CITY OF PHOENIX
REQUEST FOR QUALIFICATIONS

INDEPENDENT CONSTRUCTION COST EVALUATION ON-CALL SERVICES

PROCUREPHX PRODUCT CATEGORY CODE:

912000000, 925000000 and 962580000

RFx Number: 6000001514

City of Phoenix Representatives

Liz Blakley, Contracts Specialist II

Point of Contact for Submittals and RFQ Questions

Office of the City Engineer

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(602)495-3654

Darlene Helm, PE, Deputy Director

Water Services Department

MEETING OVERVIEW

Agenda

- Meeting Overview
- Vendor Registration and ProcurePHX
- Program Description & Scope of Work
- Evaluation Criteria
- Submittal Requirements
- Selection Process
- ProcurePHX and RFx Electronic Submittal
- Information Sheet
- Selection Schedule
- Questions

MEETING OVERVIEW

PowerPoint will be posted on:

City of Phoenix's ProcurePHX system (**RFx: 6000001514**):

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

AND posted on:

City of Phoenix's Procurement's website:

https://solicitations.phoenix.gov/

Click on respective project, then select one of the following:

- RFQ
- Notification (if applicable)
- **Submitter's Handbook – *Step-by-step Guide to RFx Submittals***

MEETING OVERVIEW

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.

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** in approx. 2 days

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

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

PROGRAM DESCRIPTION

- The City of Phoenix is seeking up to three qualified consultant teams to provide independent construction cost evaluation services.
- Work will be conducted Citywide
- Estimated contract capacity for each firm: $3,000,000
- Term: 3 years

SCOPE OF SERVICES

The qualified firms shall provide a variety of Cost Estimating Services on an as-needed basis. Such tasks include, but are not limited to:

• Preparing Programming/Design Concept Review (DCR) level estimates to determine project budgets.

• Preparing detailed construction estimates to be used for evaluating Contractor proposals for Construction Manager at Risk (CMAR) and Job Order Contracting (JOC) projects.

• Performing detailed quantity take-offs and providing quantity verifications.

• Evaluating Contractor proposals and providing support during negotiations for CMAR and JOC projects, change order requests, and claims.

SCOPE OF SERVICES - continued

• Evaluating change order costs, analyzing schedule impacts, reviewing authorizations for time extensions and additional general conditions costs, with consideration to the City's contract requirement for calculating delays and damages.

• Conducting confidential market inquiries, consulting market indexes, and utilizing industry contacts for reporting to the City on current costs and availability or trends in labor, material, and equipment.

• Evaluating Value Engineering proposals and alternatives.

• Evaluating claims and providing support during settlement process.

• Reviewing impact and estimation of non-city utilities, or other agencies coordination.

• Preparing Constructability Review (CR) estimates to determine submitted proposal, bid package or development comparison budget accuracy.

SCOPE OF SERVICES - continued

• Evaluating plan quality, verification of plan callouts and quantities, review of missing items, quantity verification, unidentified conflicts on plans, conflicting information with plans, special provisions, and City of Phoenix Details.

• Comparison of site conditions and design plans to ensure actual field conditions are accurately depicted on the plans.

• Evaluating all aspects of a project scope, including the project plans, special provisions and identifying conflicts with contract documents.

• Recommending construction phasing and the relative costs associated with phasing options.

• Reviewing and checking project measurements and payment sections adequately address the scope of each bid item to ensure quantity take-off of major work items are valid.

QUESTIONS?

QUESTIONS?

QUESTIONS?

SOQ EVALUATION CRITERIA

Maximum number of Points is 1,021

A. Experience of the Firm	275 pts.
B. Experience of Key Personnel	275 pts.
C. Project Management and Responsiveness	300 pts.
D. Staffing Information for Key Personnel	150 pts.
E. Reference Check	21 pts.

SUBMITTAL REQUIREMENTS

- Submit One (1) page Information Sheet
- Paper Size shall be 8½ “ x11”; Font size no less than 10 pt.
- Each page containing resumes, evaluation criteria, and additional content will be counted toward the maximum page limit
- Pages that have project photos, charts and/or graphs will be counted toward the maximum page limit

Maximum Page Count

10 pages permitted

The following will NOT be counted in the Maximum Page Count:

- Front and back covers
- Information Sheet
- Table of Contents
- Dividers (tabs)

GROUNDS FOR DISQUALIFICATION

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

SOQ Due Date

SOQ are due at 12:00PM Phoenix Time. On December 15, 2023

Please make sure that you submit early, in case you encounter an issue with submitting.

SELECTION PROCESS

- Each SOQ will be evaluated according to the evaluation criteria in the RFQ
- Up to 3 firms will be selected
- Contracts will be executed upon completion of negotiations of contract terms and City Council approval

QUESTIONS?

QUESTIONS?

procurePHX

Have you signed up?

RFX HINTS & TRICKS

BRIEF OVERVIEW FOR ONLINE SUBMISSIONS

RFX OVERVIEW

- Registration
- Login
- Viewing Solicitations
- Subscribe to Notifications
- Uploading SOQ
- Submitting SOQ
- Checking Response Status
- Editing Response
- Questions

ARE YOU REGISTERED ON PROCUREPHX?

All Firms MUST be registered in the Vendor Management System **PRIOR TO** submitting a Proposal. New firms should allow approximately 2 days to receive an email with vendor number.

