

**CITY OF PHOENIX  
STREET TRANSPORTATION  
DEPARTMENT**

**PRE-SUBMITTAL MEETING**

**DAM AND LEVEE SAFETY ADVISOR  
ENGINEERING ON-CALL SERVICES**

**PROCUREPHX PRODUCT CATEGORY CODES: 925000000**

**RFx Number: 6000001570**

**March 29, 2024**

**Meeting will start at 11:00 a.m.**



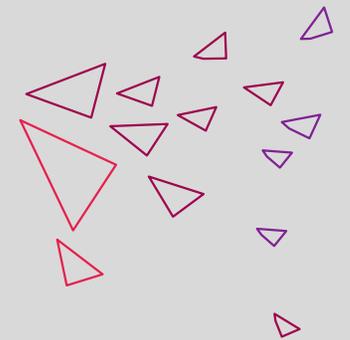
# ***WELCOME AND INTRODUCTIONS***

## **City of Phoenix Representatives**

**Bobbie Hobart**, Contracts Specialist I  
*Point of Contact for Submittals and RFQ Questions*  
Office of the City Engineer, Design and Construction Procurement  
**bobbie.hobart@phoenix.gov** (602) 534-8352

**Alireza (Ali) Samieadel**, PhD., PE, Civil Engineer III, Project  
Manager  
Street Transportation Department

**Ryan Stevens**, PE, Engineering Manager  
Street Transportation Department



# AGENDA

Questions are welcome  
after each presentation

- ❑ Meeting Overview
- ❑ Program Description
- ❑ Scope of Work / Services
- ❑ SOQ Evaluation Criteria / RFQ Overview
- ❑ Submittal Requirements (Page Count)
- ❑ Grounds for Disqualification
- ❑ Important Dates: *Selection Schedule*
- ❑ Procurement Webpages
- ❑ ProcurePHX for RFX
  - ❑ Vendor Registration
- ❑ Questions After Today



# ***MEETING OVERVIEW***

**PLEASE SIGN YOUR NAME, FIRM NAME, PHONE NO. AND EMAIL ADDRESS  
IN ATTENDANCE SHEET**

**The Attendance Sheet, PowerPoint and Notification(s) will be posted on  
City of Phoenix's ProcurePHX system at:**

**<https://eprocurement.phoenix.gov/irj/portal>**

**(RFX 6000001570)**

**AND posted on City of Phoenix's Procurement website:**

**<https://solicitations.phoenix.gov>**

***It is your responsibility as a RFQ holder to determine, prior to submittal,  
if any Notifications have been issued.***

