



**CITY OF PHOENIX**  
**Water Services Department**

**Pre-submittal Meeting**

**Concrete Reservoir Program Engineering Services**

**WS85050019**

**PROCUREPHX PRODUCT CATEGORY CODE:**

**925000000**

**RFx Number: 6000001591**

**June 24, 2024, at 9:00 AM**

# Welcome and Introductions

## City of Phoenix Representatives

**Tonja Lepur**, Contracts Specialist I  
*Point of Contact for Submittals and RFQ Questions*  
Office of the City Engineer  
[tonja.lepur@phoenix.gov](mailto:tonja.lepur@phoenix.gov) (602) 256-4107

**Aaron Di Maggio**, PE, Civil Engineer III  
Water Engineering Design & Construction Management  
Water Services Department

**Matthew Woodland**, PE, Civil Engineer III - Team Lead  
Water Engineering Design & Construction Management  
Water Services Department

# Agenda

Meeting Overview

Scope of Work/Services

SOQ Evaluation Criteria / RFQ Overview

Submittal Requirements (Page Count, Disqualifications)

Important Dates: Selection Schedule

Websites

ProcurePHX / RFx Electronic Submittal

# Meeting Overview

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (RFx: 6000001591):

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

(or)

<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.

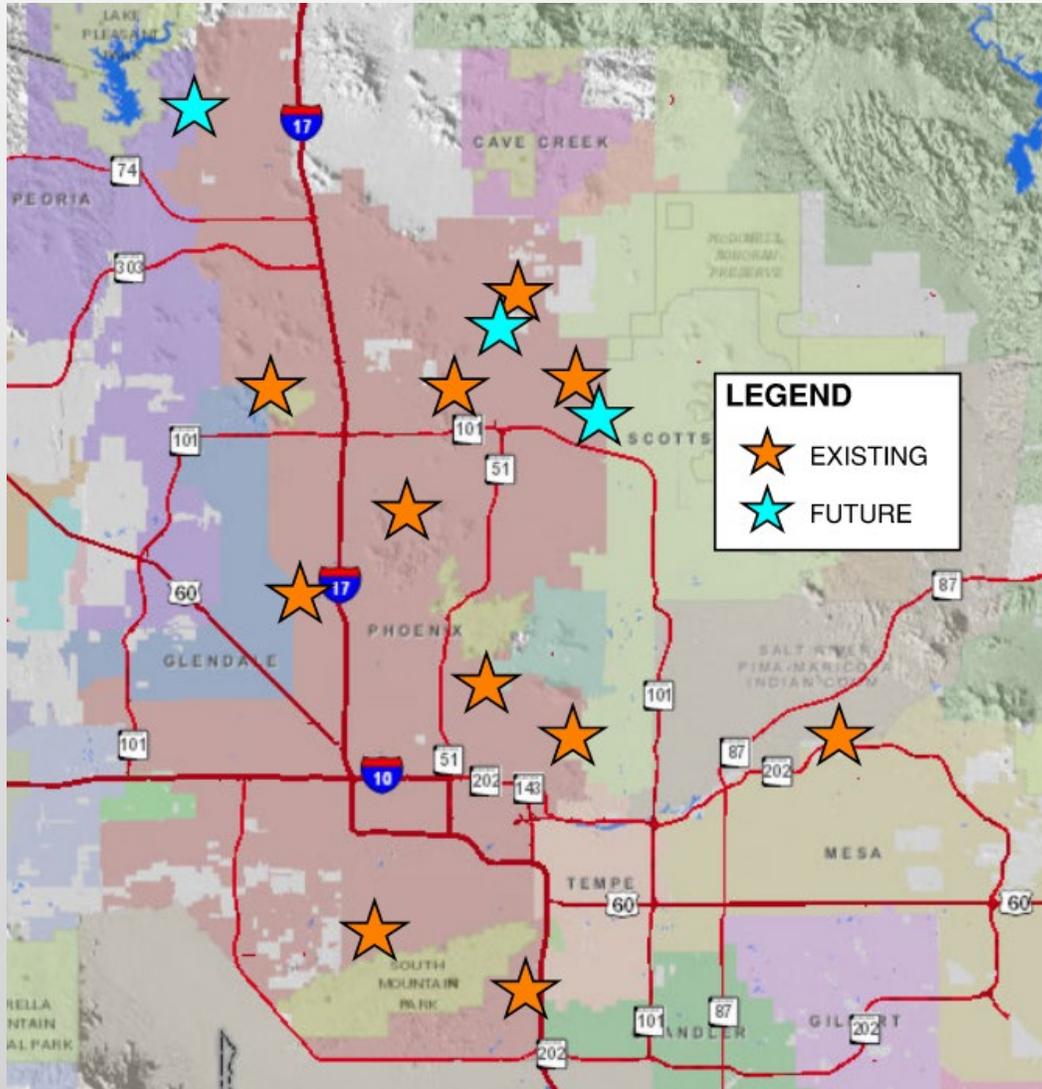
# Project Description/Background

The City of Phoenix Water Services Department currently has 23 concrete reservoirs located at 15 sites that are included in the Concrete Reservoir Program. These reservoirs vary in size between three million gallons (MG) to 40 MG, at a combination of remote facilities and plants throughout the city of Phoenix. On average, consultant provides assessments, inspections, and cleanings on two to three reservoirs in a given fiscal year, typically during extended low demand periods.

# Project Description/Background

Utilizing the established Concrete Reservoir Program methodology, the consultant will be responsible for maintaining the program, 10-year schedule plan. The consultant will utilize the schedule to coordinate the necessary assessment, inspection, and cleaning activities with WSD Operations staff and will be responsible for preparation of necessary documentation related to reservoir shutdowns. Engineering services for the program are to determine and monitor the condition of the concrete reservoirs to extend the asset's life and reduce the possibility of failure. A partial assessment of each reservoir is conducted approximately every five years and a full assessment every 10 years.

# Project Description/Background



- ▶ There are currently 23 concrete reservoirs at 15 sites providing water storage within the City's water distribution system.
- ▶ The reservoirs vary in size between 3 million gallons (MG) to 40 MG.
  - ▶ Total Storage Capacity: 395 MG
- ▶ Reservoir locations include both Water Treatment Plants and Remote Facilities

