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

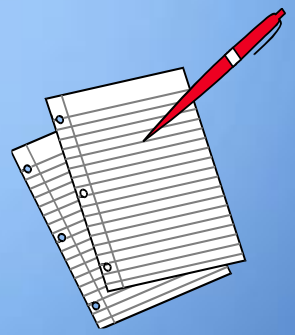
Welcome and Introductions

Liz Blakley, Contracts Specialist
Office of the City Engineer
elizabeth.blakley@phoenix.gov (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?

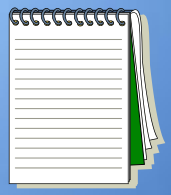


Meeting Overview

- **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**

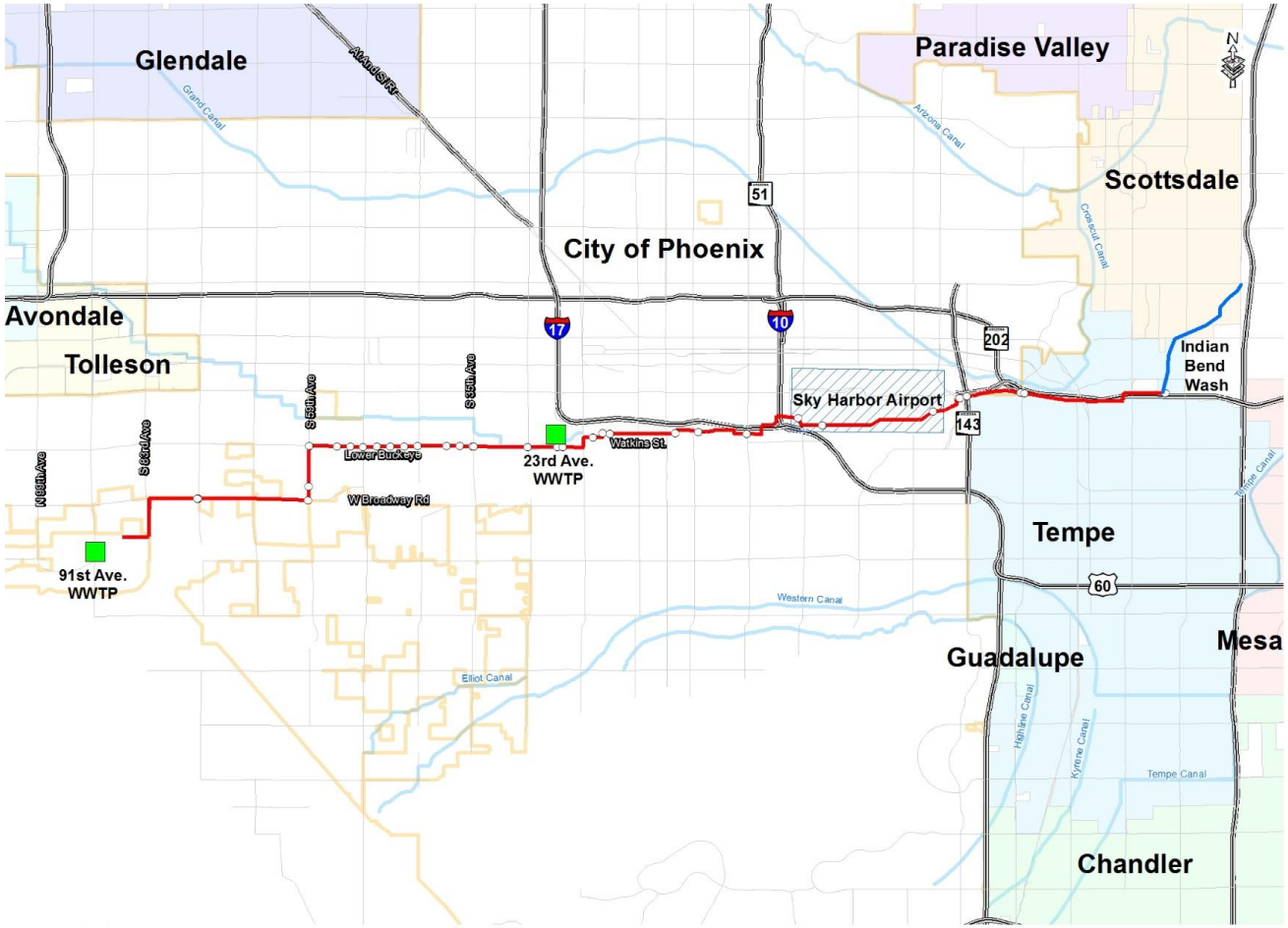
- **New Firms –** After registering, the City will send an e-mail with a vendor **number** approx. **2 days**

- **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



SRO Alignment

Project Description - continue

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

Created by: RHire
File Location: I:\Users\RHire\SumeetMohan\Projects\SROAtAirport.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.**

