

PRE-SUBMITTAL MEETING

CITY OF PHOENIX
REQUEST FOR QUALIFICATIONS


**16-INCH PARADISE VALLEY ZONE 3C IMPROVEMENTS
DESIGN / CONSTRUCTION ADMIN & INSPECTION
WS85500418**

**PROCUREPHX PRODUCT CATEGORY CODE 925000000
RFx 6000001528**

JANUARY 17, 2024

WELCOME AND INTRODUCTIONS

- Heather Roye, Contract Specialist II
Design and Construction Procurement
heather.roye@phoenix.gov
602-261-8894
- Dan Burt, Civil Engineer III – Project Manager
Water Services Department

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- Please sign-in, if in person. If you are on-line, please send me an email with your name, firm's name, contact number, and email address before 4 PM today. I will add you to the sign-in sheet.
 - Sign-in sheet and PowerPoint will be posted to the City of Phoenix's ProcurePHX system (RFx 6000001528)

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

- And on Procurement's website:

<https://www.phoenix.gov/streets/procurement-opportunities>

- **Due to technical issues with PhoenixPHX, please check BOTH websites for notifications or other information that may have been posted**
- Please hold questions until after the presentation
- This is your ONLY opportunity to ask the Project Manager direct questions
- After today ALL questions must be in writing and emailed to my attention