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: **6000001514**

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

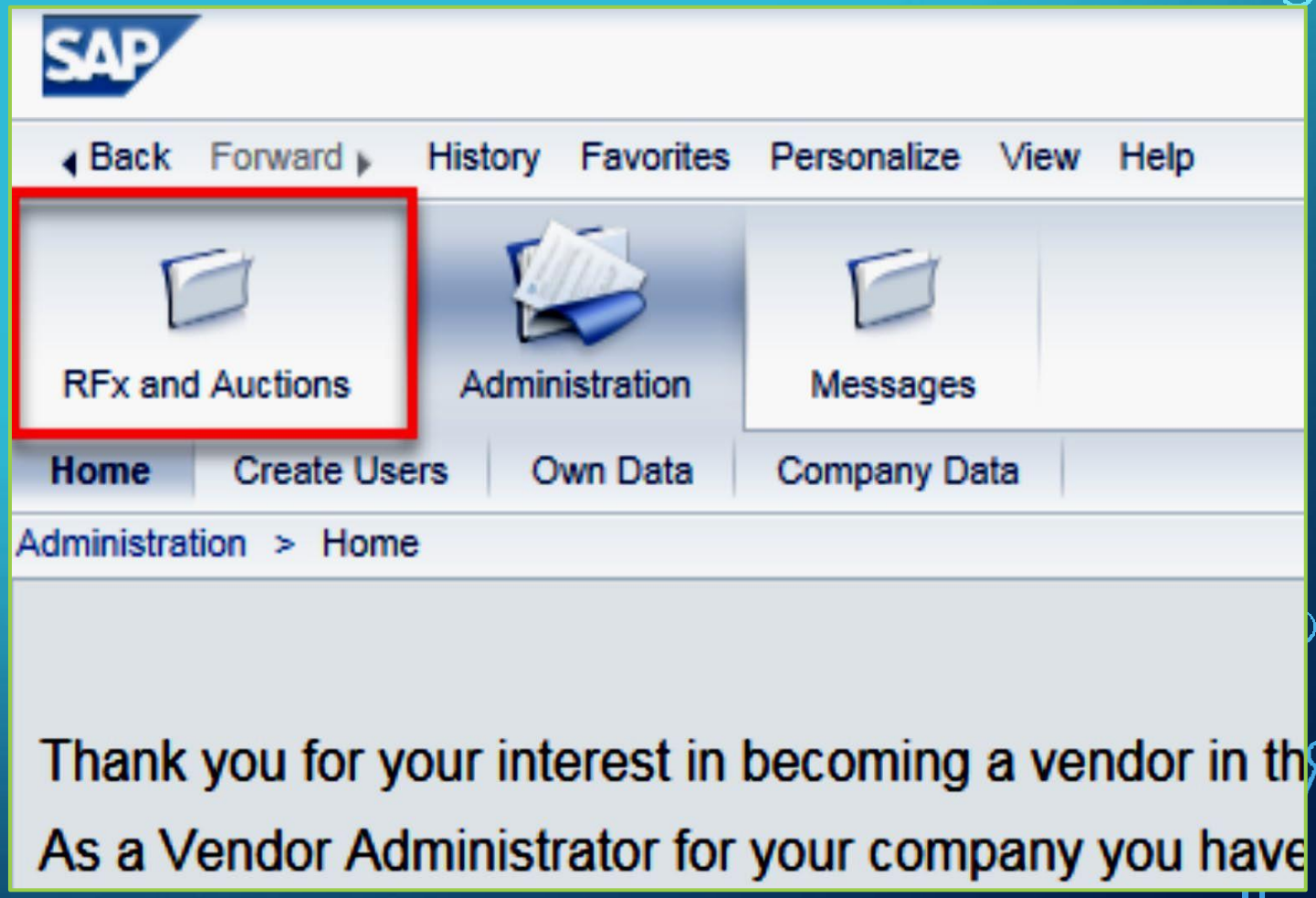
LOGIN

Log in to ProcurePHX portal:

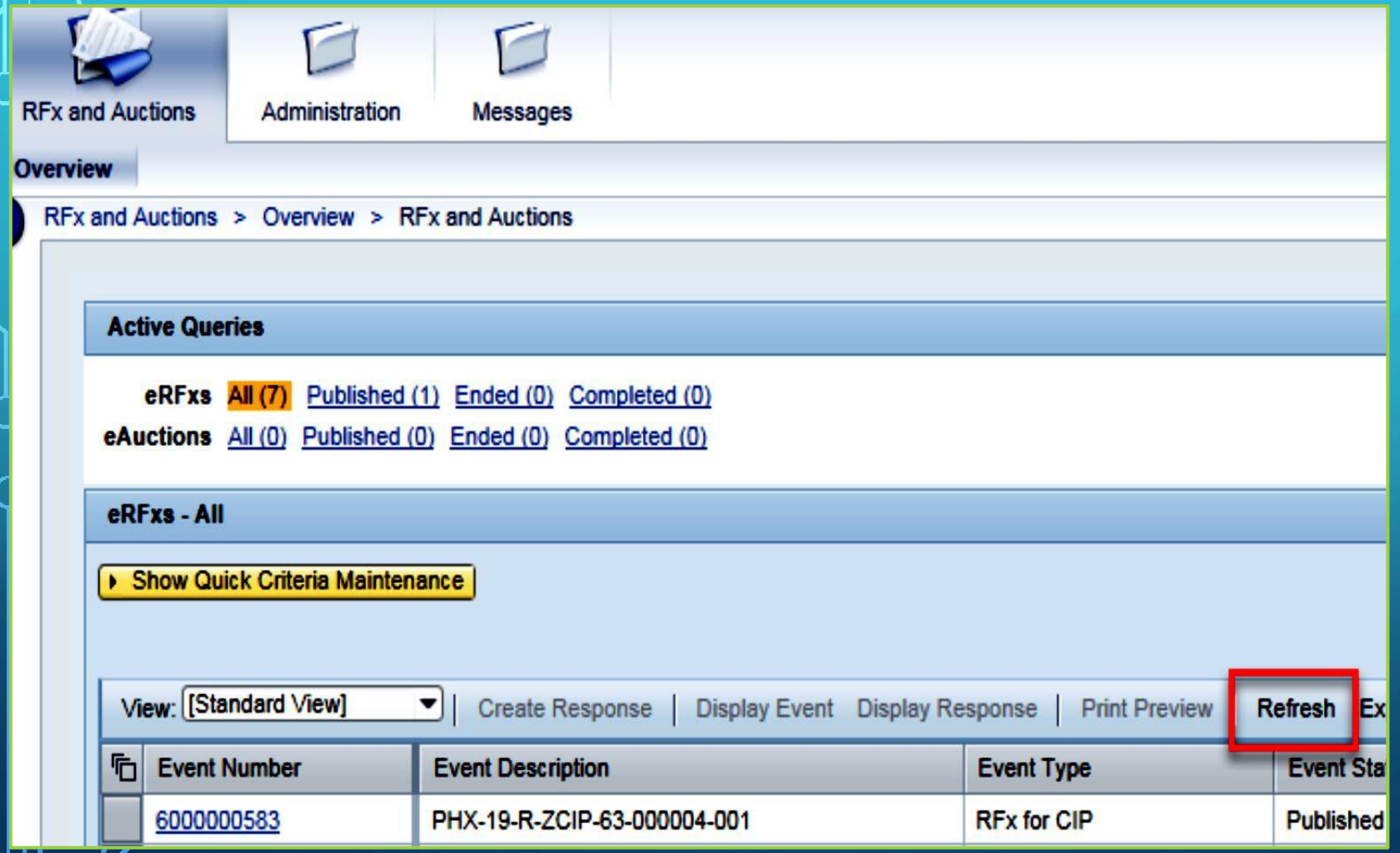
https://eprocurement.phoenix.gov/irj/portal

Select RFx and Auctions tab on the top Ribbon

*You will be taken to the **RFx Overview (Event)** Page*



FINDING SOLICITATIONS / RFX ELECTRONIC SUBMITTALS



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.