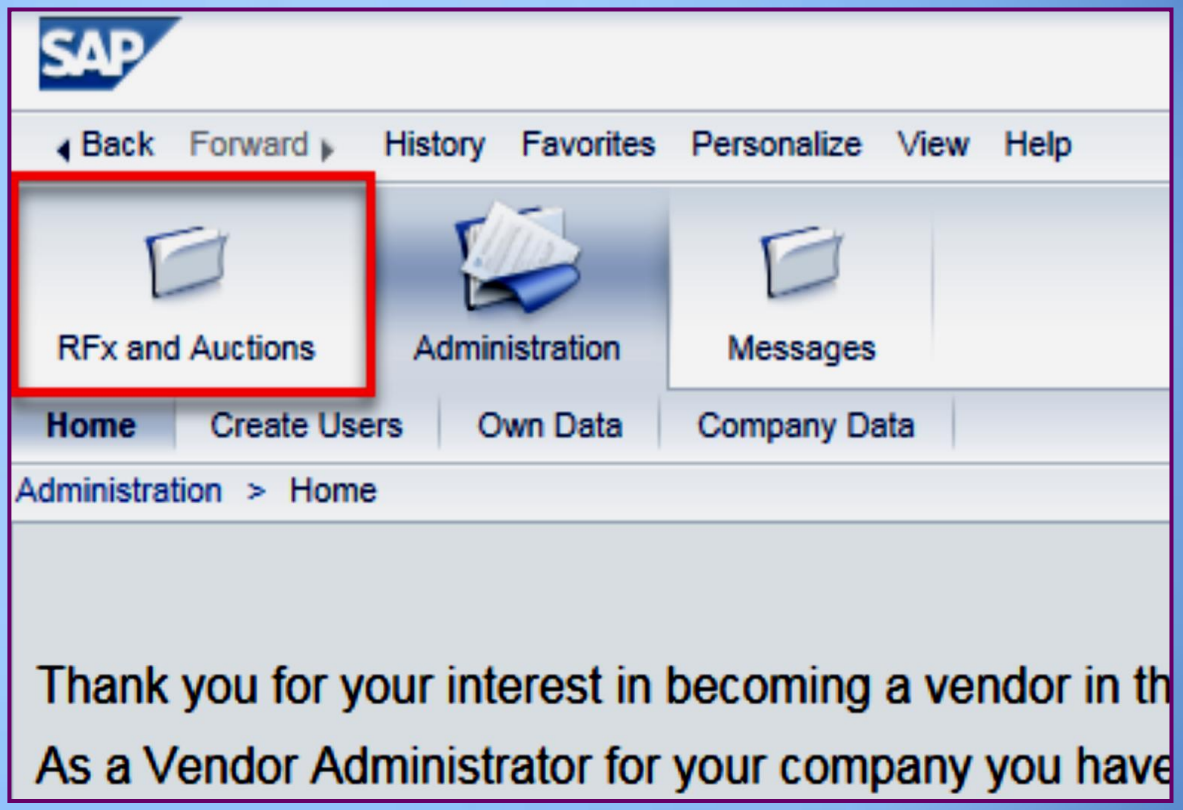
RFx Electronic Submittals

Log in to ProcurePHX portal:

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

Select RFx and Auctions tab on the Ribbon

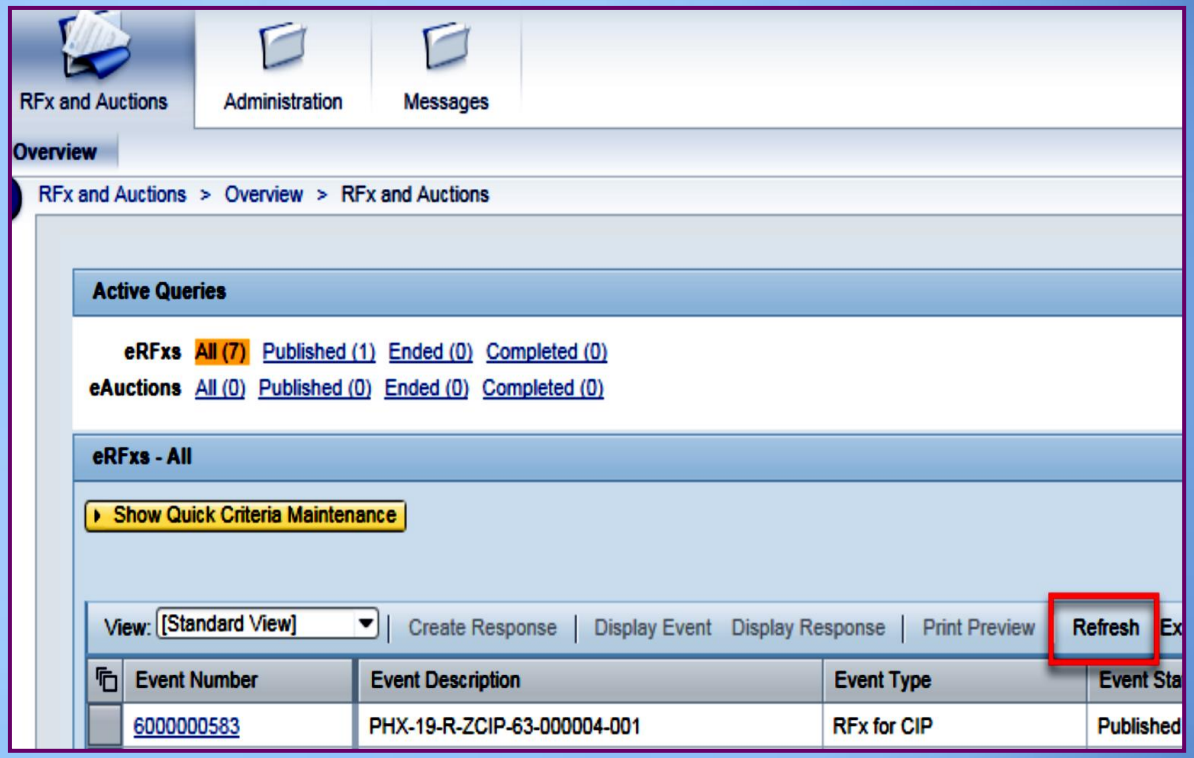
You will be taken to the RFx (Event) Landing Page



