WELCOME

CITY OF PHOENIX

WATER TREATMENT PLANTS
GENERAL CONSTRUCTION
JOB ORDER CONTRACT 4108JOC226

PROCUREPHX PRODUCT CATEGORY CODE: 912000000
RFx Number: 6000001512

WELCOME AND INTRODUCTIONS

City of Phoenix Representatives

Liz Blakley, Contracts Specialist II
Point of Contact for Submittals and RFQ Questions
Office of the City Engineer
elizabeth.blakley@phoenix.gov (602) 495-3654

Shaw Chao, **PE,** Project Manager
Water Services Department

Karina L Matthiessen,
Point of Contact for SBE Requirements and Questions
Equal Opportunity Department
business.relations.eod@phoenix.gov (602) 261-8873

AGENDA

- Meeting Overview
- What is Job Order Contracting
- Job Order Contract (JOC) Description
- EOD Overview and SBE Program Requirements
- Scope of Work
- SOQ Evaluation Criteria / RFQ Overview
- Selection Process
- Submittal Requirements / Disqualification
- Selection Schedule / Important Dates
- DCP Procurement Webpages
- ProcurePHX and RFX Overview
  - Vendor Registration
  - ProcurePHX for RFx Electronic Submittal
- Questions After Today

MEETING OVERVIEW

To be added to the Attendance Sheet, send an email by 5:00 PM today to elizabeth.blakley@phoenix.gov with the following:
RFX 6000001512 Attendance, your Name, Firm Name, Phone Number, and E-mail address

The Attendance Sheet, PowerPoint and Notification will be posted on City of Phoenix's ProcurePHX system at: (RFX 6000001512)

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

AND posted on City of Phoenix's Procurement website:

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.

VENDOR REGISTRATION

VENDOR.SUPPORT@PHOENIX.GOV
602.262.1819

procurePHX

Brief overview for online registration and procurePHX accessibility

VENDOR REGISTRATION

- **All Firms MUST** be registered in the Vendor Management System PRIOR TO SUBMITTING A SOQ
- Information on how to register with the City is available at:

  https://www.phoenix.gov/finance/vendorsreg
- **New Firms** – After Registering, the City will send an e-mail with a vendor number in approx. 2 days
- If your firm is already registered with the City of Phoenix's ProcurePHX system, login and access the electronic solicitation at:

  https://eprocurement.phoenix.gov/irj/portal
- Product Category Code is: 912000000
- RFx Number is: 6000001512
- The VENDOR NUMBER is to be included on the cover of the Statement Of Qualifications

WHAT IS JOB ORDER CONTRACTING

- It is an Alternative Project Delivery Method (APDM)
- Based On Qualifications
- Not a Bid
- Projects are on an “As-Needed” basis

JOC DESCRIPTION

- Seeking qualified contractors on as-needed basis
- Up to two contractors may be selected for a contract
- JOC for 36-month duration or complete utilization of initial contract value w/ one 24-month option to extend and increase capacity
- Job Order Agreements (JOAs) may be executed up to $4,000,000 each in construction costs
- Must be able to bond up to $4M per JOA

EOD OVERVIEW AND SBE REQUIREMENTS

Karina L Matthiessen,
Point of Contact for SBE Requirements and Questions
Equal Opportunity Department
business.relations.eod@phoenix.gov
(623) 760-8052

SBE PROGRAM

- Phoenix Mayor and City Council have a long-standing commitment to fostering the participation of small businesses in all aspects of the City's contracting efforts.

- The City of Phoenix strives to advance the economic growth of small businesses through its **Small Business Enterprise (SBE) Program**.

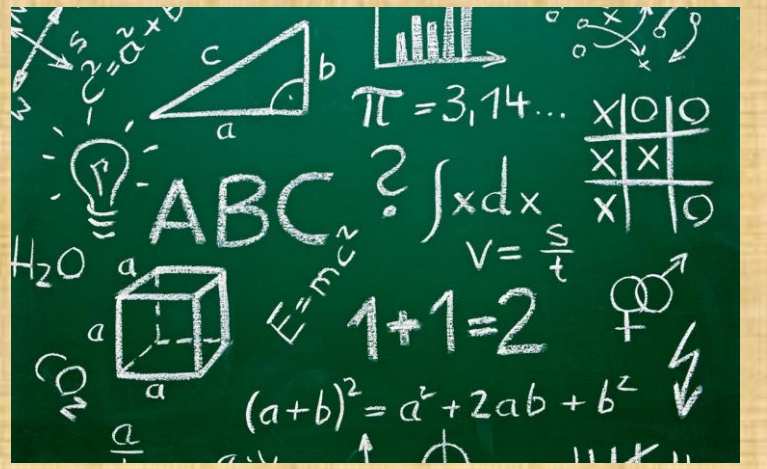
SBE PROGRAM

The Equal Opportunity Department is responsible for ensuring contractors and consultants achieve full compliance with all requirements related to the Small Business Enterprise (SBE) Program:

- Solicitation
- Bid Verification
- Subcontractors Approval
- Compliance Monitoring
- Sanctions and Penalties

SBE PROGRAM

Required SBE Goal: 4%



1. At time of JOA: $\frac{\text{Proposed \$ to SBEs}}{\text{Total JOA Value}}$

2. Annual Reviews: $\frac{\text{Total Countable \$ Paid to SBEs}}{\text{Total Payment on all JOAs During Year}}$

3. At time of Completion: $\frac{\text{Total Countable \$ Paid to SBEs}}{\text{Total Payment on Contract}}$

SBE PROGRAM

SBE Requirements @ Solicitation:

None!

SBE Requirements Post-Award:

Use SBEs and Report

Eligible SBEs can be found at: **www.phoenix.diversitycompliance.com**

All proposed SBE Subcontractors must be listed in Phoenix SBE Directory and certified in specified scopes of work at the time of performance.

We can't count what we can't monitor. Share with EOD the ***Proposed Statement of SBE Utilization*** at beginning of each JOA.

SMALL BUSINESS SUB-CONTRACTING GOAL

- SBE REQUIREMENT IS 4%
- THIS SOLICITATION IS OPEN TO ALL CONTRACTORS
- NO SBE DOCUMENTS DUE AT THIS TIME
- SBE DOCUMENTS DUE TO EOD AT JOA CONTRACT TIME

GOOD FAITH EFFORTS

In order to be a successful Prime Contractor in the SBE Program, you must show that you took all necessary and reasonable steps to achieve an SBE goal or other requirements of the SBE Program. The steps must be steps which could reasonably be expected to obtain sufficient SBE participation, **even if such steps were not fully successful**.

Karina L Matthiessen, *Program Assistant*
Point of Contact for SBE Requirements and Questions
Equal Opportunity Department
business.relations.eod@phoenix.gov
(623) 760-8052

PROJECT MANAGER

Shaw Chao

SCOPE OF WORK

Providing Water Treatment Plants General Construction Job Order Contracting (JOC) Services on a on-call basis. Services will consist of but not be limited to:

- General work such as building modifications, painting, specialized maintenance and concrete, masonry, or structural steel work.
- Installations and/or replacement of mechanical equipment, such as well and booster pumps, chemical feed equipment, valves and/or actuators.
- Installations of instrumentation and electrical equipment, such as analyzers, meters, sensors, variable frequency drives, Programming Remote Terminals Units (RTUs), and Programmable Logic Controllers (PLCs).
- Emergency repair services.
- Engineering design services when necessary or required
- Waterline repair, replacement, or rehabilitation.

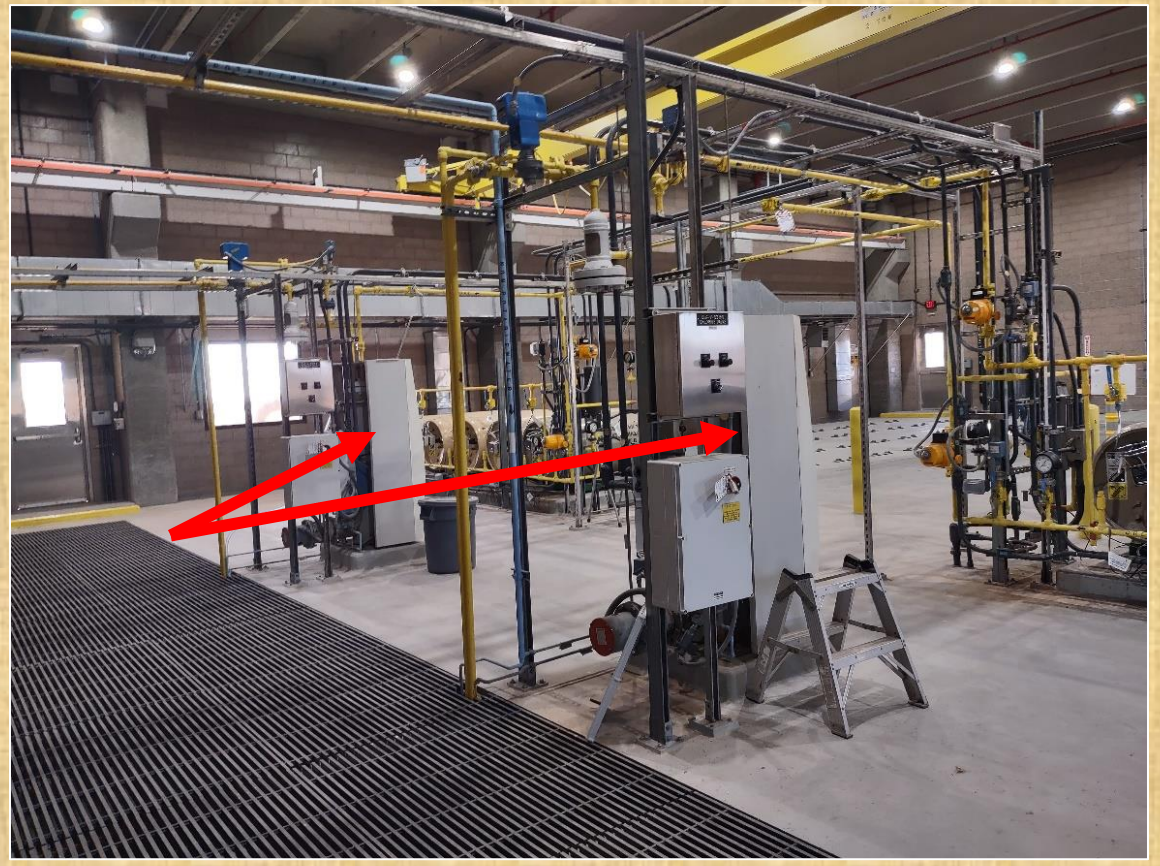
SCOPE OF WORK

The five water treatment plants are:

