



PRE-SUBMITTAL MEETING

CITY OF PHOENIX
Water Services Department



SWEETWATER AVENUE SEWER RELIEF
ENGINEERING SERVICES

PROJECT WS90500317
PROCUREPHX PRODUCT CATEGORY CODE: 925000000
RFx Number: 6000001519

December 15, 2023



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 (602) 256-4107

Breanna Connolly, Civil Engineer III, PE

Water Engineering Design & Construction Management

Water Services Department

Nicolas Zavala, Civil Engineer III, PE, Team Lead

Water Engineering Design & Construction Management

Water Services Department

AGENDA

Meeting Overview

Scope of Work/Services

SOQ Evaluation Criteria / RFQ Overview

Submittal Requirements (Page Count, Disqualifications)

Important Dates: Selection Schedule

Websites

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 with the following:

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (RFx: 6000001519):

<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/BACKGROUND

- ❖ New 15-inch and 18-inch gravity sewer to relieve the existing 12-inch sewer
- ❖ Construction planned for FY 26/27



SCOPE OF WORK

- ❖ Replace approximately 5,000 linear feet of existing 12-inch sewer with new 15-inch and 18-inch sewer along Sweetwater Avenue from 23rd Avenue to 15th Avenue (MH31-25-305 to MH31-24-201).
 - Alignment study
 - Sewer capacity
 - Easements and licenses as required
 - Data collection and field survey
 - Utility investigation and coordination
 - Geotechnical investigation

SCOPE OF WORK CON'T

- Public information services
- Design documents (technical specifications, special provisions, cost estimates, construction drawings, etc.)
- Progress meetings and review workshops
- Coordination with other City departments and outside agencies
- Obtain all required permits and approvals (environmental, archeological, biological, etc.)
- Provide bid phase assistance



QUESTIONS

FOR THE PROJECT MANAGER

SOQ EVALUATION CRITERIA

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

- | | |
|--|-----------------|
| A. Design Experience of the Prime Firm | (max. 150 pts) |
| B. Construction Administration and Inspection Experience of the Prime Firm | (max. 150 pts) |
| C. Design Experience of the Key Personnel and Subconsultants | (max. 125 pts) |
| D. CA&I Experience of Key Personnel and Subconsultants | (max. 125 pts) |
| E. Project Understanding and Approach | (max. 300 pts) |
| F. Staffing Information for Key Personnel | (max. 150 pts) |
| G. Reference Check | (max. 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
12 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.

Event:

Pre-submittal meeting

Date:

December 15, 2023

SOQs Due

January 5, 2024

Selection Notification

Mid January 2024

Scope of Work Meeting

Mid January 2024

IMPORTANT DATES: SELECTION SCHEDULE

PROCUREMENT WEBSITE

<https://www.phoenix.gov/streets/procurementopportunities/>

Solicitations
Website

Procurement
Newsletter

Submitter's
Handbook

The screenshot shows the City of Phoenix website's procurement page. At the top, there is a dark blue header with the City of Phoenix logo and name on the left, and a yellow box for 'Convention Center Public Meetings' on the right. Below the header is a search bar with the text 'Search...' and a magnifying glass icon. A navigation bar contains links for '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 states: '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 advertiser through contract award and execution under A.R.S. Title 34 and the direction of the City Engineer.' A notice in red text says: '*EFFECTIVE MONDAY, MARCH 11, 2019 ALL DESIGN AND CONSTRUCTION PROCUREMENT WEB PAGE LINKS NOW DIRECT TO THE MAIN CITY OF PHOENIX SOLICITATIONS PAGE.' Below this are several sections: '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), and 'Subscribe to Procurement Newsletter' (Register to be on the distribution list for the free weekly newsletter that advertises design and construction opportunities). A paragraph states: 'In an effort to decrease paper costs, Design and Construction Procurement will place all construction plans, specifications, and addendum/notifications 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.' The 'Other Useful Resources' section includes links for 'Protest Policy', 'Submit Protest to City Clerk', 'Submitter's Handbook', 'Public Records Request', and 'SBE/DBE Directory'.

CITY OF PHOENIX SOLICITATIONS WEBSITE



City of Phoenix

Solicitations

Tabulations, Awards, and Recommendations

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

Search

Clear

Limit to NIGP...

All



Clear

1. Project-specific RFQs, Notifications, Sign-in Sheets, PowerPoint Presentations

2. Link to “**Tabulations, Awards and Recommendations**” web page

<https://solicitations.phoenix.gov>

RFX HINTS & TRICKS

Brief overview for online
submissions



procurePHX

Have you
signed up?