# Project Description/Background

- ▶ Annual average inspections of 2-3 reservoirs per year
- ▶ Plans reservoir inspections, cleanings, and rehabilitations on a 10-year plan in order to extend asset life expectancy and reduce failure
  - ▶ Partial assessment/minor cleaning: every 5 years
  - ▶ Full assessment/cleaning: every 10 years
- ▶ Key assessment areas include:
  - ▶ Civil
  - ▶ Structural
  - ▶ Mechanical
  - ▶ Electrical (reservoir-specific)



# Project Description/Background

## Find & Fix Design

- ▶ Design packages for typically 2-3 reservoirs per year
- ▶ Incorporates immediate/short-term repairs as recommended by assessment/inspection
- ▶ For repairs < \$500K/reservoir
- ▶ More substantial repairs will be planned under alternative methods

# Project Description/Background

## Arizona Department of Water Resources (ADWR) Dam Safety Inspections

- NEW/additional scope for program
- There are 8 reservoirs classified by ADWR as regulatory dams
- Six (6) reservoirs are considered “High Risk”, with yearly inspections
- Two (2) reservoirs are considered “Low Risk”, with inspections every 5 years
- Consultant will assist City with annual inspection and addressing inspection results as part of the Find & Fix design packages.

# Scope of Work / Services

## Program Planning and Management

- Evaluate, revise, and maintain Preventative Maintenance schedule
- Reservoir shutdown planning and preparation, including MOPOs
- Coordination with applicable WSD staff for shutdowns
- Reservoir rehabilitation prioritization/recommendations
- Coordinate with other consultants on related projects

# Scope of Work / Services

## Program Planning and Management

- Manage and coordinate sub-consultants related to program, including:
  - Divers for cleanings/inspections
  - Dewatering activities
  - Electrical
- Coordinate with other consultants on related projects
- CIP schedule and budget planning for future program needs
- Maintain schedules as necessary for program activities

# Scope of Work / Services



- Perform condition assessments and inspections
- Coordinate reservoir cleaning activities
  - Diver cleanings
  - Power-washing via WSD JOC
- Maintain and update standardized inspection procedure/checklist
- Coordinate with WSD staff on shutdowns and impacts



# Scope of Work / Services

- Assist with shutdown-related coordination (leak tests, discharge requests)
  - Maintain and update standard inspection report format
  - Maintain and update standardized procedures for leak tests, data management, etc.
  - Prepare permitting/regularly documentation as required
- 



# Scope of Work / Services

## ADWR Dam Safety Inspection

- Attend annual ADWR dam safety inspections
- Consolidate inspection results and provide recommendations to address issues
- Create/update/maintain Landscape Maintenance Plans