- Lake Pleasant WTP
- 24th Street WTP
- Deer Valley WTP
- Union Hills WTP
- Val Vista WTP

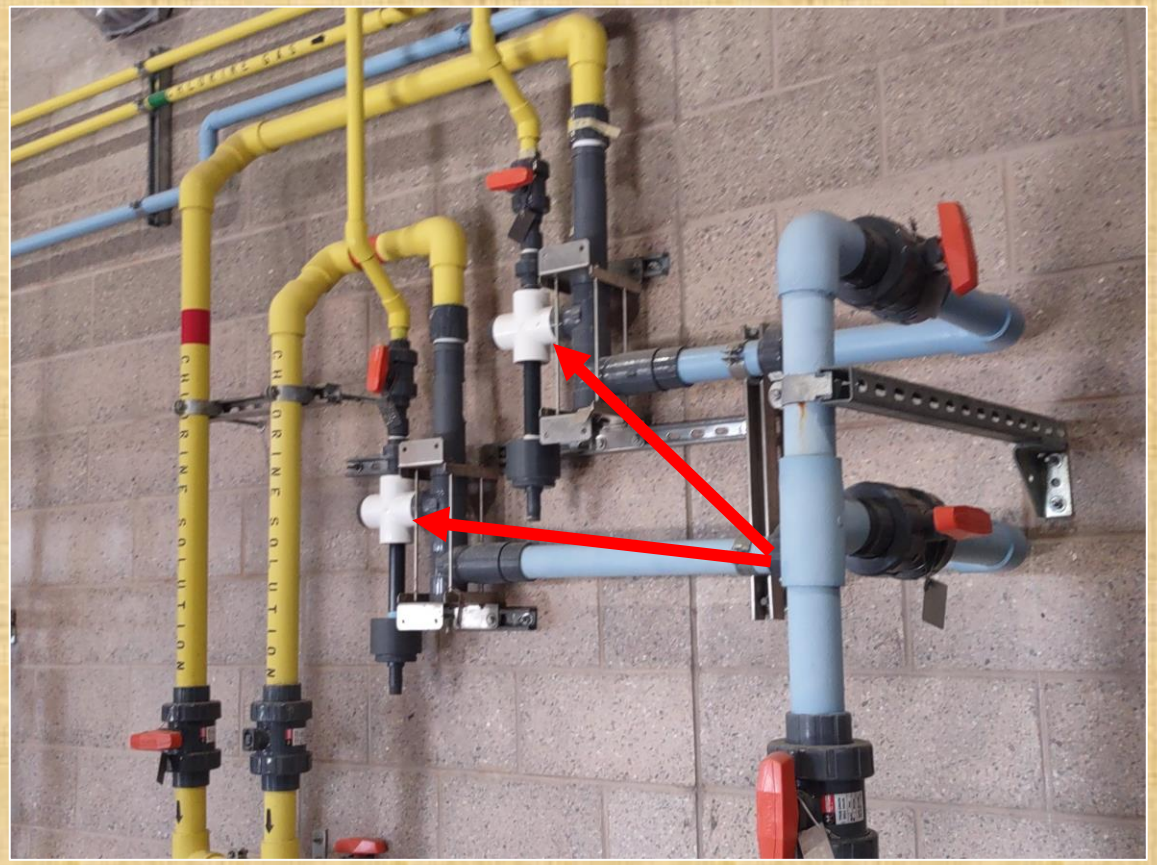
Chlorine Room

Replace Chlorine Room Chlorinators



Replace Chlorine Evaporators and Equipment

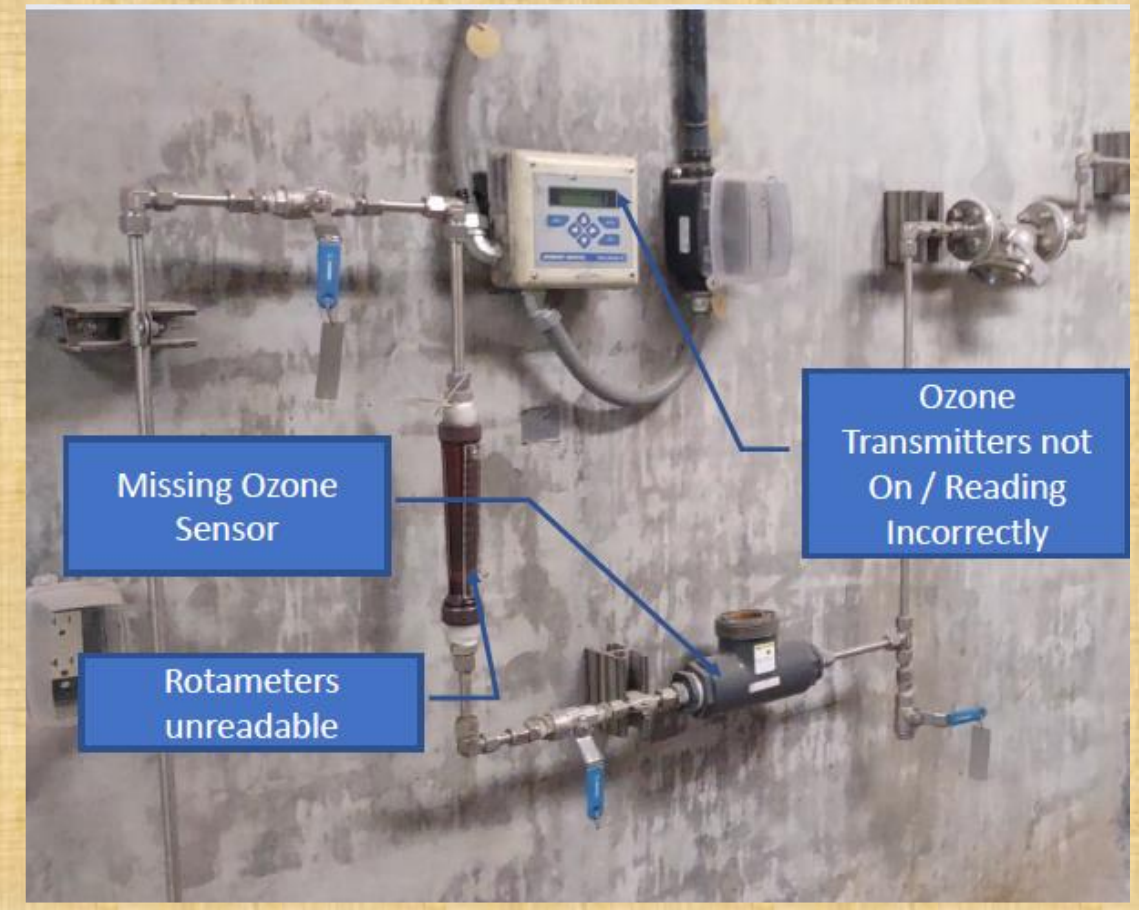
Chlorine Room (Part 2)