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





# ***PROJECT MANAGER***

Street Transportation Department

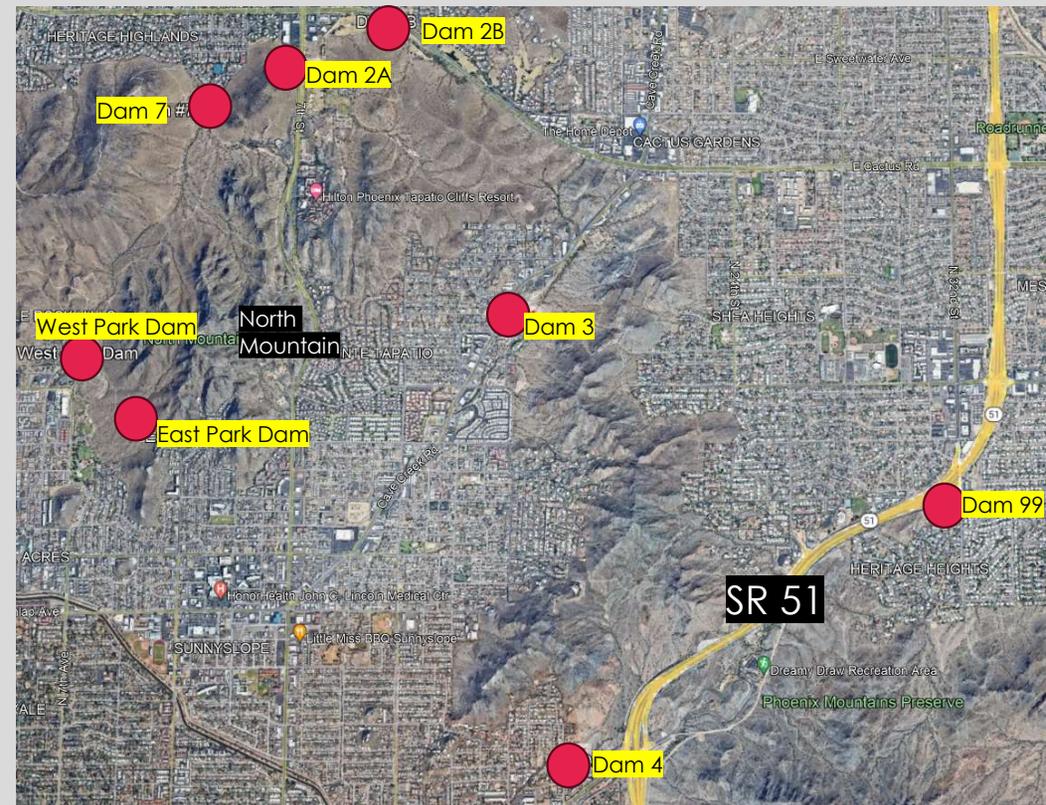
Alireza (Ali) Samieadel, PE,  
Civil Engineer III



# DAM MANAGEMENT AND MAINTENANCE

City of Phoenix manages 8 earthen dams throughout the city.

- COP also manages the earthen dams in Phoenix zoo and Papago park
- All dams need twice a year inspection before and after monsoon season
- Dams need to be monitored and maintained to ensure structural integrity
- Dams should meet regulatory guidelines
- Common deficiencies are animal burrows, erosion, Large root trees, crack in embankment





