for cost effective resolution of discovered defects.
- Develop budgetary costs for high priority defects found in the pipeline and manholes/structures.
- Hold progress meetings and workshops as needed to complete the work.
- Update and input data for the WAM system.
- Prepare a draft report for review.
- Present the recommendations made in the draft report.
- Prepare a final report.
- Present a final executive summary.



QUESTIONS?



SOQ Criteria

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

- A. Experience of Prime Firm (250 points)
- B. 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: 6000001508
- 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: **12 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, December 8, 2023**



Selection Process

- Each SOQ will be evaluated according to the evaluation criteria in the RFQ
- Up to one consultant will be selected.
- Contract will be executed upon completion of negotiations of contract terms and City Council approval



Grounds for Disqualification

- ✓ **Failure to submit electronically through the ProcurePHX online portal by the due date and time.**
- ✓ **Violating “Contact with City Employees” policy.**



RFx Electronic Submittals

Log in to ProcurePHX portal:

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

Select RFx and Auctions tab on the Ribbon

You will be taken to the RFx (Event) Landing Page

SAP

◀ Back Forward ▶ History Favorites Personalize View Help

RFx and Auctions Administration Messages

Home Create Users Own Data Company Data

Administration > Home

Thank you for your interest in becoming a vendor in the
As a Vendor Administrator for your company you have



RFx Electronic Submittals

Click the **Refresh** Button on the RFx (Event) Landing Page to see the most current information

Find the solicitation you'd like to view from the list, by RFx (Event) Number.

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](#)

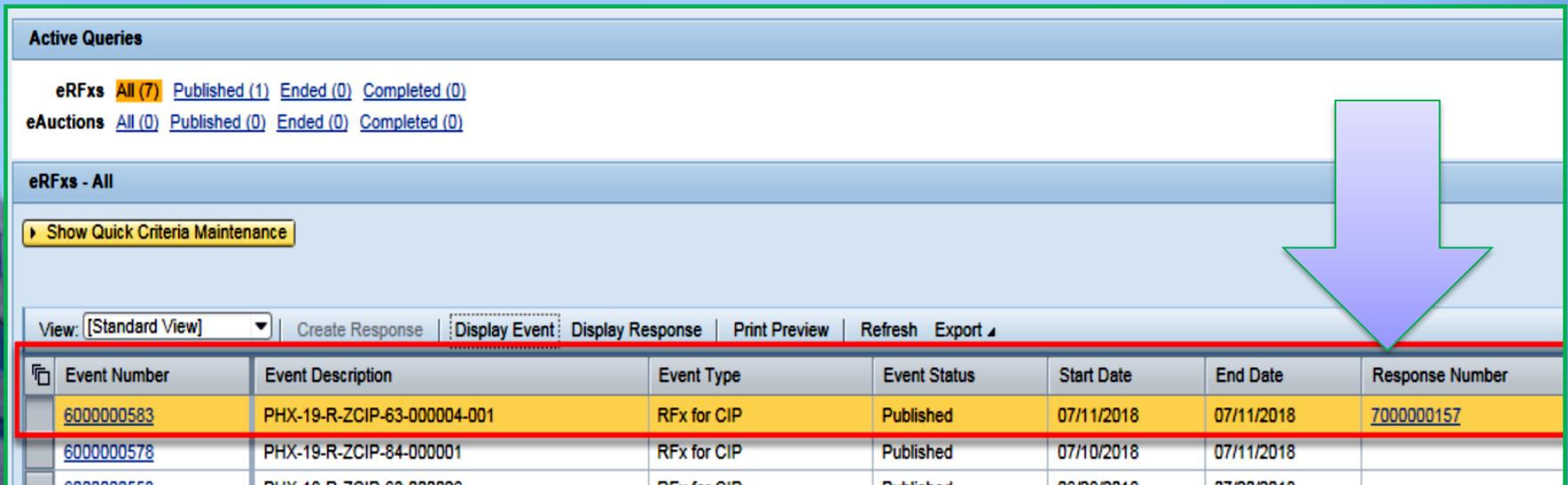
View: [Standard View] | Create Response | Display Event | Display Response | Print Preview | **Refresh** Ex