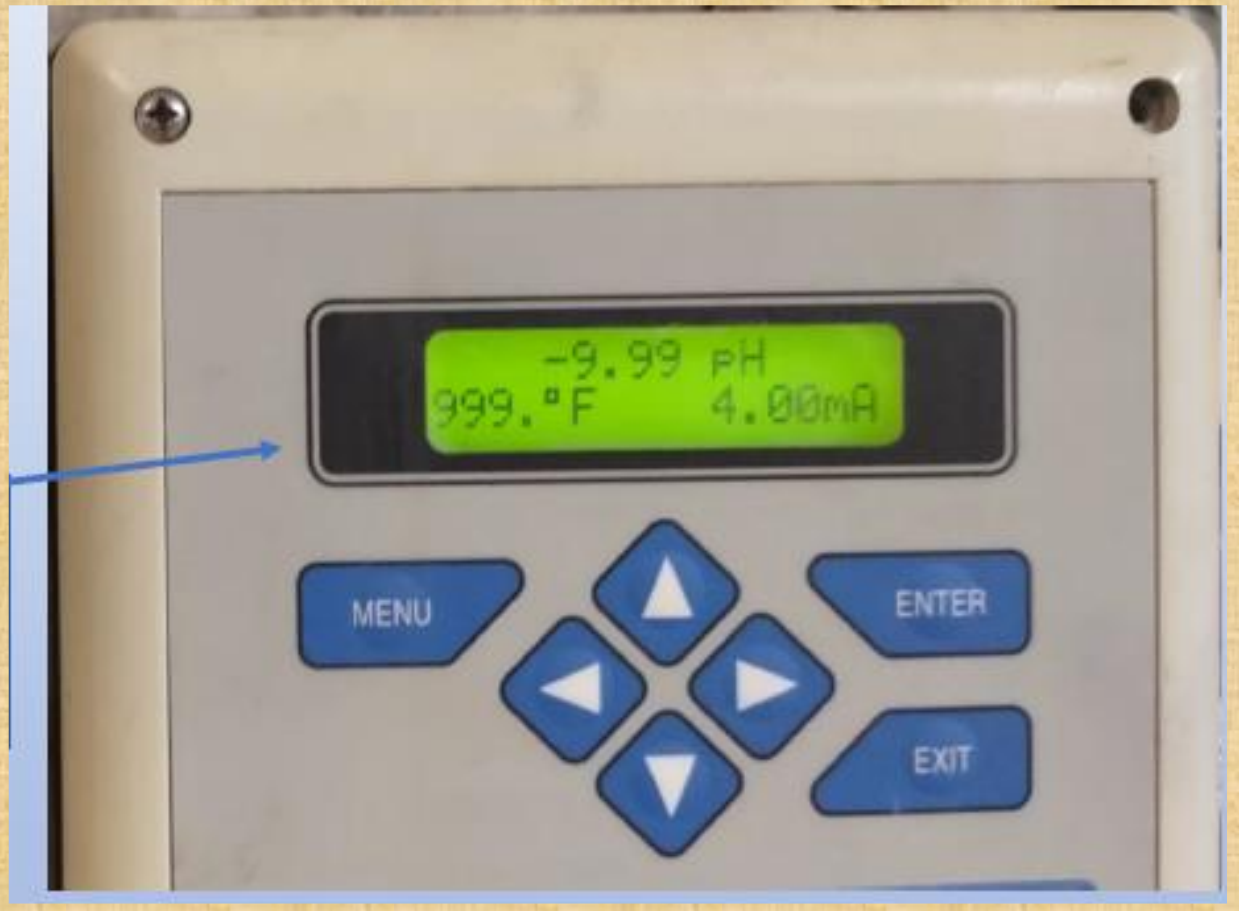


Replace Chlorine Room Injectors

Replace PRV and Chlorine Piping

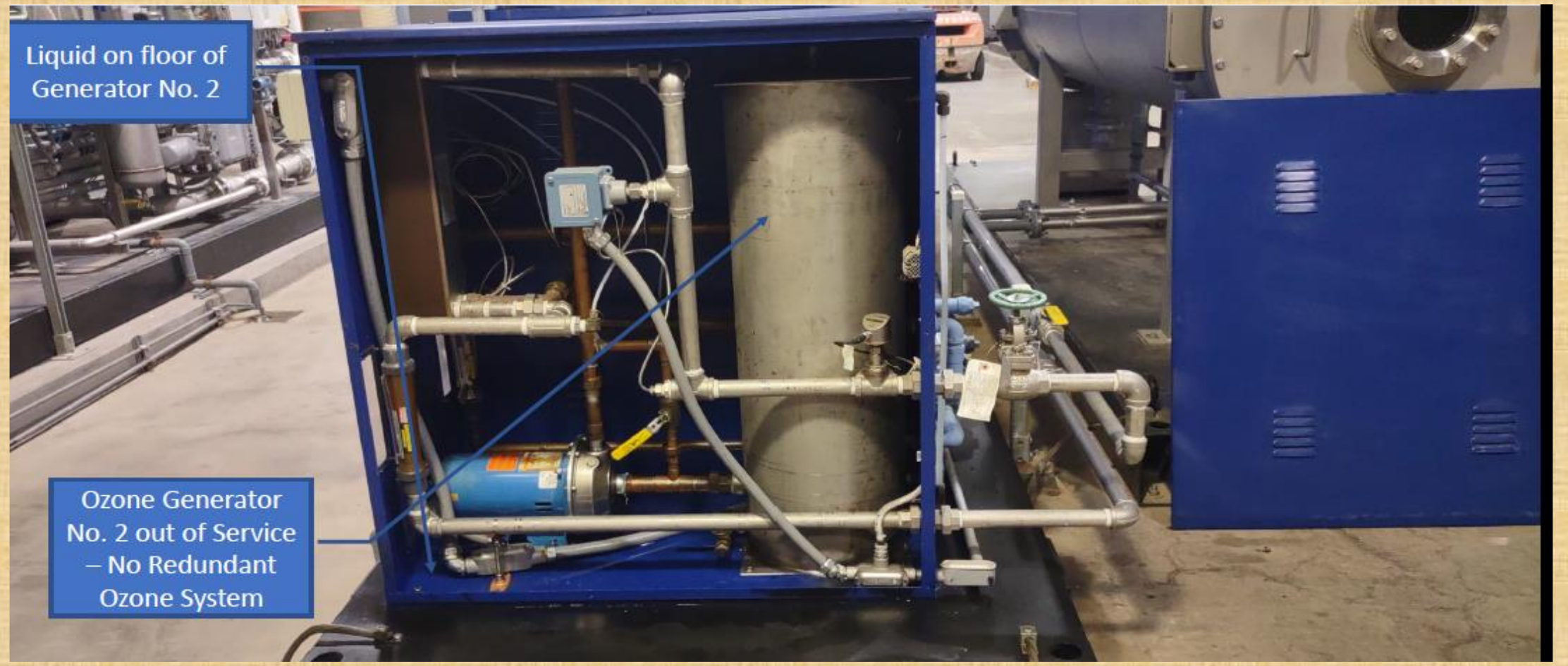
Ozone System





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

TIME FOR QUESTIONS

SOQ EVALUATION CRITERIA

Maximum number of Points 1,000

A. General Information	*(150 pts.)*
B. Experience and Qualifications of the Firm	*(250 pts.)*
C. Experience of Key Personnel to be Assigned	*(250 pts.)*
D. Approach to Performing the Required Services	*(350 pts.)*

*__Reference Checks__ *(21 Points Maximum)*

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

- *Provide responses in the order listed in RFQ*
- *Be complete, be concise*

SELECTION PROCESS

- Each SOQ will be evaluated according to the evaluation criteria in the RFQ.
- Up to two contractors may be selected to enter into a contract.
- Contract will be executed upon completion of negotiations of contract terms and City Council approval.

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

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.

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

Grounds for disqualification:

- Failure to submit electronically through the ProcurePHX online portal by the due date and time
- Violating "Contact with City Employees" policy
- Failure to submit **Bonding Statement**