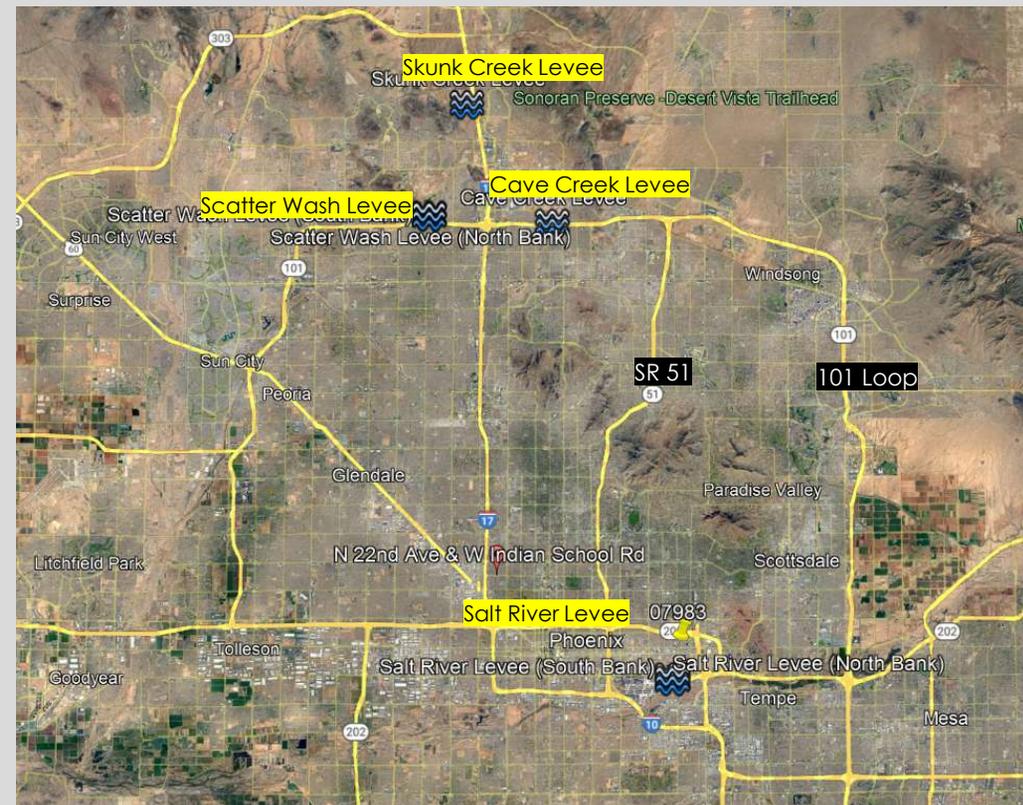
# LEVEE MANAGEMENT AND MAINTENANCE

City of Phoenix manages 4 Levee sections throughout the city.

Consultants will assist city with:

- Quarterly inspection of levee and exiting pipes
- Ensure meeting regulatory guidelines
- Consistent monitoring of levee integrity
- Propose maintenance strategy
- Prepare O&M Plans
- Assist city with emergency response
- Prepare design plan and inspection services for construction tasks

*Refer to RFQ for details*



# SCOPE OF WORK

Consultants will assist city with:

- Yearly inspection for dams and levees (two to four times a year depending on the asset)
- Provide guidelines for compliance with regulations at federal, state and local levels
- Consistent monitoring of dams and levees health and function
- Propose maintenance strategy and provide construction inspection services
- Perform table-top exercise for possible flooding event
- Assist city with emergency response during flooding events
- Prepare design plans based on assets' needs
- Implement rigorous QA/QC measures to ensure the accuracy and reliability of inspection data and maintenance activities
- Adherence to deadlines and deliverables' quality guidelines received from City's project manager as well as maintaining responsiveness

*Refer to RFQ for details*



# ***QUESTIONS***



# ***SOQ EVALUATION CRITERIA***

**Maximum Number of Points is 1000**

- A. Dam and Levee Safety Advisor Experience of the Prime Consultant *(200 pts max)*
- B. Experience of the Key Personnel *(350 pts max)*
- C. Project Management and Responsiveness *(300 pts max)*
- D. Staffing Information for Key Personnel *(150 pts max)*

*\*Provide responses in the order listed in the RFQ*

*\*Be complete, be concise\**



# ***SUBMITTAL REQUIREMENTS***

**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 submit via **EMAIL** to the assigned Contracts Specialist by the due date and time
- Violating “Contact with City Employees” policy

Submit One (1) page Information Sheet:  
Project title/number; RFx number; firm name (legal name),  
address, phone number, vendor number; project contact  
person name, title, email address and signature. **Do not  
include any additional information.**

Paper Size 8½” x 11”; 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 noted above

## ***Selection Process***

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



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

# **IMPORTANT DATES** **SELECTION SCHEDULE**

- SOQs Due April 12, 2024
- Selection Notification April 30, 2024
- Scope Meeting Mid-May 2024



# DCP PROCUREMENT WEBPAGES

[HTTPS://WWW.PHOENIX.GOV/STREETS/PROCUREMENT-OPPORTUNITIES](https://www.phoenix.gov/streets/procurement-opportunities)

- **Current Opportunities:**
  - *Project-specific RFQs, Notifications, Sign-in Sheets, Presentations*  
<https://solicitations.phoenix.gov>
- **Project Interviews, Bid Results, and Project Selections:**  
<https://solicitations.phoenix.gov/awards>
- **The ProcurePHX online portal will be used for Solicitations only**  
<https://eprocurement.phoenix.gov/irj/portal>





# DCP PROCUREMENT WEBPAGES

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

- ❖ RFQ
- ❖ Pre-Submittal Power Point Presentation & Sign-In Sheet
- ❖ Preliminary Results
- ❖ Final Results