# Scope of Work / Services



## Design Services

- Prepare detailed assessment/inspection reports for each inspection
- Provide recommendations and cost estimates for repairs
- Update Emergency Action Plan and Standard Operating Procedures
- Prepare Find & Fix documentation that address inspection findings
- Coordinate with WSD JOC(s) for find & fix repairs and shutdowns
- Assist with design reviews for other projects



# Scope of Work / Services

## Miscellaneous Support Services

- Design detailed construction plan sets and provide CA&I on an ad hoc basis
- Assist City on related projects with warranty inspections, leak testing.
- Update and maintain WSD Design Standards related to concrete reservoir design and construction





# QUESTIONS

FOR THE PROJECT MANAGER

# SOQ Evaluation Criteria

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

- A. Reservoir Inspection and Design Experience of the Prime Firm (max. 150 pts)
- B. Construction Administration and Inspection Experience of the Prime Firm (max. 150 pts)
- C. Reservoir Inspection and Design Experience of the Key Personnel and Subconsultants (max. 125 pts)
- D. Construction Administration and Inspection Experience of Key Personnel and Subconsultants (max. 125 pts)
- E. Project Understanding and Approach (max. 300 pts)
- F. Staffing Information for Key Personnel (max.150 pts)
- G. Reference Check (max.21 pts\*)

These points are in addition to the 1,000 points for the SOQ\*

Provide responses in the order listed in RFQ

# Submittal Requirements

- Submit One (1) page Information Sheet
- Paper Size shall be 8½ “ x11”; 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

MAXIMUM pages permitted is 12 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 electronically by the due date and time
- Violating “Contact with City Employees” policy

VERIFY INFO IS CORRECT

# Selection Process

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



Up to one firms will be selected



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

# Important Dates: Selection Schedule

<b>Event:</b>	<b>Date:</b>
Pre-submittal meeting	June 24, 2024
SOQs Due	July 12, 2024
Selection Notification	End of July 2024
Scope of Work Meeting	Mid- August 2024

# Procurement Website

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

Solicitations Website

Procurement Newsletter

Submitter's Handbook

The screenshot shows the City of Phoenix website's procurement page. At the top, there is a dark blue header with the City of Phoenix logo and name on the left, and a yellow box for 'Convention Center Public Meetings' on the right. Below the header is a search bar. A navigation menu contains links for 'PHX At Your Service', 'PHX Pay Online', 'Map It', 'Find Public Records', 'PHXTV', and 'Translate'. The breadcrumb trail reads 'City of Phoenix > Street Transportation > Procurement Opportunities'. The main heading is 'Consulting & Construction For Capital Improvement Programs'. The text describes the contracting process for capital improvement projects. A notice states that as of Monday, March 11, 2019, all design and construction procurement web page links now direct to the main City of Phoenix solicitations page. The page lists several sections: 'Current Opportunities' (request for qualifications, project plans, etc.), 'Project Interviews' (firms short-listed for interviews), 'Bid Results and Project Selections' (preliminary and final bid results), and 'Subscribe to Procurement Newsletter' (register for a weekly newsletter). A note mentions that construction plans and specifications are available for download on the website to reduce paper costs. At the bottom, there is a section for 'Other Useful Resources' with links to 'Protest Policy', 'Submit Protest to City Clerk', 'Submitter's Handbook', 'Public Records Request', and 'SBE/DBE Directory'.

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 advertisement 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

# RFX Hints & Tricks

Brief overview for online submissions



# RFx Overview

Vendor Registration	Login	Viewing Solicitations	Subscribe to Notifications
Uploading & Attaching SOQ	Submitting SOQ	Checking Response Status	Editing Response
FAQ	Tips & Tricks	Things to Remember	Questions

# 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 in approximately two days

Information on how to register with the City is available at:

<https://www.phoenix.gov/finance/vendorsreg>



**REGISTRATION HELP**

 Call Help Desk  
**(602) 262-1819**  
Email Help Desk  
**vendor.support@phoenix.gov**



