



Pre-Submittal Meeting

**CITY OF PHOENIX
WATER SERVICES DEPARTMENT**

**64TH STREET RESERVOIR #2
(1-ES1-2) LINER REPLACEMENT
CONSTRUCTION MANAGER AT RISK SERVICES
WS85050019**

**PROCUREPHX PRODUCT CATEGORY CODE: 912000000
RFx Number: 60000001651**

SEPTEMBER 9, 2024



City of Phoenix Representative

Heather Roye, Contracts Specialist II

Point of Contact for Submittals and RFQ Questions

Office of the City Engineer

heather.roye@phoenix.gov

(602) 261-8894

Aaron Di Maggio, P.E., Project Manager

Water Services Department

Martha Perches, Equal Opportunity Specialist

Equal Opportunity Department

Point of contact for **SBE requirements – CMAR**

martha.perches@phoenix.gov

602-495-5259





MEETING OVERVIEW

Agenda

- ❑ Meeting Overview
- ❑ Vendor Registration
- ❑ Vendor Registration and ProcurePHX
- ❑ SBE Information
- ❑ Project Description & Scope of Work
- ❑ Evaluation Criteria
- ❑ Submittal Requirements
- ❑ Selection Process
- ❑ Selection Schedule
- ❑ ProcurePHX
- ❑ Questions



MEETING OVERVIEW

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

Please check both websites to see if a Notification was issued.

[Solicitations - Solicitations City of Phoenix](#)

[Street Transportation Consulting & Construction For Capital Improvement Programs
\(phoenix.gov\)](#)

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





MEETING OVERVIEW

PowerPoint and Sign-In Sheet will be posted on:

City of Phoenix's ProcurePHX system (**RFx: 60000001651**):

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

and

City of Phoenix's Procurement's website:

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

If you are on-line, please email me your name, firm name, contact phone number and email address, so I can add you to the sign-in sheet



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** in approx. 2 days

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

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



Have you signed up?

BECOME A VENDOR

1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System *Steps to Success!*
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 >

REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov





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

A screenshot of the ProcurePHX login page. The page has a white background with a dark border. In the top left corner, there is a logo consisting of a pink shopping bag icon and the text "procurePHX" in a bold, sans-serif font. Below the logo, there are two input fields: "User *" and "Password *", each with a small red asterisk to its left. To the right of the "Password *" field is a "Log On" button. Below the input fields, there is a link that reads "Logon Problems? [Get Support](#)".

procurePHX

User *

Password *

Log On

Logon Problems? [Get Support](#)

Design and Construction Procurement **is in need of participants outside the city to be part of the selection panel process.** If you have never attended the selection panel training, or if it has been three years since you attended training and you need a refresher, please contact Daniel Valladee to sign up for one of our upcoming training classes. If you have attended our training but are now with another company, contact Daniel Valladee to update your contact information.

daniel.valladee@phoenix.gov or 602-534-3286

Consultant participants on Study/Design/Consulting Services panels should be a Project Manager or above (a professional technical registration is not required).

General Contractor participants on the Construction Services panels must be a senior management employee of a licensed contractor pursuant to ARS Title 34.