Selection Process

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

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

SELECTION SCHEDULE

SOQs Due…….. December 15, 2023

Notice of Award……. January 2024

Job Order Workshop……. January 2024

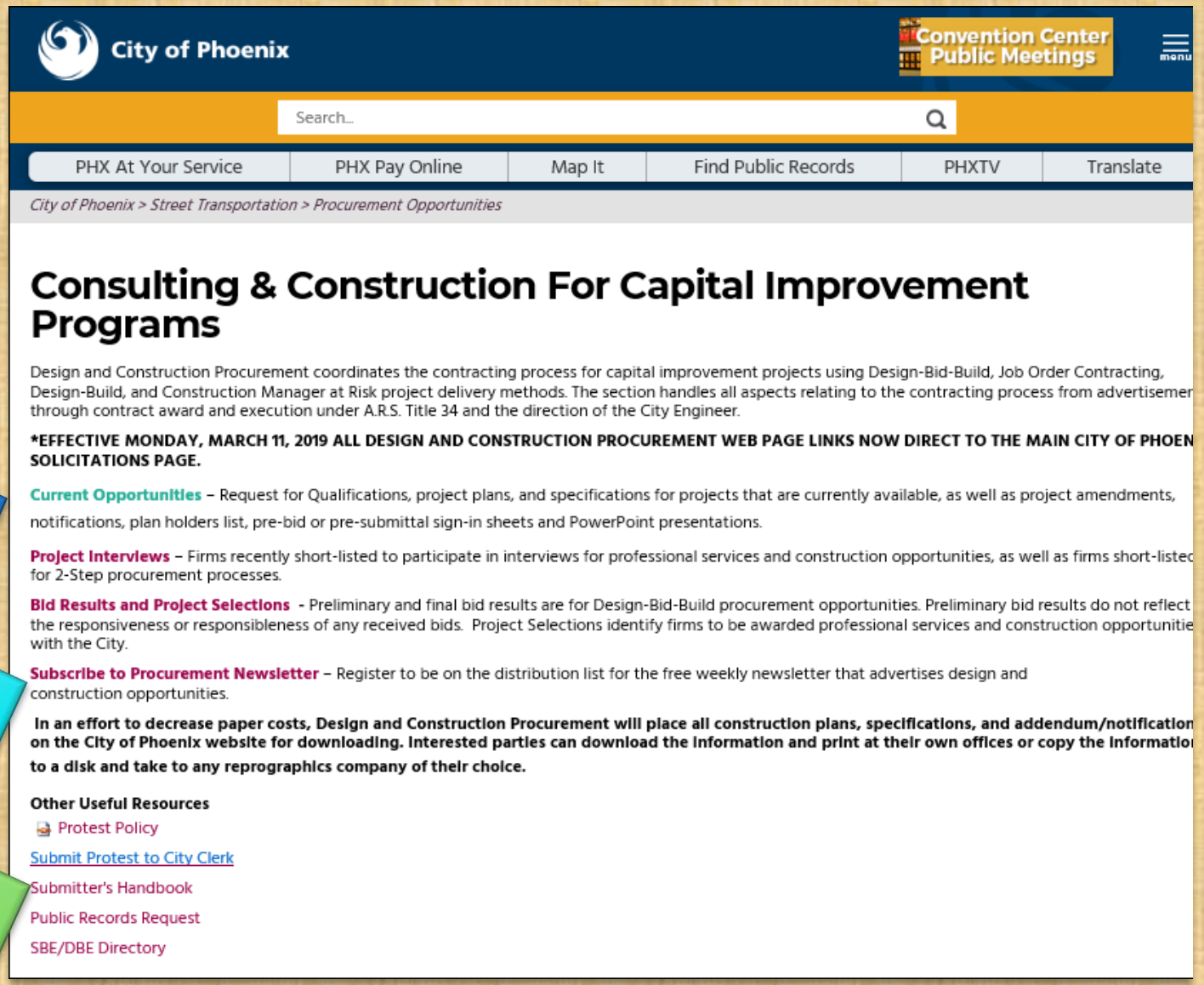
DCP PROCUREMENT WEBPAGES

▶https://www.phoenix.gov/streets/procurement-opportunities/

Solicitations Website

Procurement Newsletter

Submitter's Handbook



DCP PROCUREMENT WEBPAGES

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

- **Current Opportunities:**
  - *Project-specific RFQs, Notifications, Sign-in Sheets, Presentations*

    https://solicitations.phoenix.gov

- **Project Interviews, Bid Results, and Project Selections:**

  https://solicitations.phoenix.gov/awards

- **The ProcurePHX online portal will be used for Solicitations only**

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

QUESTIONS AFTER TODAY?

Stay for ProcurePHX Overview otherwise,

THANK YOU FOR ATTENDING!!!

Email all questions to:
elizabeth.blakley@phoenix.gov

Reference RFx Number:
6000001512 in your email subject line

Or Call Liz Blakley at:

(602) 495-3654

QUESTIONS

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: ***912000000***
RFx (Event) Number is: ***6000001512***

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

RFX TIPS

- Brief overview for online submissions

- Click “**Refresh**” often
- Make sure your Pop-Up blocker is turned **OFF**
- Application is accessible with **Google Chrome (NOT Explorer)**
- When in the application, check for Notifications and other uploads by scrolling to the far right until you see a vertical ribbon. Then scroll down on the ribbon.
- 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.

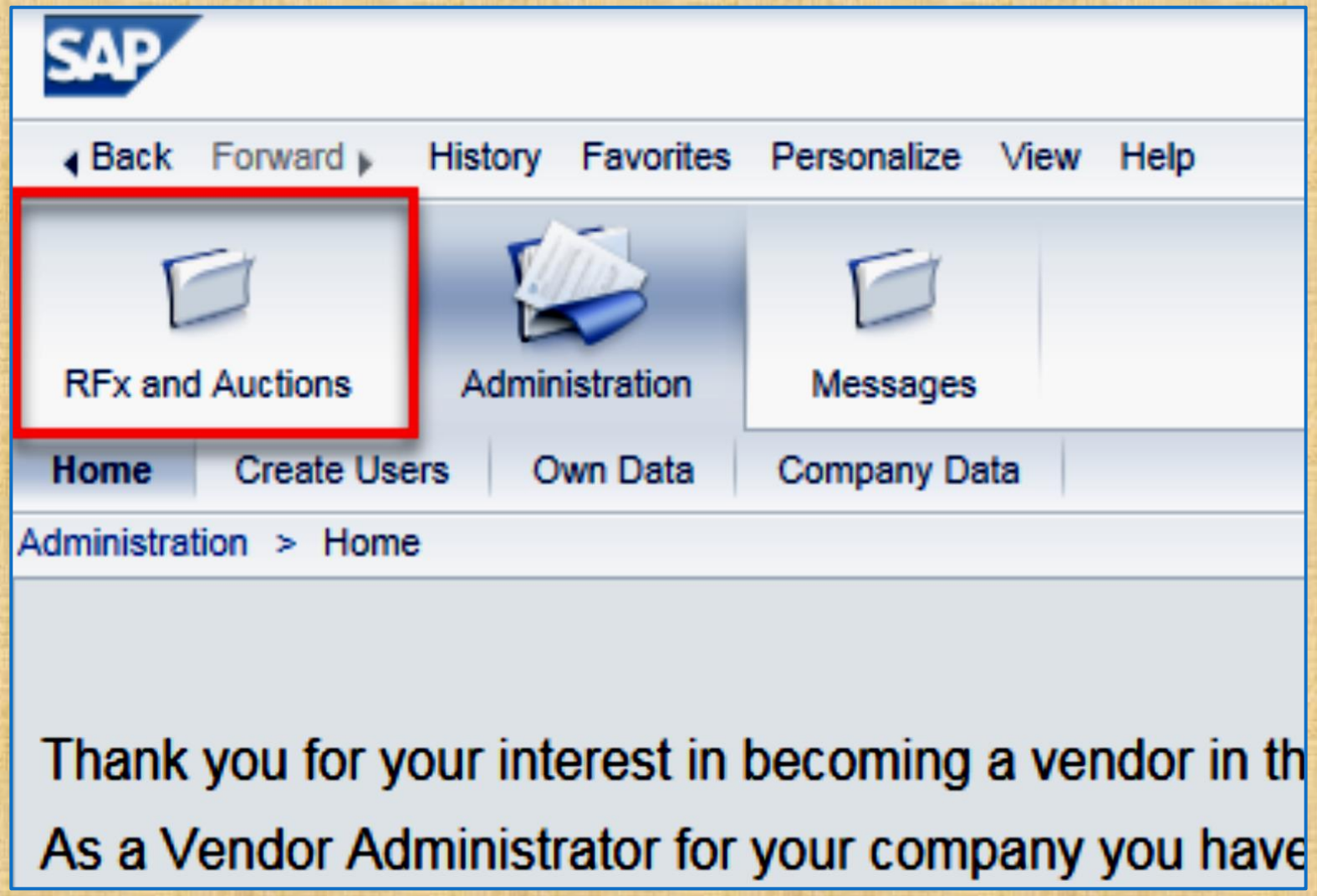
RFX HOME SCREEN - LOGIN

Once you are logged 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 Overview (Event) Page

