



**CITY OF PHOENIX, ARIZONA
OFFICE OF THE CITY ENGINEER
DESIGN AND CONSTRUCTION PROCUREMENT**

REQUEST FOR QUALIFICATIONS

**STREET TRANSPORTATION DEPARTMENT
DAM AND LEVEE SAFETY ADVISOR
ENGINEERING ON-CALL SERVICES**

**PROCUREPHX PRODUCT CATEGORY CODE 925000000
RFx 6000001570**

REQUEST FOR QUALIFICATIONS

The City of Phoenix Street Transportation Department is seeking up to three qualified consultants to provide Engineering services citywide for the Dam and Levee Safety program on an as-needed basis.

At this time the City will not issue a separate solicitation to provide Small Business Enterprise Engineering On-Call Services opportunities.

SECTION I – SCOPE OF WORK

The consultants will be responsible for providing services to the Street Transportation Department. The scope of work encompasses a broad range of services crucial for the effective inspection and maintenance of dams and levees.

The qualifications of team members should be detailed, along with a commitment to stakeholder engagement and comprehensive documentation of deliverables.

This scope of work is intended to provide a comprehensive overview of the services required for dam and levee inspection and maintenance projects.

Design and Inspection Services for projects may include, but are not limited to the following:

Design:

Hydraulic and hydrology modeling and design analysis, geotechnical investigations and design, material selection and specification, environmental considerations, and monitoring systems. Design of dam or levee features and maintenance projects may also be included and preparing plans and reports with respect to city standards and guidelines.

Inspections:

Conduct regular visual inspections of dams and levees according to industry standards and regulatory requirements. Facilitate inspections of pipes and other underground structures that are not observable from the ground. Prepare detailed inspection reports documenting findings, including recommendations for corrective actions and maintenance priorities. Provide inspection services during maintenance activities performed by City crews or contractor and provide emergency response in emergency situations. Selected firms will be expected to utilize advanced inspection techniques such as drone surveys, sonar scanning, and geotechnical investigations to assess and ensure structural integrity and identify potential vulnerabilities.

Additionally, under Design and Inspection Services for assigned projects may include, but are not limited to the following:

Maintenance:

- Develop and implement a proactive maintenance plan tailored to the specific needs of each dam and levee.
- Plan and advise on routine maintenance tasks such as vegetation management, erosion control, and debris removal to preserve structural stability and prevent deterioration of the structure.
- Plan and inspect projects including necessary repairs and upgrades to address identified deficiencies and ensure compliance with applicable regulations.

Emergency Response:

- Establish protocols for rapid response to emergency situations such as severe weather events, floods, or seismic activity that may pose immediate risks to dam and levee

integrity.

- Address crises, while compliance and permitting efforts ensure adherence to regulations.
- Maintain readiness to deploy resources and personnel for emergency response and crisis management as needed.
- Be prepared to participate in emergency response activities.
- Review, revise and maintain Emergency Action Plans.
- Coordinate and facilitate Tabletop exercises for the structures at regular intervals.

Compliance and Permitting:

- Stay abreast of relevant regulations and permit requirements at the federal, state, and local levels.
- Assist with the preparation and submission of permit applications, environmental assessments, and compliance reports as necessary.

Quality Assurance and Quality Control (QA/QC):

- Implement rigorous QA/QC measures to ensure the accuracy and reliability of inspection data and maintenance activities.
- Establish protocols for independent review and verification of inspection reports and work performed.

Quality Deliverables:

- Adherence to deadlines and deliverables' quality guidelines received from City's project manager as well as maintaining responsiveness.
- Consultants should engage with stakeholders throughout the project, soliciting feedback, addressing concerns, and incorporating input into the deliverables where appropriate.
- Consultants are responsible for providing comprehensive documentation for all deliverables, including reports, drawings, specifications, and other project documentation.
- Consultants may be responsible for providing training to City staff or stakeholders on the use, maintenance, or management of deliverables, such as new infrastructure or software systems. They should ensure that adequate knowledge transfer takes place to enable the municipality to effectively utilize and maintain the deliverables over the long term.

