Pre-Submittal Meeting

Large Diameter Sanitary Sewer Rehabilitation

WS90500271, WS90500272, WS90500273, WS90500118

RFx 6000001526

Product Category 912000000

January 23, 2024

Welcome and Introductions

Heather Roye, Contracts Specialist

602-261-8894

heather.roye@phoenix.gov

Karina Matthiessen – Equal Opportunity Specialist

623-760-8052

Karina.Matthiessen@phoenix.gov

Simon Amavisca, Project Manager

Water Services Department

What is Job Order Contracting

- Alternative Project Delivery Method
- The JOC RFQ is a 1-Step Qualifications-Based Selection Process based on the criteria in the RFQ
- Not a Bid
- No guarantee of work
- Projects are on an “As-Needed” basis
- No Federal Funding

Meeting Overview

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (RFx: 6000001526):

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. Please check **both** websites to make sure no Notifications have been posted.

This is your ONLY opportunity to discuss this solicitation with City staff.

EOD / Labor Compliance

- 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)**

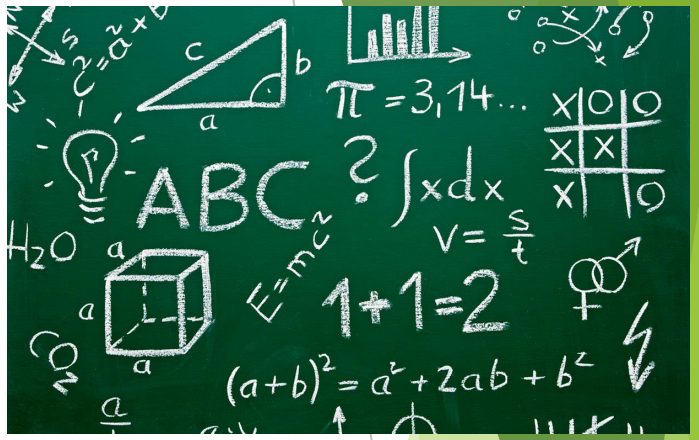
SBE Program

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: 2.5%



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

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

SBE Requirements @ Solicitation:
None!

SBE Requirements Post-Award:
Use SBEs and Report

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 2.5%
- This Solicitation Is Open To All Firms
- 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**.

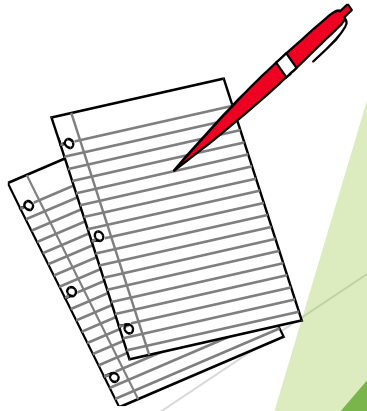
Equal Opportunity Department

Karina Mattiessen, Equal Opportunity Specialist

Equal Opportunity Department

karina.matthiessen@phoenix.gov

602-261-8873



QUESTIONS

FOR EOD

Project Manager

- Project Description
- Scope of Work

Project Description

- City of Phoenix is seeking up to five qualified Job Order Contractors on an as-needed basis
- For a five-year duration; or $20,000,000 per JOC, whichever occurs first

Project Description

The JOC program is for construction services of the City of Phoenix wastewater collection system, utilizing primarily the cured-in-place (CIPP) felt and resin lining process. Other approved materials may be used in lieu of CIPP. Occasionally, the work may include dig and replace in lieu of CIPP lining of existing pipe. The work locations will be citywide. Work could include, but is not limited to:

- Sewer cleaning
- Pre and post pipe CCTV
- Bypass pumping
- Spot repair
- Liner repair
- Installing CIPP structural liner
- Cleanout replacement/removal
- Manhole repairs or replacement
- Pavement restoration
- Odor control
- Traffic control
- Obtain permits as required
- Landscape restoration
- Other services as required to support successful completion of the work and the City's interest

Scope of Work / Services

The scope of work will vary with each JOA. Minor design services may be required for some JOAs, however, most will be designed through consultants under a separate contract with the City. City staff may design some projects.

For JOAs that may require design services, the Contractor shall seek the services of an Arizona registered professional architect and/or engineer to prepare plans for permitting. It is the responsibility of the Contractor to provide cost estimating, project scheduling for design, construction and/or maintenance, and obtain permits if needed from the appropriate City departments. The Contractor is also responsible for:

- Knowledge of and compliance with current City of Phoenix adopted codes
- All other work as it relates to this JOC, and
- All work incidental to this JOC

Prior to preparing each Job Order Agreement, a scope of work conference may be scheduled to define design and construction services required of the Contractor.

QUESTIONS

FOR THE PROJECT MANAGER

SOQ Evaluation Criteria

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

A. **General Information (maximum 150 points)**

B. **Experience and Qualifications of the Firm (maximum 250 points)**

C. **Experience of the Key Personnel to be Assigned (maximum 250 points)**

D. **Approach to Performing the Required Services (maximum 350 points)**

E. **Reference Check (maximum 21 points*)**

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 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**

Grounds for Disqualification:
- **Failure to email to Contracts Specialist by the due date and time**
- **Violating "Contact with City Employees" policy**

Selection Process

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

Up to Five firm will be selected

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

Important Dates: Selection Schedule

Event:	Date:
Pre-submittal meeting	January 23, 2024
SOQs Due	February 2, 2024
Selection Notification	Early March 2024
JOC Workshop	Early April 2024

Due to technical issues with the RFx system, please email your Statement of Qualification (SOQ) to heather.roye@phoenix.gov on February 2, 2024, by 12 PM (noon) Phoenix time.

If your SOQ is received after 12 PM Phoenix time, it will be disqualified.

Reminders

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

- **Project Title: Large Diameter Sanitary Sewer Rehabilitation JOC 228**
- **Project Number:** ***RFx Number 6000001526***
- ***Firm Name**
- **Firm Address**
- **Firm Phone Number**
- **Vendor Number**
- **Name, Title, and Email Address of Contact Person**
- **Do NOT include any other information**

Please use legal name on the SOQ

Reminders

- **Please be sure to submit your SOQ in a timely manner and DO NOT wait until the last minute before emailing your SOQ by 12 PM Phoenix time.**
- **Please make sure that you have a least two people in your office that are signed up for e-Procurement so that when one person is out of the office or has left the company, the other person can step in and complete the submittal process.**
- **Do not use special characters or a long file name when submitting your SOQ.**

Questions after today?