RFx Electronic Submittals

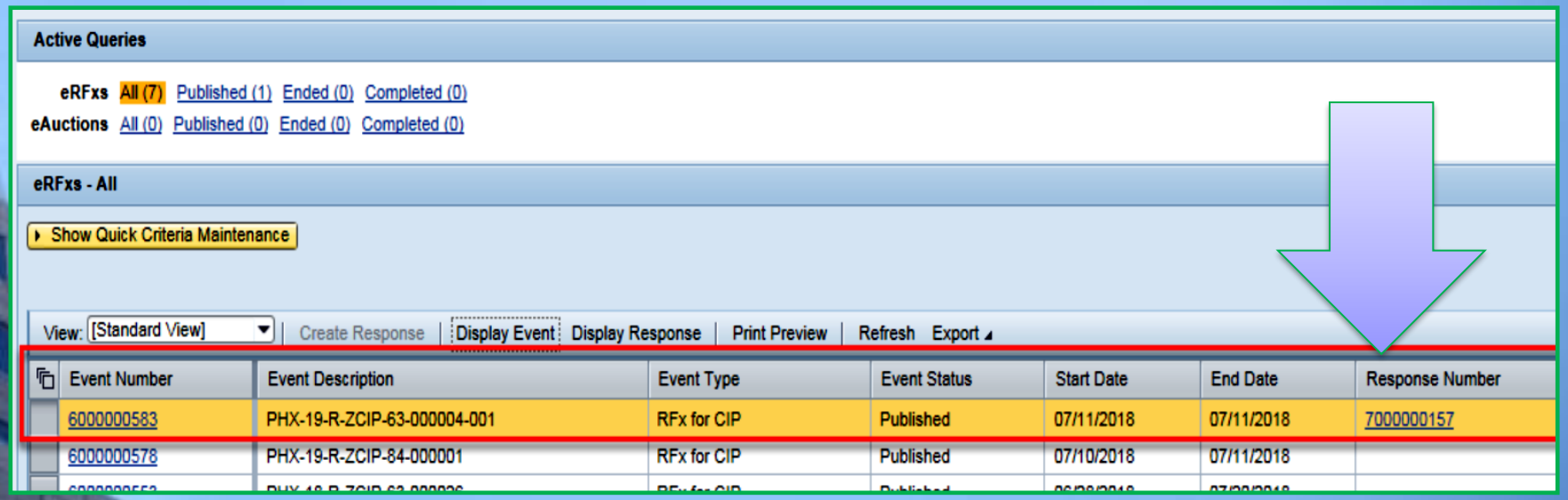
Click the **Refresh** Button on the RFx (Event) Landing Page to see the most current information

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



RFx 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.