There are two ways for the proposed consultant Project Manager to meet the minimum requirements for this work. Must have at a minimum:

1. Be a registered professional engineer in the state of Arizona.
2. Have at least five years of experience in inspecting and design of the dams and levees, Hydraulic design of flood retarding structures and Hydrological analysis.
3. Have familiarity with relevant regulatory requirements and guidelines, such as those established by the Federal Emergency Management Agency (FEMA), US Army Corps of Engineers (USACE) and the Association of State Dam Safety Officials (ASDSO).

OR

Have all the following:

1. A bachelor's degree in engineering from a college or university accredited by or determined as substantially equivalent by the Accreditation Board for Engineering and Technology;
2. Successfully passed the National Council of Examiners for Engineering and Surveying Fundamentals of Engineering examination;
3. Two years of dam and levee inspection experience; and
4. Successfully completed a FEMA, US Army Corps of Engineers and/or Association of State Safety Officials approved comprehensive dam and levee inspection training

course.

Use of UNIFIER, an Application Service Provider (ASP) web-based project management database, may be required. The following information provides a guideline for utilization. Any questions related to the requirements of UNIFIER should be directed to the Project Manager.

- The Consultant will be required to maintain all project records in electronic format.
- The City provides an ASP web-based project management database which the Consultant will be required to utilize in the fulfillment of the contract requirements.
- The Consultant shall provide a computerized networked office platform with broadband internet connectivity.
- UNIFIER training will be provided through the City of Phoenix to firms under contract.

SECTION II - PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at 11:00 a.m., Phoenix time on Friday, March 29, 2024, at 200 W. Washington Street, City Hall, 5th Floor Conference Room PCH5 West. At this meeting, City staff will discuss the scope of work, general project requirements, and respond to questions from the attendees. It is strongly recommended that interested firms attend the pre-submittal meeting. Inquiries regarding the project scope outside of this pre-submittal meeting must be directed to the Contracts Specialist.

SECTION III - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

Firms will be selected through a qualifications-based selection process based on the criteria below. Sub-criteria are listed in order of importance in relation to project services. City of Phoenix project experience is not required.

A. Experience of the Firm (maximum 200 points)

Describe the experience and qualifications of the firm in providing services for similar projects. Identify projects the submitting firm has completed in the last three years. For each project listed, provide:

1. Description of the project including scope and project owner
2. Role of the firm and explain how this relates to the services being solicited
3. Project's original contract value, final contract value, and reason for variance
4. Project's start date and completion date

B. Experience of the Key Personnel (maximum 350 points)

Describe the experience and qualifications of the specific project team expected to be assigned to the services proposed. For each key person identified, list their length of time with the firm. List each key person's role in the projects provided. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. For each project listed, provide:

1. Description of the project including scope and project owner
2. Role of the team or team member and explain how this relates to the services being solicited
3. Project's original contract value, final contract value, and reason for variance
4. Project's start date and completion date
5. Provide qualifications and experience of key personnel in providing services for similar project dam and levee inspection and maintenance efforts

C. Project Management and Responsiveness (maximum 300 points)

As part of our selection process, the City has the responsibility of considering the possibility of the firm receiving multiple task assignments under this contract overlapping the same time period, in addition to any other on-going work the firm may have. Provide how your firm will approach:

1. Managing multiple task assignments under the On-Call Master Agreement
2. Providing expedited services on requests for proposals and deliverables
3. Providing quick turn-around times to inquiries
4. Prioritizing staffing in relation to importance of assigned projects and schedule requirements

D. Staffing Information for Key Personnel (maximum 150 points)

Provide the following:

1. Team's availability and commitment assigned projects
2. Team's plan to maintain continuity of the proposed services
3. Organization chart showing key personnel, current professional licenses or certifications, and assigned roles for proposed services
4. Identify the location of the lead firm's principal office and the home office location of key staff on this project

SECTION IV - SUBMITTAL REQUIREMENTS

Electronic Submittal Process: Firms interested in this project must submit a Statement of Qualifications (SOQ) electronically via email to the Contracts Specialist, Bobbie Hobart at bobbie.hobart@phoenix.gov.