Email all questions to:
heather.roye@phoenix.gov

Reference **RFx 6000001526**
in your email subject line

Thank You for

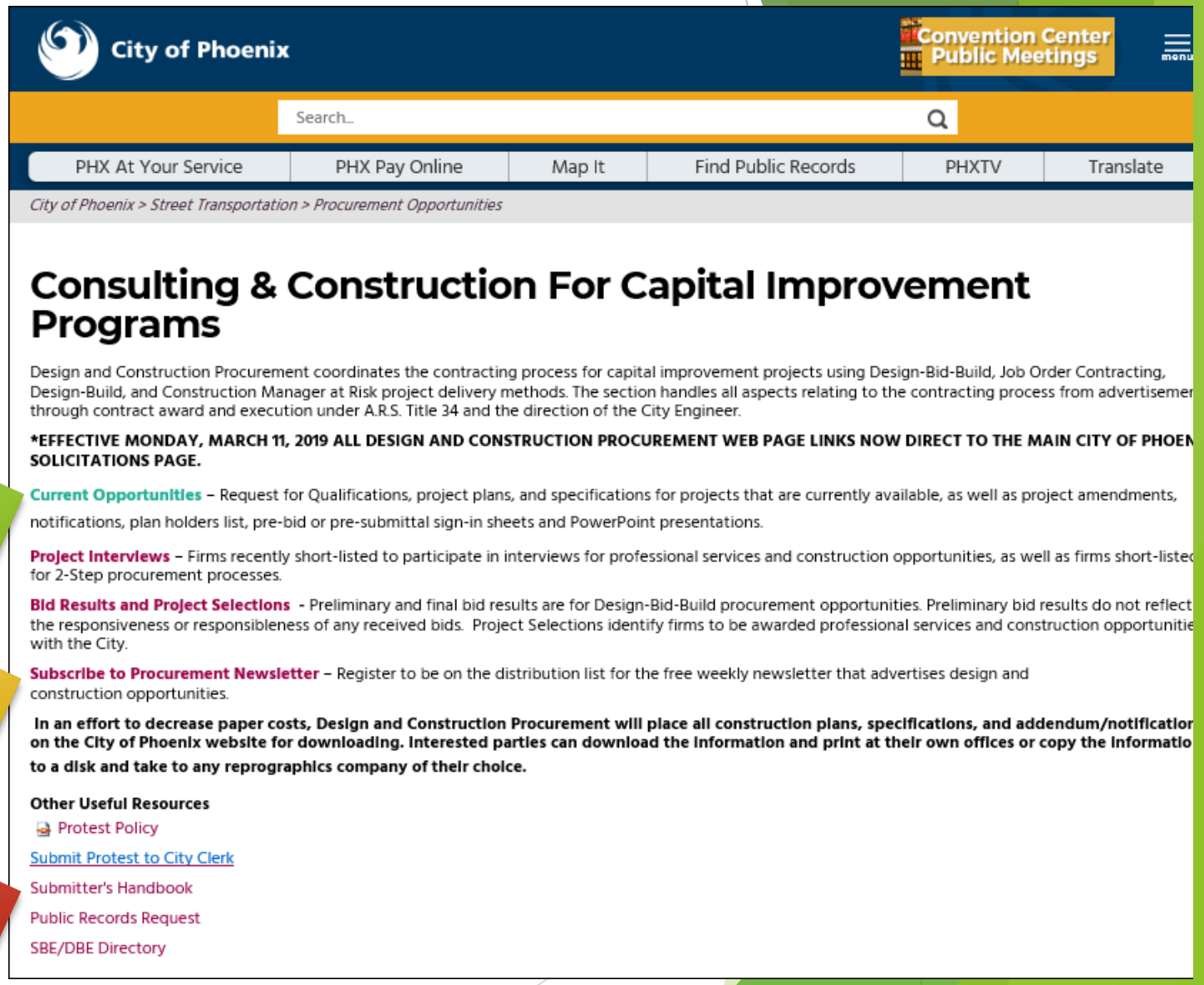
Procurement Website

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

Solicitations Website

Procurement Newsletter

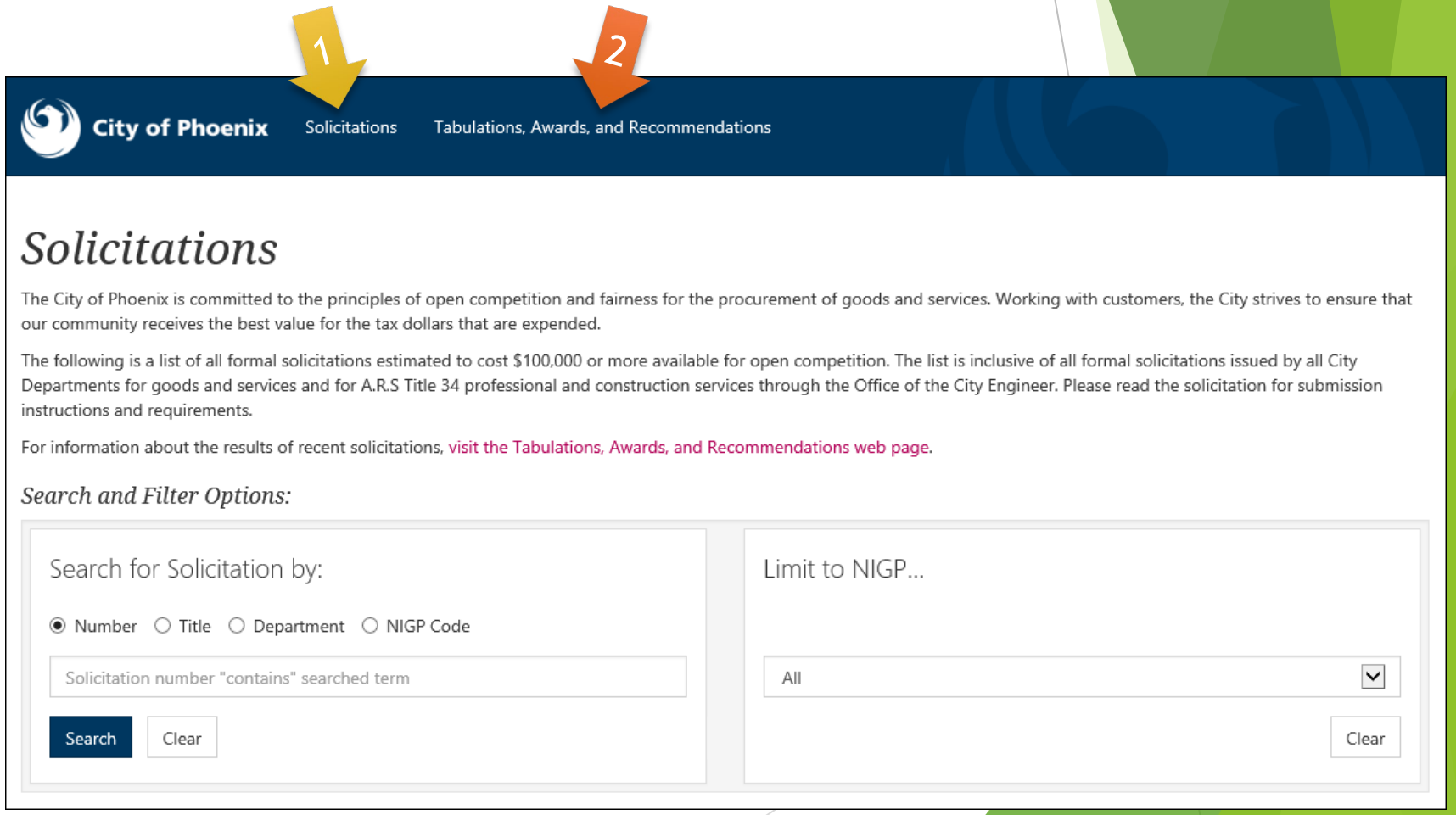
Submitter's Handbook



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



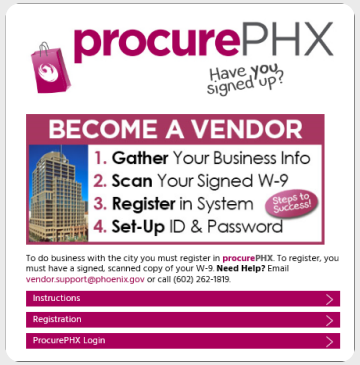