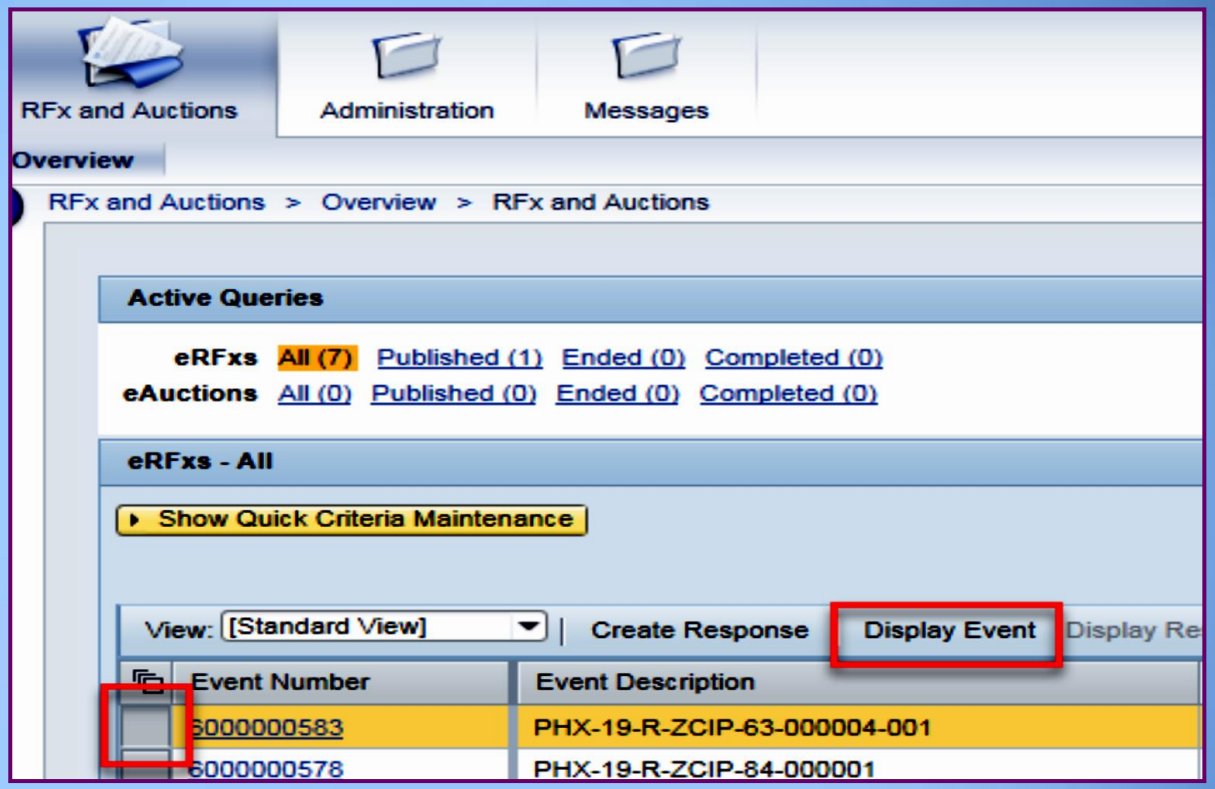
RFx Electronic Submittals

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

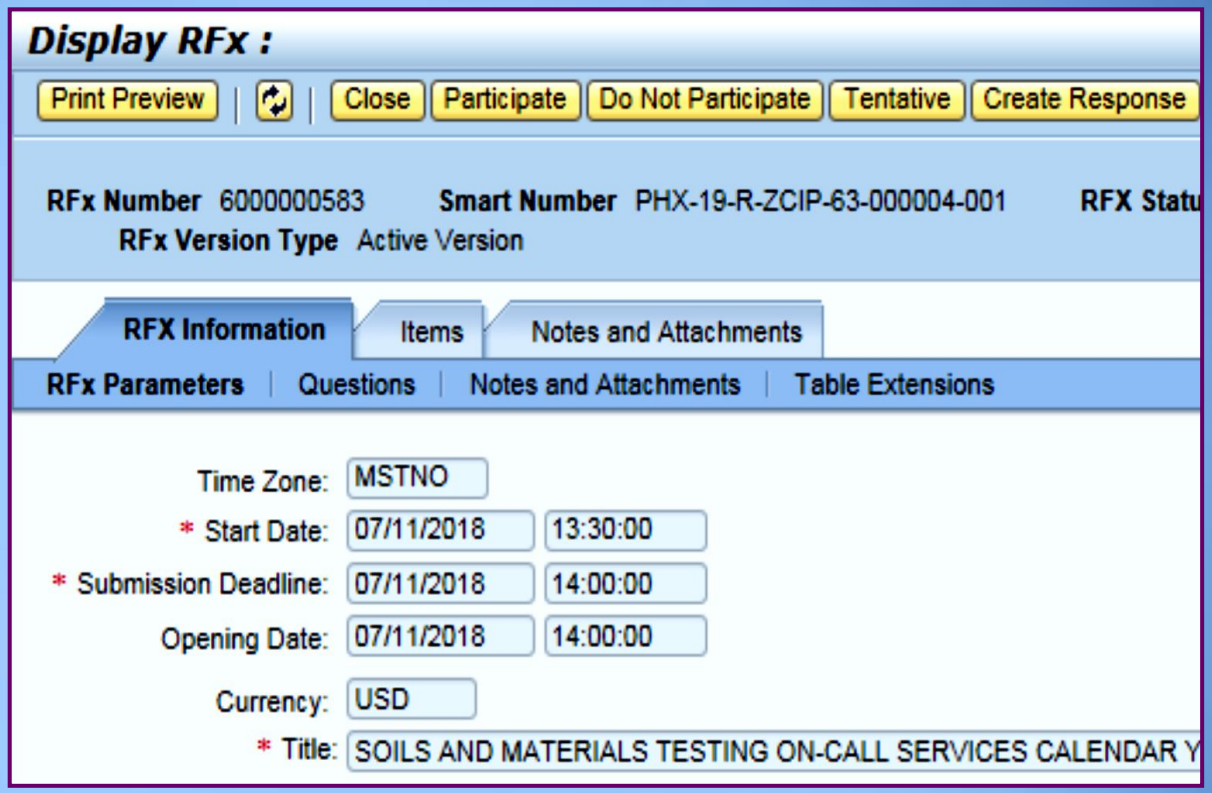


RFx Electronic Submittals

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