Submittal requirements are as follows:

- Vendor Information: All firms must be registered in the City's Vendor Management System prior to submitting a proposal. For new firms, the City will send an email to your firm with a vendor number within two business days of submitting the request. The vendor number should be included on the cover of the SOQ. Information on how to register with the City is available at:**

<https://www.phoenix.gov/financesite/Pages/EProc-help.aspx>

If your firm is already registered with the City of Phoenix's ProcurePHX system, please visit <https://eprocurement.phoenix.gov/irj/portal> to login and access the electronic solicitation.

- The product category code for this RFQ is 925000000 and the RFx number is 6000001570.**

- Submittals:**

- Submittals must be **emailed** to the assigned Contracts Specialist by the submittal due date and time.
- Submit only one SOQ electronically, in .PDF format only, addressing all evaluation criteria. No hard copies will be accepted.
- Clearly display the firm name (full legal firm name), vendor number, project title, and project number on the cover of the SOQ.

- A maximum of **10 pages** is permitted to address all content in the SOQ submittal. ***(Maximum page limit includes evaluation criteria and all additional content. It does not include information sheet.)***
 - Submit electronically the Statement of Qualifications by **12:00 noon, Phoenix time, on Friday, April 12, 2024.**
 - Upload one complete version of the SOQ addressing all the criteria. Upload format is .PDF.
 - Page size must meet requirements of 8½” x 11”.
 - Font size must not be less than 10 point.
 - Content count:
 - ✓ Each side of a page containing evaluation criteria and additional content will be counted toward the maximum page limit noted above.
 - ✓ Pages that have project photos, charts and/or graphs will be counted towards the maximum page limit noted above.
 - ✓ Front and back covers, information sheet, Table of Contents pages, and divider (tab) pages **will NOT** be counted toward the maximum page limit noted above, unless they include evaluation criteria and additional content that could be considered by the selection panel.
- Information Sheet:** Provide an information sheet that includes project title, project number, RFx number, full legal firm name (not a trade name), address, phone number, vendor number, and the name, title, email address and signature of your contact person for the project. Do not include any additional information.
- Evaluation Criteria:** Address the SOQ evaluation criteria.
- Additional Content:** Resumes and other information may be included (*content shall be included within the permitted maximum page limit*).

Note: All pages exceeding the specified maximum page limit will be removed from the submittal and not considered in evaluating a submitted SOQ.

SECTION V – GROUNDS FOR DISQUALIFICATION

The following **will be grounds for disqualification**, and will be strictly enforced:

- Uploading of submittal to the wrong project.
- Violating the “Contact with City Employees” policy contained in this RFQ.

SECTION VI - SELECTION PROCESS AND SCHEDULE

Interested firms will submit a SOQ. Firms will be selected through a qualifications-based selection process. A selection panel will evaluate each SOQ per the criteria set forth in Section IV above.

The City expects to create a final list of at least two, but not more than three firms for this project. The City will enter into negotiations with the selected firms and execute a contract upon completion of negotiation of fees, contract terms, and City Council approval.

The following tentative schedule has been prepared for this project.

Pre-submittal meeting	March 29, 2024
SOQs due	April 12, 2024
Selection Notification	April 30, 2025
On-Call Kick-Off Workshop	Mid-May 2024

If the City is unsuccessful in negotiating a contract with the best-qualified firms, the City may then negotiate with the next most qualified firm until a contract is executed, or the City may decide to terminate the selection process. Once a contract is executed with the successful firm, the procurement is complete.