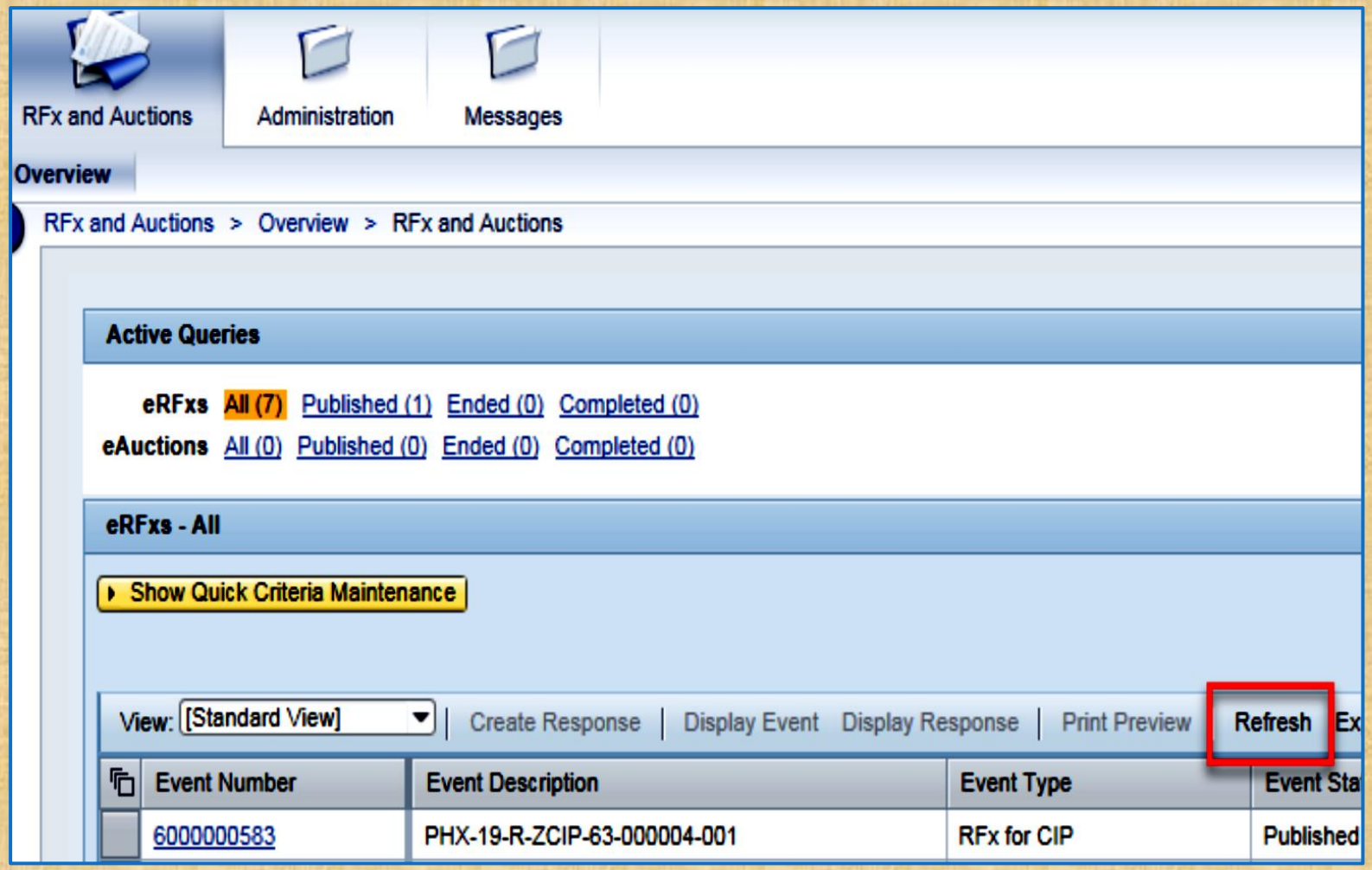


FINDING SOLICITATIONS

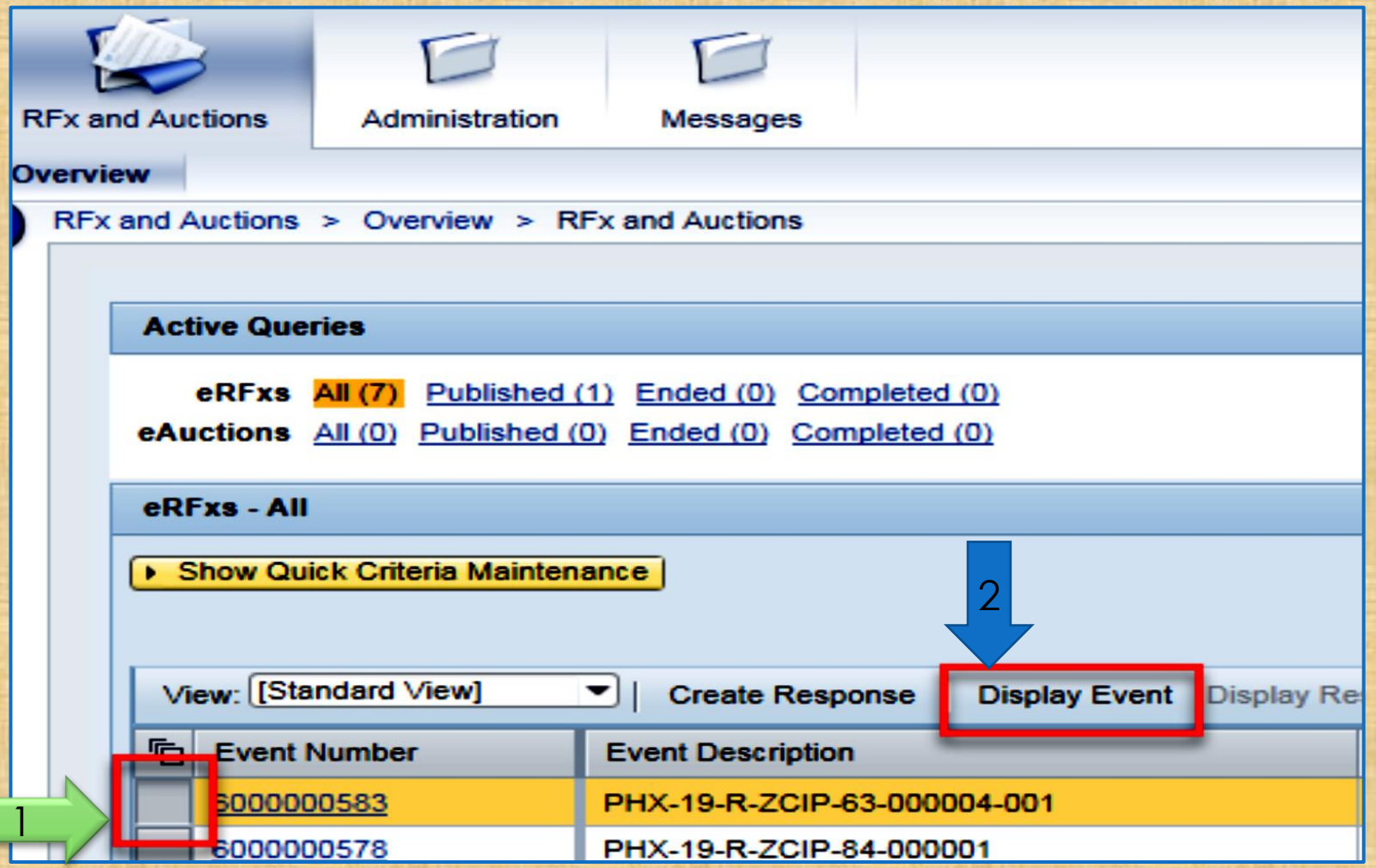
Click **Refresh** Button on the RFx Overview (Event) Page to see the most current information.

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

For this solicitation, your RFx (Event) Number is: **6000001512**



VIEW SELECTED SOLICITATION



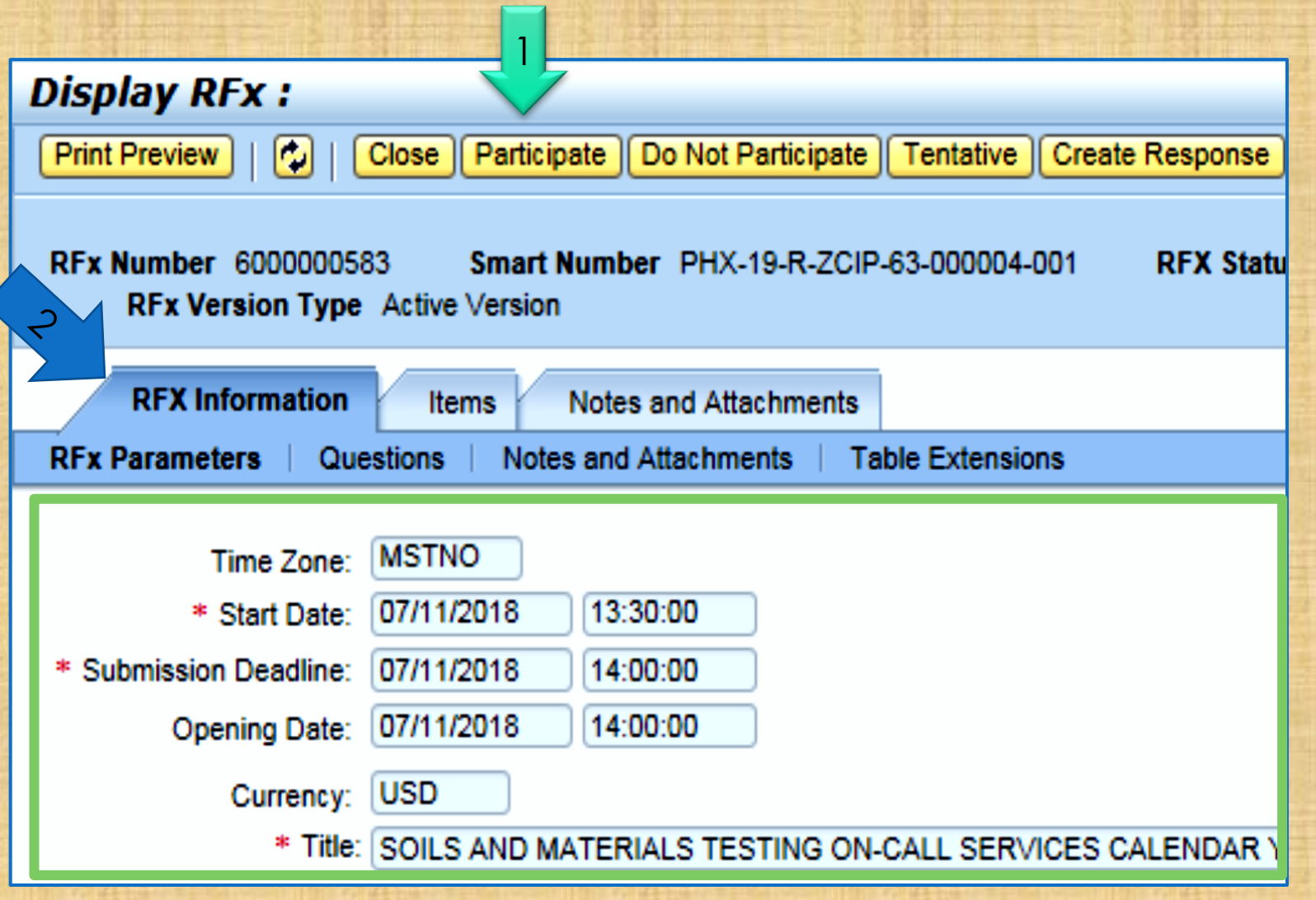
1. Click the gray box next to the RFx (Event) Number you'd like to view. Then,

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?