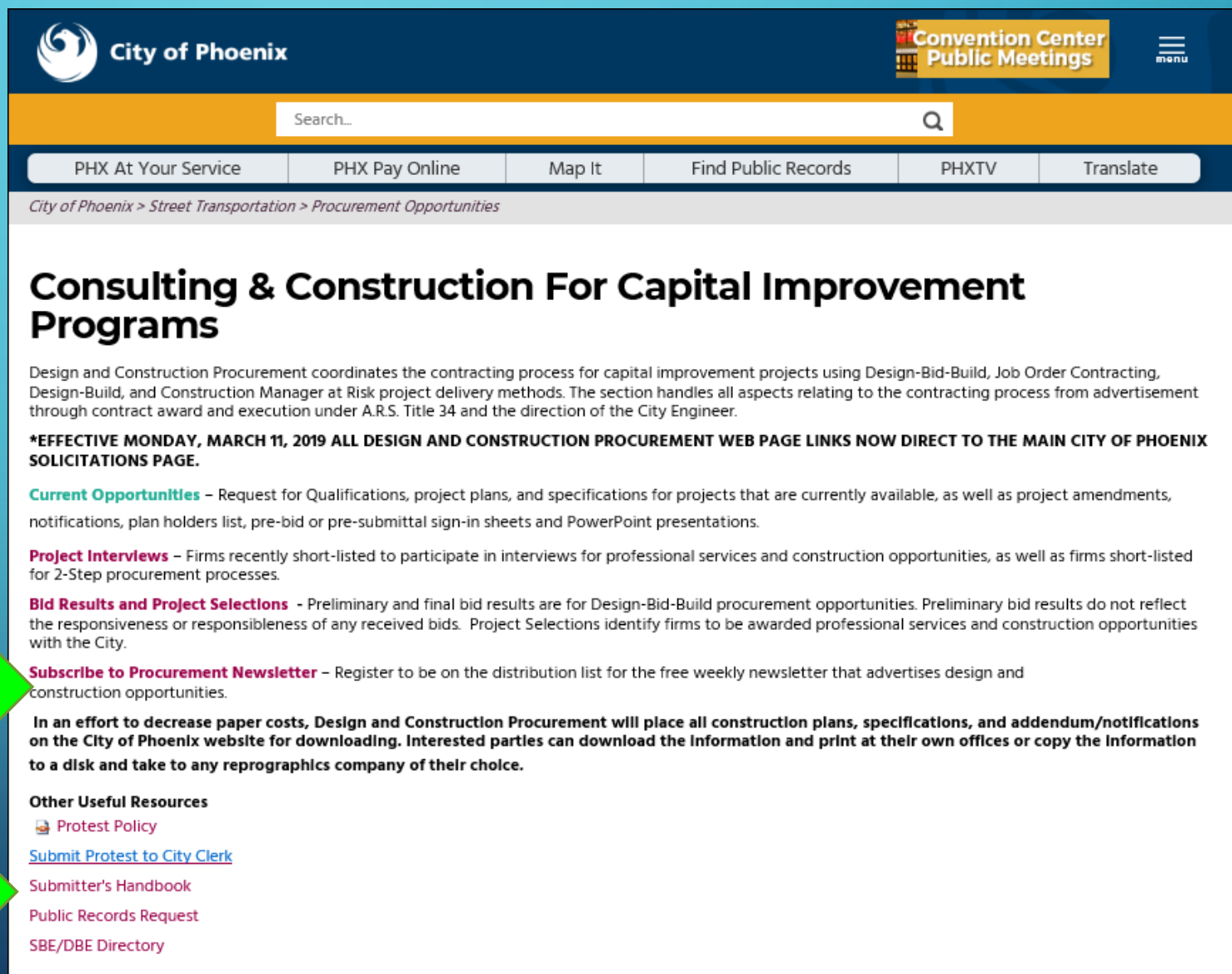
DCP WEEKLY NEWSLETTER

To see upcoming CIP projects, sign up for our weekly DCP Newsletter, please use link below:

[Form \(phoenix.gov\)](#)



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



The screenshot shows the City of Phoenix website's Procurement Opportunities page. At the top, there is a navigation bar with the City of Phoenix logo, a search bar, and links for PHX At Your Service, PHX Pay Online, Map It, Find Public Records, PHXTV, and Translate. Below the navigation bar, the breadcrumb trail reads "City of Phoenix > Street Transportation > Procurement Opportunities". The main heading is "Consulting & Construction For Capital Improvement Programs". The page content includes a description of the procurement process, a notice that all design and construction procurement web page links now direct to the main City of Phoenix solicitations page (effective Monday, March 11, 2019), and sections for Current Opportunities, Project Interviews, Bid Results and Project Selections, and a subscription link for the Procurement Newsletter. There is also a section for Other Useful Resources, including links to Protest Policy, Submit Protest to City Clerk, Submitter's Handbook, Public Records Request, and SBE/DBE Directory.

Procurement Newsletter

Submitter's Handbook

The background is a blue gradient with white circuit-like lines in the corners. The lines consist of straight segments and small circles, resembling a network or data flow diagram.

SBE GOAL

Martha Perches
Equal Opportunity
Department

The background is a blue gradient with white circuit-like lines in the corners. The text is centered in a bold, black, sans-serif font.