 **procurePHX**  
Have you signed up?

**BECOME A VENDOR**

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



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 >

# Login to ProcurePHX

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

Product Category Code is: **925000000**  
RFx (Event) Number is: **6000001591**

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



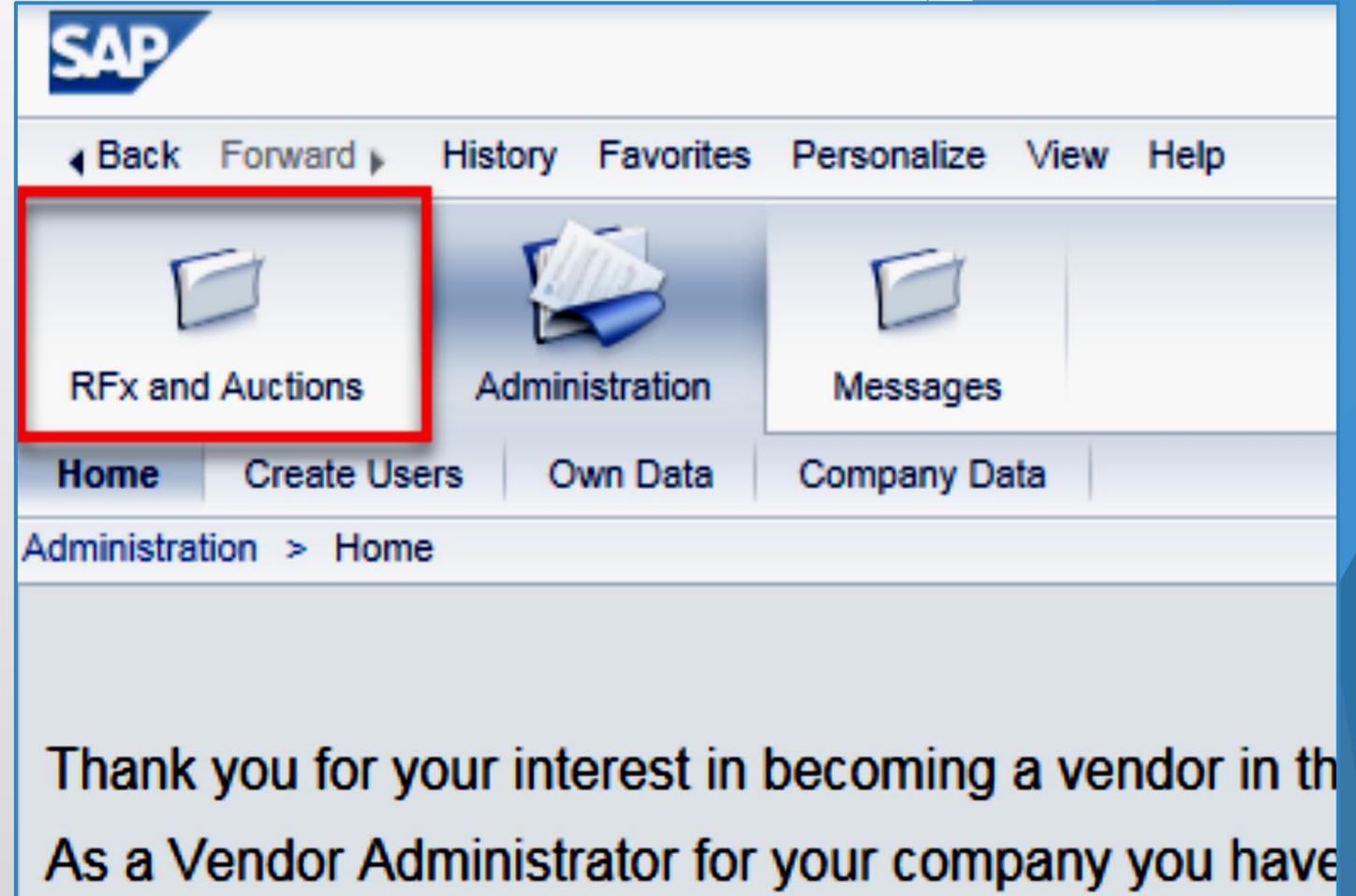
The screenshot shows the ProcurePHX login interface. At the top left is the ProcurePHX logo, which consists of a purple shopping bag icon and the text "procurePHX". Below the logo are two input fields: "User" and "Password", both with red asterisks indicating they are required. To the right of the "Password" field is a "Log On" button. Below the input fields, there is a link for "Logon Problems?" followed by a "Get Support" link.

