

# Pre-Submittal Meeting

**CITY OF PHOENIX  
REQUEST FOR QUALIFICATIONS**

**PAVEMENT RESTORATION  
CONSTRUCTION ADMINISTRATION  
AND INSPECTION SERVICES  
8423600000**

**PROCUREPHX PRODUCT CATEGORY CODE 925000000  
RFx 6000001520**

**February 13, 2024**



# Welcome and Introductions

**Julie Smith**, Contracts Specialist II

Office of the City Engineer

[Julie.b.smith@phoenix.gov](mailto:Julie.b.smith@phoenix.gov)

(602) 534-2418

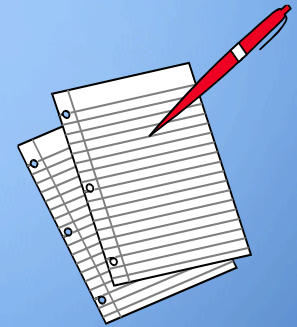
**Project PM: Adam Vigil**, Principal Engineering Tech

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

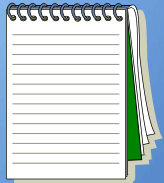
- Sign-in please
- Sign-in sheet and PowerPoint will be posted City of Phoenix's ProcurePHX system (RFx: 6000001520):  
<https://eprocurement.phoenix.gov/irj/portal>

- 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

This contract will support the Water Services Department Pavement Restoration JOC. The consulting firm will be required to perform CA&I services on an as-needed basis. The WSD Pavement Restoration JOC program will replace concrete and asphalt Citywide and adjacent jurisdictions.

The JOC will also implement the required work under the City of Phoenix Pavement Cut Ordinance, perform trench backfill per the MAG Specifications and City of Phoenix Supplement to MAG and the City of Phoenix Standard Detail P1200, including ABC and/or Controlled Low Strength Material (CLSM) backfill and other services as may be required, incidental to the JOC.

The maximum cost per job order is \$4,000,000. The location of work will be in the City of Phoenix right-of-way (ROW) and adjacent jurisdictions.





# Scope of Work

- Represent the City with construction management and inspection over the pavement program.
- Conduct pre-construction conference and hold subsequent meetings, as necessary, with the project team;
- Resident engineering services during construction;
- Daily interaction with contractor to clarify job requirements;
- Administration of contractor's contract;
- Coordinate with other City departments, other jurisdictions, and customers, as necessary;
- Decision-making regarding technical project issues;
- Perform on-site examination of materials, equipment, and workmanship;







# Scope of Work

- Keep the City informed of the progress of the work, and will guard the City against defects and deficiencies in such work and will disapprove or reject work failing to conform to the contract documents;
- Provide quality control services during construction to assure that the overall technical correctness of the construction phase services is being followed and that construction schedule is being met;
- Arrange and coordinate special inspection for structural, mechanical, and electrical work, as required;
- Prepare and/or review project documents (e.g. correspondence, schedules, submittals, shop drawings, test data, project data, contractor progress payments, change orders; etc.); and
- Conduct a substantial and final completion inspection.
- Utilized a City provided web-based portal to enter project information.





# Scope of Work







***QUESTIONS?***





# SOQ Criteria

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

- A. Construction Administration and Inspection Experience of Prime Firm (150 points)
- B. Construction Administration and Inspection Experience of Key Personnel (300 points)
- C. Project Management and Responsiveness (350 points)
- D. Staffing Information for Key Personnel (200 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 [julie.b.smith@phoenix.gov](mailto:julie.b.smith@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: **10 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:**

**[Julie.b.smith@phoenix.gov](mailto:Julie.b.smith@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 [julie.b.smith@phoenix.gov](mailto:julie.b.smith@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





# Questions After Today

E-mail your questions to:

[Julie.b.smith@phoenix.gov](mailto:Julie.b.smith@phoenix.gov)

**Julie B. Smith, Contracts Specialist**  
**(602) 534-2418**

*Thank you for your interest in this project!!!*