City of Phoenix

Convention Center Public Meetings

Search\_

PHX At Your Service PHX Pay Online Map It Find Public Records PHXTV Translate

City of Phoenix > Street Transportation > Procurement Opportunities

## Consulting & Construction For Capital Improvement Programs

Design and Construction Procurement coordinates the contracting process for capital improvement projects using Design-Bid-Build, Job Order Contracting, Design-Build, and Construction Manager at Risk project delivery methods. The section handles all aspects relating to the contracting process from advertiser through contract award and execution under A.R.S. Title 34 and the direction of the City Engineer.

**\*EFFECTIVE MONDAY, MARCH 11, 2019 ALL DESIGN AND CONSTRUCTION PROCUREMENT WEB PAGE LINKS NOW DIRECT TO THE MAIN CITY OF PHOENIX SOLICITATIONS PAGE.**

**Current Opportunities** – Request for Qualifications, project plans, and specifications for projects that are currently available, as well as project amendments, notifications, plan holders list, pre-bid or pre-submittal sign-in sheets and PowerPoint presentations.

**Project Interviews** – Firms recently short-listed to participate in interviews for professional services and construction opportunities, as well as firms short-listed for 2-Step procurement processes.

**Bid Results and Project Selections** – Preliminary and final bid results are for Design-Bid-Build procurement opportunities. Preliminary bid results do not reflect the responsiveness or responsibility of any received bids. Project Selections identify firms to be awarded professional services and construction opportunities with the City.

**Subscribe to Procurement Newsletter** – Register to be on the distribution list for the free weekly newsletter that advertises design and construction opportunities.

**In an effort to decrease paper costs, Design and Construction Procurement will place all construction plans, specifications, and addendum/notification on the City of Phoenix website for downloading. Interested parties can download the information and print at their own offices or copy the information to a disk and take to any reprographics company of their choice.**

**Other Useful Resources**

- Protest Policy
- [Submit Protest to City Clerk](#)
- Submitter's Handbook
- Public Records Request
- SBE/DBE Directory



# 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>

**City of Phoenix** Solicitations Tabulations, Awards, and Recommendations

## Solicitations

The City of Phoenix is committed to the principles of open competition and fairness for the procurement of goods and services. Working with customers, the City strives to ensure that our community receives the best value for the tax dollars that are expended.

The following is a list of all formal solicitations estimated to cost \$100,000 or more available for open competition. The list is inclusive of all formal solicitations issued by all City Departments for goods and services and for A.R.S Title 34 professional and construction services through the Office of the City Engineer. Please read the solicitation for submission instructions and requirements.

For information about the results of recent solicitations, [visit the Tabulations, Awards, and Recommendations web page.](#)

*Search and Filter Options:*

Search for Solicitation by:

Number  Title  Department  NIGP Code

Solicitation number "contains" searched term

Search Clear

Limit to NIGP...

All

Clear



## REGISTRATION HELP



Call Help Desk  
(602) 262-1819

Email Help Desk  
[vendor.support@phoenix.gov](mailto:vendor.support@phoenix.gov)

# VENDOR REGISTRATION

- **All Firms MUST** be registered in the Vendor Management System **PRIOR TO SUBMITTING A SOQ**
- Information on how to register with the City is available at:  
<https://www.phoenix.gov/finance/vendorsreg>
- **New Firms** – After Registering, the City will send an e-mail with a vendor number in approx. 2 days
- If your firm is already registered with the City of Phoenix's ProcurePHX system, login and access the electronic solicitation at:  
<https://eprocurement.phoenix.gov/irj/portal>
- Product Category Codes are: 925000000
- RFX Number is: 6000001570
- The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications



## BECOME A VENDOR



1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System
4. **Set-Up** ID & Password

Steps to Success!