# RFx Home Screen

Once you are logged in to the ProcurePHX portal:

Select **RFx and Auctions** tab on the top 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 the 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: 6000001591

The screenshot shows the 'RFX and Auctions Overview' page. At the top, there are navigation tabs: 'RFX and Auctions', 'Administration', and 'Messages'. Below the tabs, the page title is 'Overview' and the breadcrumb is 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is divided into sections: 'Active Queries' with links for 'eRFxs' (All (7), Published (1), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). Below this is a section for 'eRFxs - All' with a 'Show Quick Criteria Maintenance' button. At the bottom, there is a toolbar with a 'View: [Standard View]' dropdown, 'Create Response', 'Display Event', 'Display Response', 'Print Preview', and a 'Refresh' button highlighted with a red box. Below the toolbar is a table with the following data:

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

# View Selected Solicitation

1. Click the gray box next to the RFX (Event) Number you'd like to view.
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**.\**

The screenshot shows a web application interface for RFX and Auctions. The top navigation bar includes tabs for "RFX and Auctions", "Administration", and "Messages". Below this is an "Overview" section with a breadcrumb trail: "RFX and Auctions > Overview > RFX and Auctions".

The main content area is titled "Active Queries" and displays the following statistics:

- eRFxs: All (7), Published (1), Ended (0), Completed (0)
- eAuctions: All (0), Published (0), Ended (0), Completed (0)

Below the statistics is a section titled "eRFxs - All" with a button labeled "Show Quick Criteria Maintenance".

At the bottom, there is a table with columns "Event Number" and "Event Description". The table contains two rows:

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

A red box highlights a gray box next to the event number "6000000583" in the table, with a blue arrow labeled "1" pointing to it. Another red box highlights the "Display Event" button, with a blue arrow labeled "2" pointing to it.

# Would you like updates on this solicitation?

**Display RFX :**

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

Rfx Number 6000000583    Smart Number PHX-19-R-ZCIP-63-000004-001    RFX Statu  
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

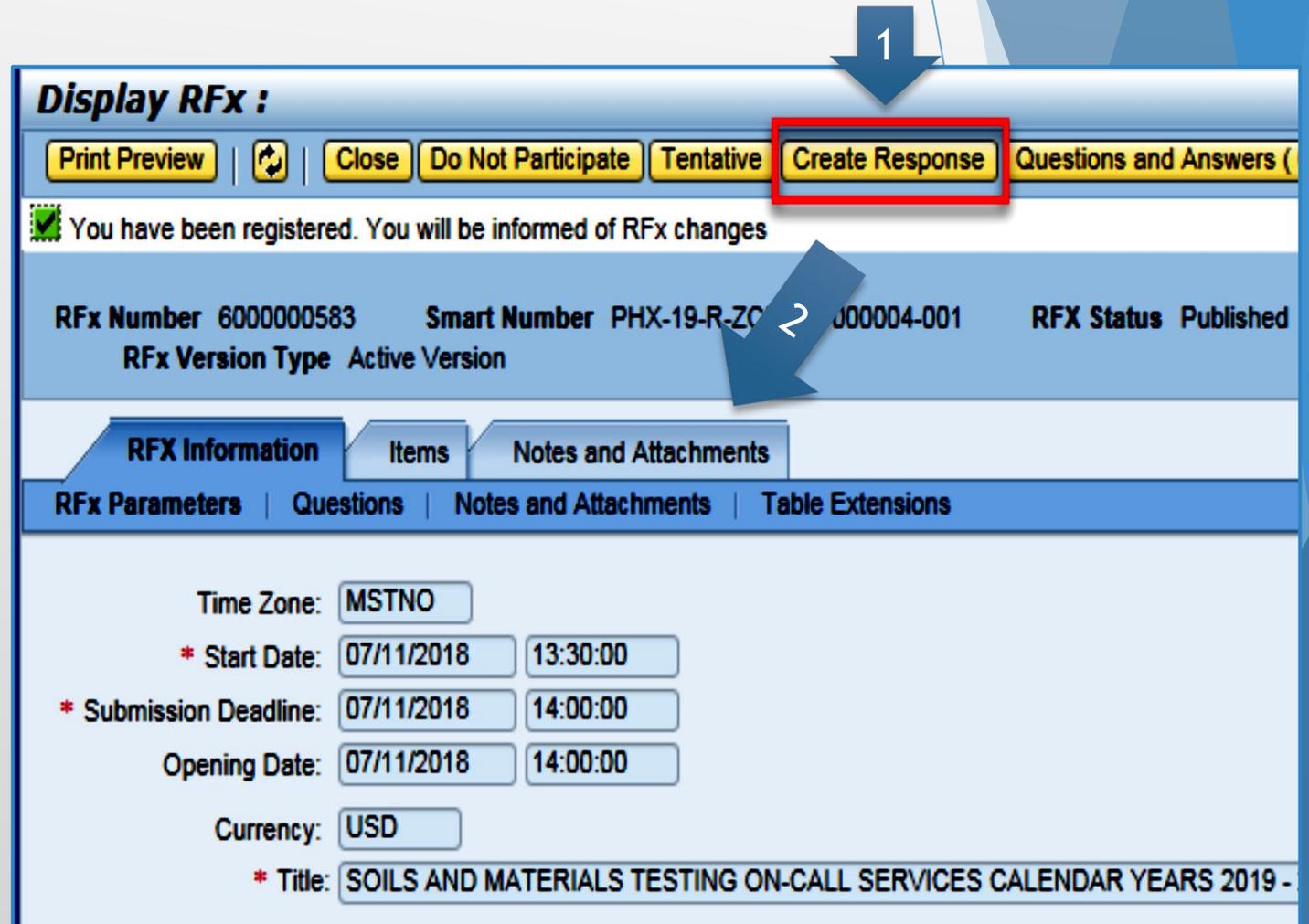
\* Title: SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR Y