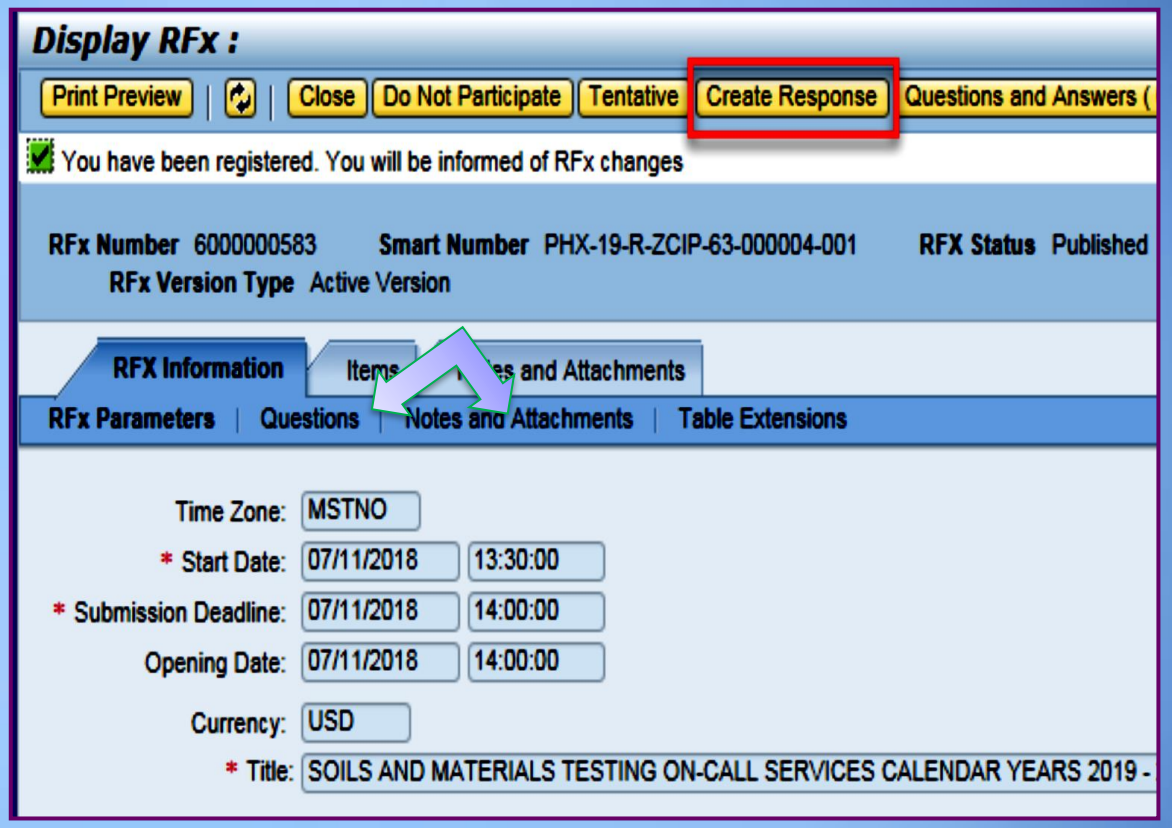


RFx Electronic Submittals

Click **Create Response**

Review **Items** Tab for RFQ Evaluation Category Yes/No questions

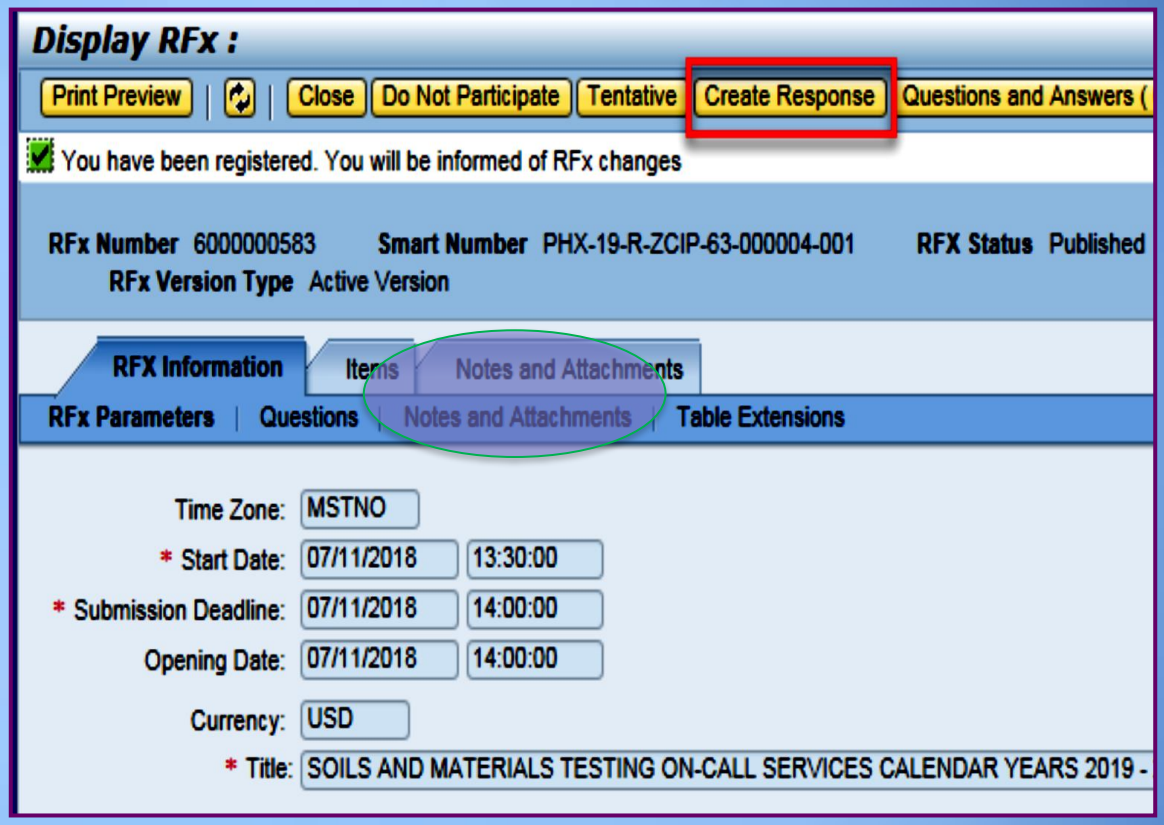
Review **Notes and Attachments** Tab for RFQ and Notifications



