

# **Pre-Submittal Meeting**

**October 1, 2024  
10:30 AM**

**FORCE MAIN PROGRAM MANAGER**

**PROFESSIONAL SERVICES**

**PROJECT WS90501000**



# Welcome and Introductions

**Heather Roye, Contracts Specialist**  
**Design and Construction Procurement**  
[heather.roye@phoenix.gov](mailto:heather.roye@phoenix.gov)  
**602-261-8894**

**Stacey Kisling, PE**  
**Team Leader, Project Manager**  
**Water Services Department**



# Meeting Overview

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (RFx: 6000001648):

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

(or)

<https://solicitations.phoenix.gov>

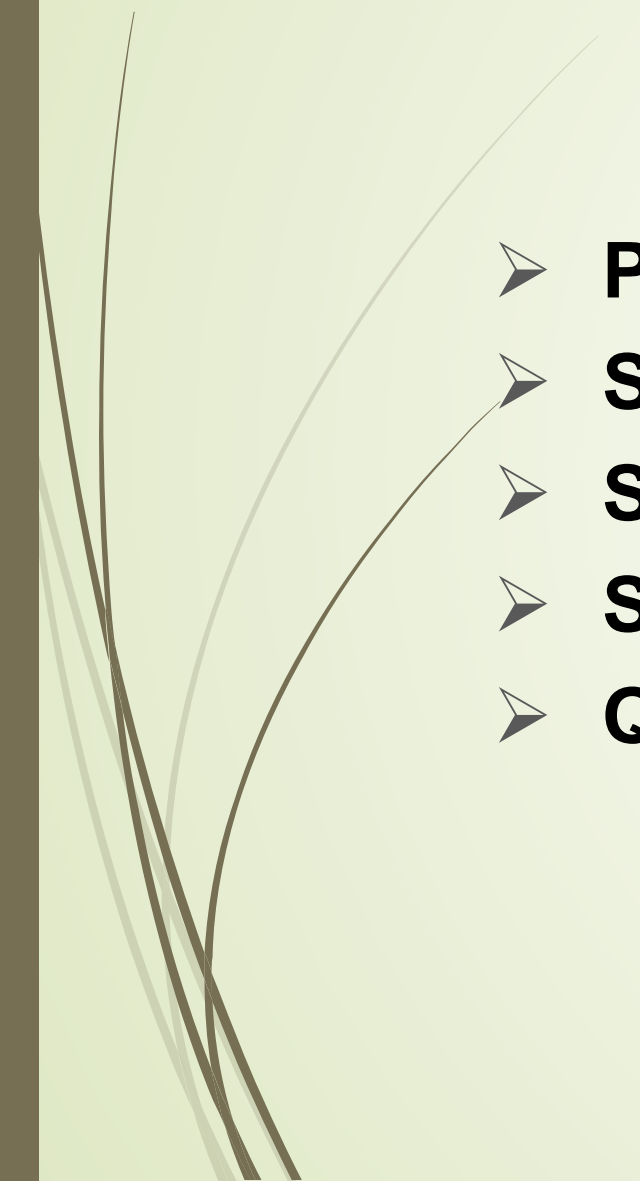
If you are on-line, please email me your information for the sign-in sheet. Your name, firm's name, contact number and email address.

*It is your responsibility as a RFQ holder to determine, prior to submittal, if any Notifications have been issued. Due to technical issues with the ProcurePhx website, please check both websites for updates.*

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



# Agenda

- **Project Description**
  - **Scope of Work**
  - **Submittal Requirements**
  - **Selection Schedule**
  - **Questions?**
- 

