

Pre-Submittal Meeting

CITY OF PHOENIX REQUEST FOR QUALIFICATIONS

TOXICITY IDENTIFICATION EVALUATION PROFESSIONAL SERVICES WS90100103 & WS90200023

PROCUREPHX PRODUCT CATEGORY CODE 925000000
RFx 6000001592

May 1, 2024



Welcome and Introductions

Liz Blakley, Contracts Specialist

Office of the City Engineer

elizabeth.blakley@phoenix.gov

(602) 495-3654

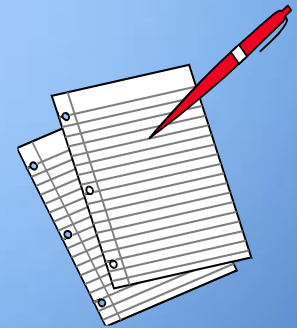
Project PM: Cindy Smith, PE

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

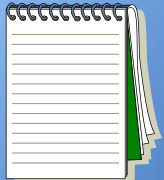
- Sign-in please
- Sign-in sheet and PowerPoint will be posted City of Phoenix's ProcurePHX system (RFx: 6000001592):
<https://eprocurement.phoenix.gov/irj/portal>

- 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

- Provide support related to Toxicity Identification Evaluation (TIE) and Whole Effluent Toxicity Testing (WET) for the following facilities, but not limited to;
 - 91st Avenue Wastewater Treatment Plant
 - 23rd Avenue Wastewater Treatment Plant
 - Cave Creek Water Reclamation Plant
 - Rio Salado Habitat Restoration Area

- Provide assistance and support to meet and stay in compliance with NPDES/AZPDES permits

- Contract duration five (5) years



Scope of Work

The scope of work for this project may include, but not limited to:

- Update of the City's current TIE/TRE work plans;
- Provide consultation related to WET test results;
- Provide support in the implementation of accelerated testing procedure as required;
- Provide possible lab services to conduct WET/TIE testing through an accredited laboratory;
- Perform toxicity identification and investigate the source of the toxicity;
- Investigate potential control methods;
- Provide written reports of all investigations, findings and recommendations;
- Presentation of all investigations, findings and recommendations
- Perform process and regulatory impact analysis of changes of facility and operation.



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 (300 points)
- D. Staffing Information (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 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, May 10, 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 May 10, 2024
- Scope Meeting June 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!!!