RFX OVERVIEW

Vendor
Registration

Login

Viewing
Solicitations

Subscribe to
Notifications

Uploading &
Attaching
SOQ

Submitting
SOQ

Checking
Response
Status

Editing
Response

FAQ

Tips & Tricks

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 or call (602) 262-1819.

- Instructions >
- Registration >
- ProcurePHX Login >

LOGIN TO PROCUREPHX

A screenshot of the ProcurePHX login page. The page features the ProcurePHX logo in the top left corner, which consists of a red shopping bag icon and the text "procurePHX". Below the logo, there are two input fields: "User" and "Password", both marked with an asterisk. To the right of the "Password" field is a "Log On" button. At the bottom left, there is a link for "Logon Problems? Get Support".

procurePHX

User *

Password *

Log On

Logon Problems? [Get Support](#)

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: **6000001519**

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

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

The screenshot displays the SAP ProcurePHX portal interface. At the top left is the SAP logo. Below it is a navigation bar with links: Back, Forward, History, Favorites, Personalize, View, and Help. The main navigation area features three tabs: 'RFX and Auctions' (highlighted with a red box), 'Administration', and 'Messages'. Below these tabs is a ribbon with buttons for 'Home', 'Create Users', 'Own Data', and 'Company Data'. A breadcrumb trail shows 'Administration > Home'. At the bottom of the page, a message reads: 'Thank you for your interest in becoming a vendor in th... As a Vendor Administrator for your company you have...'

FINDING SOLICITATIONS

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 Status
6000000583	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published

- 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: 6000001519

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.**

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

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?

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-ZC 2 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 -

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

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		

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...** ← 2

Description:

* Assign To:

OK Cancel

ADDING AN ATTACHMENT

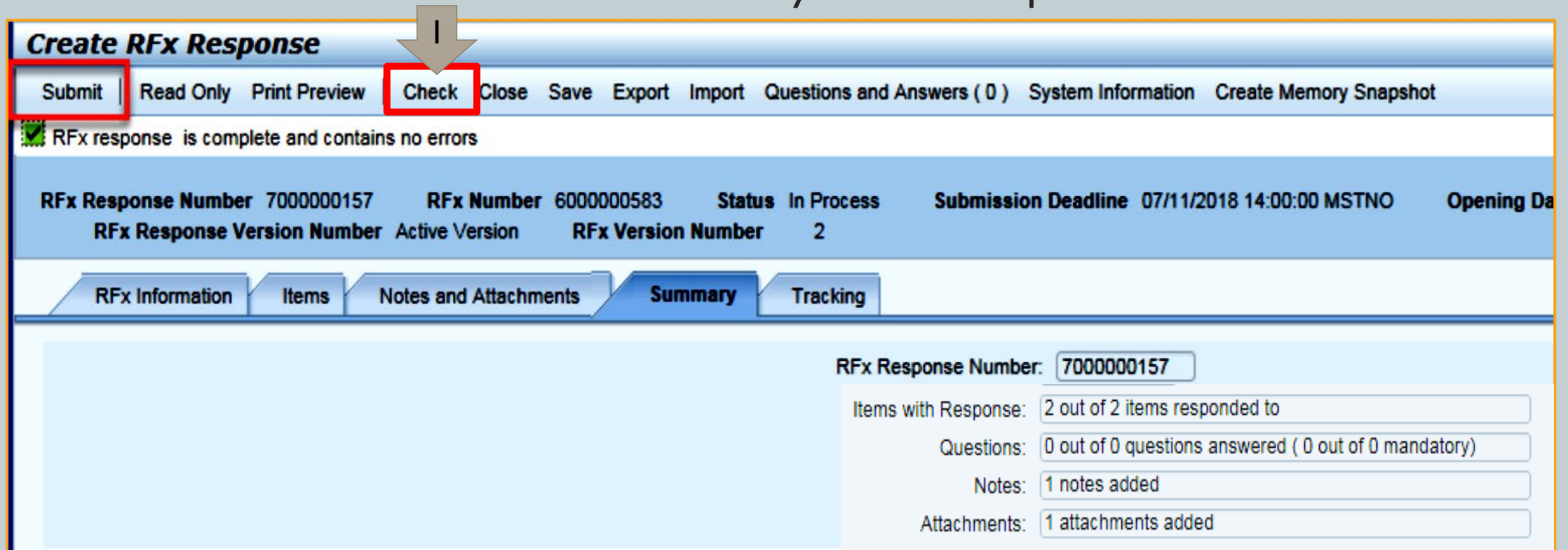
1. Once you've selected your document, add a Description and then click **OK**
2. The **Summary** Tab provides a high-level overview of your RFX Response
3. Under description click the [blue link](#) to double check the file that has been uploaded

The image shows two overlapping windows from an SAP system. The top window is titled 'Add Attachment' and contains the following text: 'Here you can upload an attachment. You have to assign it to either the document general data or to an item'. It features a 'File:' field with the path 'H:\SAP\RFX\My Compan' and a 'Browse...' button. The 'Description:' field contains 'My Company's Response to RFQ'. The '* Assign To:' dropdown menu is set to 'General Data'. At the bottom right of this window are 'OK' and 'Cancel' buttons.