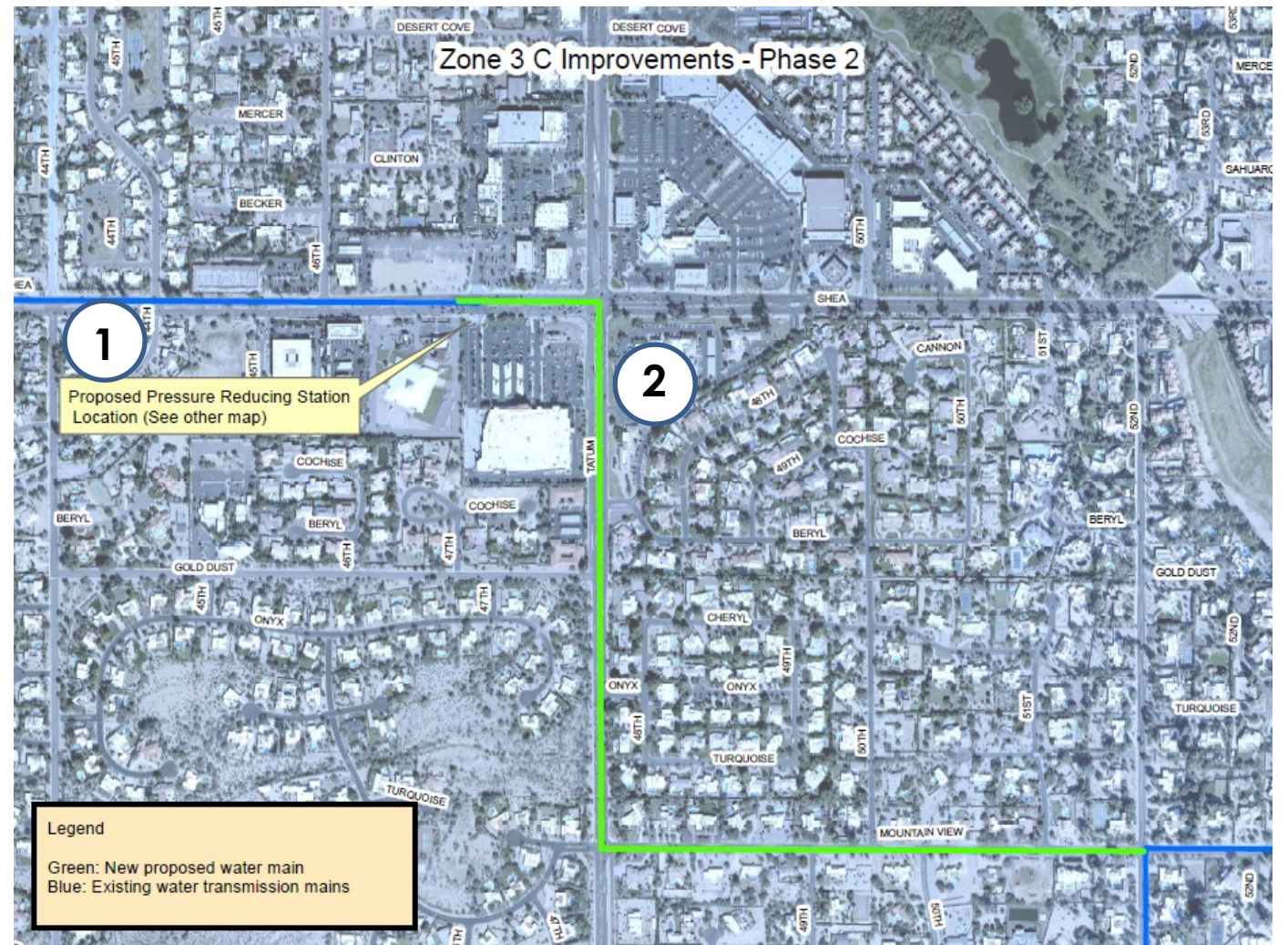
VENDOR REGISTRATION

- 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 approximately 2 days
- Information on how to register with the City is available at:
<https://www.phoenix.gov/finance/vendorsreg>

PROJECT DESCRIPTION

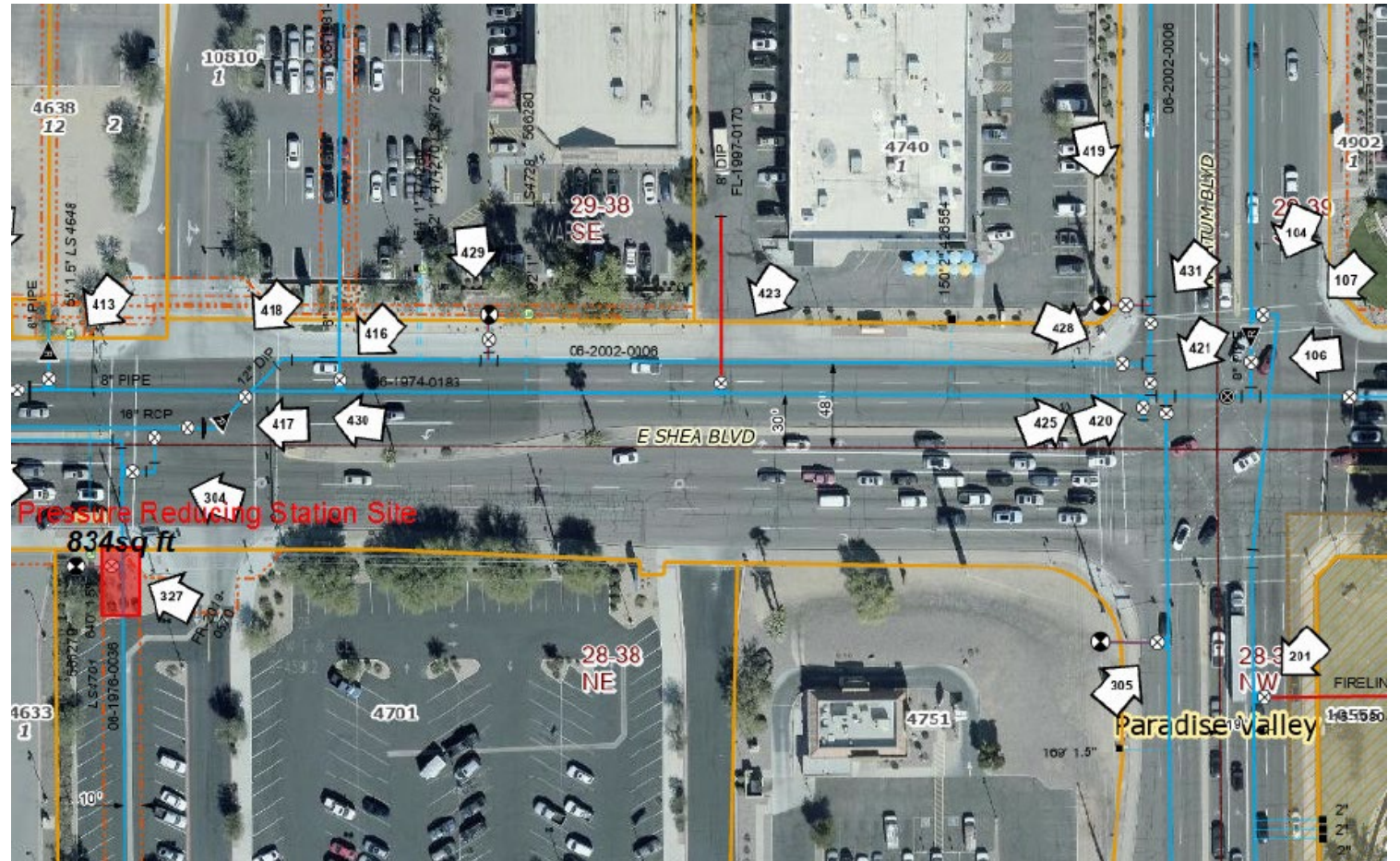
- Phase 2 of the Zone 3C Improvements project includes the following:

1. New Pressure Reducing Valve Station (PRV) located on Shea Boulevard about 600 feet west of Tatum Boulevard.
2. 16-inch water transmission main from the PRV site along Shea to Tatum Blvd, then along Tatum Blvd to Mountain View Road, then along Mountain View Road to 52nd Street. Approximately 6,000 linear feet.