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

# Do you want to submit for this solicitation?

1. Click Create Response
2. Review Notes and Attachments Tab for the RFQ, Pre-Submittal Presentation, Attendance Sheet, and Notifications, etc.



**Display RFX :**

Print Preview |  | Close | Do Not Participate | Tentative | **Create Response** | Questions and Answers (

You have been registered. You will be informed of RFX changes

RFX Number 6000000583    Smart Number PHX-19-R-ZC 000004-001    RFX Status Published  
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 YEARS 2019 -

# How to upload your SOQ

**Create RFX Response**

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and A

⚠ Time zone MSTAZ is not valid in country US (several possibilities) - [Display Help](#)

RFX Response Number 7000000157    RFX Number 6000000583    Status In Process  
RFX Response Version Number Active Version    RFX Version Number 2

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

▼ Notes

Add ▲ Clear

Assigned To	Category
Document ...	<a href="#">Conditions of Participation</a>
Document ...	<a href="#">RFX/Auction Text</a>

▼ Attachments

**Add Attachment** | Add URL | Edit Description | Versioning ▲ | Delete | Create Qualification Profil

Assigned To	Category	Description
The table does not contain any data		

1. Attach SOQ by clicking **Add Attachment**, there will be a separate pop up window
2. Click **Browse** in the pop up window to navigate to the desired attachment document

**Add Attachment**

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File:  **Browse...**

Description:

\* Assign To:

OK Cancel

# Adding an Attachment

1. Once you've selected your document, add a Description and then click OK
2. The Summary Tab provides a high-level overview of your RFX Response
3. Under description click the [blue link](#) to double check the file that has been uploaded

**Add Attachment**

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: H:\SAP\RFX\My Compan| Browse...

Description: Jany's Response to RFQ

\* Assign To: General Data

OK Cancel

**Create RFX Response**

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers ( 0 ) | System

RFX Response Number 7000000157 RFX Number 6000000583 Status In Process Submission De  
RFX Response Version Number Active Version RFX Version Number 2

RFX Information Items Notes and Attachments **Summary** Tracking

Notes

Add Clear

Assigned To	Category
Document ...	<a href="#">Conditions of Participation</a>
Document ...	<a href="#">RFX/Auction Text</a>

Attachments

Add Attachment Add URL Edit Description Versioning Delete Create Qualification Profile

Assigned To	Category	Description
Document Header	Standard Attachment	<a href="#">My Company's Response to RFQ</a>

# Double Check & Submit

1. Click the **CHECK** button to ensure no system errors
2. Click the **SUBMIT** button to submit your RFX response

**Create RFX Response**

Submit | Read Only | Print Preview | **Check** | Close | Save | Export | Import | Questions and Answers (0) | System Information | Create Memory Snapshot

RFX response is complete and contains no errors

<b>RFX Response Number</b>	7000000157	<b>RFX Number</b>	6000000583	<b>Status</b>	In Process	<b>Submission Deadline</b>	07/11/2018 14:00:00 MSTNO	<b>Opening Date</b>	
<b>RFX Response Version Number</b>	Active Version	<b>RFX Version Number</b>	2						

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

RFX Response Number: 7000000157

Items with Response: 5 out of 5 items responded to

Items with Response: 2 out of 2 items responded to

Questions: 0 out of 0 questions answered (0 out of 0 mandatory)

Notes: 1 notes added

Attachments: 1 attachments added

# RFx Response Submitted

1. You will see a RFx response message that your response was submitted. No email notification will be sent.
2. Confirm you have the **required number of attachments** listed, as outlined in the RFQ.
3. Click **Close** and return to the RFx Overview (Event) Page.