SBE GOAL
WILL BE ESTABLISHED
PRIOR
TO CONSTRUCTION

Small Business Enterprise (SBE) Requirements

Only firms whose physical business is located within Maricopa County are eligible to meet the SBE subcontracting goal, which will be set prior to construction of this project.

The final goal will be based on SBE subcontractor availability.

SBE REQUIREMENTS

Goal Setting Methodology

- Goals are established by City of Phoenix Goal Setting Committee
- Successful Prime will work with the Small Business Team prior to goal setting
- **CMAR Goals required to be met at each GMP & during the life of the project**
- NO established small business goals for Design Contracts

Pre-Award Requirements

- No SBE documents due at time of submittal
- An SBE Goal will be established of the time of substantial completion of the design phase

SBE REQUIREMENTS

Post-Award SBE Requirements

- Contractor's Statement of Proposed SBE Utilization – prior to each GMP execution
- Letter of Intent to Perform – at each GMP
- SBE firms must be certified at the time of each GMP
- All subcontractors/suppliers must be reported in B2G System and will be tracked and reported by the Equal Opportunity Department

TO LOCATE CERTIFIED FIRMS VISIT:
<https://phoenix.diversitycompliance.com>

Select:
Search
Certified
Directory

City of Phoenix

OUR MAIN SITE CONTACT SUPPORT

Certification & Compliance System

Log In

Vendor Certification
Search and/or join our database of certified vendors

Search Certified Directory

Apply for / Renew Certification

Account Access
Lookup Vendor accounts or reset user passwords

Account Lookup

Forgot Password

System Training
Learn how to fully utilize our system with a live trainer

Training

About the System
Learn more about this system and how it works today

Information for Vendors

SMALL BUSINESS OUTREACH AND COMPLIANCE

REMEMBER
confirm
certification
status of a
firm

Certified Vendor Directory

Search our Certified Vendor Directory by entering search criteria and clicking Search. You must select at least one certification type. You can also search by a variety of other fields which are listed below.

Search results may be downloaded to Excel, by clicking the "Download Results to Excel" button after your search results are displayed. To download the full Certification Directory do not enter search criteria, scroll to the bottom of the page and click the "Download Entire Directory to Excel" button.

Search by Certification Type

Certifications Small Business Enterprise (SBE)

Search by Business Name or DBA

Business Name/DBA
Tip: Try just a few letters of the firm's name.

Search by Business Description

Business Description
Tip: Try just a few letters of a keyword.

Search by Commodity Code

Commodity Codes

Search by Contact Person

Contact Person/Owner

First name Last name
Tip: Use the first letter. Tip: Try just the first few letters.

Search by Location

City
Zip Code
Tip: Search for multiple zip codes by separating with commas.
State

SBE Contact Information

Martha Perches

Equal Opportunity Programs Assistant

Equal Opportunity Department

602.495.5259

martha.perches@phoenix.gov



QUESTIONS?

QUESTIONS?

QUESTIONS?





PROJECT DESCRIPTION

The City of Phoenix is seeking a qualified contractor to provide preconstruction services and complete construction services for the 64th Street Reservoir #2 (1-ES 1-2) Liner Replacement Construction Manager at Risk (CMAR) project. The selected CMAR will work as a team with the designer of record and City staff to ensure an efficient design approach for the project. The reservoir is located near 64th Street and Thomas Road.





PROJECT DESCRIPTION

The qualified CMAR will provide construction services for:

- liner replacement of a 20 MG reservoir
- full columns rehabilitation and structural repairs
- replacement of 500 roof clips
- repair minor cracks
- miscellaneous repairs





SCOPE OF WORK / SERVICES

- The Construction Manager at Risk will begin with the firm in an agency support role for preconstruction services.
- The CMAR will assume the risk of delivering the project through a Guaranteed Maximum Price (GMP) contract.
- The CMAR will be responsible for construction means and methods, and will be required to solicit bids from prequalified subcontractors to perform the work using the City's subcontractor selection process.
- The CMAR may also compete to self-perform limited amounts of work.



SCOPE OF WORK / SERVICES CONT.

Preconstruction phase services by the CMAR may include the following:

- provide detailed cost estimating and knowledge of marketplace conditions
- provide project planning and scheduling
- provide for construction phasing and scheduling that will minimize interruption to City operations
- provide alternate systems evaluation and constructability studies
- advise City on ways to gain efficiencies in project delivery



SCOPE OF WORK / SERVICES CONT.