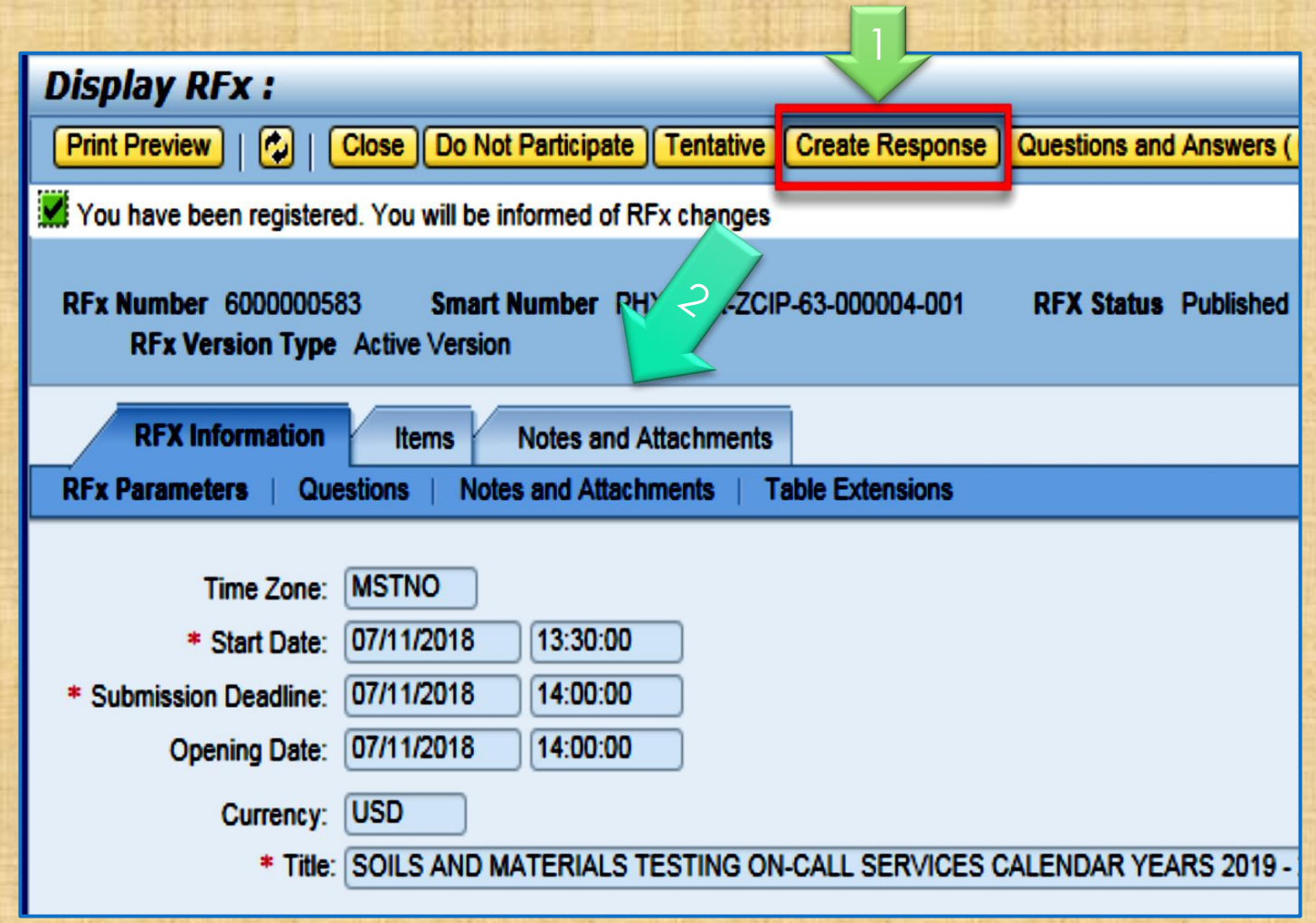
Update your **Participation Status** accordingly

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

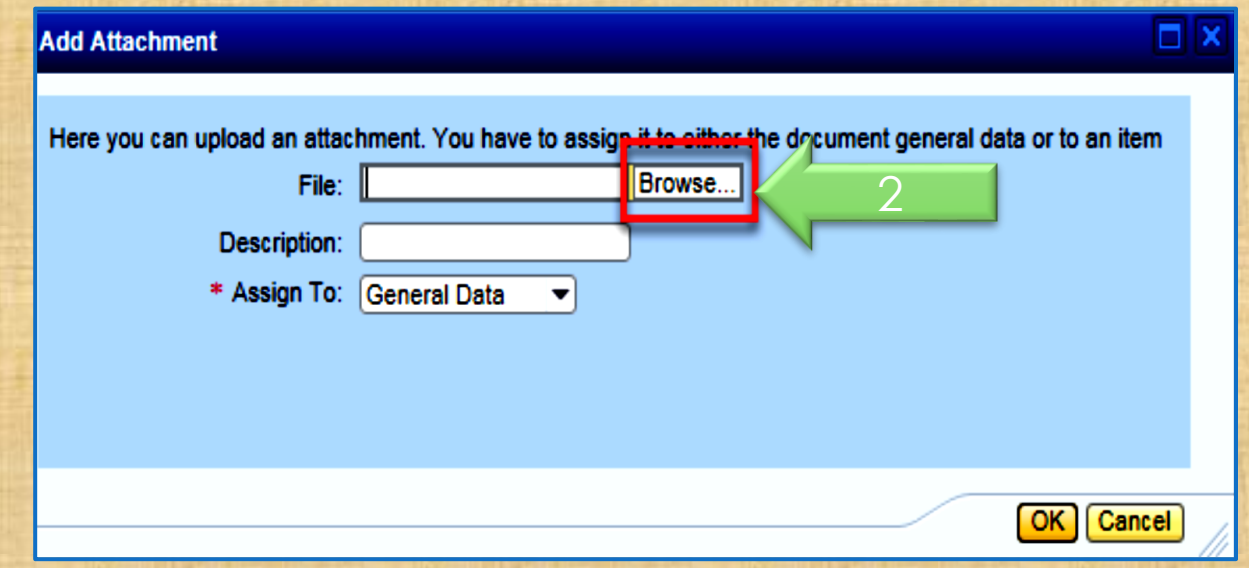
DO YOU WANT TO SUBMIT FOR THIS SOLICITATION?

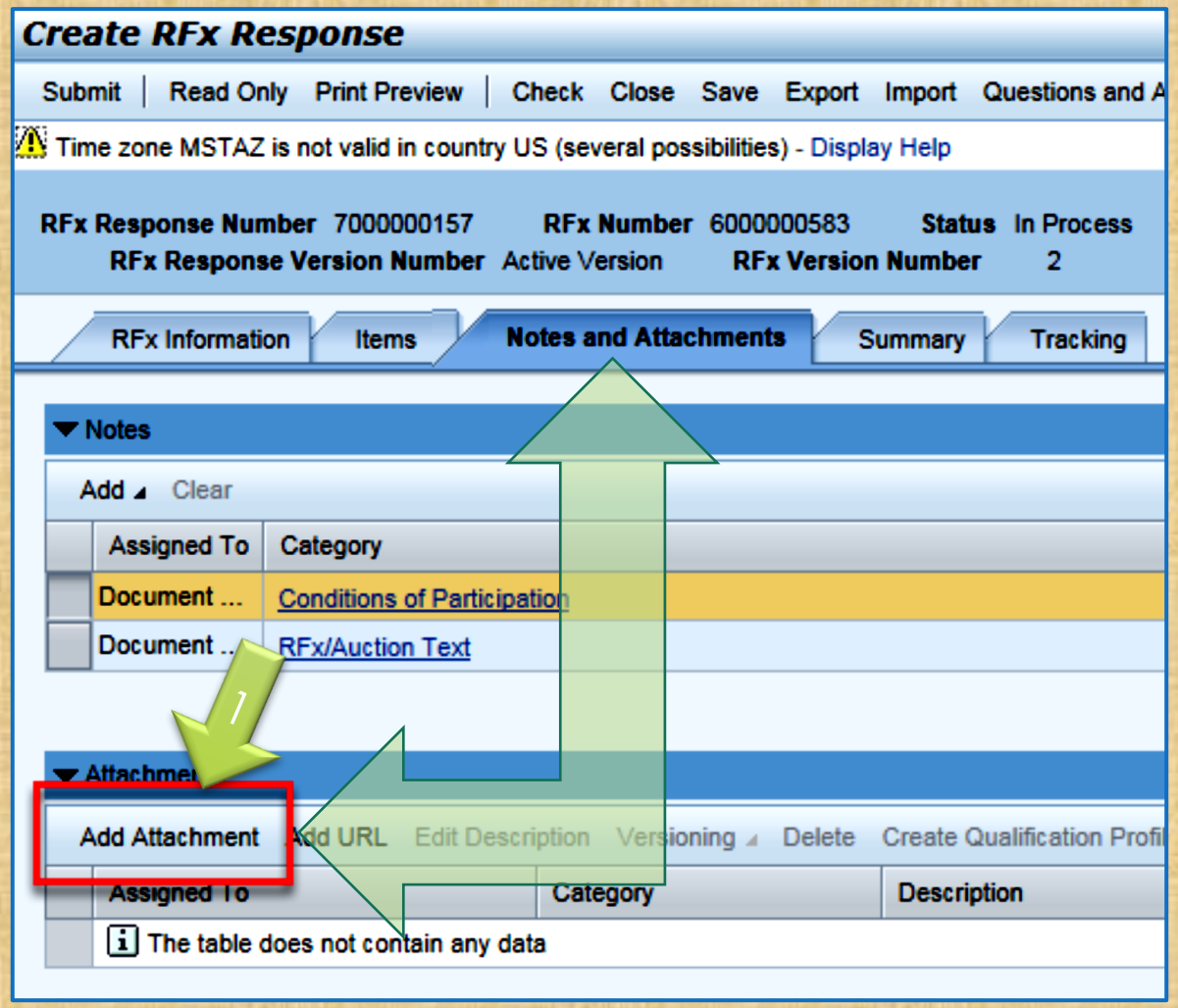
1. Click **Create Response**
2. Review **Notes and Attachments** Tab for the RFQ, Pre-Submittal Presentation, Attendance Sheet, and Notifications, etc.