PROJECT DESCRIPTION

- The Pressure Reducing Valve (PRV) station will be located on the southwest corner of Shea Blvd and Tatum Blvd (4707 E Shea Blvd., Phoenix, AZ 85028)
- The PRV station is currently in design and may be located above or below grade in an existing utility easement near the northwest corner of the property
- New piping will also be needed in Shea Blvd connecting to the PRV station.



DESIGN - SCOPE OF WORK

The Consultant scope of work will include, but not be limited to, the following items:

- Design adjustments to the 16-inch transmission main alignment and connections points to the distribution/transmission system and connections to the PRV Station (If necessary due to field conditions, construction changes, etc).
- Design adjustments to the new PRV Station (If necessary due to field conditions, construction changes, etc).
- Provide construction documents and specifications for any design changes to the 16-inch transmission main and new PRV Station as described above.
- Develop preliminary Maintenance of Plant Operations (MOPO) plans for pipeline shutdown and recharge.
- Coordinate with the Street Transportation and other City Departments as required on right-of-way and/or City owned property.
- Coordinate with the Town of Paradise Valley and other stakeholders as needed.
- Identify all utility locations both vertically and horizontally along the pipeline route. Coordinate with the City's potholing contractor as necessary to establish utility locations.
- Coordinate with other design consultants on adjacent projects, as needed.
- Conduct geotechnical evaluations to develop construction requirements.
- Investigate and identify traffic control impacts and costs using the City's Right-of-Way Management Program.
- Obtain all applicable permits.
- All City standards shall be used to develop construction documents including but not limited to drafting standards and MAG standard specifications.

CONSTRUCTION ADMINISTRATION & INSPECTION - SCOPE OF WORK

The Consultant scope of work will include, but not be limited to, the following items:

- Participation in final design meetings and review of construction plans and specifications.
- Review of and recommendations regarding cost models/GMPs (Guaranteed Maximum Price) provided by the Construction Manager at Risk contractor.
- General project administration, construction inspections, and special pipeline inspections.
- Provide resident engineering services during construction and act as the City's representative.
- Develop project schedule with the Contractor.
- Provide daily interaction with contractors to clarify job requirements.
- Conduct pre-construction conference and hold on-site and off-site meetings as appropriate with Contractor, City staff, impacted third parties, utilities, and regulatory agencies as required.
- Represent City and coordinate with regulatory agencies, utilities, and impacted third parties as required.

CONSTRUCTION ADMINISTRATION & INSPECTION – SCOPE OF WORK (CON'T)

- Monitoring of job progress and keep City informed of project status and issues. Provide weekly status updates.
- Authorize changes as necessary due to construction or other issues arising from the work.
- Issue interpretations and clarifications of the construction documents.
- Review shop drawings and test results.
- Perform record keeping and maintain project documents including correspondence, schedules, submittals, test data, payments, meeting minutes, specifications, drawings, photographs, shop drawing, as-builts, etc.
- Review and certification of progress payments and change orders.
- Review of contractor red-lines and preparation or coordination of the development of record drawings in accordance with City standards and Water Asset Management mapping requirements.
- Public information and public relation services.
- Coordination among City departments, governmental agencies, and operations staff.
- Review of pipeline shutdown and startup plans.
- Other services as required to support successful completion of the work and the City's interests.



Questions for the Project Manager?

EVALUATION CRITERIA

DESIGN EXPERIENCE OF PRIME FIRM	100 POINTS
CA&I EXPERIENCE OF PRIME FIRM	200 POINTS
DESIGN EXPERIENCE OF KEY PERSONNEL/SUBS	75 POINTS
CA&I EXPERIENCE OF KEY PERSONNEL/SUBS	175 POINTS
PROJECT UNDERSTANDING & APPROACH	300 POINTS
STAFFING INFORMATION FOR KEY PERSONNEL	150 POINTS
TOTAL	1000 POINTS