Preconstruction phase services by the CMAR may include the following:

- provide long-lead procurement studies and initiate procurement of long-lead items
- assist in the permitting processes
- participate with the City in a process to set a goal for local and SBE participation and implement the local and SBE process
- protect the City's sensitivity to quality, safety, and environmental factors



SCOPE OF WORK / SERVICES CONT.

Construction phase services by the CMAR may include:

- liner replacement, full columns rehabilitation and structural repairs, replacement of 500 roof clips, minor cracks, and miscellaneous repairs.
- select subcontractors/suppliers for this project
- prepare a Guaranteed Maximum Price (GMP) proposal that meets the approval of the City
- coordinate with various City of Phoenix departments, other agencies, utility companies, etc.
- arrange for procurement of materials and equipment



SCOPE OF WORK / SERVICES CONT.

Construction phase services by the CMAR may include:

- schedule and manage site operations
- bid, award, and manage all construction related contracts while meeting City bid requirements including the local and SBE participation goal
- provide quality controls
- bond and insure the construction
- address all federal, state, and local permitting requirements
- deal with City issues
- maintain a safe work site for all project participants



QUESTIONS?

QUESTIONS?

QUESTIONS?





SOQ EVALUATION CRITERIA

Maximum number of Points is 1000

A. General Information	150 pts.
B. Experience and Qualifications of the Firm	250 pts.
C. Experience of Key Personnel to be Assigned	250 pts.
D. Understanding of the Project and Approach	350 pts.
E. *Three References	Up to 21 pts.
Total Max.	1,021 pts.

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

**Provide responses in the order listed in Section IV of the RFQ
Be complete, be concise**

SUBMITTALS

- Submit only one SOQ in .PDF format only, addressing all evaluation criteria and email to heather.roye@phoenix.gov by due date and time. No hard copies will be accepted.
- Email file size is 150 mb
- Clearly display the firm's legal name, vendor number, project title, and project number on the cover of the SOQ.



SUBMITTAL REQUIREMENTS

- ❖ **A maximum of 10 pages** permitted
- ❖ Due by 12:00 noon (Phoenix time) on September 20, 2024
- ❖ Paper Size shall be 8½ “ x11”; Font size no less than 10 pt.
- ❖ Each side of a page containing evaluation criteria and additional content will be counted toward the maximum page limit noted above



Maximum Page Count

Pages that have project photos, charts and/or graphs will be counted toward the maximum page limit

The following will NOT be counted in the Maximum Page Count:

- ❖ Front and back covers
- ❖ Information Sheet
- ❖ Table of Contents
- ❖ Dividers (tabs)



Information Sheet

Place the following items on the Information Sheet:

- ❖ **Project Title**
- ❖ ***Project Number***
- ❖ ***RFx Number 6000001651***
- ❖ **Firm's Legal Name**
- ❖ **Firm Address**
- ❖ **Firm Phone Number**
- ❖ **Vendor Number**
- ❖ **Name, Title, and Email address of contact person**

Do NOT include any other information



GROUNDS FOR DISQUALIFICATION

- Failure to submit email to heather.roye@phoenix.gov by the due date and time
- Failure to provide a Bonding Statement with your SOQ
- Violating “Contact with City Employees” policy



SELECTION PROCESS

- Each SOQ will be evaluated according to the evaluation criteria in the RFQ
- No interviews
- One firm will be selected for CMAR services
- Contract will be executed upon completion of negotiations of contract terms and City Council approval



SELECTION SCHEDULE

Pre-Submittal Meeting

September 9, 2024

SOQs Due

September 20, 2024

Evaluation Meeting

October 3, 2024

Scope of Work Meeting

October 2024



procurePHX

Have you
signed up?