HOW TO UPLOAD YOUR SOQ

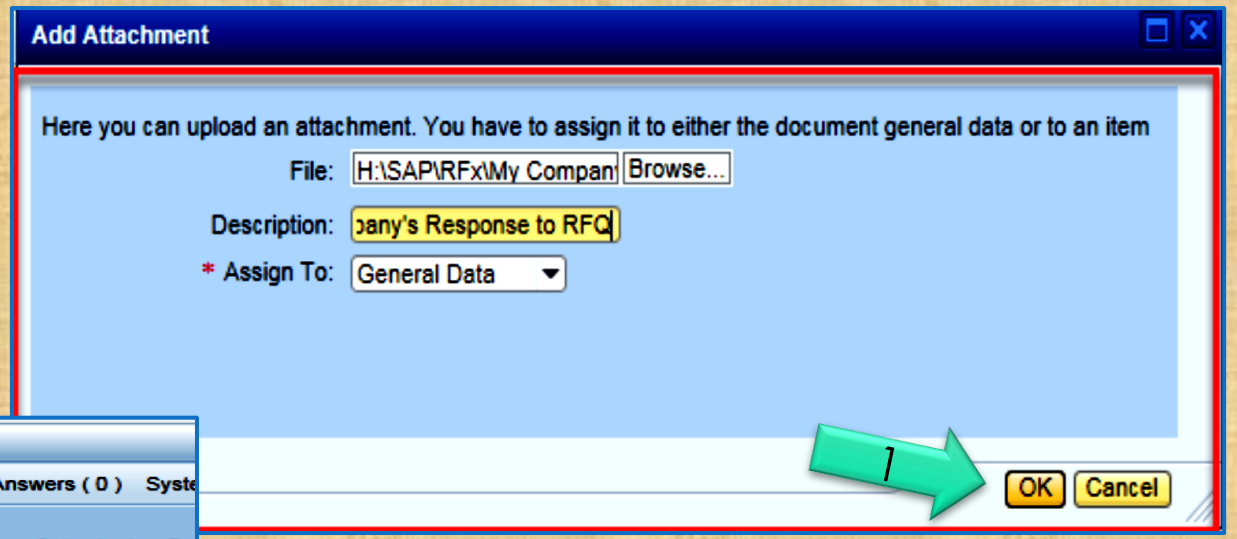
1. Attach SOQ by clicking **Add Attachment**
2. Click **Browse** in the pop up window to navigate to the desired attachment document