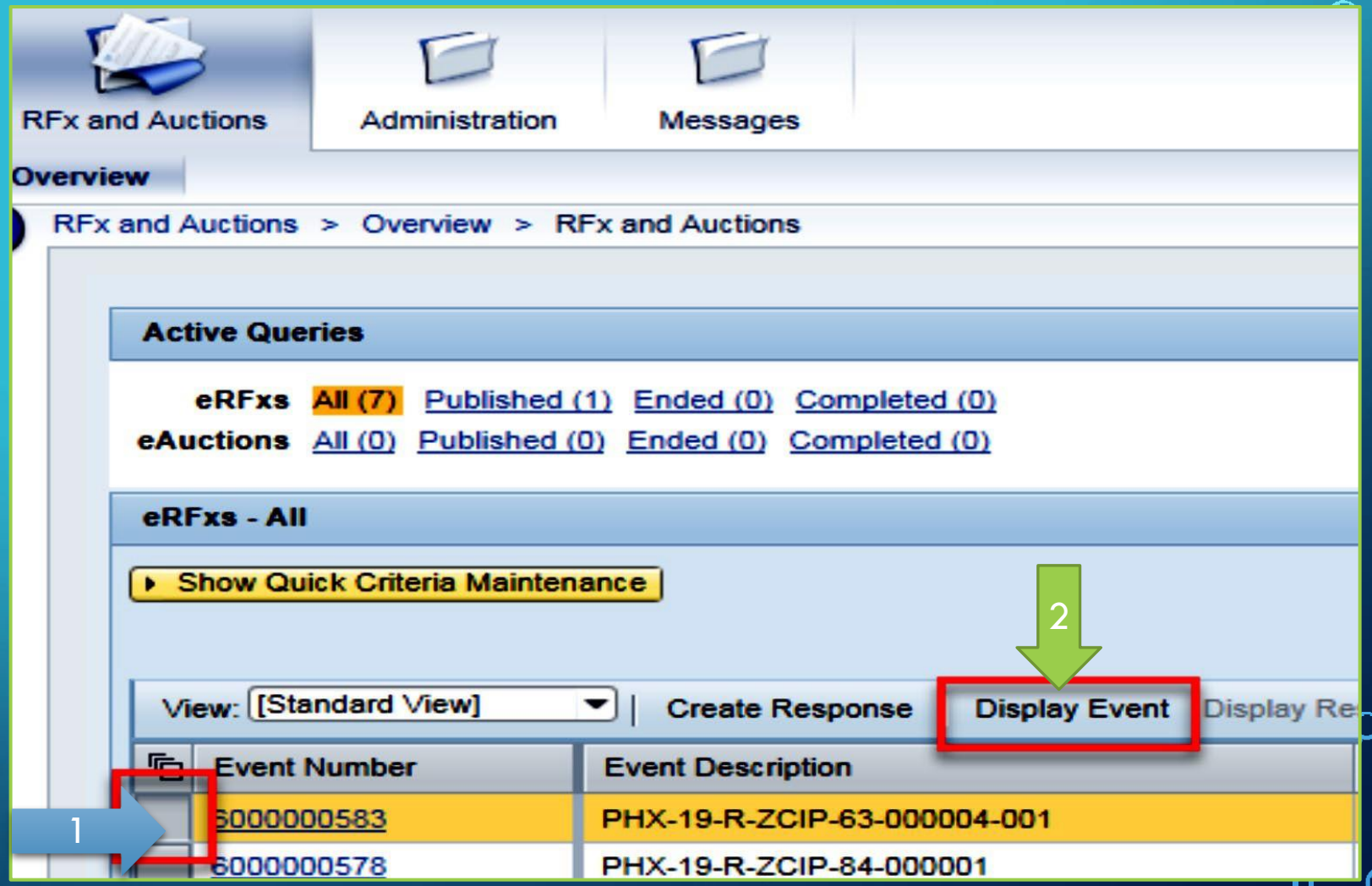
For this solicitation, your RFx (Event) Number is: **6000001514**

VIEW SELECTED SOLICITATION

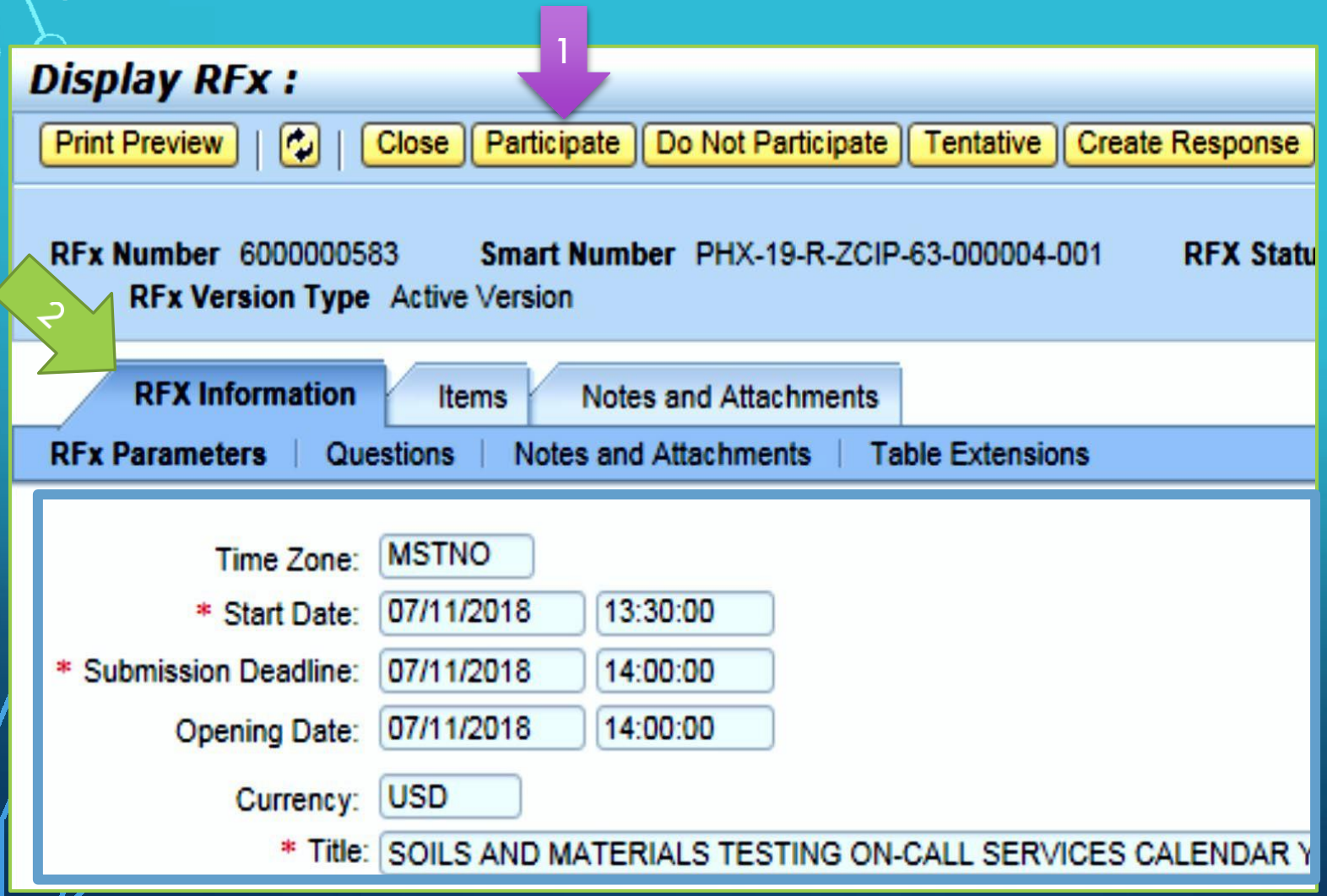
1. Click the gray box next to the RFx (Event) Number you'd like to view. Then,
2. Click **Display Event**

This will open a new window to view the selected RFx

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



WOULD YOU LIKE UPDATES ON THIS SOLICITATION?