The bottom window is titled 'Create RFX Response' and shows a summary view. The 'Summary' tab is selected and highlighted with a red box and an orange arrow labeled '2'. The window displays RFX details: 'RFX Response Number 7000000157', 'RFX Number 6000000583', 'Status In Process', and 'Submission De...'. Below this are tabs for 'RFX Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. The 'Notes' section contains a table with columns 'Assigned To' and 'Category', listing 'Conditions of Participation' and 'RFX/Auction Text'. The 'Attachments' section has a table with columns 'Assigned To', 'Category', and 'Description', showing a 'Document Header' with category 'Standard Attachment' and description 'My Company's Response to RFQ'. A blue link is visible under the description. A brown arrow labeled '3' points to this blue link. The top of the window shows a menu bar with options like 'Submit', 'Read Only', 'Print Preview', 'Check', 'Close', 'Save', 'Export', 'Import', 'Questions and Answers (0)', and 'System'.

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. The 'Submit' button is highlighted with a red box and an orange arrow labeled '2'. The 'Check' button is also highlighted with a red box and a grey arrow labeled '1'. Below the buttons, a green checkmark indicates 'RfX response is complete and contains no errors'. The interface 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. The 'Summary' tab is selected, showing a summary of the response: RfX Response Number: 7000000157, 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.

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 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 displays the 'Display RFX Response' interface. At the top, a navigation bar includes buttons for 'Edit', 'Print Preview', 'Close', 'Withdraw', 'Export', 'Questions and Answers (0)', 'System Information', and 'Create Memory Snapshot'. A red box highlights the 'Close' button, with a brown arrow labeled '3' pointing to it. Below the navigation bar, a message box shows a green checkmark and the text 'RFX response 7000000157 submitted', with a yellow arrow pointing to it. The main content area displays RFX details: 'RFX Response Number 7000000157', 'RFX Number 6000000583', 'Status In Process', 'Submission Deadline 07/11/2018 14:00:00 MSTNO', and 'Opening Da'. Below this, there are tabs for 'RFX Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. The 'Summary' tab is active, showing a summary of the response: 'RFX Response Number: 7000000157', '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 brown oval highlights this summary section, with a green arrow labeled '2' pointing to it.

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 steps 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

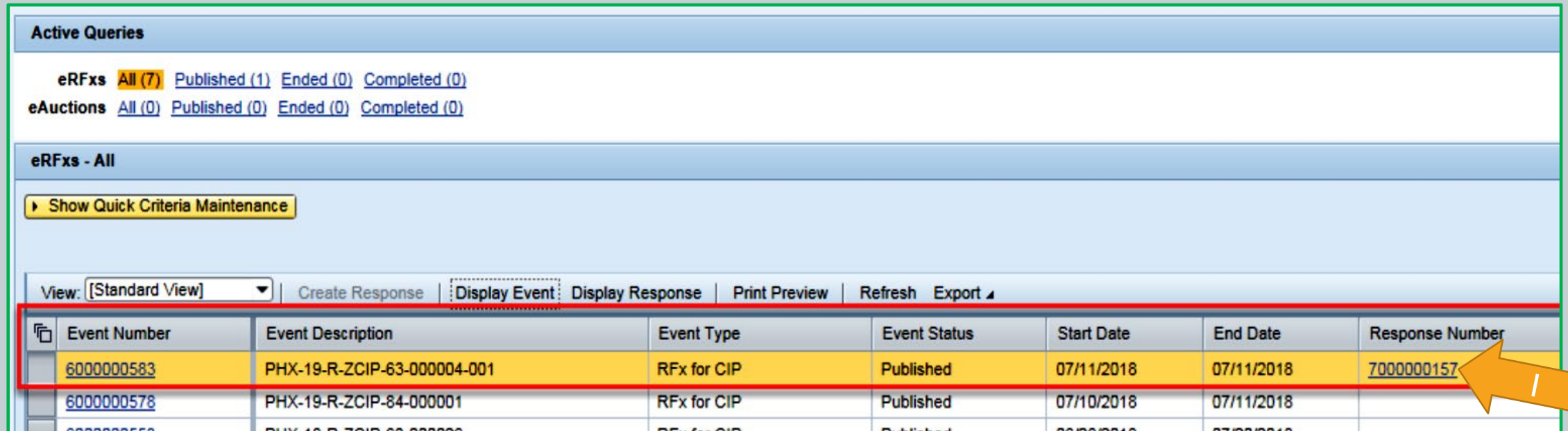
Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
6000000583	PHX-19-R-ZCIP-63-000004-001	RfX for CIP	Published	07/11/2018	07/11/2018	7000000157	Submitted
6000000578	PHX-19-R-ZCIP-84-000001	RfX for CIP	Published	07/10/2018	07/11/2018		No Bid Created

