



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

REQUEST FOR QUALIFICATIONS

**WATER & WASTEWATER
TECHNICAL ASSISTANCE FOR DEVELOPMENTS
ON-CALL SERVICES**

**PROCUREPHX PRODUCT CATEGORY CODE 925000000
RFx 6000001620**

REQUEST FOR QUALIFICATIONS

The City of Phoenix is seeking up to four qualified consultants to provide technical assistance on-call services on an as-needed basis for citywide private development driven water and wastewater infrastructure projects. On-call technical services will include supporting the Water Services Department with construction plan/permit review, field special inspections, special industrial pre-treatment permit compliance review and other miscellaneous technical services. All firms, if selected, are prohibited to perform any of the tasks for projects that the same firm is contracted with private developments.

SECTION I – SCOPE OF WORK

As the fifth largest City in the nation, Phoenix is becoming a leader in advance and semiconductor manufacturing, electrical vehicle, alternative energy, biomedical, and life sciences. Phoenix has experienced substantial development growth in recent years, transforming it into one of the fastest growing cities in the United States.

As the City expands, the demand for water increases. With rapid population growth and arid desert environment, it is critical to plan, design and construct water and wastewater infrastructure in a sustainable way. Enhanced water conservation efforts and investment in advanced treatment technologies is imperative to many developments that come into the valley. Addressing these challenges is critical for Phoenix's continued growth and long-term resilience.

The consultants will be responsible for providing services with comprehensive experiences in the water industry to provide technical assistance for public water and wastewater infrastructures that are designed and constructed by private developments through the following tasks:

Task #1 Construction Plan Review and Technical Support:

- Provide construction plan review services for the following public water and wastewater infrastructures that are designed and constructed by private developments, to comply with Arizona Department of Environmental Quality (ADEQ), Maricopa Association of Governments (MAG) and the City's requirements:
 - Water transmission mains 16-inch or larger, including corrosion protection system review
 - Sewer mains 15-inch or larger
 - Booster pump stations 1 MGD or larger.
 - Pressure reducing valve (PRV) stations 1 MGD or larger
 - Water reservoirs 1 MGD or larger
- Provide input on technical variances or alternative compliance methods associated with public water and wastewater infrastructures that are designed and constructed by private developments.

Task #2 Special Field Inspection:

- Coordinate with the City's Planning and Development Department to provide special inspections for the following public water and wastewater infrastructures that are designed and constructed by private developments, to comply with ADEQ, MAG and the City's requirements:
 - Cured-In Place-Pipe lining for Ductile Iron Pipe sewer mains 8-inch or larger
 - Coating for public sewer manholes (all sizes)
 - Pipeline freeway/wash crossings
 - Pipeline connecting to major transmission mains

- Other items that require special inspections from Water Services Department

Task #3 Technical Assistance for Special Industrial Pretreatment Permit Applications:

- Provide review and input for special industrial pre-treatment permit applications to comply with ADEQ, MAG and the City's requirements:
 - Industrial wastewater treatment plants review
 - Industrial wastewater sampling structure and locations review
 - Industrial wastewater discharge stream analysis and potential impact evaluation to 91st Avenue Wastewater Treatment Plant
 - Domestic wastewater treatment plant 1 MGD or larger

Task #4 Miscellaneous Technical Services:

- Provide technical services to the following tasks:
 - Blasting permit plan review and field observation
 - Hydraulic modeling assistance on water and wastewater system
 - Public Outreach assistance on water and wastewater related projects
 - Water and wastewater master planning related focus tasks, such as wastewater return factor study, water meter Equivalent Demand Unit assessment, local water and wastewater master plan study.
 - Grants application assistance and grants related project management
 - Other technical services that are related to water and wastewater infrastructures that are driven by growth

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 III - PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at 1:00 p.m., Phoenix time on Tuesday, August 6, 2024, at 200 W. Washington Street, City Hall Conference Room 8 East and via Teams. 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.

PRE-SUBMITTAL MEETING WEBEX INFORMATION:

[Join the meeting now](#)

Meeting ID: 221 202 017 727

Passcode: 8FAMcJ

SECTION IV - 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.