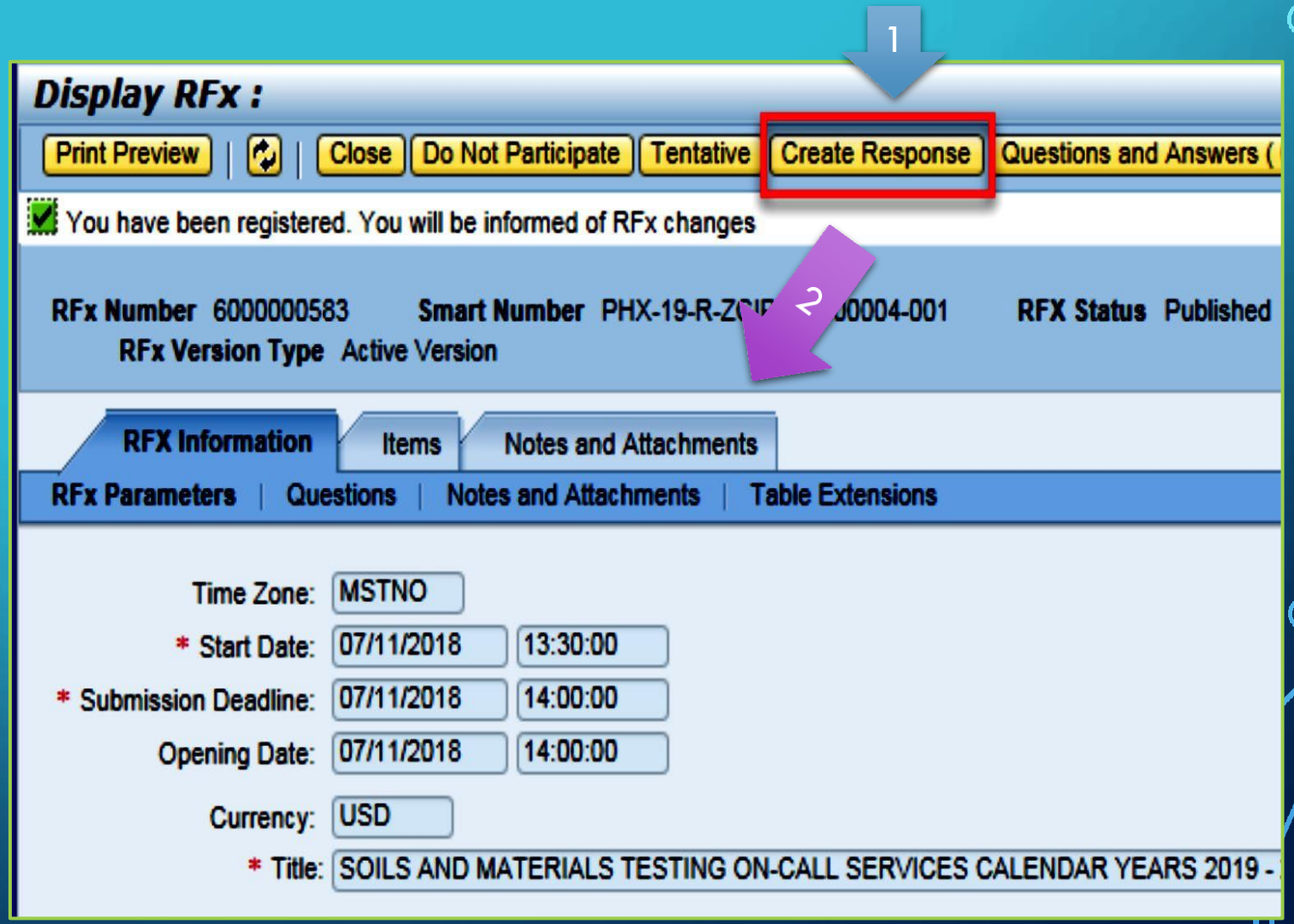
Update your **Participation Status** accordingly

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

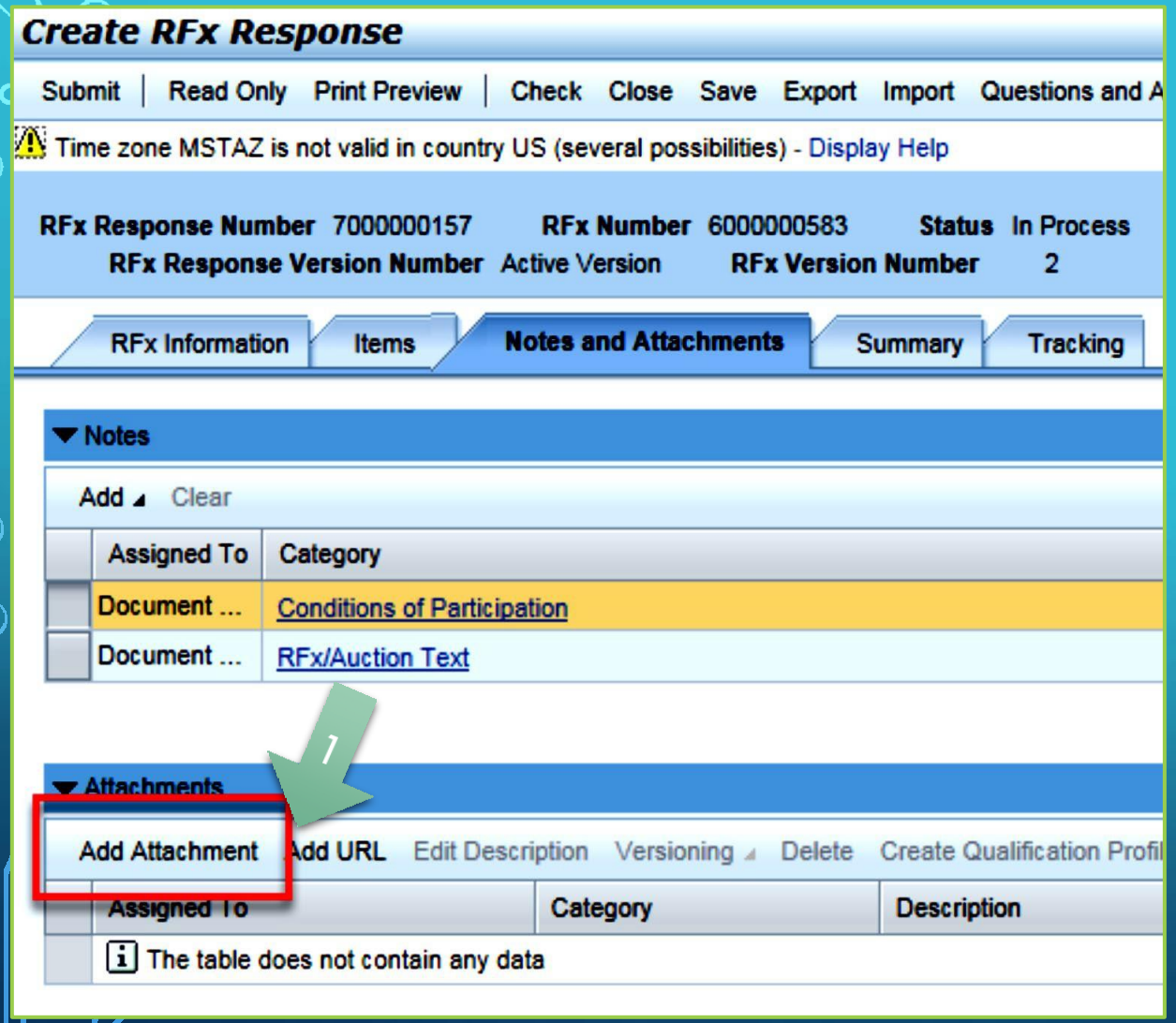
DO YOU WANT TO SUBMIT FOR THIS SOLICITATION?