RFx Hints & Tricks

Brief overview for online submissions

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



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

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: **6000001487**

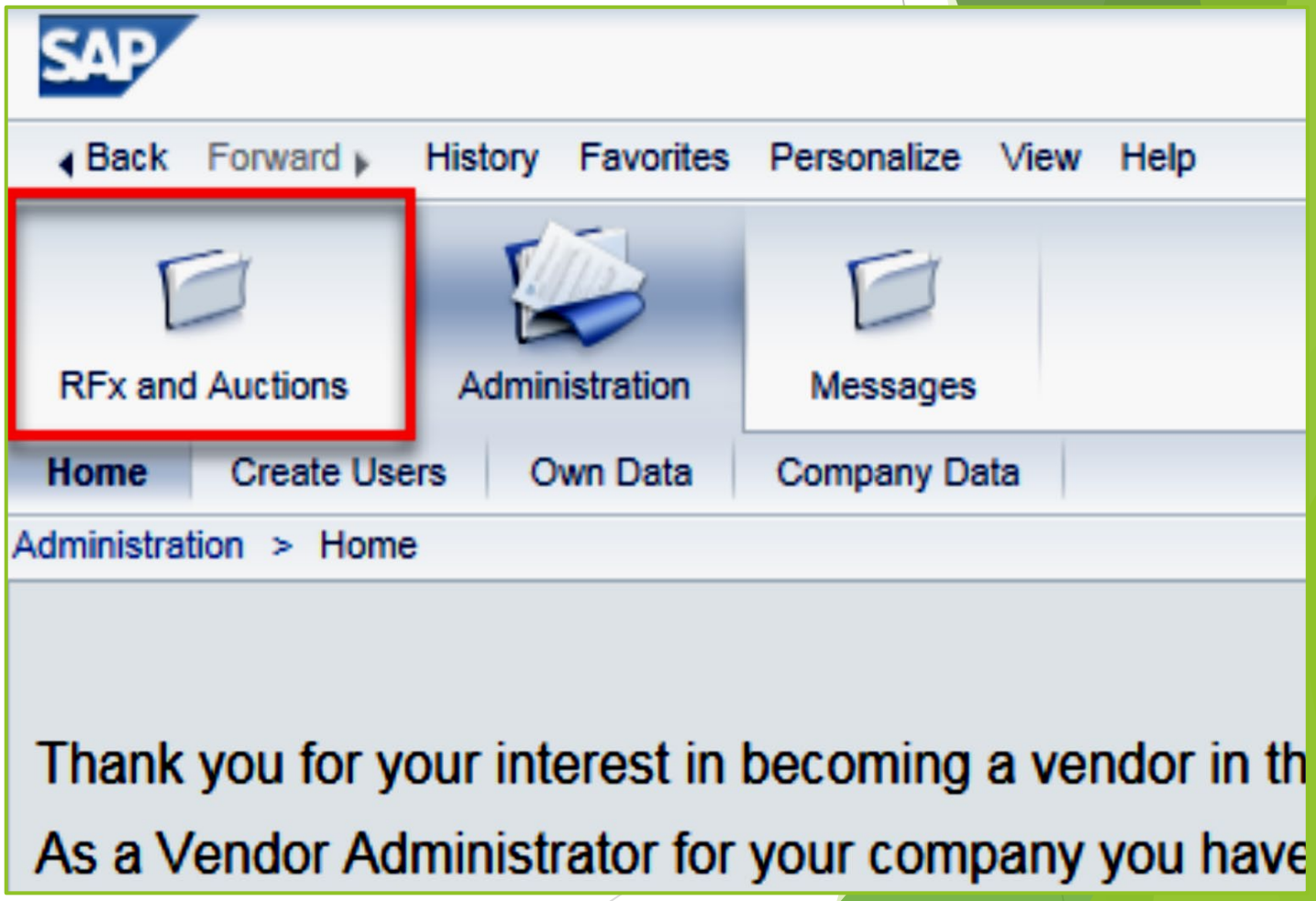
Note: The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications

RFx Home Screen

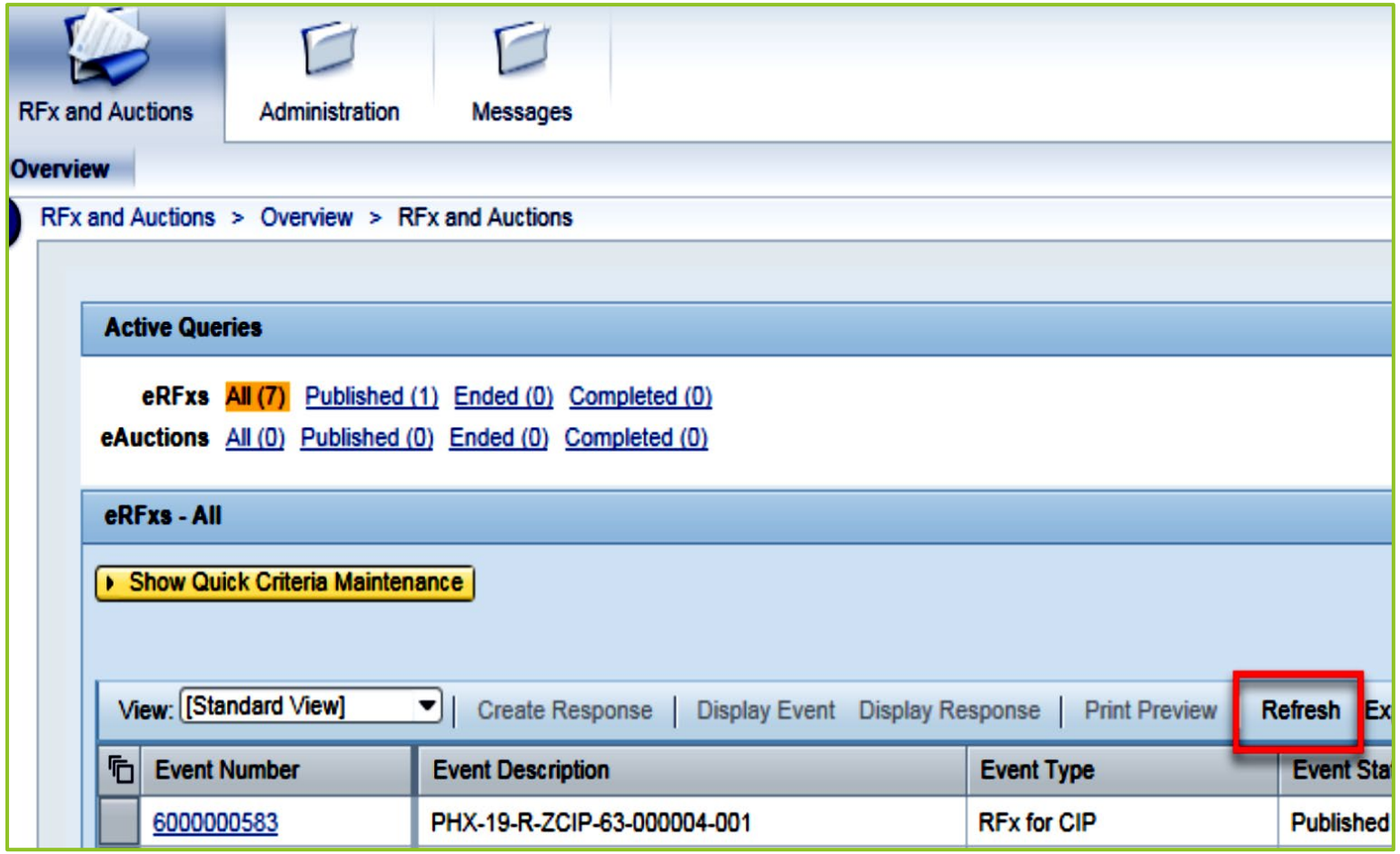
Once you are logged in to the ProcurePHX portal:

Select **RFx and Auctions** tab on the top Ribbon

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



Finding Solicitations



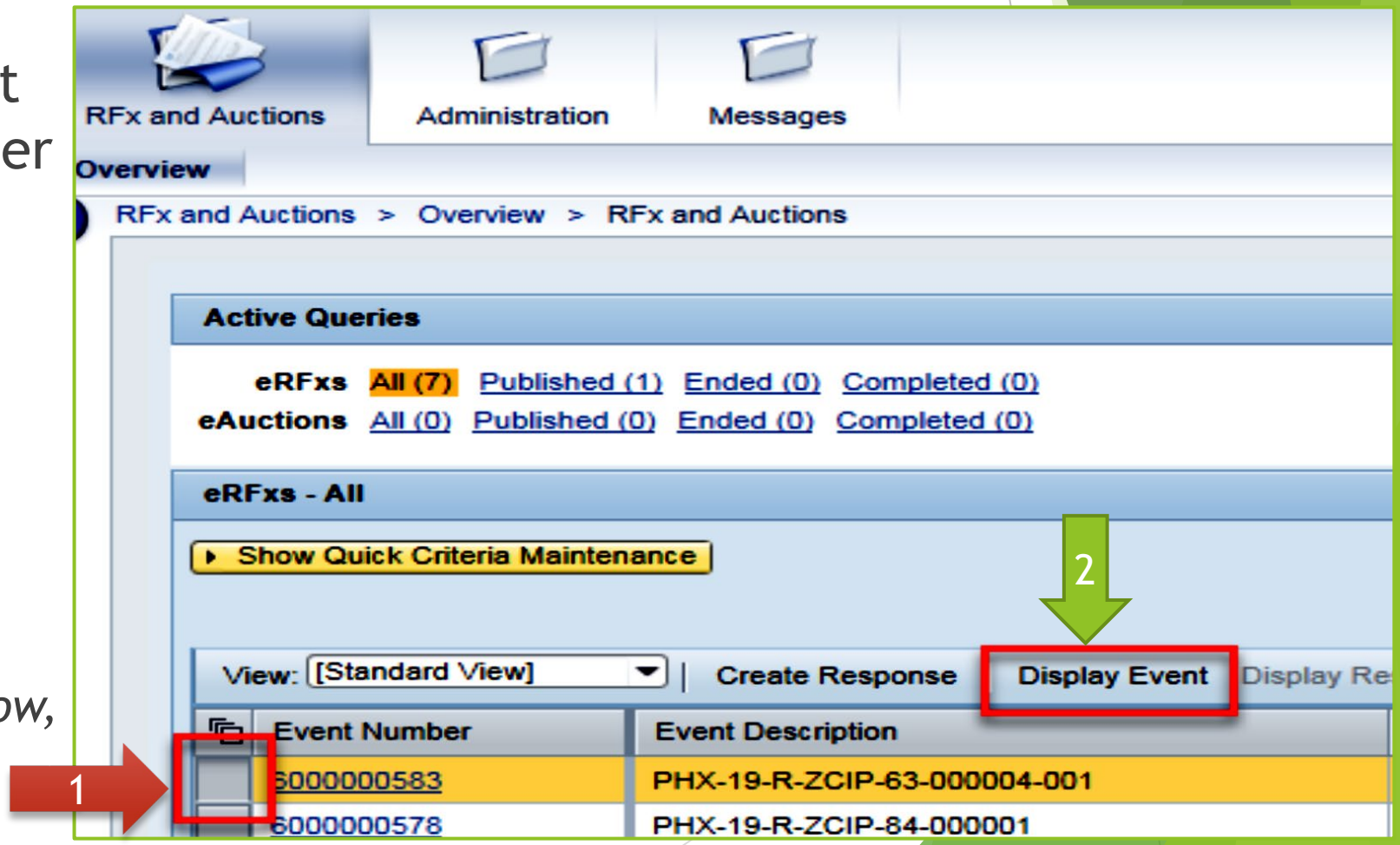
- Click the Refresh Button on the RFx Overview (Event) Page to see the most current information.
- Find the solicitation you'd like to view from the list, by RFx (Event) Number.
- For this solicitation, your RFx (Event) Number is: 6000001487