RFx Electronic Submittals

Click **Create Response**

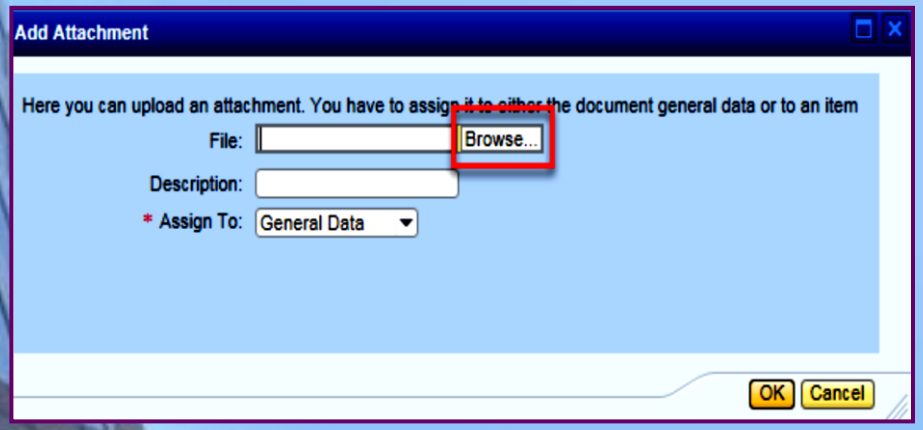
Review **Notes and Attachments** Tab for the RFQ, Pre-Submittal Presentation, Attendance Sheet, and Notifications