The screenshot shows the 'Display RFx Response' interface. At the top, there is a header bar with the title 'Display RFx Response:' and a navigation menu containing 'Edit', 'Print Preview', 'Close', 'Withdraw', 'Export', 'Questions and Answers (0)', 'System Information', and 'Create Memory Snapshot'. A red box highlights the 'Close' button, with a blue arrow labeled '3' pointing to it. Below the header, a message box displays 'RFx response 7000000157 submitted', highlighted by a red box and a blue arrow labeled '1'. The main content area shows details for the RFx response, including 'RFx Response Number 7000000157', 'RFx Number 6000000583', 'Status In Process', 'Submission Deadline 07/11/2018 14:00:00 MSTNO', and 'Opening Date'. Below this, there are tabs for 'RFx Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. The 'Summary' tab is selected, showing a summary of the response: 'RFx Response Number: 7000000157', 'Items with Response: 5 out of 5 items responded to', 'Items with Response: 2 out of 2 items responded to', 'Questions: 0 out of 0 questions answered (0 out of 0 mandatory)', 'Notes: 1 notes added', and 'Attachments: 1 attachments added'. A blue oval highlights this summary section, with a blue arrow labeled '2' pointing to it.

**Display RFx Response:**

Edit | Print Preview | **Close** | Withdraw | Export | Questions and Answers ( 0 ) | System Information | Create Memory Snapshot

**RFx response 7000000157 submitted**

RFx Response Number 7000000157    RFx Number 6000000583    Status In Process    Submission Deadline 07/11/2018 14:00:00 MSTNO    Opening Date  
RFx Response Version Number Active Version    RFx Version Number 2

RFx Information    Items    Notes and Attachments    **Summary**    Tracking

RFx Response Number: 7000000157  
Items with Response: 5 out of 5 items responded to  
Items with Response: 2 out of 2 items responded to  
Questions: 0 out of 0 questions answered ( 0 out of 0 mandatory)  
Notes: 1 notes added  
Attachments: 1 attachments added

# Checking the Response Status

1. Click **Refresh** on the RFx Overview (Event) Page.
2. Locate the desired RFx (Event) Number, and scroll to the right.
3. Your Response Status should display **'Submitted'**.

Note: A Response Status of **In Process**, or **Saved** indicates you are still in edit mode, and need to complete steps before the system will update your RFx response to **Submitted**.

The screenshot shows the 'Active Queries' section of a system interface. It includes links for 'eRFxs' and 'eAuctions' with counts for various statuses. Below this is the 'eRFxs - All' section with a 'Show Quick Criteria Maintenance' button. A toolbar contains options like 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'. A table lists RFx events with columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, and Response Status. Annotations 1, 2, and 3 point to the 'Refresh' button, the first row of the table, and the 'Response Status' column header, respectively.

**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 | Export

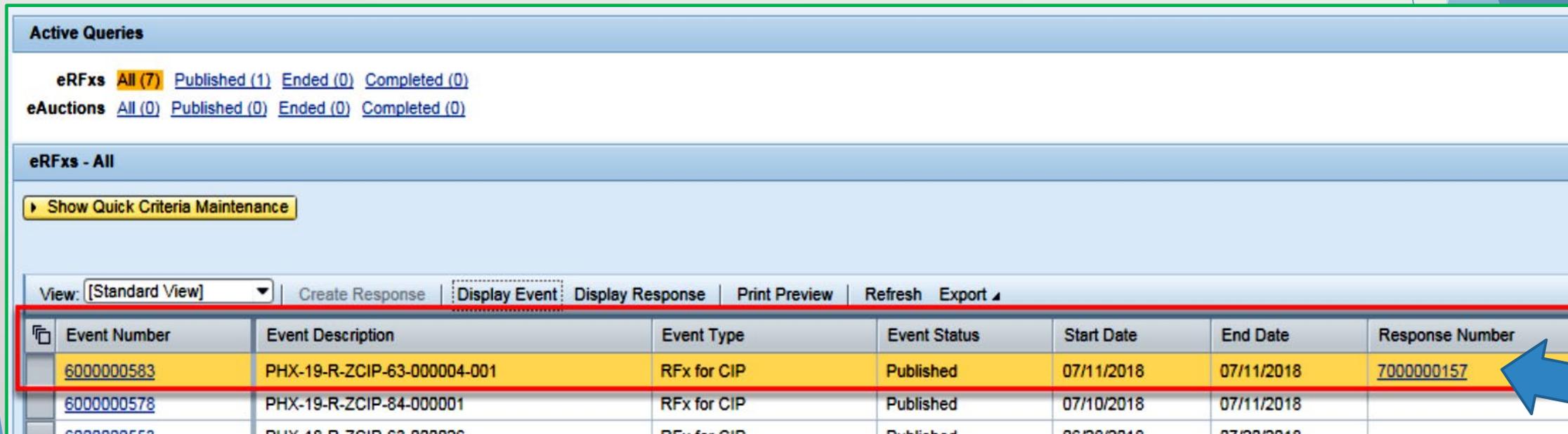
Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
<a href="#">6000000583</a>	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published	07/11/2018	07/11/2018	<a href="#">7000000157</a>	Submitted
<a href="#">6000000578</a>	PHX-19-R-ZCIP-84-000001	RFx for CIP	Published	07/10/2018	07/11/2018		No Bid Created