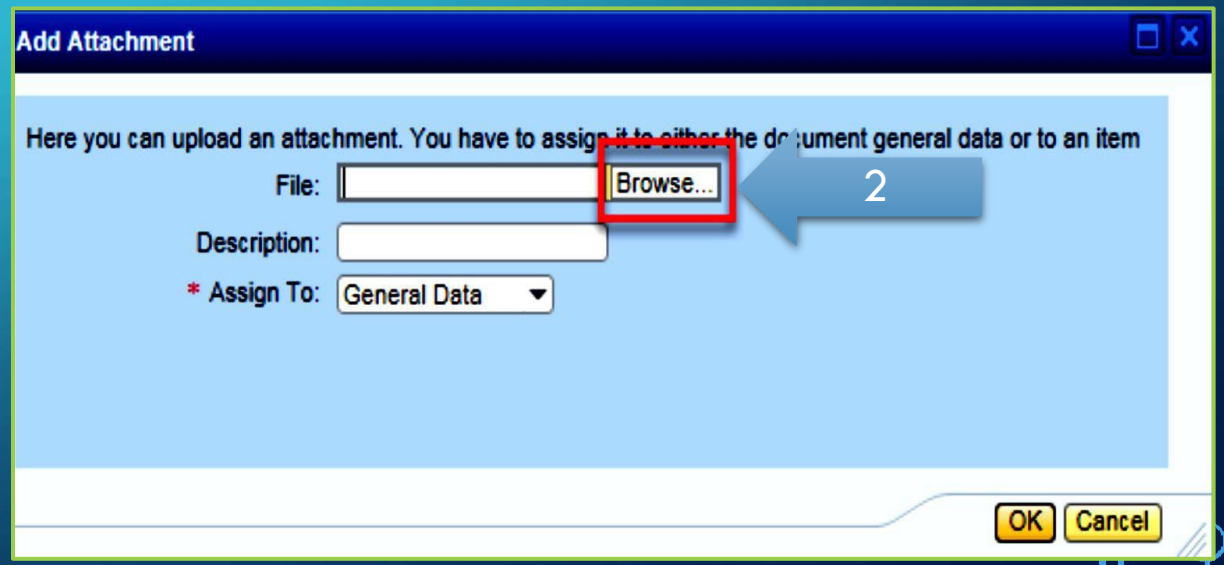
1. Click **Create Response**
2. Review **Notes and Attachments** Tab for the RFQ, Pre-Submittal Presentation, Attendance Sheet, and Notifications, etc.



HOW TO UPLOAD YOUR SOQ

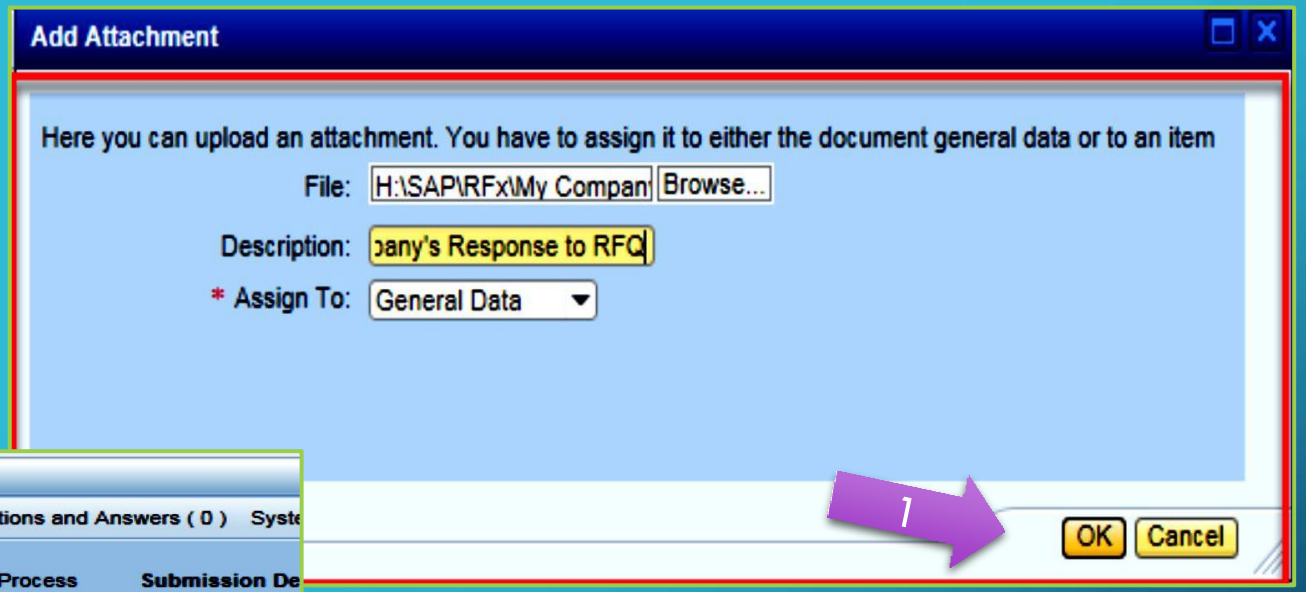
1. Attach SOQ by clicking **Add Attachment**, there will be a separate pop up window
2. Click **Browse** in the pop up window to navigate to the desired attachment document