View Selected Solicitation

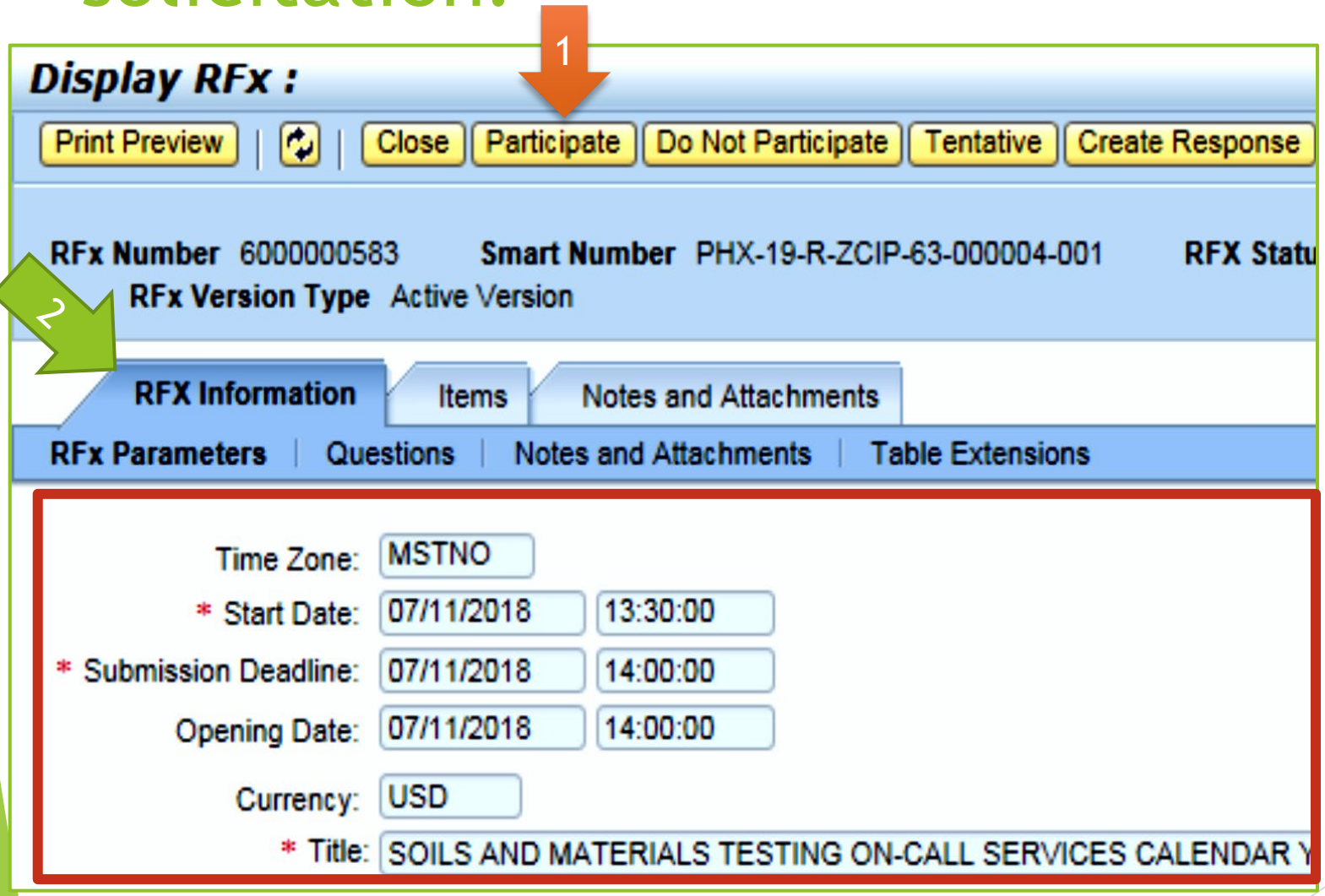
1. Click the gray box next to the RFx (Event) Number you'd like to view.
2. Click **Display Event**

This will open a new window to view the selected RFx

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



Would you like updates on this solicitation?

