

Pre-Submittal Meeting

**CITY OF PHOENIX
REQUEST FOR QUALIFICATIONS**

**SROG SUPPORT SERVICES
FISCAL YEARS 2024/25 – 2028/29
ENGINEERING SERVICES
8425302000**

**PROCUREPHX PRODUCT CATEGORY CODE 925000000
RFx 6000001553**

February 14, 2024



Welcome and Introductions

Liz Blakley, Contracts Specialist

Office of the City Engineer

elizabeth.blakley@phoenix.gov

(602) 495-3654

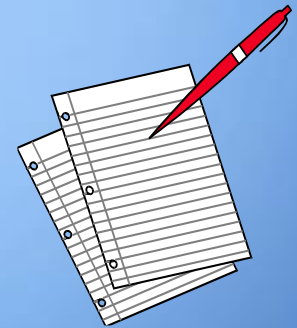
Project PM: Cindy Smith, PE

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

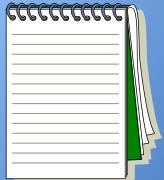
- Sign-in please
- Sign-in sheet and PowerPoint will be posted City of Phoenix's ProcurePHX system (RFx: 6000001553):
<https://eprocurement.phoenix.gov/irj/portal>

- 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

The 91st Avenue Wastewater Treatment Plant (WWTP) is owned by Subregional Operating Group (SROG) and operated by the City of Phoenix under a Joint Exercise of Powers Agreement (JEPA). The operating costs are shared among the SROG Partners of Glendale, Mesa, Phoenix, Scottsdale and Tempe. SROG Support Services prepares the reports necessary to bill the SROG Partners for treatment of their wastewater.

The City of Phoenix is seeking a qualified civil engineering consultant to provide services in support of the SROG and JEPA reporting, website related services, and other JEPA related services for the 91st Avenue WWTP, Tres Rios Wetlands, and SROG metering/sampling stations for five fiscal years commencing Fiscal Year 2024/25 and continuing through Fiscal Year 2028/29.



Scope of Work

- Monthly Reporting
 - ✓ Flow Billing
 - ✓ Flow and Loading
- Year End Reporting
 - ✓ Flow and Loading Reconciliation
 - ✓ Effluent Delivery
 - ✓ Metering and Sampling Station Audit
- Projections
 - ✓ 91st Ave WWTP Influent
 - ✓ SROG Cities 7-year Flow and Loading
 - ✓ PVNGS Effluent Usage
 - ✓ Tres Rios Wetlands Effluent Usage
- Maintenance and support of SROG website
- Biogas Monitoring and Reporting
- Special Requests by SROG Cities
- Attend SROG meetings when requested



QUESTIONS?



SOQ Criteria

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

- A. Experience of Prime Firm (250 points)
- B. Experience of Key Personnel (250 points)
- C. Project Understanding and Approach (350 points)
- D. Staffing Information (150 points)
- E. Reference Checks (21 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
- The VENDOR NUMBER is to be included on the cover of the Statement of Qualifications
- Statements of Qualifications must be emailed to elizabeth.blakley@phoenix.gov



Statement of Qualifications Submittal (Cont.)

- ❑ Information Sheet (firm name, address, phone, contact info, email, signature of contact person, vendor number, project title & 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 via email:

elizabeth.blakley@phoenix.gov

- ❑ SOQ due:

**12:00pm Noon – Phoenix time
Friday, February 23, 2024**



Selection Process

- Each SOQ will be evaluated according to the evaluation criteria in the RFQ
- Up to one consultant will be selected.
- Contract will be executed upon completion of negotiations of contract terms and City Council approval



Grounds for Disqualification

- ✓ **Failure to submit via email to elizabeth.blakley@phoenix.gov by the due date and time.**
- ✓ **Violating “Contact with City Employees” policy.**



Selection Schedule

- SOQs Due February 23, 2024
- Scope Meeting March 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

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!!!