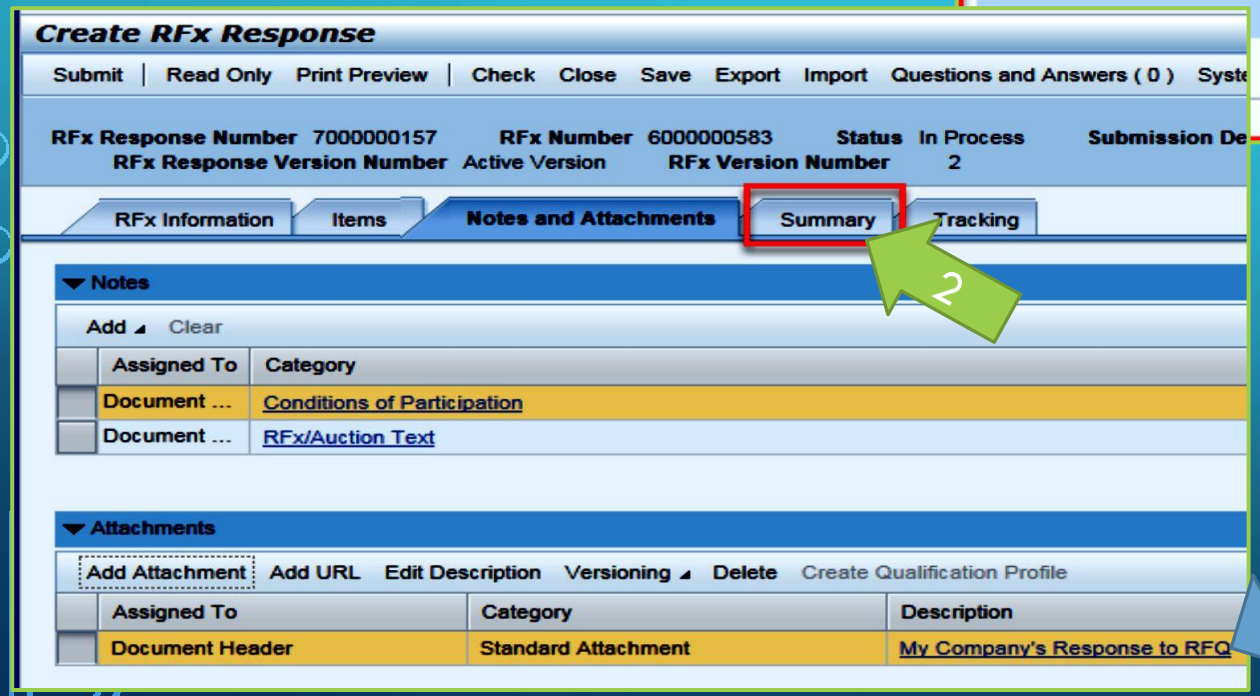




ADDING AN ATTACHMENT

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



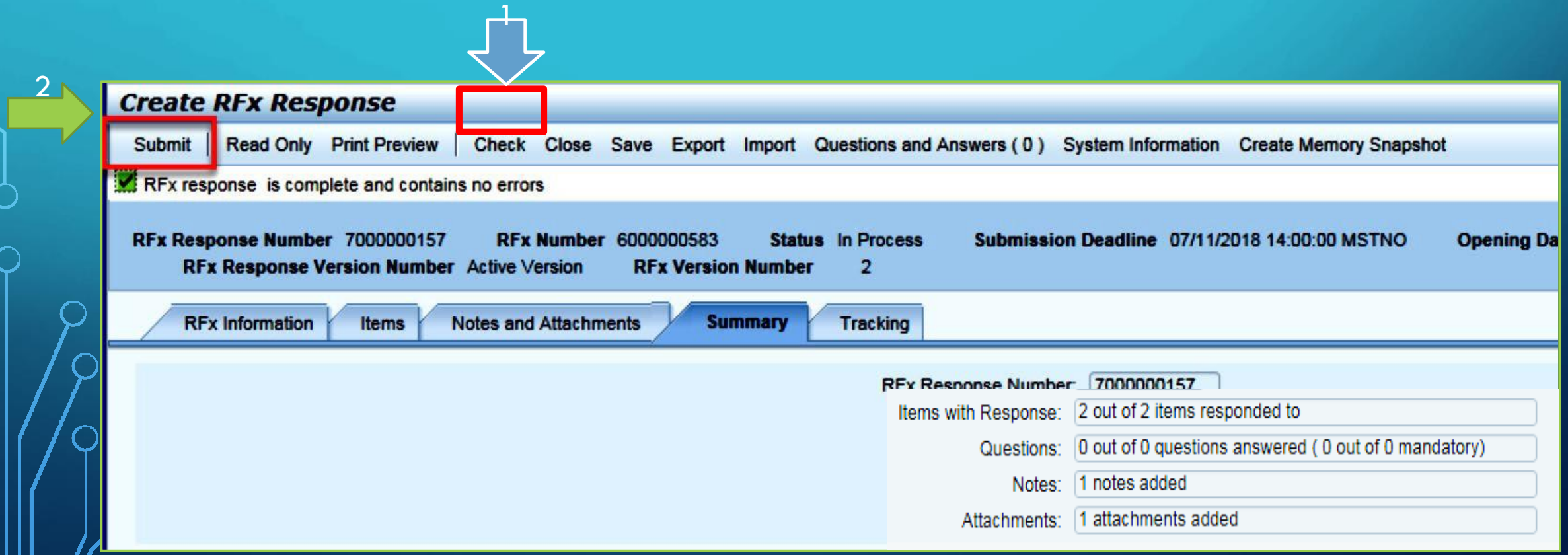


2. The **Summary** Tab provides a high-level overview of your RFx Response

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

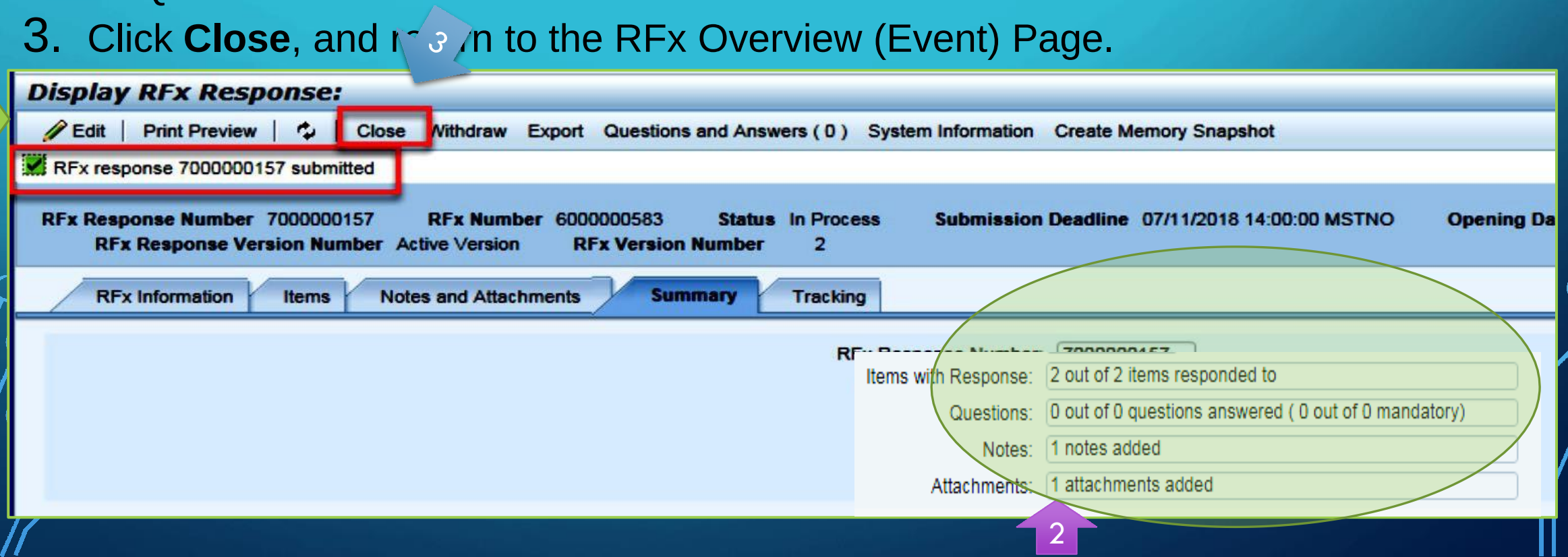
DOUBLE CHECK & SUBMIT

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



RFX RESPONSE SUBMITTED

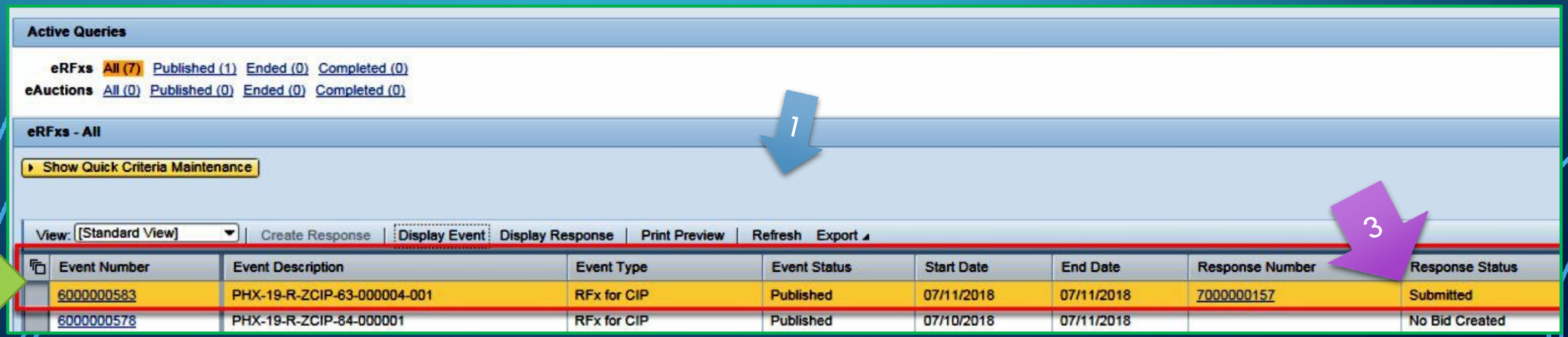
1. You will see a RFx response message that your response was submitted. No email notification will be sent.
2. Confirm you have the **required number of attachments** listed, as outlined in the RFQ.
