

PRE-SUBMITTAL MEETING



CITY OF PHOENIX

WATER SERVICES DEPARTMENT

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

PROJECTS WS85500466 & WS90500319

PROCUREPHX PRODUCT CATEGORY CODE: 925000000

RFX NUMBER: 6000001620

AUGUST 6, 2024

WELCOME AND
INTRODUCTIONS

Heather Roye, Contracts Specialist II

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heather.roye@phoenix.gov

Can Xiao, Project Manager

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

MEETING OVERVIEW

Sign-in Sheet And PowerPoint Will Be Posted On City Of Phoenix's PROCUREPHX System (RFX: 6000001620):

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

(or)

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

If you are attending on-line, please email me your name, company's name, contact phone number and email address to heather.roye@phoenix.gov

It Is Your Responsibility As A RFQ Holder To Determine, Prior To Submittal, If Any Notifications Have Been Issued.

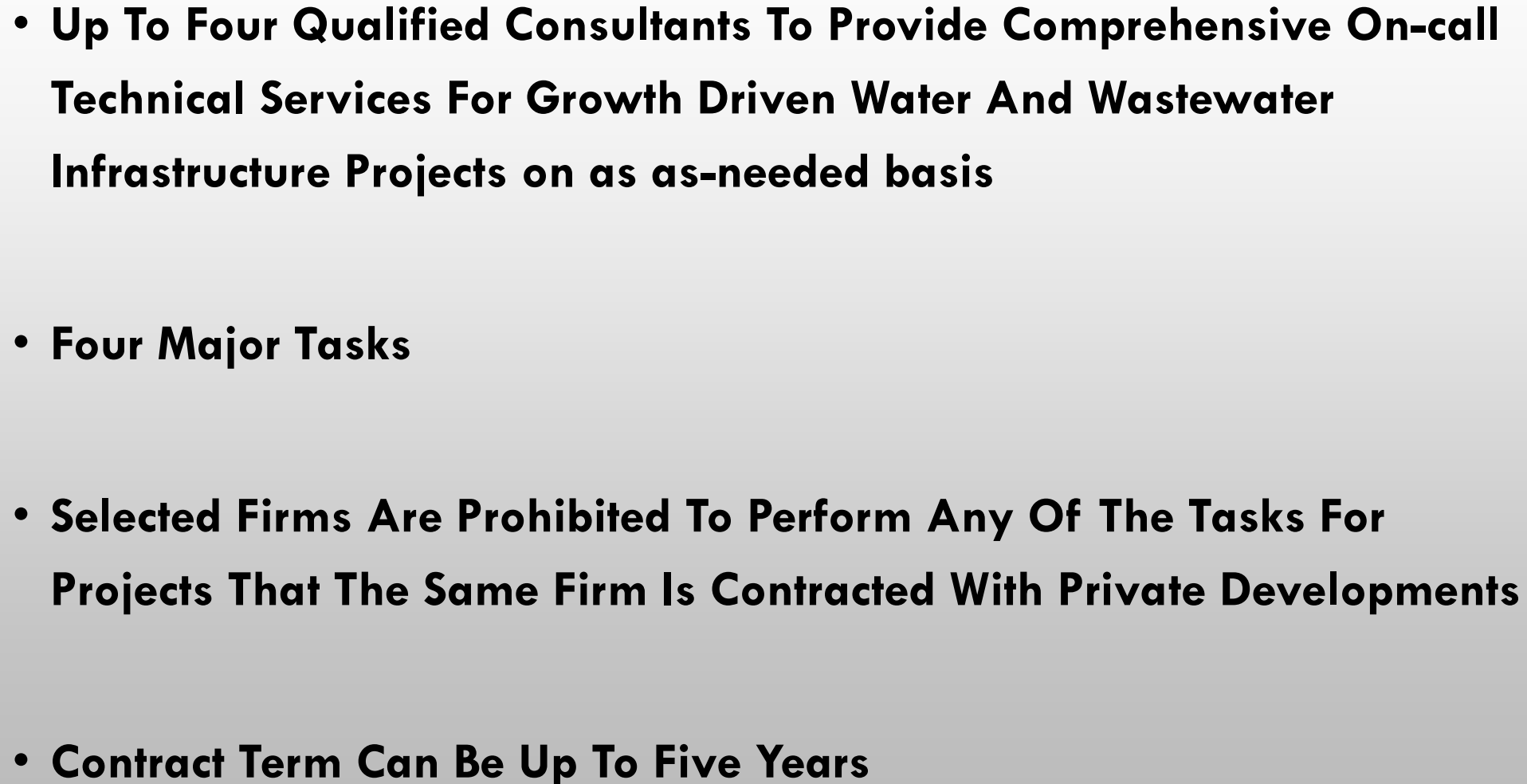
This Is Your ONLY Opportunity To Discuss This Solicitation With City Staff.



