

# Pre-Submittal Meeting

**CITY OF PHOENIX  
REQUEST FOR QUALIFICATIONS**

**WASTEWATER TREATMENT FACILITIES  
PROCESS IMPROVEMENTS  
JOB ORDER CONTRACT  
JOC230**

**PROCUREPHX PRODUCT CATEGORY CODE 912000000  
RFx 6000001574**

**March 18, 2024**



# Welcome and Introductions

**Liz Blakley**, Contracts Specialist

Office of the City Engineer

[elizabeth.blakley@phoenix.gov](mailto:elizabeth.blakley@phoenix.gov)

(602) 495-3654

**Karina Matthiessen**, Equal Opportunity Specialist

Equal Opportunity Department

[Karina.Matthiessen@phoenix.gov](mailto:Karina.Matthiessen@phoenix.gov)

(602) 261-8873

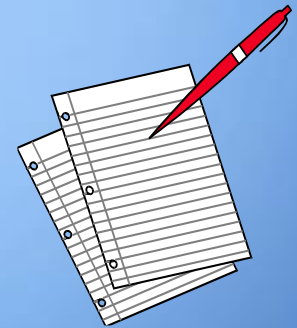
**Project PM: Christine Close, PE**, Project Manager

Water Services Department



# Agenda

- 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: 6000001574):  
<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:** Information on how to register with the City is available at:
  - <https://www.phoenix.gov/finance/vendorsreg>



# 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



# EQUAL OPPORTUNITY DEPARTMENT

- ❖ 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

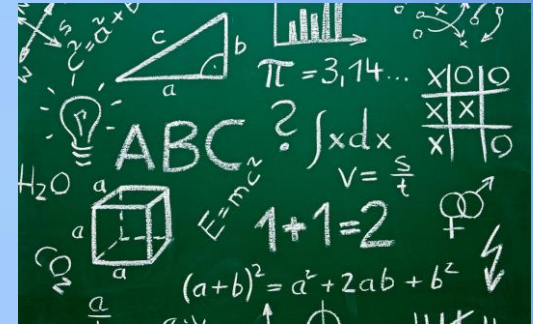




# SBE Program

**Required SBE Goal: 6%**

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

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.

Eligible SBEs can be found at:  
[www.phoenix.diversitycompliance.com](http://www.phoenix.diversitycompliance.com)



# SMALL BUSINESS SUB-CONTRACTING GOAL

- SBE Requirement Is 6%
- 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



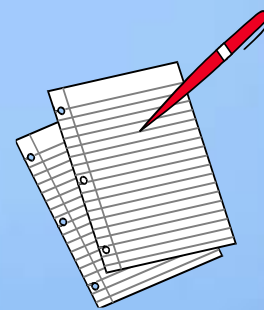
# Equal Opportunity Department

**Karina Mattiessen**, Equal Opportunity  
Specialist

Equal Opportunity Department

[karina.matthiessen@phoenix.gov](mailto:karina.matthiessen@phoenix.gov)

602-261-8873



# Project Description

- In general, the work to be performed under this contract will involve a variety of jobs relating to wastewater collection and / or treatment processes in an operating facility including, but not limited to:
  - Installations and/or replacement of mechanical equipment, such as but not limited to, pumps, motors, chemical storage tanks, chemical feed equipment and piping, valves and/or actuators that will improve flexibility and operational efficiency of the facility;
  - Installations of analyzers, meters, sensors, variable frequency drives, and control panels required to support the mechanical features including conduit, cabling, and/or wiring;
  - Installation of components for pilot testing of meters, sensors, and/or analyzers that are being piloted to determine the effectiveness of the proposed concept;



# Project Description

- Installation of facility controls in accordance with City Operating Divisions control strategy including Programming Remote Terminal Units (RTUs), Programmable Logic Controllers (PLCs) and instrumentation;
- Programming support as needed.
- Field services to investigate existing field conditions of electrical or instrumentation pertaining to facilities being replaced or upgraded.
- Installation of upgrades to existing or removal of outdated control panels;
- Emergency repair services;
- Pre-construction and post-construction services; and
- Engineering design services when necessary or required.



# Scope of Work

- This advertisement will be for up to 4 contracts each for wastewater treatment facilities.
- Each contract will have a 36-month duration or \$24M with an option to renew for an additional 24-months and/or \$16M.
- Maximum contract amount of \$40M including all JOC amendments.
- Maximum JOA amount will not exceed \$4M in construction costs.
- Contractor required to provide performance and payment bonds in the amount of \$8M prior to executing the contract.
- Work will be performed as a series of individual Job Order Agreements. Each JOA, initiated by the City, is defined cooperatively by the City and the Contractor. A scope, schedule, and price are agreed upon, and the Contractor is directed to proceed with the work.





# Scope of Work

- Scope of work will vary with each JOA.
- JOA's may include pre-construction services, construction work, project management and contract administration
- Minor design services may be required for some Job Orders. However, most will be designed through consultants under a separate contract with the City.
- The City will provide construction administration, inspection, and acceptance material testing for the JOAs.
- The Contractor is responsible for:
  - Knowledge of and compliance with current City of Phoenix adopted codes;
  - Knowledge of and compliance with Water Services Standard Specifications and Details;
- Prior to execution of each JOA, a scope of work meeting may be conducted to define the scope of services required of the Contractor.
- Any work required outside of the JOA scope of work will be negotiated and performed in accordance with the adjustment process.



***QUESTIONS?***



# SOQ Criteria

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

- A. General Information (150 points)
- B. Experience of Prime Firm (250 points)
- C. Experience of Key Personnel (250 points)
- D. Project Understanding and Approach (350 points)
- E. Reference Check (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
- 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: 912000000
- RFx Number is: 6000001574
- 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 via email: [elizabeth.blakley@phoenix.gov](mailto:elizabeth.blakley@phoenix.gov):**

**❑ SOQ due:**

**12:00pm Noon – Phoenix time  
Friday, March 29, 2024**



# Selection Process

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





# Grounds for Disqualification

- ✓ **Failure to send SOQ to elizabeth.blakley@phoenix.gov by the due date and time.**
- ✓ **Violating “Contact with City Employees” policy.**
- ✓ **Failure to provide bonding statement.**



# Selection Schedule

- SOQs Due March 29, 2024
- Scope Meeting April 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](mailto:elizabeth.blakley@phoenix.gov)

**Elizabeth Blakley, Contracts Specialist  
(602) 495-3654**

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