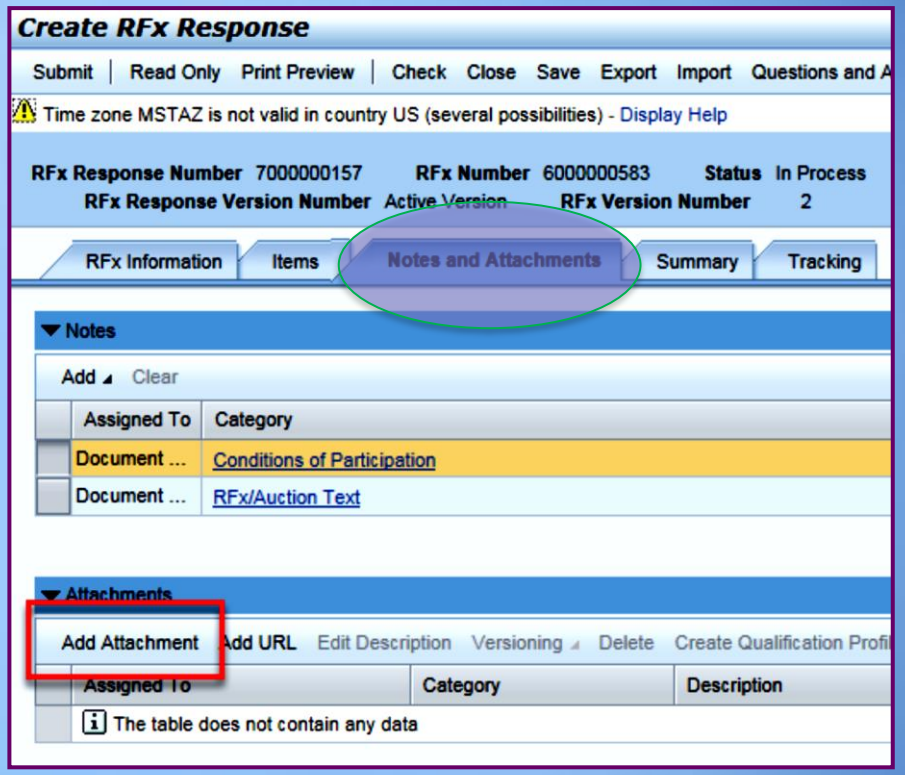


RFx Electronic Submittals

Attach SOQ by clicking **Add Attachment**

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

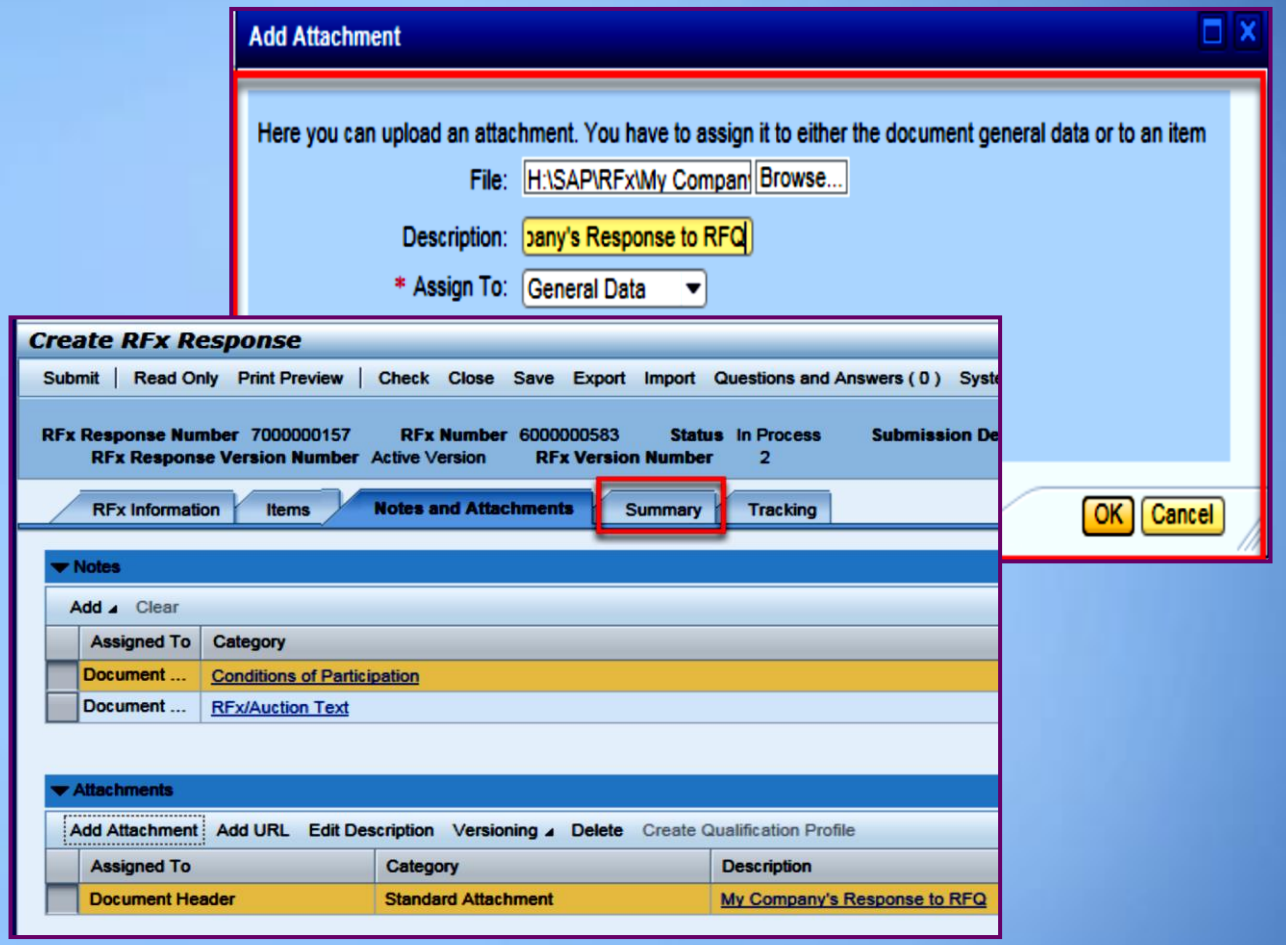




RFx Electronic Submittals

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

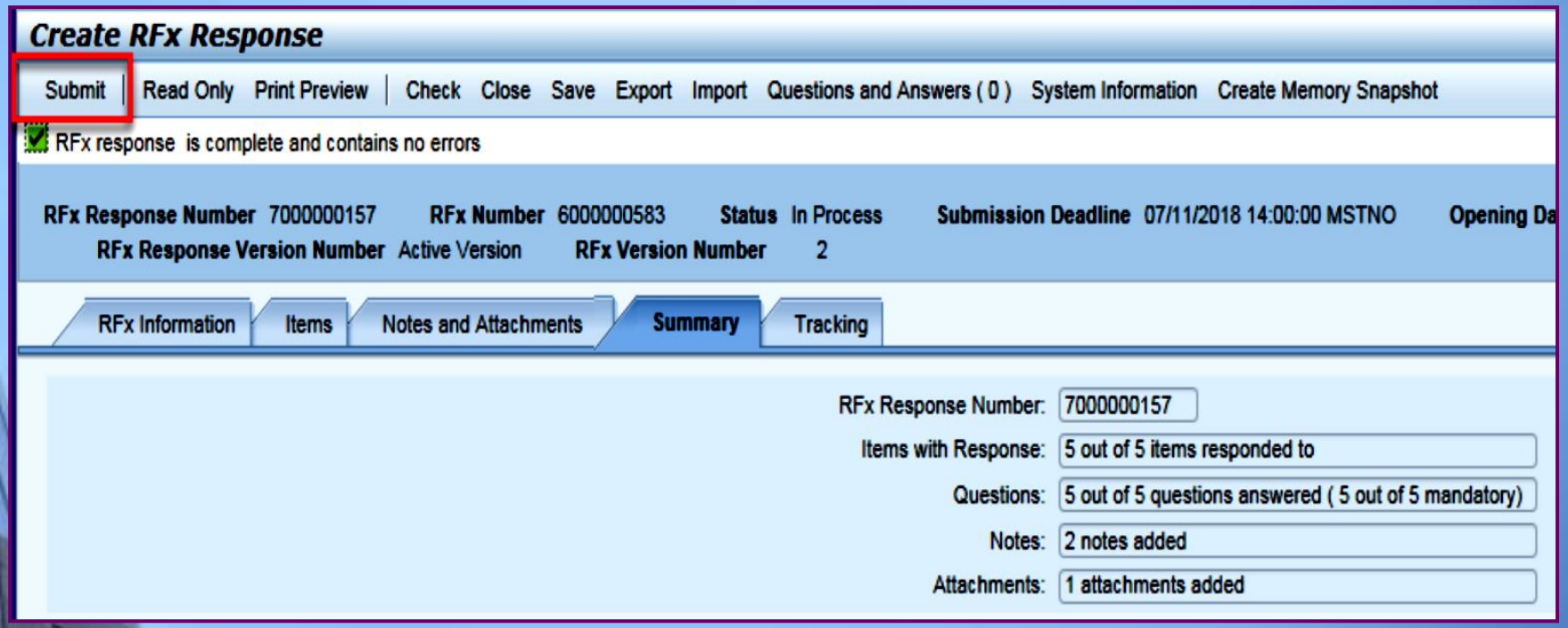
The **Summary** Tab provides a high-level overview of your RFx Response



