

Pre-Submittal Meeting

CITY OF PHOENIX REQUEST FOR QUALIFICATIONS

**23rd AVENUE WASTEWATER TREATMENT PLANT
AND WASTEWATER REMOTE FACILITIES
ELECTRICAL INSTRUMENTATION AND CONTROL
INSPECTION AND TESTING
ENGINEERING SERVICES
WS90200037 & WS90400078**

**PROCUREPHX PRODUCT CATEGORY CODE 925000000
RFx 6000001521**

January 3, 2024



Welcome and Introductions

Liz Blakley, Contracts Specialist

Office of the City Engineer

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(602) 495-3654

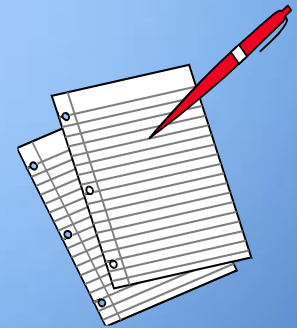
Project PM: Christine Close, P.E.

Water Services Department



Agenda

- Meeting Overview
- Vendor Registration
- Project Description & Scope of Work
- Statement of Qualifications Evaluation Criteria
- Statement of Qualifications Submittal Requirements
- Important Dates: *Selection Schedule*
- Questions?



Meeting Overview

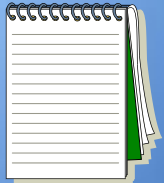
- Sign-in please
- Sign-in sheet and PowerPoint will be posted City of Phoenix's ProcurePHX system (RFx: 6000001521):
<https://eprocurement.phoenix.gov/irj/portal>

- 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

- ❑ Third-party Electrical, Instrumentation & Control Testing and Inspection Services
 - Assist the City's Operations staff, Engineers and Contractors with projects related to the wastewater facilities and their various systems
 - Ensure adherence to electrical, instrumentation and control standards to provide consistency during the design, construction, calibration, testing and commissioning of the electrical, instrumentation and control systems
 - Provide operations and maintenance support when City staff are replacing existing equipment or installing new equipment



Project Description

- Provide design support services, construction support services, and commissioning support services for multiple rehabilitation or replacement projects at the 23rd Avenue WWTP and Wastewater Remote Facilities
- All work performed is to be done under direction of City of Phoenix staff
- May be requested to provide Arc Flash Hazardous Testing services
- May be requested to as-build existing control panels and have the ability to design control panels
- May represent the City's interest in construction related matters (MOPO's)
- Will be required to coordinate with City staff and the City's JOC contractor(s) on the status of numerous projects



Scope of Work

- Design support services:
 - Provide technical support and consultations
 - Ensure adherence to the City standards
 - Ensure adherence to applicable electrical codes
 - Attend design meetings and project engineer demonstrations
 - Support the Engineer with research of existing conditions
 - Conduct design reviews of project plans and specifications
 - Support the Engineer with understanding Department's standards for electrical, instrumentation and control systems



Scope of Work

- ❑ Construction support services consist of:
 - Review equipment submittals
 - Conduct reviews on the equipment installation
 - Provide field observations reports
 - Review the completeness of required equipment testing documentation
 - Witness the instrumentation calibrations and loop checks



Scope of Work

- ❑ Commissioning support services consist of:
 - Provide assistance on computer control strategy checkout
 - Tuning of control loops
 - Perform loop tests
 - Troubleshoot for the computer control system programmers
 - Maintain designated instruments through final acceptance
 - Educate the plant staff on the systems
 - Support staff on developing maintenance procedures
 - Review the accuracy of the as-built documentation for electrical drawings and the process & instrumentation diagrams



QUESTIONS?



SOQ Criteria

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

- A. Design Review Experience Firm (150 points)
- B. CA&I Experience of Firm (150 points)
- C. Design Review Experience of Key Personnel (125 points)
- D. CA&I Experience of Key Personnel (125 points)
- E. Project Understanding and Approach (300 points)
- F. Staffing Information (150 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: 6000001521
- 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, January 12, 2024**



Selection Process

- Each SOQ will be evaluated according to the evaluation criteria in the RFQ
- Up to two consultant will be selected.
- Contracts 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.**



Selection Schedule

- SOQs Due January 12, 2024
- Scope Meeting February 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!!!