A. Technical Experience of the Prime Firm (maximum 350 points)

Describe the experience and qualifications of the prime firm in providing technical services for the four major tasks listed above. The Statement of Qualifications must demonstrate that:

1. The firm has technical experience in performing a minimum three of the four major tasks. Include projects examples within the past three years.
2. The firm has knowledge in the requirements of ADEQ, MAG and City of Phoenix supplement to MAG, City of Phoenix Water and Wastewater Design Standards Manual, City of Phoenix Remote Facilities Design Guidance Manual, and City of Phoenix Lift Station Design Guidance Manual.
3. The firm has knowledge of the City's water distribution and wastewater collection systems.
4. The firm must disclose how much workload it currently has with private developments for the past three years.
5. For Task #1, the firm must also provide:
 - a) Experience working with the City's Planning & Development Department.
 - b) Experience and knowledge of the City's general development process

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

Describe the experience and qualifications of the key personnel in providing technical services for the four major tasks listed above. The Statement of Qualifications must demonstrate that:

1. The key personnel have technical experience in performing a minimum three of the four major tasks. Include projects examples within the past three years.
2. The key personnel have knowledge in the requirements of ADEQ, MAG and City of Phoenix supplement to MAG, City of Phoenix Water and Wastewater Design Standards Manual, City of Phoenix Remote Facilities Design Guidance Manual, and City of Phoenix Lift Station Design Guidance Manual.
3. The key personnel have knowledge of the City's water distribution and wastewater collection systems.
4. The key personnel's role in this contract and their commitment time for this contract.
5. Identify the location of the firm's principal office and the home office location of key staff on this contract.
6. Overall organizational chart for all four major tasks. If the organizational chart is the same for all four tasks, please clarify in the statement and only list one.
7. For Task #2, the statement must also demonstrate that the key personnel meet the following requirements:
 - a) Have at least one certified NACE Level III inspector on staff
 - b) All inspection staff are NASSCO (MACP and PACP), Trench Safety, and Confined Space Certified.

C. Project Understanding and Approach (maximum 300 points)

Describe your firm's understanding of the City's need for this project, including important considerations such as project issues and challenges under each task. Describe the team's approach to the project for each major task, including important considerations such as: proactive communication protocol, timely delivery, flexibility to adopt to changes by providing options and alternatives, coordination among City staff, departments and development communities, alternative and creative problem solution, and holistic approach based on "one water" concept.

SECTION V - SUBMITTAL REQUIREMENTS

New Electronic Submittal Process: Firms interested in this project must submit a Statement of Qualifications (SOQ) electronically through the ProcurePHX online portal.

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://eprourement.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 6000001620.
- Submittals:**
 - **Submittals must be emailed to heather.roye@phoenix.gov 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, vendor number, project title, and project number on the cover of the SOQ.
 - A maximum of **12 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 by email the Statement of Qualifications by **12:00 noon, Phoenix time, on Friday, August 16, 2024, to heather.roye@phoenix.gov**
 - 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 points
 - 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, firm 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 VI – GROUNDS FOR DISQUALIFICATION

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

- Failure to submit electronically through the ProcurePHX online portal by the due date and time.
- Violating the “Contact with City Employees” policy contained in this RFQ

SECTION VII - 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 will select firms based on the SOQs received; no formal interviews will be conducted. The City may conduct a due diligence review on the firms receiving the highest evaluation.

The City expects to create a final list of at least four, but not more than six 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	August 6, 2024
SOQs due	August 16, 2024
Kick-Off Meeting	October 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>

SECTION VIII – 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. 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.

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, Heather Roye at (602) 261-8894 or email heather.roye@phoenix.gov.

EXHIBIT A
CONSULTANT REFERENCE CHECK INSTRUCTIONS, FORM, AND SAMPLE LETTER

The attached Consultant Performance Evaluation Form is to be provided to the agencies or entities for which your firm has recently provided services relevant to those requested for this project. Provide the evaluation form to the Owner, or the Owner's representative directly responsible for oversight of the project to complete and submit to the email box listed below.

The first three references submitted will be accepted and the scores utilized as part of the evaluation process. Each reference check is worth up to 7 points for a total of up to 21 points available.

The form is to be completed by the agency or entity and uploaded to the (email box) at: soq.referencechecks@phoenix.gov

The procurement identifier is:

6000001620

Attention: Heather Roye

Also attached is a sample performance evaluation cover letter that may be used when sending the reference check request.