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 includes a summary of eRFxs and eAuctions, a 'Show Quick Criteria Maintenance' button, and a table of events. 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 an orange arrow points to the response number '7000000157' in that row. A red box highlights the table header and the first row.

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	
6000000552	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**

The screenshot shows a web application window titled "Create RFX Response". At the top, there is a menu bar with options: Submit, Read Only, Print Preview, Check, Close, Save, Export, Import, and Questions. Below the menu bar, a red-bordered box highlights four error messages:

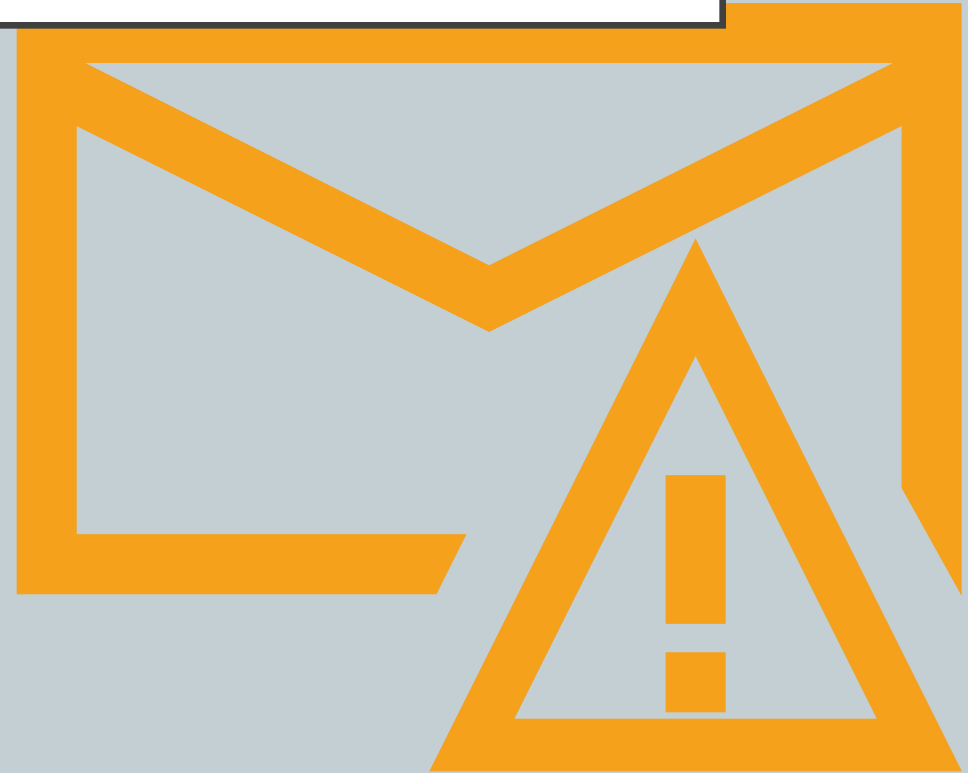
- Line 0002: Attribute Did you provide a response? is mandatory; maintain attribute value
- Line 0003: Attribute Did you provide a response? is mandatory; maintain attribute value
- Line 0004: Attribute Did you provide a response? is mandatory; maintain attribute value
- Line 0005: Attribute Did you provide a response? is mandatory; maintain attribute value

Below these errors, a yellow warning icon is followed by the message: "Time zone MSTAZ is not valid in country US (several possibilities) - Display Help". At the bottom of the window, there is a status bar with the following information:

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

TIPS & TRICKS

- 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.



How to scroll (Screenshot
w/arrows)

REMINDERS

Place the following items on the Information Sheet:

- ❖ Project Title
- ❖ Project Number (*RFx Number 6000001519*)
- ❖ Firm Name
- ❖ Firm Address
- ❖ Firm Phone Number
- ❖ Vendor Number
- ❖ Name, Title, and Email Address of Contact Person

- ❖ **Do NOT include any other information**

QUESTIONS AFTER TODAY?

Email all questions to:
tonja.lepur@phoenix.gov
Or call: 602-256-4107

Reference RFX 6000001519 in your
email subject line.