****UP TO AN ADDITIONAL 21 POINTS FOR REFERENCE CHECKS****

- Provide Responses In The Order Listed In The RFQ
- Be Complete, Be Concise



IMPORTANT DATES

Pre-Submittal Meeting

January 17, 2024

SOQs Due

January 26, 2024

Evaluation Meeting

February 12, 2024

Scope of Work Meeting

End of February

SUBMITTAL REQUIREMENTS

- ALL FIRMS MUST BE REGISTERED WITH THE CITY AS A VENDOR
 - <https://www.phoenix.gov/finance/vendorsreg>
- NO MORE COVER LETTER – Replaced With Information Sheet (Do Not Add Additional Information). See RFQ for items needed on Information Sheet.
- Make sure to use your full legal name on the front cover page and information sheet. Your firm name should match what is listed with the Arizona Corporation Commission.

SUBMITTAL REQUIREMENTS (CON'T)

- All pages exceeding the specified maximum page limit will be removed from the submittal and not considered in evaluating a submitted SOQ.
- The vendor number is to be included on the cover of the Statement Of Qualifications
- **SOQS DUE FRIDAY, JANUARY 26, 2024, BY 12:00 NOON – PHOENIX TIME**
 - **Due To Technical Issues With The ProcurePHX, please e-mail your SOQS to heather.roye@phoenix.gov****
- Same rules apply, if the SOQ is not received by 12:00 Noon Phoenix time, your SOQ will be disqualified

SUBMITTAL REQUIREMENTS

- Maximum pages permitted is: **12 Pages**
- Page Size 8 ½" X 11"
- 10 Font Size
- Each Side Of A Page Containing Evaluation Criteria And Additional Content Will Be Counted Toward The Maximum Page Limit
- Front And Back Covers, Information Sheet, Table Of Contents, And Divider (Tab) Pages **Will Not** Be Counted Towards Maximum Page Limit, Unless They Include Evaluation Criteria And Additional Content That Could Be Considered By The Selection Panel.

GROUNDS FOR DISQUALIFICATION

Please be advised that the following will be grounds for disqualification, and will be strictly enforced:

- Receipt of submittal after the specified cut-off date and time
- Uploading of submittal to the wrong project
- Violating the “Contact with City Employees” policy contained in this RFQ

REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov



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 >

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

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PROCUREMENT WEBSITE

<https://www.phoenix.gov/streets/procurement-opportunities/>

Solicitations Website

Procurement Newsletter

Submitter's Handbook

The screenshot shows the City of Phoenix website's procurement page. At the top, there is a navigation bar with the City of Phoenix logo, a search bar, and links for 'Convention Center Public Meetings', 'PHX At Your Service', 'PHX Pay Online', 'Map It', 'Find Public Records', 'PHXTV', and 'Translate'. Below the navigation bar, the breadcrumb trail reads 'City of Phoenix > Street Transportation > Procurement Opportunities'. The main heading is 'Consulting & Construction For Capital Improvement Programs'. The page content includes a paragraph about the contracting process, a notice about effective Monday, March 11, 2019, and several sections: 'Current Opportunities', 'Project Interviews', 'Bid Results and Project Selections', and 'Subscribe to Procurement Newsletter'. There is also a section for 'Other Useful Resources' with links to 'Protest Policy', 'Submit Protest to City Clerk', 'Submitter's Handbook', 'Public Records Request', and 'SBE/DBE Directory'.

City of Phoenix

Convention Center Public Meetings

Search...

PHX At Your Service PHX Pay Online Map It Find Public Records PHXTV Translate

City of Phoenix > Street Transportation > Procurement Opportunities

Consulting & Construction For Capital Improvement Programs

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.

***EFFECTIVE MONDAY, MARCH 11, 2019 ALL DESIGN AND CONSTRUCTION PROCUREMENT WEB PAGE LINKS NOW DIRECT TO THE MAIN CITY OF PHOENIX SOLICITATIONS PAGE.**

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.

Subscribe to Procurement Newsletter – Register to be on the distribution list for the free weekly newsletter that advertises design and construction opportunities.

In an effort to decrease paper costs, Design and Construction Procurement will place all construction plans, specifications, and addendum/notification 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.

Other Useful Resources

- [Protest Policy](#)
- [Submit Protest to City Clerk](#)
- [Submitter's Handbook](#)
- [Public Records Request](#)
- [SBE/DBE Directory](#)

CITY OF PHOENIX SOLICITATIONS WEBSITE

1. Project-specific RFQs, Notifications, Sign-in Sheets, PowerPoint Presentations
2. Link to **"Tabulations, Awards and Recommendations"** web page

<https://solicitations.phoenix.gov>

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



QUESTIONS?

Heather Roye

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602-261-8894