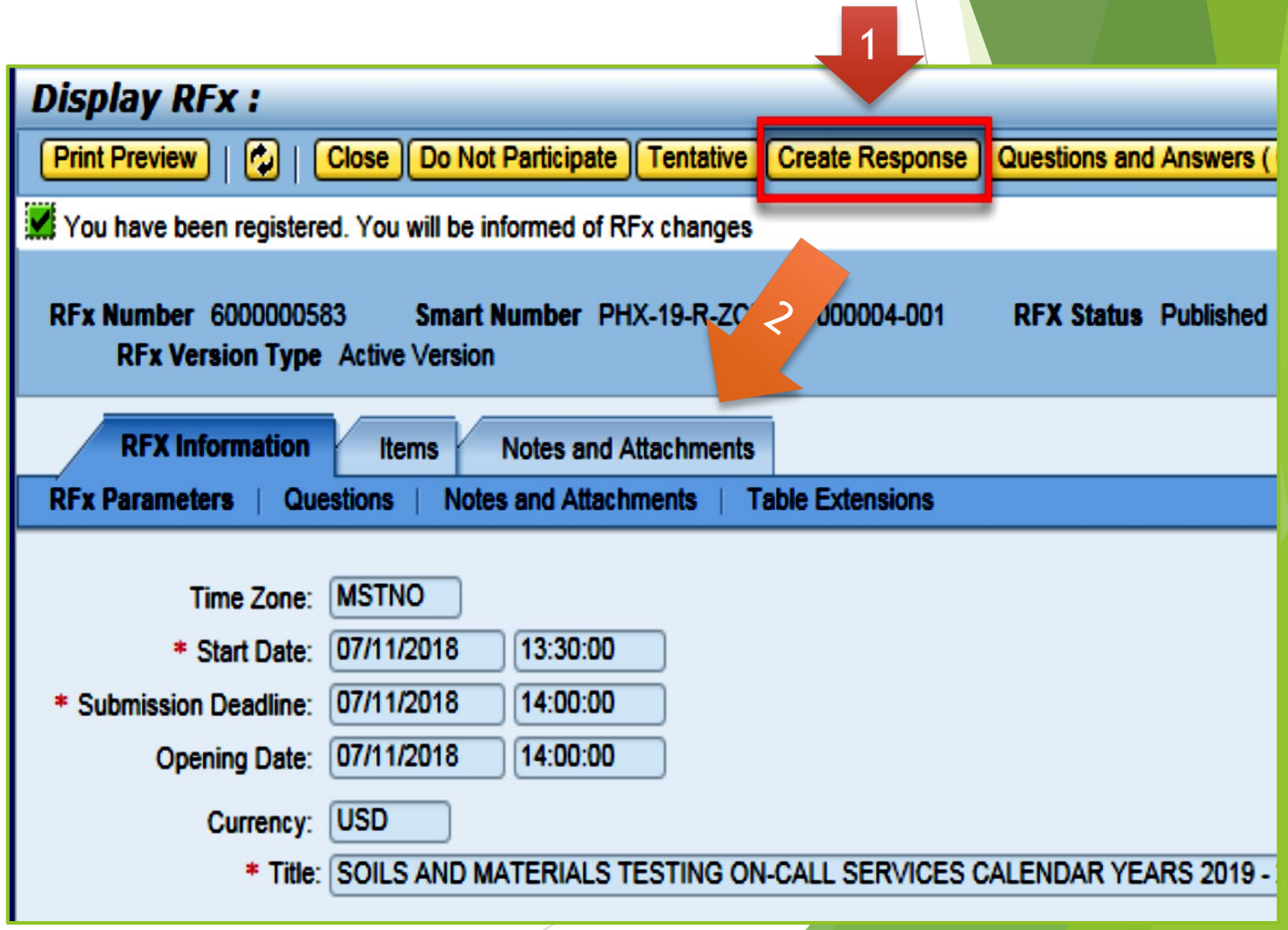


Update your **Participation Status** accordingly

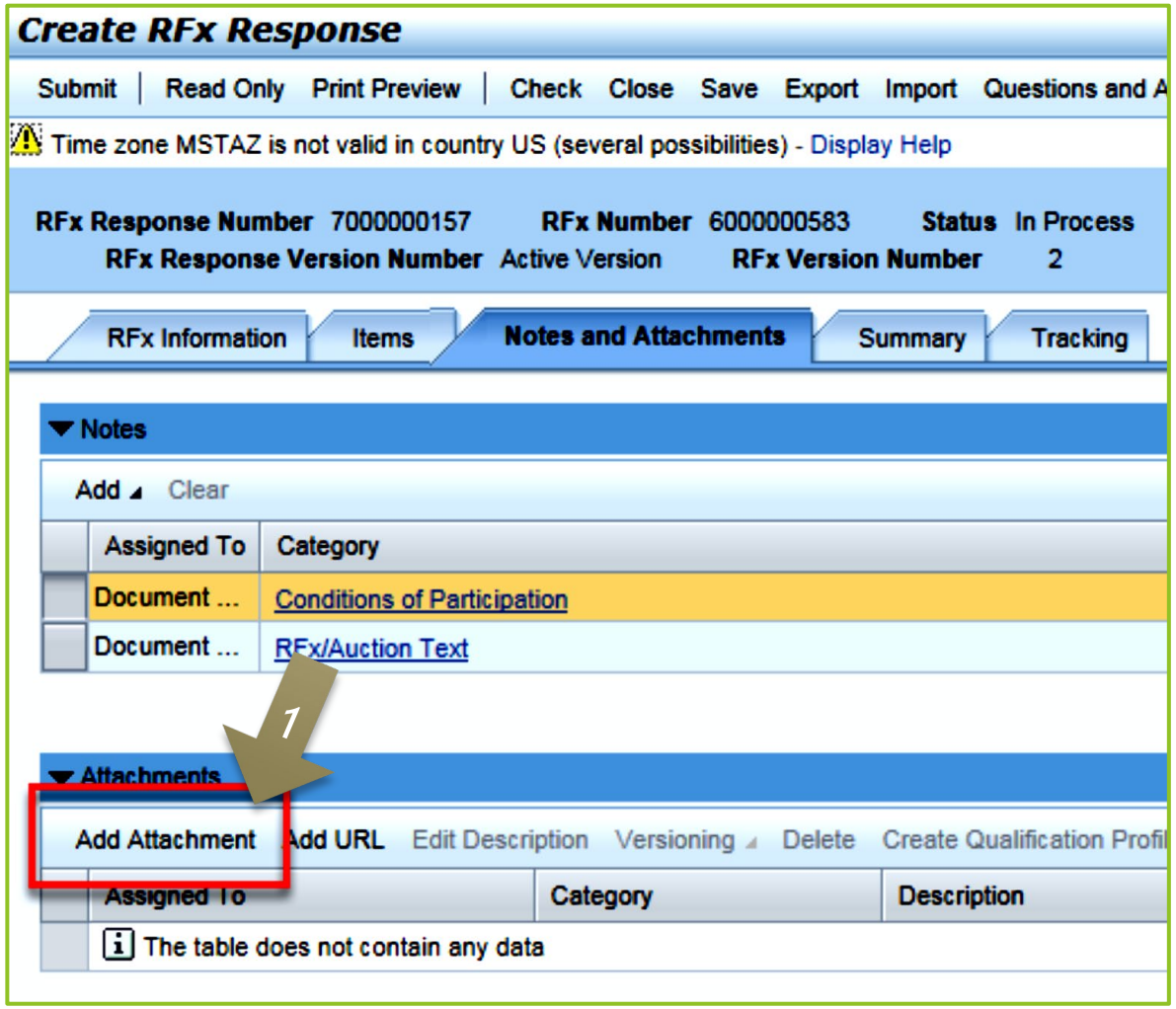
1. Click **Participate**. *This will ensure you to get email notifications regarding your RFx Event, i.e. Notifications, New Attachments.*
2. Review **RFx Information** Tab for Start/Due dates/ Title of Solicitation

Do you want to submit for this solicitation?

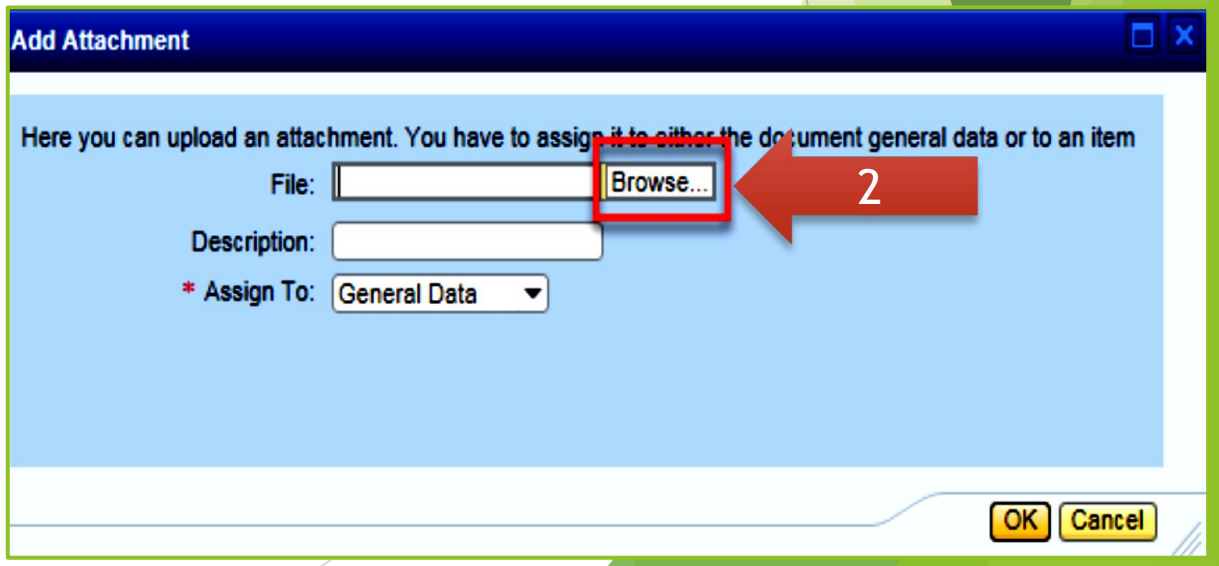
1. Click **Create Response**
2. Review **Notes and Attachments** Tab for the RFQ, Pre-Submittal Presentation, Attendance Sheet, and Notifications, etc.