PROJECT MANAGER

CAN XIAO



- 
- **Up To Four Qualified Consultants To Provide Comprehensive On-call Technical Services For Growth Driven Water And Wastewater Infrastructure Projects on an as-needed basis**
 - **Four Major Tasks**
 - **Selected Firms Are Prohibited To Perform Any Of The Tasks For Projects That The Same Firm Is Contracted With Private Developments**
 - **Contract Term Can Be Up To Five Years**

Task #1 Construction Plan Review and Technical Support:

Provide construction plan review services mainly for :

- 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

Task #2 Special Field Inspection:

Coordinate with the City's Planning and Development Department to provide special inspections for :

- 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 WSD

Task #3 Special Industrial Pretreatment Permit Assistance:

Provide review and input for special industrial pre-treatment permit applications, including:

- 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 1MGD 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



QUESTIONS

FOR THE PROJECT MANAGER

SOQ EVALUATION CRITERIA

Firms Will Be Selected Through A Qualifications-Based Selection Process Based On The Criteria Below:

- Technical Experience Of The Prime Firm (Maximum 350 Points)
 - Technical Experience Of The Key Personnel (Maximum 350 Points)
 - Project Understanding And Approach (Maximum 300 Points)
- References – Up To A Maximum of 21 Points in addition to the 1000 points (Notification will go out for this one)

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 email by the due date and time
- Violating “Contact with City Employees” policy

SELECTION PROCESS

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



Up to four firms will be selected



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

IMPORTANT DATES: SELECTION SCHEDULE

Event:	Date:
Pre-Submittal meeting	August 6, 2024
SOQs Due	August 16, 2024
Evaluation Meeting	September 9, 2024
Kick-Off Meeting	October 2024

PROCUREMENT WEBSITE

[HTTPS://WWW.PHOENIX.GOV/STREETS/PROCUREMENT-OPPORTUNITIES/](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 bar 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 introductory text describes the contracting process. 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 key 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 free weekly newsletter). A note mentions that construction plans and specifications are available for download on the website. 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 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/notifications 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](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



procurePHX

Have you
signed up?

REGISTRATION

REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov

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>



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 or call (602) 262-1819.

- Instructions >
- Registration >
- ProcurePHX Login >

LOGIN TO PROCUREPHX

A screenshot of the ProcurePHX login page. The page features the ProcurePHX logo in the top left corner, which consists of a pink shopping bag icon and the text "procurePHX". Below the logo, there are two input fields: "User" and "Password", each with a red asterisk indicating a required field. To the right of the "Password" field is a "Log On" button. Below the input fields, there is a link that says "Logon Problems? [Get Support](#)".

procurePHX

User *

Password *

Log On

Logon Problems? [Get Support](#)

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: **6000001620**

Note: The **Vendor Number** Is To Be Included On The Cover Of The Statement Of Qualifications

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

The screenshot shows a web application interface for 'RFX and Auctions'. At the top, there are navigation 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 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, buttons for '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 Sta
6000000583	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published