RFX HINTS & TRICKS

BRIEF OVERVIEW FOR
ONLINE SUBMISSIONS

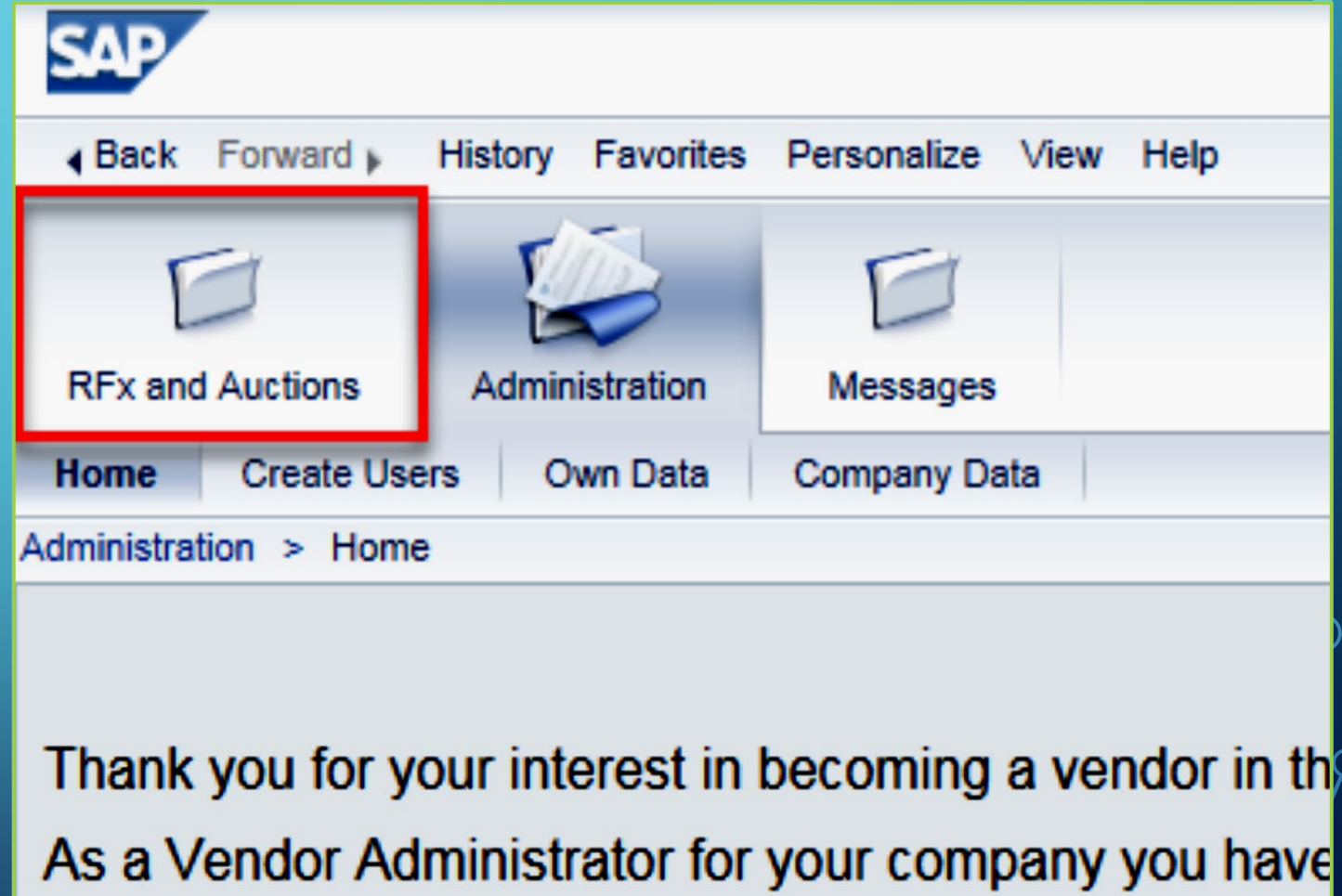
LOGIN

Log in to ProcurePHX portal:

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

Select RfX and Auctions tab on the top Ribbon

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



FINDING SOLICITATIONS / RFX ELECTRONIC SUBMITTALS

The screenshot shows the 'RFX and Auctions' system interface. At the top, there are navigation tabs for 'RFX and Auctions', 'Administration', and 'Messages'. Below these is the 'Overview' section, which includes 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 the 'eRFxs - All' section, which includes a 'Show Quick Criteria Maintenance' button. At the bottom, there is a toolbar with buttons for 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', and 'Refresh'. The 'Refresh' button is 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:
60000001651



QUESTIONS AFTER TODAY?



Email all questions to:

heather.roye@phoenix.gov

Or call: 602-261-8894

Reference **RFx 60000001651**

in your email subject line

Thank You for Attending!!!