How to upload your SOQ

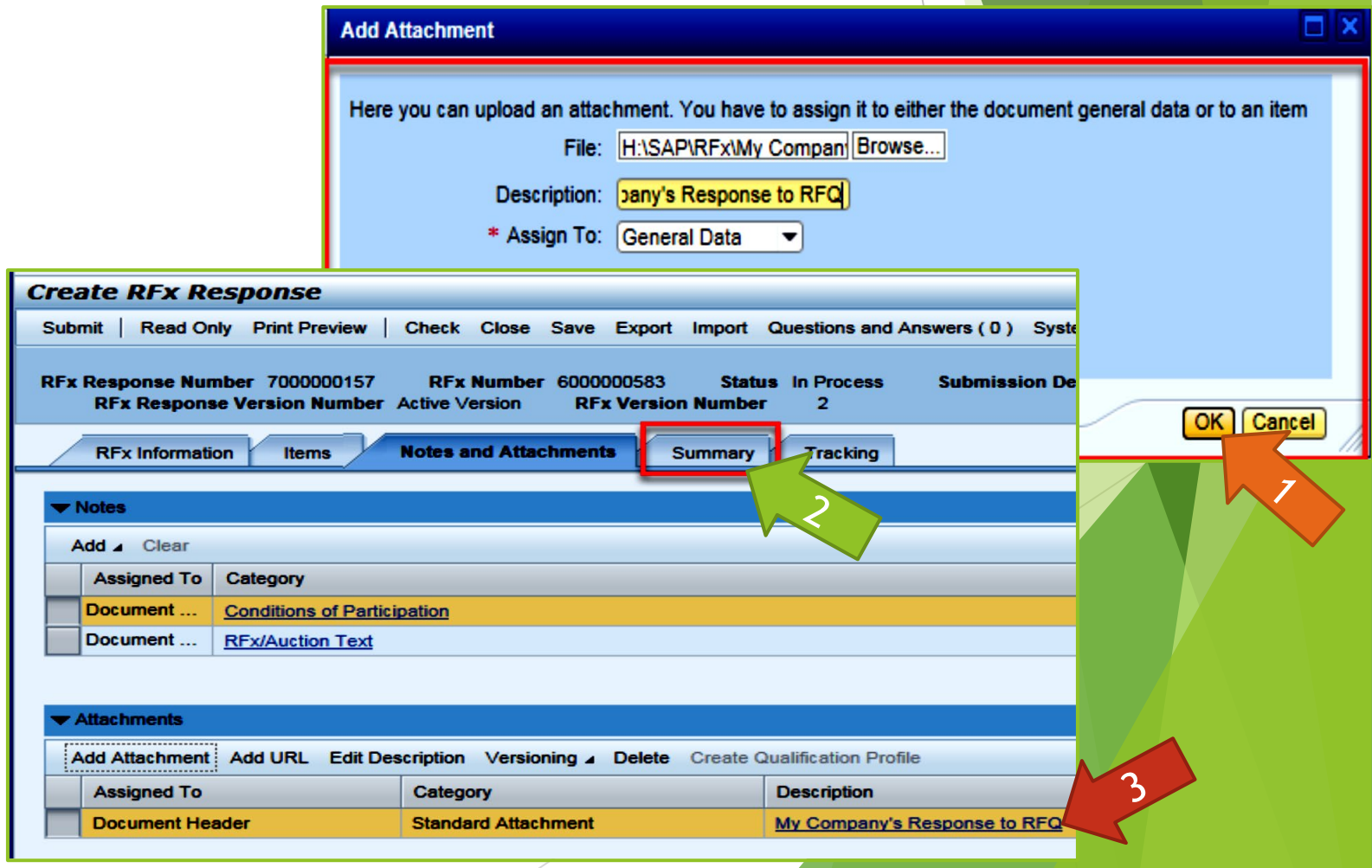


1. Attach SOQ by clicking **Add Attachment**, there will be a separate pop up window
2. Click **Browse** in the pop up window to navigate to the desired attachment document