All submitting firms will be notified of selection outcome for this project. The status of a selection on this project will be posted on the City of Phoenix's "Tabulations, Awards, and Recommendations" website:

<http://solicitations.phoenix.gov/awards>

The selected Consultant should expect to comply with the Arizona State Statutes Title 34 and City of Phoenix Design and Construction Procurement's contract provisions.

SECTION VII – GENERAL INFORMATION

Citywide Capital Improvement Projects. Consulting and contractor services supporting the City's Capital Improvement Projects are procured under the authority of the City Engineer, currently located within the Street Transportation Department. Design and Construction Procurement coordinates the citywide consulting and construction contracting procurement processes.

Changes to Request for Qualifications. *Any changes to this Request for Qualifications (RFQ) will be in the form of a Notification.* The City of Phoenix shall not be held responsible for any oral instructions. Notifications are available on both the Current Opportunities and ProcurePHX webpage.

It shall be the responsibility of the registered RFQ holder to determine, prior to the submittal of the Statement of Qualifications, if a Notification has been issued. Registered RFQ holders may refer to the web page or call the Contracts Specialist (listed below) to ascertain if a Notification has been issued for this project.

Alternate Format. For more information or a copy of this publication in an alternate format, contact the Contracts Specialist (listed below) - Voice or TTY 711. Requests will only be honored if made within the first week of the advertising period.

Release of Project Information/Public Records Request. The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City. To submit a Public Records Request, visit phoenix.gov/prr.

City Rights. The City of Phoenix reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

Contact with City Employees. This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. **OFFERORS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED.**

Beginning on the date the RFQ is issued and until the date the contract is awarded or the RFQ withdrawn, all persons or entities that respond to the RFQ, including their authorized employees, agents, representatives, proposed partner(s), subcontractor(s), joint venture(s), member(s), or any of their lobbyists or attorneys (collectively the Proposer), will refrain from any

direct or indirect contact with any person (other than the designated Contract Specialist) who may play a part in the selection process, including members of the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department heads, the Mayor and other members of the Phoenix City Council. As long as the RFQ solicitation is not discussed, Proposers may continue to conduct business with the City and discuss business that is unrelated to this RFQ solicitation with City staff.

Commencing on the date and time a solicitation is published, potential or actual proposers (including their representatives) will only discuss matters associated with the solicitation with the Mayor, any members of City Council, the City Manager, any Deputy City Manager, or any department director directly associated with the solicitation (including in each case their assigned staff, except for the designated procurement officer) at a public meeting, posted under the Arizona Revised Statutes, until the resulting contract(s) are awarded or all offers or responses are rejected and the solicitation is cancelled without any announcement by the procurement officer of the City's intent to reissue the same or a similar solicitation.

Proposers may discuss their proposal or the RFQ solicitation with the Mayor or one or more members of the Phoenix City Council, provided such meetings are scheduled through the Contract Specialist (listed below), conducted in person at 200 W. Washington, Phoenix, Arizona 85003, and are posted as open meetings with the City Clerk at least twenty-four (24) hours prior to the scheduled meetings. The City Clerk will be responsible for posting the meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

Conflict of Interest. The City reserves the right to disqualify any Proposer on the basis of any real or apparent conflict of interest that is disclosed by the proposal submitted or any other data available to the City. This disqualification is at the sole discretion of the City. Any Proposer submitting a proposal herein waves any right to object now or at any future time, before any body or agency, including but not limited to, the City Council of the City of Phoenix or any court.

Protest Procedures. Firms responding to disqualification or a procurement outcome are referred to the Code of the City of Phoenix Chapter 2, Article XII, Section 2-187 to 2-190.4, which governs protest procedures utilized throughout the selection process. The procedures may be reviewed through the City of Phoenix website at:

<http://www.codepublishing.com/az/phoenix/>

A copy of the Protest Policy is also available online at:

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

Questions - Questions pertaining to this selection process or contract issues should be directed to the Contracts Specialist, Bobbie Hobart at (602) 534-8352 or email bobbie.hobart@phoenix.gov.