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

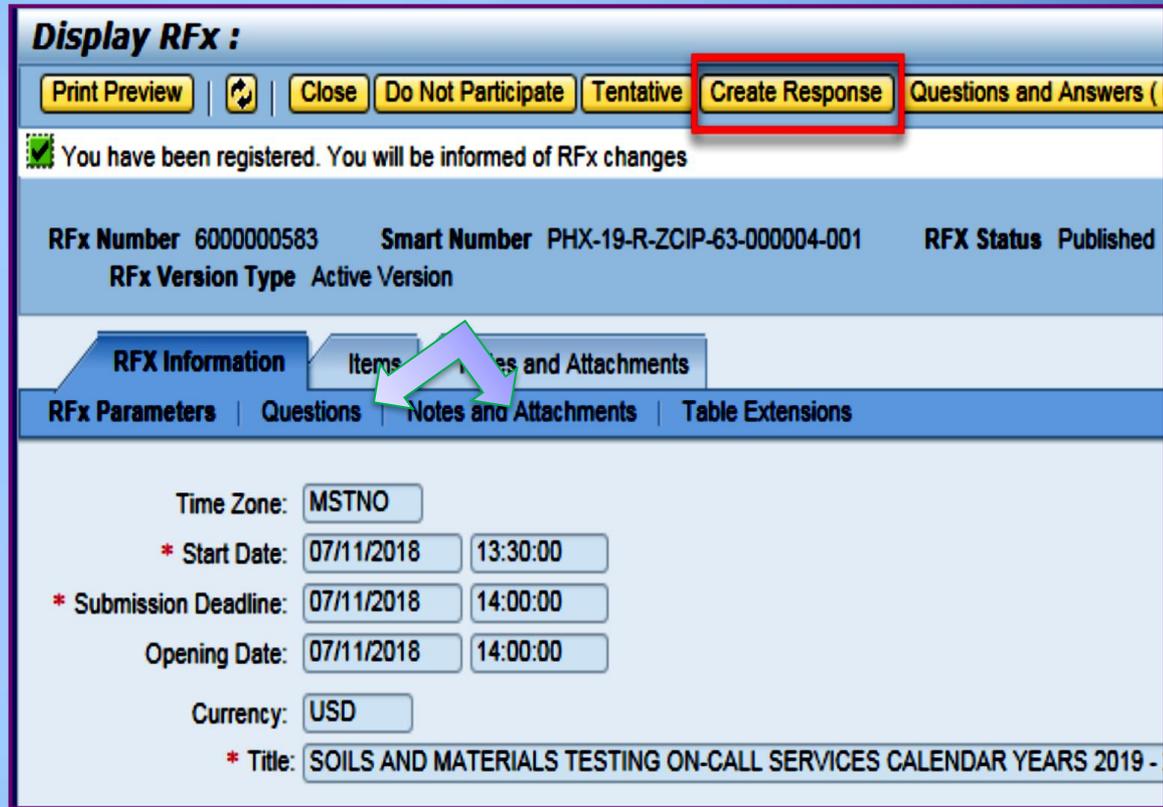
* Start Date: 07/11/2018 13:30:00

* 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 -



RFX Electronic Submittals

Click **Create Response**

Review **Notes and Attachments** Tab for the RFQ, Pre-Submittal Presentation, Attendance Sheet, and Notifications

Display RFX :

[Print Preview](#) |  | [Close](#) [Do Not Participate](#) [Tentative](#) **[Create Response](#)** [Questions and Answers \(](#)

 You have been registered. You will be informed of RFX changes

RFX Number 6000000583 Smart Number PHX-19-R-ZCIP-63-000004-001 RFX Status Published
RFX Version Type Active Version

RFX Information | [Items](#) | **[Notes and Attachments](#)**

[RFX Parameters](#) | [Questions](#) | **[Notes and Attachments](#)** | [Table Extensions](#)

Time Zone:

* Start Date:

* Submission Deadline:

Opening Date:

Currency:

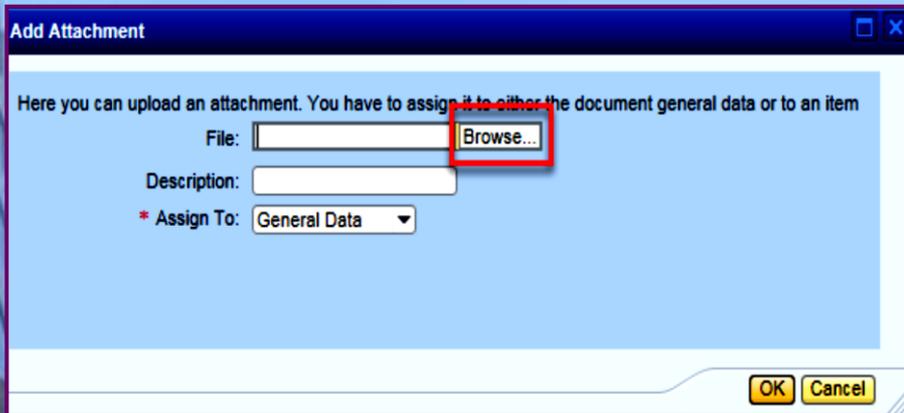
* Title:



RFx Electronic Submittals

Attach SOQ by clicking **Add Attachment**

Click **Browse** in the pop up window to navigate to the desired attachment document