Sample Consultant Performance Evaluation Cover Letter

Sample Cover Letter
Contact Name
Address of Reference

(Your Name) is responding to a Request for Qualifications (RFQ) from the City of Phoenix Office of the City Engineer's Design and Construction Procurement section.

The City is requesting reference information related to our past performance. As a part of the response submittal process, the City is requesting performance evaluations from agencies that our firm has performed services for either in the past or is currently receiving services.

I would appreciate your cooperation in completing the attached Consultant Performance Evaluation form and return by email the completed form by 12:00 pm Phoenix time on **August 16, 2024**, to:

soq.referencechecks@phoenix.gov

Reference in Subject Line: RFX #6000001620

For questions, contact Heather Roye, Contracts Specialist at 602-261-8894.

Failure to submit the Consultant Performance Evaluation form by the above date will have a negative impact on the proposal we submit for this service. Your cooperation in submitting this form by this date is appreciated.

If you have any questions regarding this request, please contact (your name) at (your telephone number).

Sincerely,

INSTRUCTIONS FOR COMPLETING CONSULTANT PERFORMANCE EVALUATION

Evaluate the consultant's contract performance in each of the rating areas listed below. On the Consultant Performance Evaluation form, circle the rating from 1 to 4 that most closely matches your evaluation of the consultant's performance. Comments are not required but appreciated. **Every rating area must be scored.**

The Design and Construction Procurement section will use the information from this form to evaluate firms competing for contract award. **This completed form will become public record and upon request, will be released to the consultant or any other entity.**

Please submit the completed form to the address indicated on the bottom of the Consultant Performance Evaluation form. Thank you for your time and your cooperation.

**Water & Wastewater Technical Assistance for Developments On-Call Services
 WS85500466 and WS90500319
 RFx: 6000001620**

CONSULTANT PERFORMANCE EVALUATION FOR _____
 (firm name)

In the box below, provide the project title, contracted services provided by the firm, and start and completion date of services. This form is to be completed by the Owner, or the Owner's representative directly responsible for oversight of the project. The project services evaluated must be relevant to the services of this project. Every rating area must be scored.

RATINGS: Summarize the Consultant's performance and **circle the number** below that corresponds to the performance rating for each category. Please see the rating scale.

1 = Unsatisfactory (.25 pt.); 2 = Poor (.50 pt.); 3 = Good (.75 pt.); 4 = Excellent (1.0 pt.)

HOW WOULD YOU RANK THE BUSINESS RELATIONSHIP BETWEEN THE OWNER AND THE FIRM?	4 3 2 1	Comments:
WAS THE TEAM PRESENTED IN THE PROPOSAL THE TEAM THAT WORKED ON THE PROJECT TO COMPLETION?	4 3 2 1	Comments:
WAS STAFF PROACTIVE IN SOLVING PROBLEMS THAT MAY HAVE OCCURRED ON THE PROJECT?	4 3 2 1	Comments:
WAS THE CONTRACTED SCOPE OF SERVICES COMPLETED ON TIME AND WITHIN BUDGET?	4 3 2 1	Comments:
HOW WOULD YOU RATE THE QUALITY OF WORK PERFORMED BY THIS FIRM ON YOUR PROJECT?	4 3 2 1	Comments:

DID THE FIRM RECOMMEND EFFICIENCIES OR PROVIDE INNOVATIVE IDEAS OR SUGGESTIONS?	4 3 2 1	Comments:
WOULD YOU BE WILLING TO CONTRACT WITH THIS FIRM AGAIN? (YES = 1 point)	YES NO	Comments:
TOTAL SCORE		(MAXIMUM 7 POINTS)

Reference Evaluation Provided By:

Name and Title: _____

Agency/Organization: _____

Date: _____

Telephone Number: _____

Email completed form by August 16, 2024, by 12:00 pm Phoenix time to:

soq.referencechecks@phoenix.gov

***EMAIL SUBJECT LINE SHOULD REFERENCE RFx NUMBER 6000001620**

The document should reference the project number and firm for which the reference check is being submitted. If no project number is available, reference the service and firm for which the reference check is being submitted.