- 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: 6000001620

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 interface includes navigation tabs for RFX and Auctions, Administration, and Messages. Below the tabs is an Overview section with a breadcrumb trail: RFX and Auctions > Overview > RFX and Auctions. The main content area displays Active Queries, including 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 button for Show Quick Criteria Maintenance. At the bottom, there is a table with columns for Event Number and Event Description. The first row is highlighted in yellow and contains the event number 6000000583 and the description PHX-19-R-ZCIP-63-000004-001. A red box highlights a gray box next to the event number 6000000583. A blue arrow labeled '2' points to the 'Display Event' button. A red box highlights the 'Display Event' button.

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

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

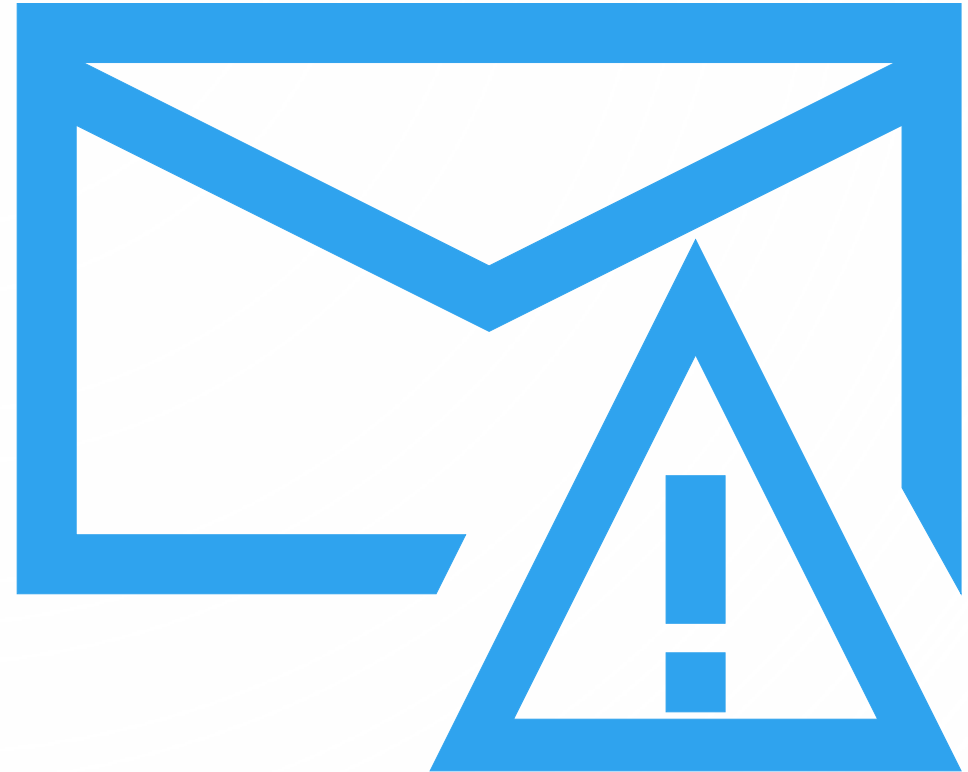
* Title: SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR Y

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

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

- Make Sure Only The Information Requested Is On The Information Sheet
- Do Not Submit A Cover Letter As It May Be Counted Towards Your Maximum Page Limit
- Follow The Criteria And Sub-criteria In Order On RFQ
- All SOQs Are To Be Emailed To heather.roye@phoenix.gov
By The Due Date And Time (August 16, 2024, By 12 PM Phoenix Time)
- This Is Your Only Opportunity To Speak With City Staff Regarding This Project. After Today, All Questions Are To Be Emailed To Me.

QUESTIONS AFTER TODAY?

Email all questions to:
heather.roye@phoenix.gov

Reference **RFx 6000001620** in
your email subject line



Thank You for Attending!!!