Add Attachment

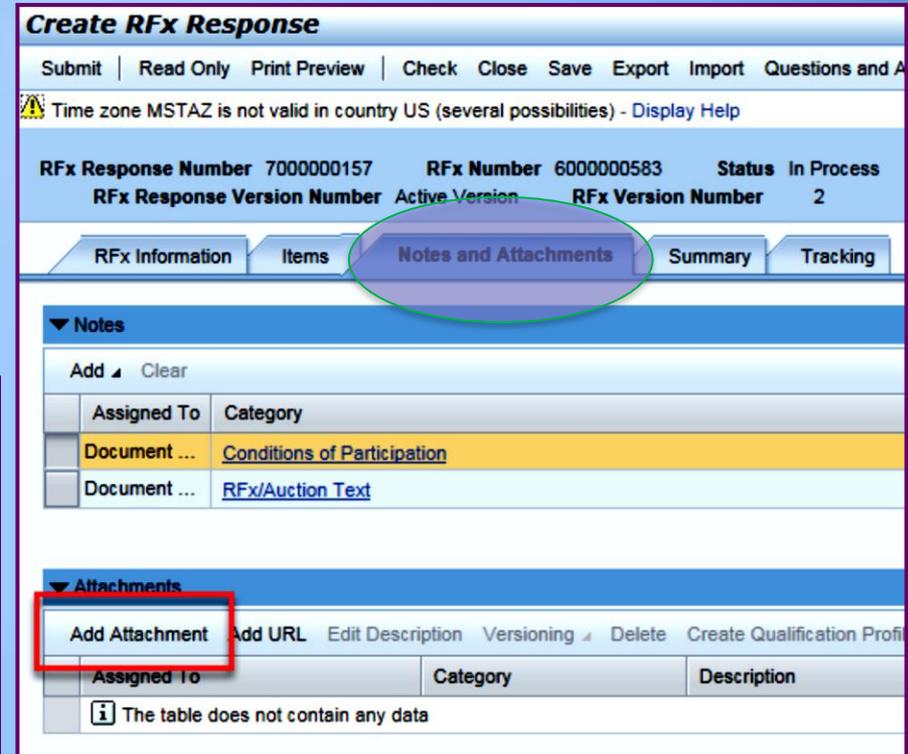
Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: **Browse...**

Description:

* Assign To:

OK Cancel



Create RFx Response

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

⚠ Time zone MSTAZ is not valid in country US (several possibilities) - Display Help

RFx Response Number 7000000157 RFx Number 6000000583 Status In Process
RFx Response Version Number Active Version RFx Version Number 2

RFx Information Items **Notes and Attachments** Summary Tracking

▼ Notes

Add ▲ Clear

Assigned To	Category
Document ...	Conditions of Participation
Document ...	RFx/Auction Text

▼ Attachments

Add Attachment Add URL Edit Description Versioning ▲ Delete Create Qualification Profil

Assigned To	Category	Description
The table does not contain any data		



RFx Electronic Submittals

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

The **Summary** Tab provides a high-level overview of your RFx Response

The image shows two overlapping windows from a software application. The top window is titled "Add Attachment" and contains the following text and form fields:

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File:

Description:

* Assign To:

At the bottom of this window are "OK" and "Cancel" buttons.

The bottom window is titled "Create RFx Response" and has a menu bar with "Submit", "Read Only", "Print Preview", "Check", "Close", "Save", "Export", "Import", "Questions and Answers (0)", and "System". Below the menu bar is a status bar with the following information:

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

The window has several tabs: "RFx Information", "Items", "Notes and Attachments", "Summary" (highlighted with a red box), and "Tracking".

Under the "Notes and Attachments" tab, there is a "Notes" section with "Add" and "Clear" buttons. Below it is a table:

Assigned To	Category
Document ...	Conditions of Participation
Document ...	RFx/Auction Text

Below the "Notes" section is an "Attachments" section with "Add Attachment", "Add URL", "Edit Description", "Versioning", "Delete", and "Create Qualification Profile" buttons. Below these buttons is another table:

Assigned To	Category	Description
Document Header	Standard Attachment	My Company's Response to RFQ



RFx Electronic Submittals

Click the **CHECK** button to ensure no system errors
Click the **SUBMIT** button to submit your RFx response

Create RFx Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers (0) | System Information | Create Memory Snapshot

RFx response is complete and contains no errors

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

RFx Information | Items | Notes and Attachments | **Summary** | Tracking

RFx Response Number:

Items with Response:

Questions:

Notes:

Attachments:



RFx Electronic Submittals

You will see a confirmation message that your response was submitted

Click **Close**, and return to the RFx (Event) Landing Page

Display RFx Response:

Edit | Print Preview | **Close** | Withdraw | Export | Questions and Answers (0) | System Information | Create Memory Snapshot

RFx response 7000000157 submitted

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

RFx Information | Items | Notes and Attachments | **Summary** | Tracking

RFx Response Number: 7000000157
Items with Response: 5 out of 5 items responded to
Questions: 5 out of 5 questions answered (5 out of 5 mandatory)
Notes: 2 notes added
Attachments: 1 attachments added



RFx Electronic Submittals

Click Refresh on the RFx (Event) Landing Page.

Locate the desired RFx (Event) Number, and scroll to the right.

Your Response Status should display as **Submitted**.

A Response Status of **In Process**, or **Saved** indicates you are still in edit mode, and need to complete a step(s) before the system will update your RFx response to **Submitted**.

Active Queries

eRFxs [All \(7\)](#) [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

Show Quick Criteria Maintenance

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

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
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 December 8, 2023
- Scope Meeting January 2024



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!!!