# How to Edit Your Submission

The RFx Overview (Event) Page is also where you can find your saved RFx response.

Locate the desired RFx (Event) Number, and scroll to the right. You will see your RFx response number shown as a hyperlink.

1. Click on the **hyperlink**, a new window will pop up to allow you to edit your RFx response.



The screenshot displays the 'Active Queries' section of a web application. It includes filters for 'eRFxs' (All (7), Published (1), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). Below this is the 'eRFxs - All' section with a 'Show Quick Criteria Maintenance' button. A toolbar contains options: View: [Standard View], Create Response, Display Event, Display Response, Print Preview, Refresh, and Export. A table lists RFx events with columns: Event Number, Event Description, Event Type, Event Status, Start Date, End Date, and Response Number. The first row is highlighted in yellow and enclosed in a red box. A blue arrow labeled '1' points to the 'Response Number' cell in this row, which contains the hyperlink '7000000157'.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number
<a href="#">6000000583</a>	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published	07/11/2018	07/11/2018	<a href="#">7000000157</a>
<a href="#">6000000578</a>	PHX-19-R-ZCIP-84-000001	RFx for CIP	Published	07/10/2018	07/11/2018	
<a href="#">6000000553</a>	PHX-19-R-ZCIP-63-000003	RFx for CIP	Published	06/28/2018	07/20/2018	

# Frequently Asked Questions

When I submit, what does the red circle mean?

Error on page and **nothing** will be submitted

When I submit, what does the yellow triangle mean?

Typically a time zone error, information will still be **submitted**

When I submit, what does the green square mean?

Verify information is correct and click **submit**

The screenshot shows a web application window titled "Create RFX Response". At the top, there is a menu bar with options: Submit, Read Only, Print Preview, Check, Close, Save, Export, Import, and Questions. Below the menu, there is a list of error messages, each preceded by a red circle with an exclamation mark. The messages are: "Line 0002: Attribute Did you provide a response? is mandatory; maintain attribute value", "Line 0003: Attribute Did you provide a response? is mandatory; maintain attribute value", "Line 0004: Attribute Did you provide a response? is mandatory; maintain attribute value", and "Line 0005: Attribute Did you provide a response? is mandatory; maintain attribute value". Below these, there is a yellow triangle warning icon followed by the message: "Time zone MSTAZ is not valid in country US (several possibilities) - Display Help". At the bottom of the window, there is a table with the following data:

RFX Response Number	7000000157	RFX Number	6000000583	Status	In Proc
RFX Response Version Number	Active Version	RFX Version Number			2

# Tips & Tricks

- Click “**Refresh**” often
- Make sure your Pop-Up blocker is turned **off**
- Application is accessible with Internet Explorer or Google Chrome
- 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.



How to scroll (Screenshot w/arrows)

# Reminders

Place the following items on the Information Sheet:

- ❖ Project Title
- ❖ Project Number (*RFx Number 6000001591*)
- ❖ Firm Name
- ❖ Firm Address
- ❖ Firm Phone Number
- ❖ Vendor Number
- ❖ Name, Title, and Email Address of Contact Person

**Do NOT include any other information**



# Questions after today?

Email all questions to:

[Tonja.lepur@phoenix.gov](mailto:Tonja.lepur@phoenix.gov)

Or call: 602-256-4107

Reference RFX 6000001591 in your email subject line

## Thank you!