RFx Electronic Submittals

Click the **CHECK** button to ensure no system errors

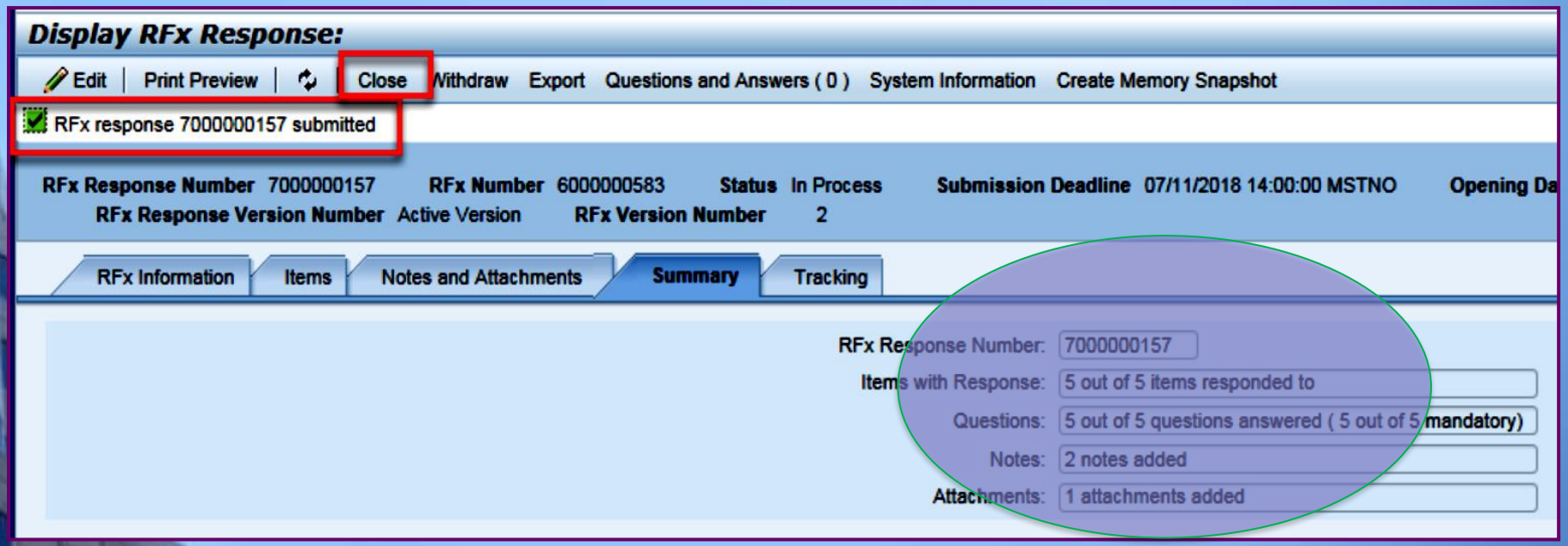
Click the **SUBMIT** button to submit your RFx response



RFx Electronic Submittals

You will see a confirmation message that your response was submitted

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



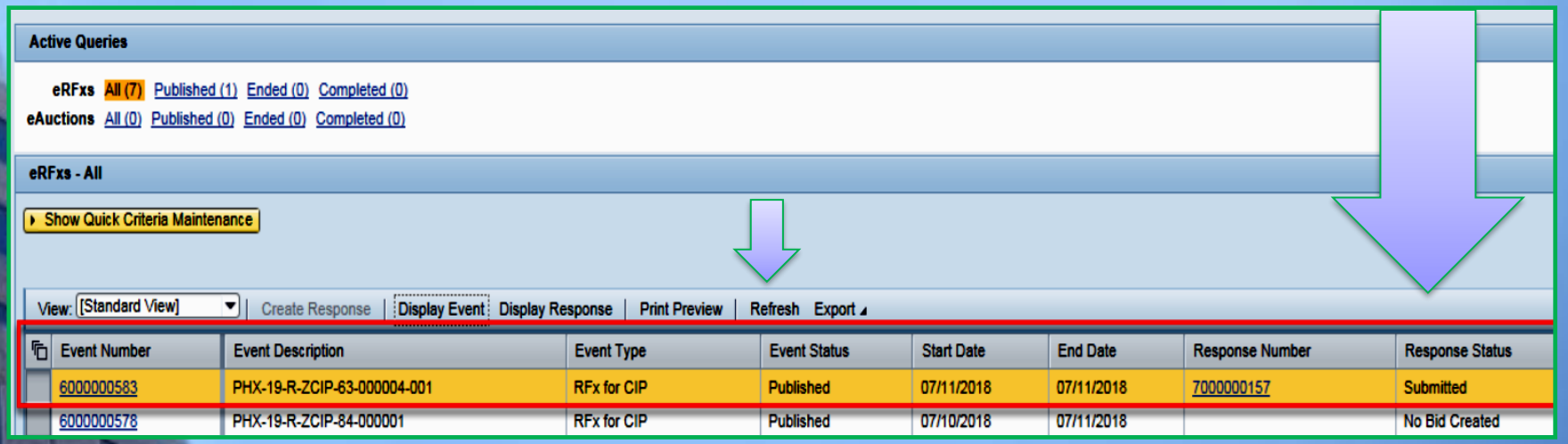
RFx Electronic Submittals

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**.



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*

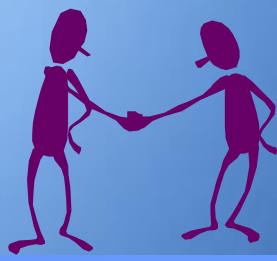
The ProcurePHX online portal will be used for Professional Services Solicitations

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!!!