To do business with the city you must register in **procurePHX**. To register, you must have a signed, scanned copy of your W-9. **Need Help?** Email [vendor.support@phoenix.gov](mailto:vendor.support@phoenix.gov) or call (602) 262-1819.

Instructions >

Registration >

ProcurePHX Login >



**QUESTIONS  
AFTER TODAY?**

***Stay for  
ProcurePHX  
Overview***

**THANK YOU FOR  
ATTENDING!!!**

Email all questions to:  
**[bobbie.hobart@phoenix.gov](mailto:bobbie.hobart@phoenix.gov)**

Reference RFX Number:  
**6000001570**  
in your email subject line

Or call Bobbie Hobart at:  
**(602) 534-8352**

# ***PROCUREPHX / RFX OVERVIEW***

Vendor  
Registration

Frequently  
Asked  
Questions

Tips and  
Tricks

Login

Viewing  
Solicitations

Subscribe to  
Notifications

Questions





## ***RFX TIPS***

▶ Brief overview for online submissions

- Click “**Refresh**” often
- Make sure your Pop-Up blocker is turned **OFF**
- Application is accessible with **Google Chrome (NOT Internet Explorer)**
- When in the application, check for Notifications and other uploads by scrolling to the far right until you see a vertical ribbon. Then scroll down on the ribbon.
- 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.



# LOGIN TO PROCUREPHX

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

*Product Category Code is: 925000000*

*RFx (Event) Number is: 6000001570*

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

The screenshot shows the ProcurePHX login interface. At the top left is the ProcurePHX logo, which includes a pink shopping bag icon and the text "procurePHX". Below the logo are two input fields: "User \*" and "Password \*". To the right of the "Password \*" field is a "Log On" button. At the bottom left of the login area, there is a link that reads "Lagon Problems? [Get Support](#)".



## RFX HOME SCREEN - LOGIN

Once you are logged in to ProcurePHX portal:

<https://eprocurement.phoenix.gov/irj/portal>

Select RFX and Auctions tab on the Ribbon

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

**SAP**

◀ Back Forward ▶ History Favorites Personalize View Help

**RFX and Auctions** Administration Messages

Home Create Users Own Data Company Data

Administration > Home

Thank you for your interest in becoming a vendor in the  
As a Vendor Administrator for your company you have



# FINDING SOLICITATIONS

Click **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:  
**6000001570**

RFX and Auctions Administration Messages

Overview

RFX and Auctions > Overview > RFX and Auctions

**Active Queries**

eRFxs **All (7)** [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

**eRFxs - All**

Show Quick Criteria Maintenance

View: [Standard View] | Create Response | Display Event | Display Response | Print Preview | **Refresh** | Ex

Event Number	Event Description	Event Type	Event Sta
<a href="#">6000000583</a>	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published



# VIEW SELECTED SOLICITATION

RFx and Auctions Administration Messages

Overview

RFx and Auctions > Overview > RFx and Auctions

**Active Queries**

eRFxs **All (7)** [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

**eRFxs - All**

Show Quick Criteria Maintenance

View: [Standard View] | Create Response **Display Event** Display Re

Event Number	Event Description
6000000583	PHX-19-R-ZCIP-63-000004-001
6000000578	PHX-19-R-ZCIP-84-000001

1. Click the gray box next to the RFx (Event) Number you'd like to view. Then,
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?

**Display RFX :**

Print Preview | | Close | Participate | Do Not Participate | Tentative | Create Response

RFX Number 6000000583    Smart Number PHX-19-R-ZCIP-63-000004-001    RFX Status  
RFX Version Type Active Version

**RFX Information** | Items | Notes and Attachments

RFX Parameters | Questions | Notes and Attachments | Table Extensions

Time Zone: MSTNO

\* Start Date: 07/11/2018 13:30:00

\* Submission Deadline: 07/11/2018 14:00:00

Opening Date: 07/11/2018 14:00:00

Currency: USD

\* Title: SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR

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



# QUESTIONS