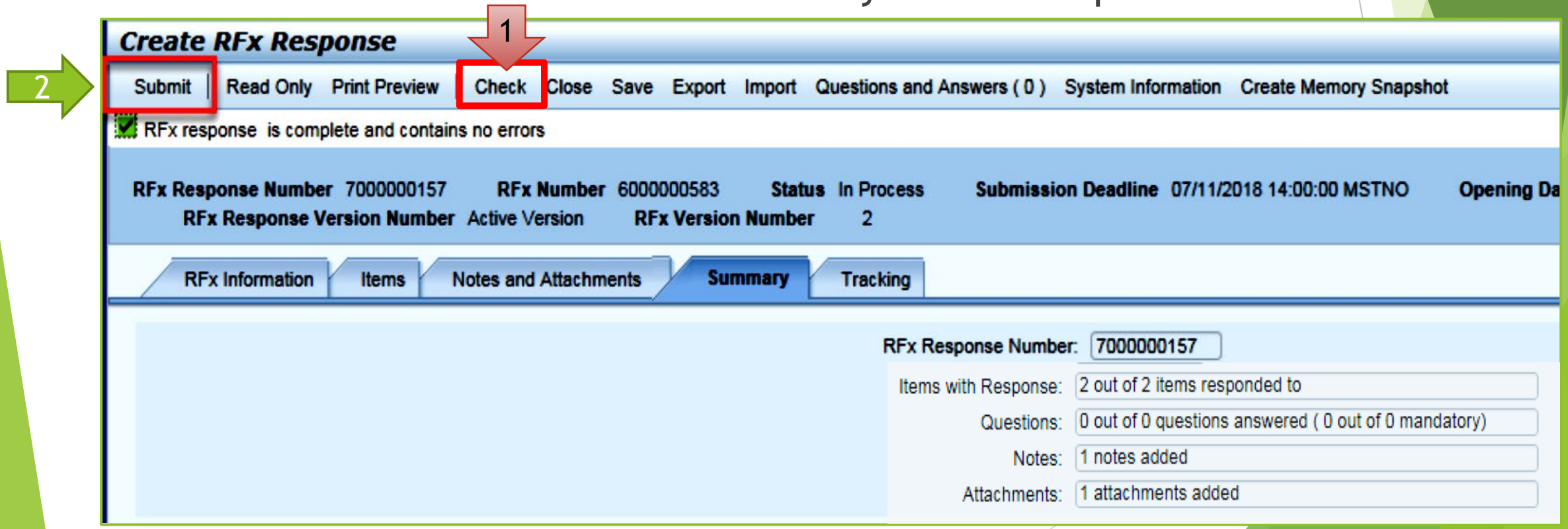
Adding an Attachment

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



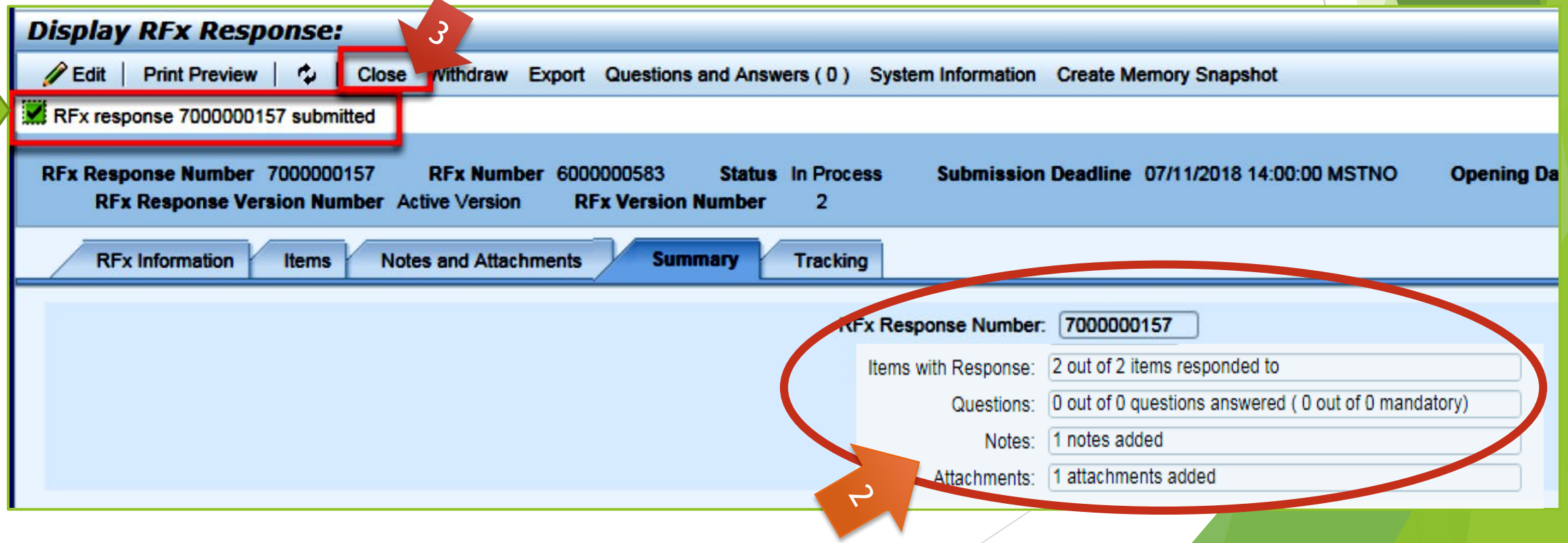
Double Check & Submit

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



RFx Response Submitted

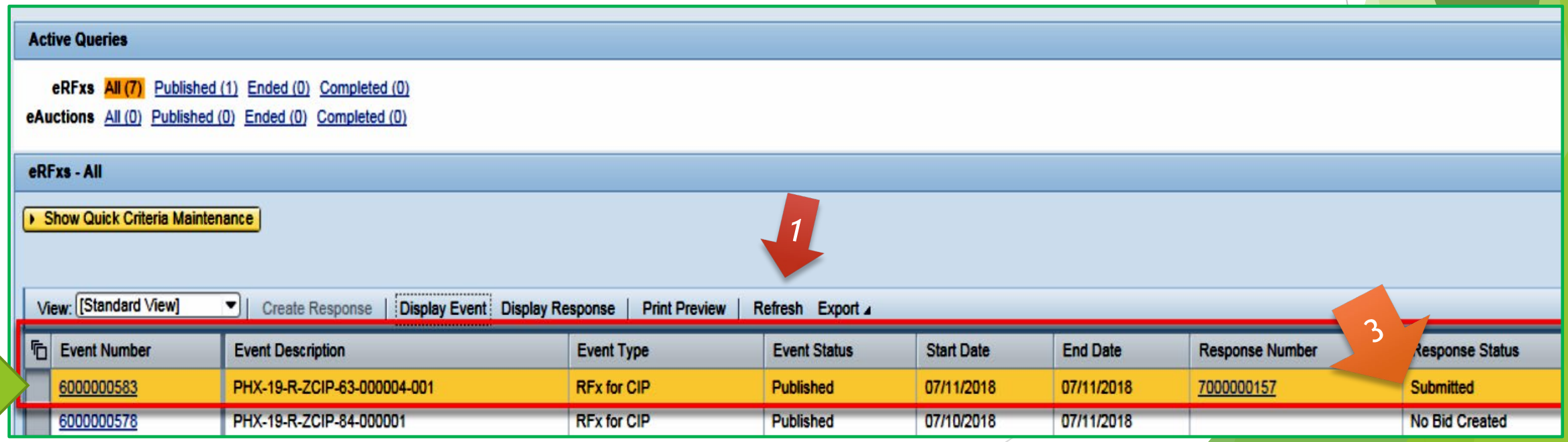
1. You will see a RFx response message that your response was submitted. No email notification will be sent.
2. Confirm you have the **required number of attachments** listed, as outlined in the RFQ.
3. Click **Close** and return to the RFx Overview (Event) Page.



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 steps before the system will update your RFx response to **Submitted**.

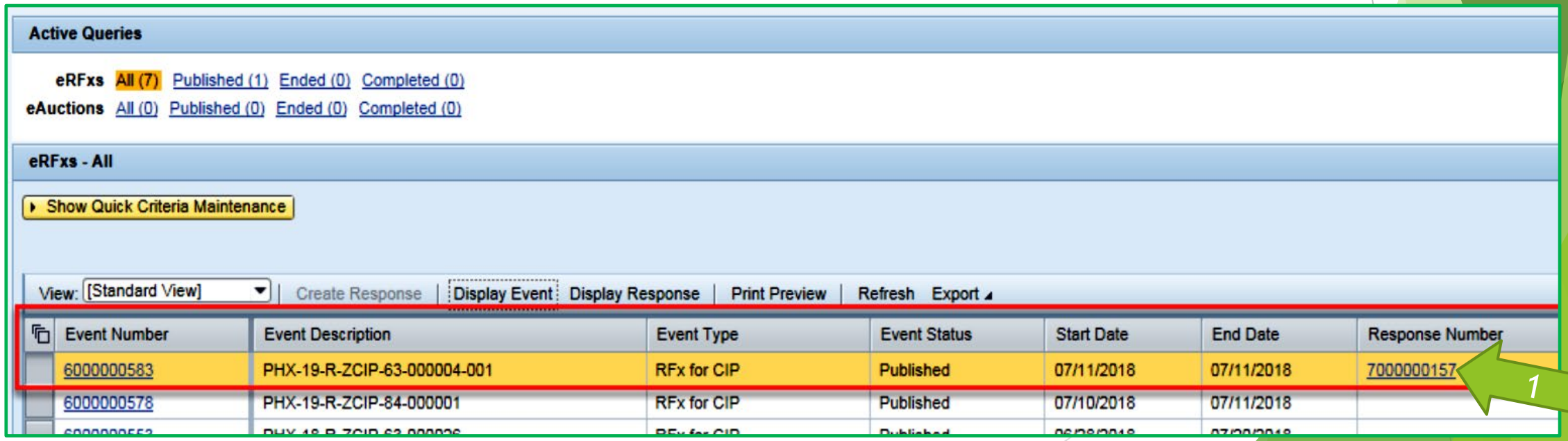


How to Edit Your Submission

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.



Frequently Asked Questions

When I submit, what does the **red** circle mean?

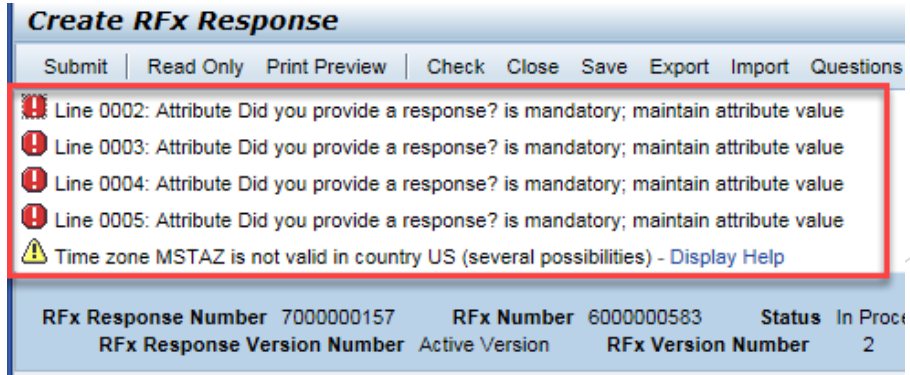
Error on page and **nothing** will be submitted

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**



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.