3. Click **Close**, and r[illegible]n to the RFx Overview (Event) Page.



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 a step(s) before the system will update your RFx response to **Submitted**.

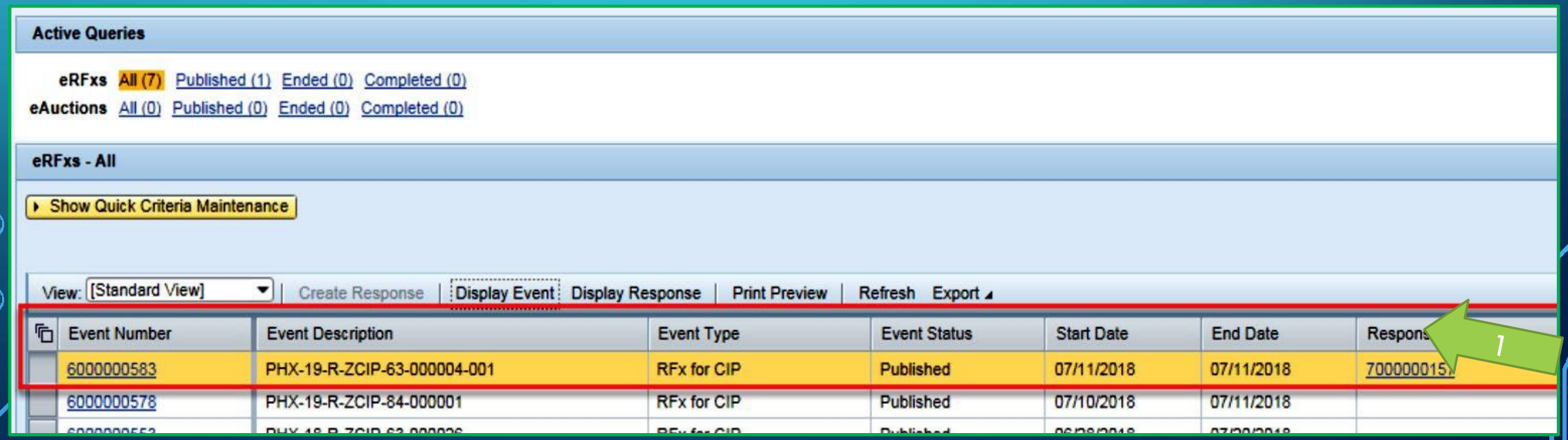


HOW TO EDIT YOUR SUBMISSION

The RFx Overview (Event) Page is also where you can find your saved RFx response.

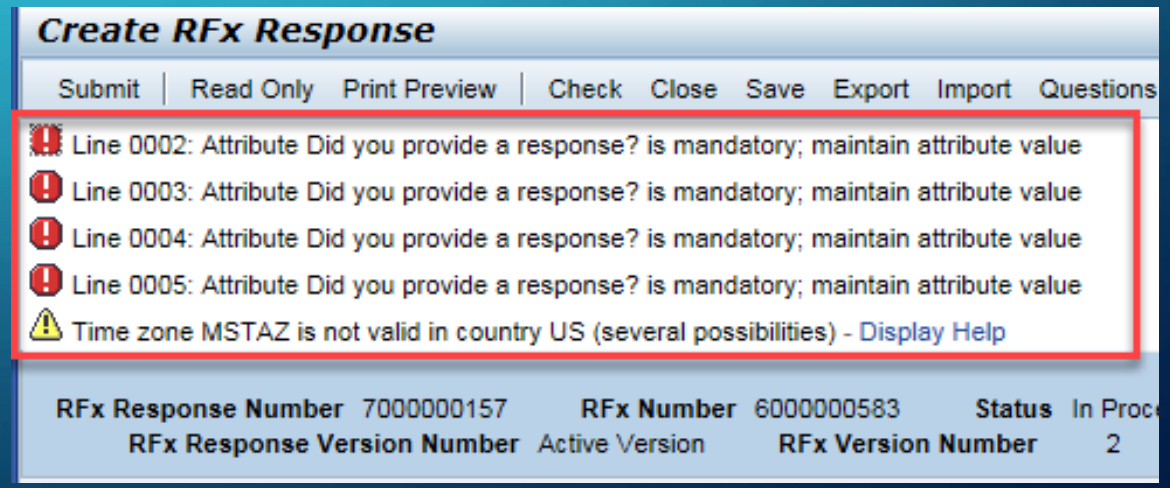
Locate the desired RFx (Event) Number, and scroll to the right. You will see your RFx response number shown as a hyperlink.

Click on the hyperlink, a new window will pop up to allow you to edit your RFx response.



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



Things to Remember

Place the following items on the <u>Information Sheet</u>:

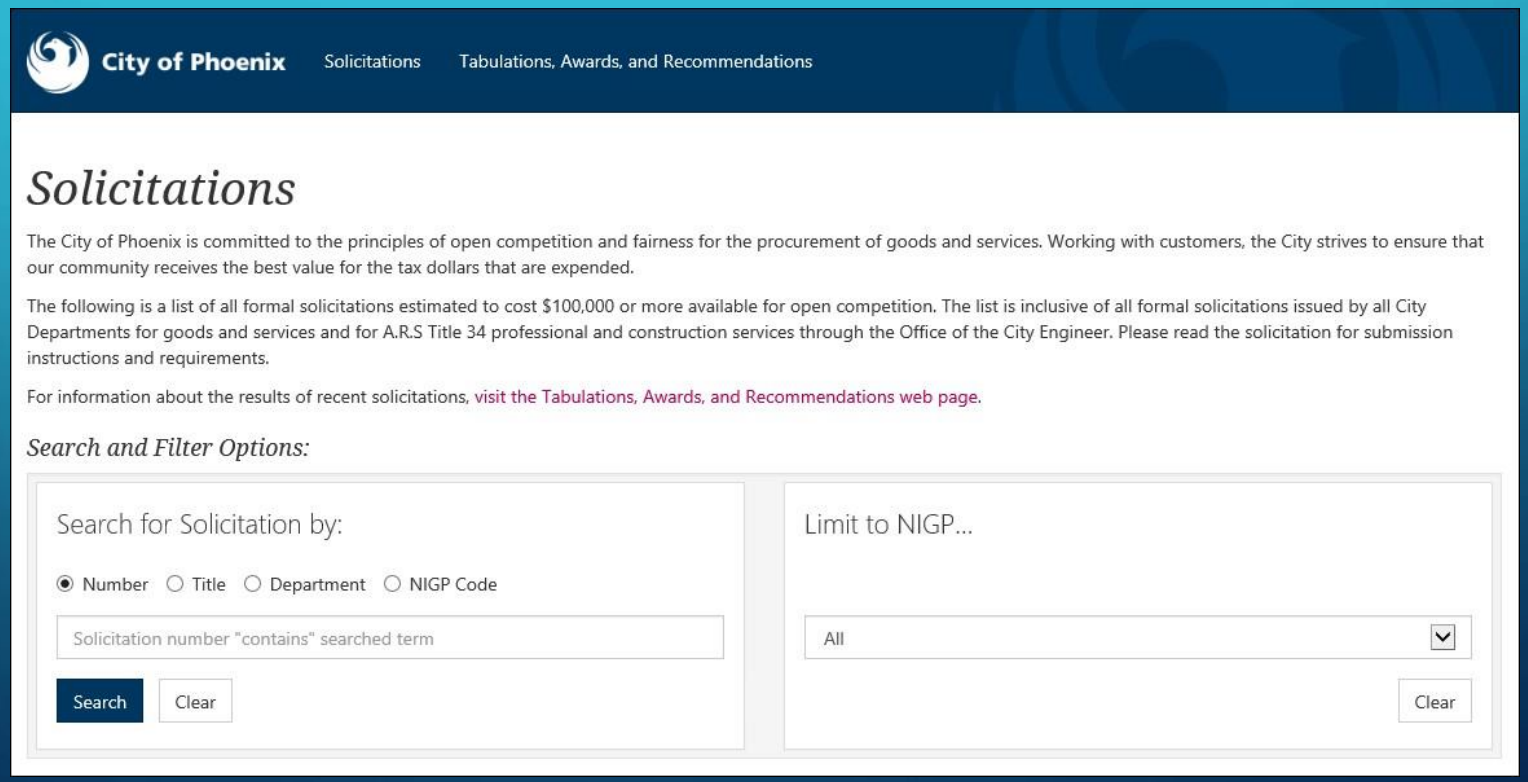
- **Project Title**
- **Project Number *(RFx Number 6000001514)***
- ***Project Number***
- **Firm Name**
- **Firm Address**
- **Firm Phone Number**
- **Vendor Number**
- **Name, Title, and Email address of contact person**

Do NOT include any other information

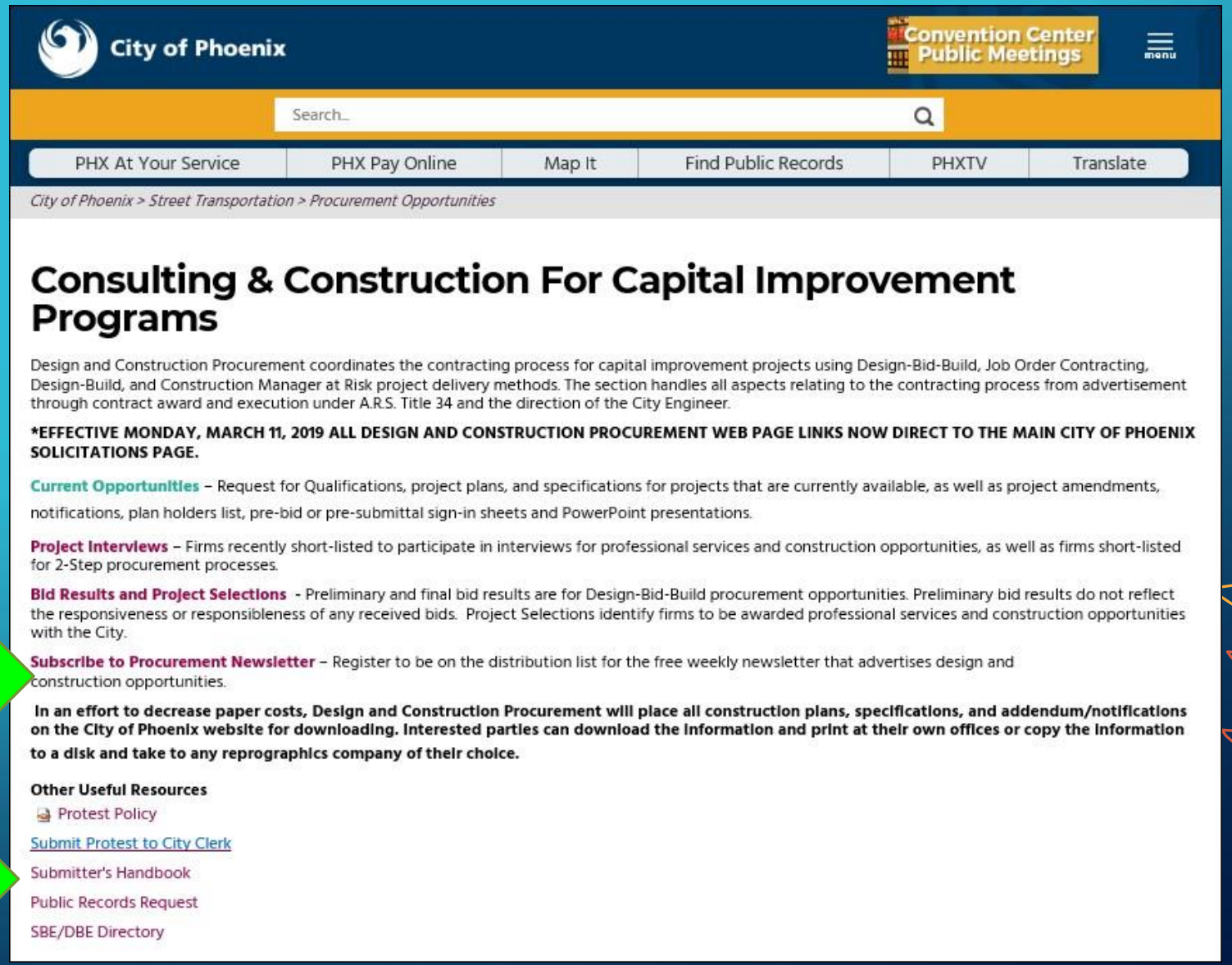
PROCUREMENT WEBPAGE

HTTPS://SOLICITATIONS.PHOENIX.GOV/

- Project-specific RFQs, Notifications, “CIP Submitters RFX Handbook”, Sign-in Sheets, PowerPoint Presentations
- Link to “Tabulations, Awards and Recommendations” web page



HTTPS://WWW.PHOENIX.GOV/STREETS/PROCUREMENT-OPPORTUNITIES/



Procurement Newsletter

Submitter's Handbook

QUESTIONS AFTER TODAY?

Email all questions to:
elizabeth.blakley@phoenix.gov
Or call: 602-495-3654

Reference **RFx 6000001514**

in your email subject line

Thank You for Attending!!!