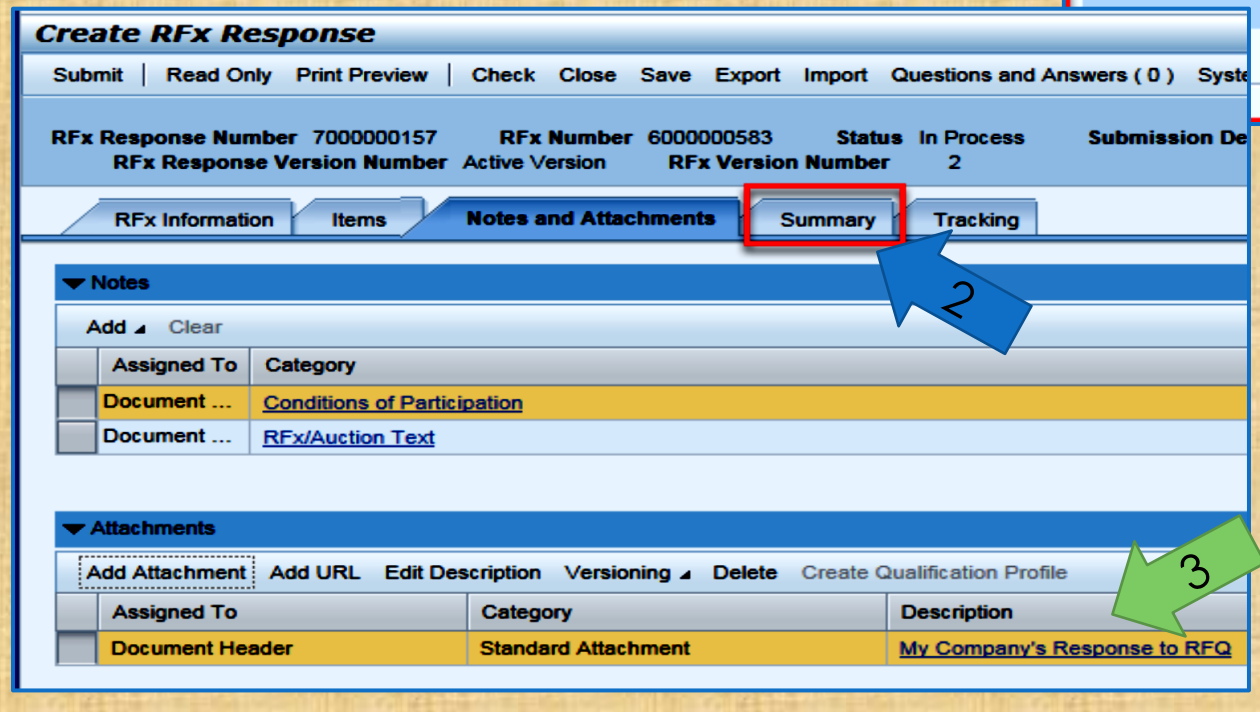




ADDING AN ATTACHMENT

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



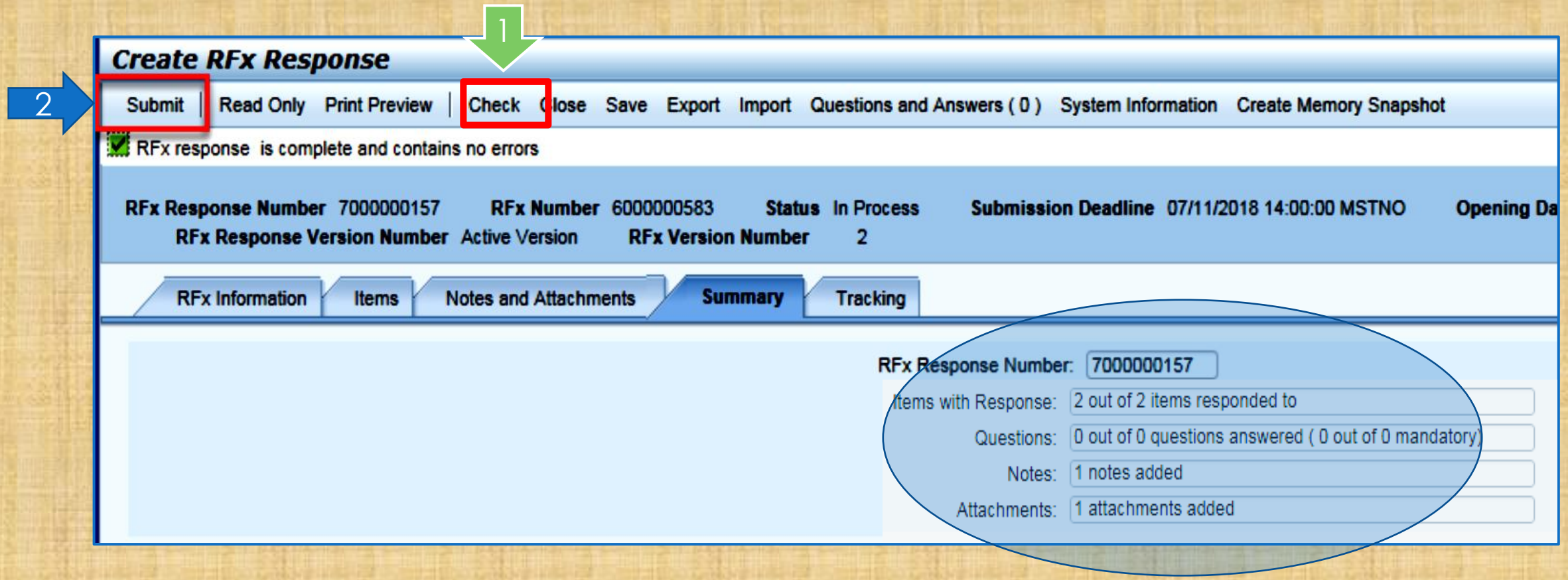


2. The **Summary** Tab provides a high-level overview of your RFx Response

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

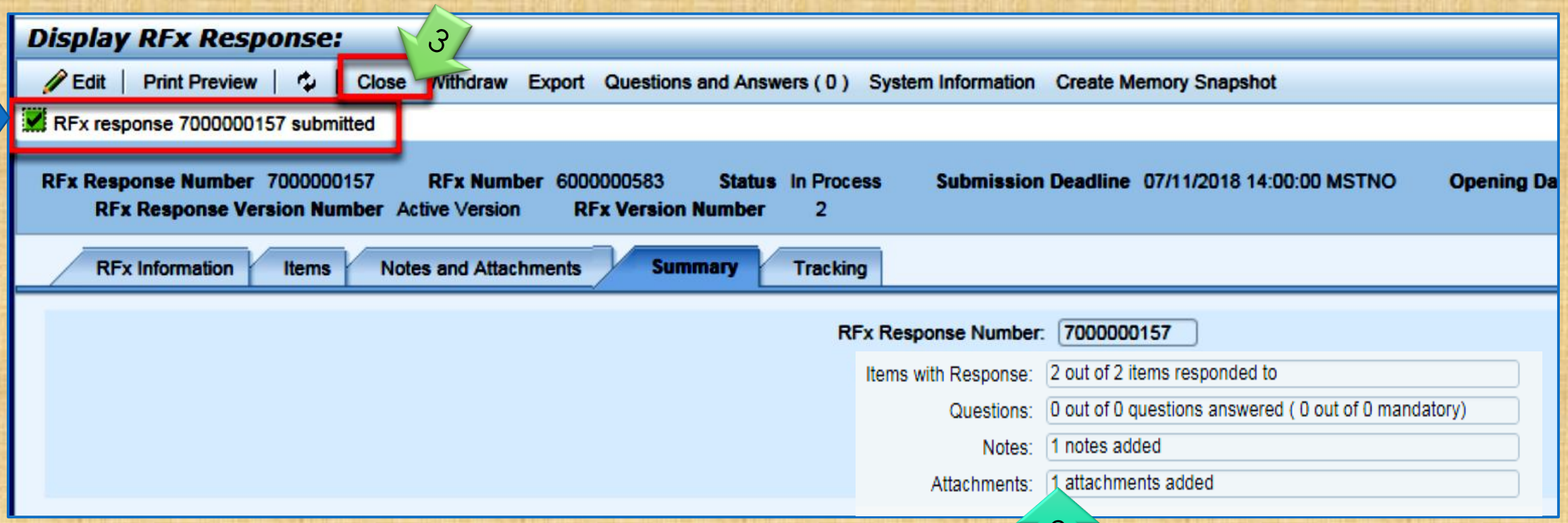
DOUBLE CHECK & SUBMIT

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



RFX RESPONSE SUBMITTED

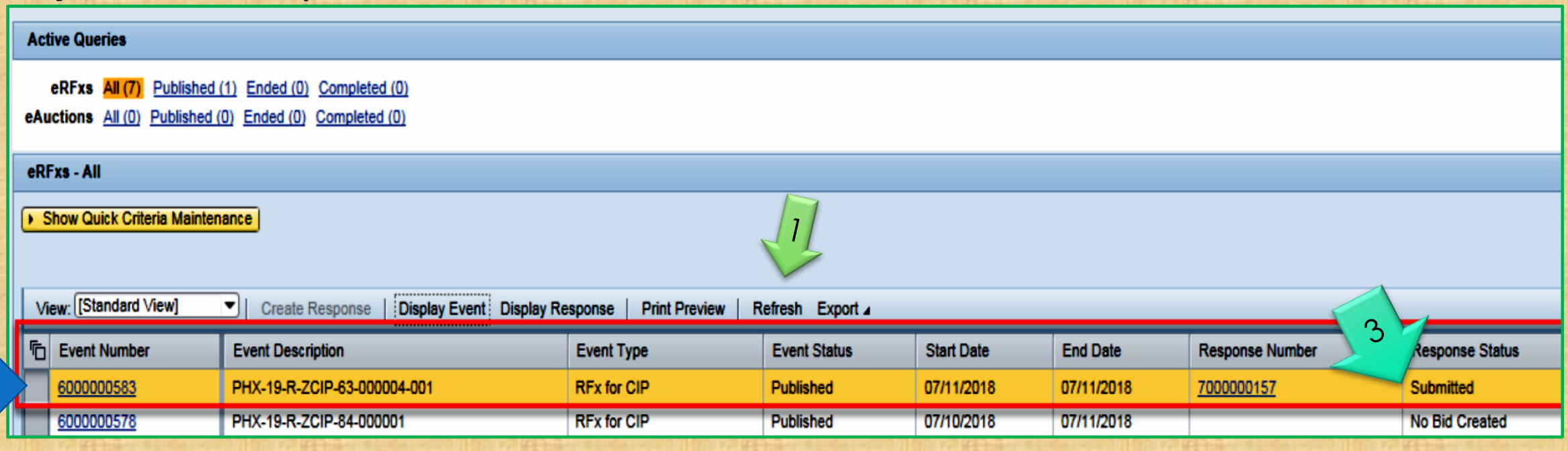
1. You will see a RFx response message that your response was submitted. No email notification will be sent.
2. Confirm you have the **required number of attachments** listed, as outlined in the RFQ.
3. Click **Close** and return to the RFx Overview (Event) Page.



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**.

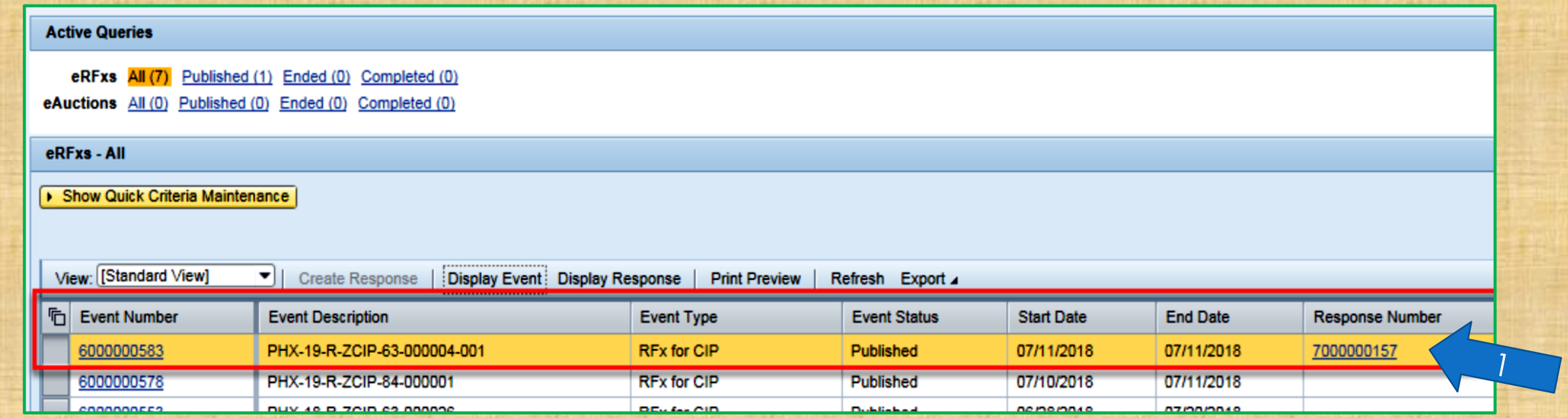


HOW TO EDIT YOUR SUBMISSION

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.

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



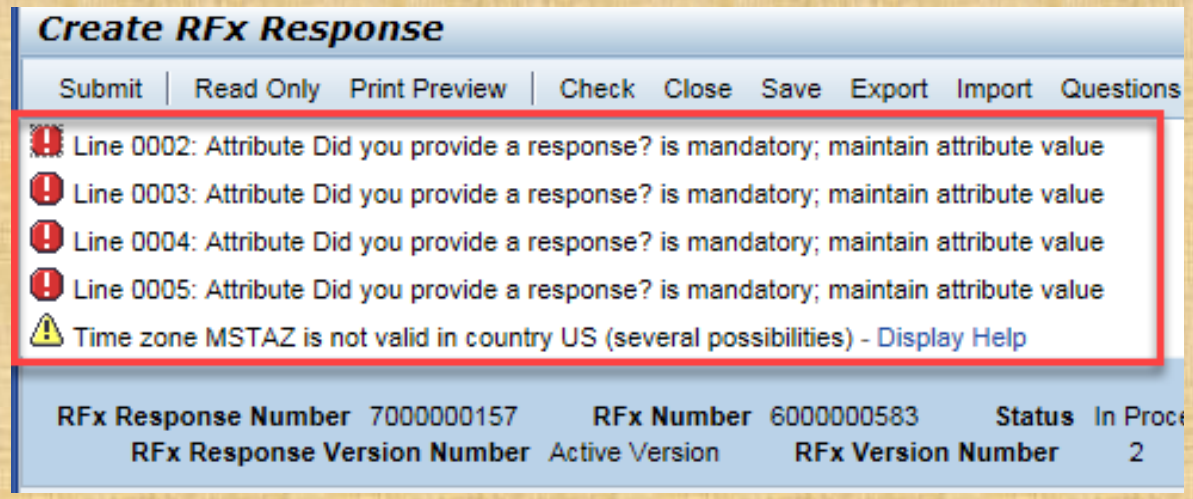
RFX FREQUENTLY ASKED QUESTIONS

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**