# Vendor Registration

**Register in the Vendor Management System  
PRIOR to submitting a Statement of Qualifications.**

**New Firms** - After Registering, the City will email a Vendor Number within two days.

**How to Register Information is available at:**

<https://www.phoenix.gov/financesite/Pages/EProc-help.aspx>



Project Manager

Stacey Kisling

Civil Engineer III Team Lead

Water Services Department



# Project Description

- ▶ The City of Phoenix is seeking a qualified consultant team to provide professional services for a Program Manager for the Force Main Program. The Program Manager will assist Wastewater Engineering with identifying, scheduling, and budgeting Capital Improvement Projects for future fiscal years and develop assessment and rehabilitation cycles.
- ▶ The City of Phoenix wastewater collection system currently has 77 miles of force mains ranging from 4 inches to 48 inches in diameter. Approximately 64% of the force mains in the wastewater collection system are Ductile Iron Pipe.

# Scope of Work

- Collect and review all available assessments, design drawings, as-builts, and operation and maintenance information associated with force mains, valves and valve vaults, and cathodic protection.
- Perform site visits as needed to gather appropriate information.
- Hold meetings as appropriate with Wastewater Engineering and Wastewater Collection staff.
- Work closely with the Lift Station and Odor Control Program Manager to coordinate future Capital Improvement Projects.
- Develop assessment and rehabilitation cycles for the Force Main Program. This includes force main cleaning and inspection, redundant force mains, cathodic protection, and valves and valve vaults.



# Scope of Work

- Develop a plan for prioritizing projects.
- Develop an overall schedule and budget for the Capital Improvement Projects under the Force Main Program for future fiscal years.
- Revise and update the schedule and budget as needed.
- Make recommendations for next steps to evolve the Force Main Program and the Program Manager services.



# Questions?



# Statement of Qualifications Criteria

- A. Experience of the Prime Firm (250 points)**
- B. Experience of the Key Personnel and Subconsultants (250 points)**
- C. Project Understanding and Approach (350 points)**
- D. Staffing Information for Key Personnel (150 Points)**
- E. Reference Checks (Up to 21 points)**

**\*\*Reference checks (up to 21 points) are in addition to the 1,000 points for the SOQ\*\***

# Statement of Qualifications Criteria

- ❑ SOQ Information Sheet

Provide one page with the following information: project title, project number, RFX number, legal firm name, address, phone number, vendor number, and the name, email address and signature of your contact person for the project. Do not include additional information.

- ❑ Evaluation Criteria – Address the SOQ evaluation criteria.

- ❑ Additional Content – Resumes and other information may be included - photos, charts, or other information.

- ❑ MAXIMUM Pages Permitted = **10 pages**

# Statement of Qualifications Criteria

- ❑ **What WILL be Counted Toward Maximum Number of Pages:**
  - Each side of a page with criteria information.
  - Pages that have photos, charts, and graphs.
- ❑ **What WILL NOT be Counted unless they contain information that may be considered by the selection panel:**
  - Information Sheet
  - Front and Back Covers,
  - Table of Contents, and
  - Tab Dividers

# Grounds for Disqualification


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

# Statement of Qualifications Criteria

☐ **SOQ is Due:**

**12:00 Noon, Phoenix time  
Friday, October 11, 2024**

**Email to: [heather.roye@phoenix.gov](mailto:heather.roye@phoenix.gov)**



Due to technical issues with the ProcurePhx website (RFx) ALL SOQS will be emailed to [heather.roye@phoenix.gov](mailto:heather.roye@phoenix.gov) by noon (Phoenix time) on October 11, 2024

Same rules apply as the RFx website– if your SOQ is received after 12 PM on October 11, 2024, you will be disqualified.



# Selection Schedule

- Pre-Submittal Meeting** **October 1, 2024**
- SOQ's Due** **October 11, 2024**
- Evaluation Meeting** **October 29, 2024**
- Scope Meeting** **November 2024**



# Information on Design and Construction Procurement Webpage

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


and

City of Phoenix Procurement's website:

<http://phoenix.gov/streets/procurement/current-opportunities>

- Notification (if any)
- Pre-Submittal Power Point Presentation
- Pre-Submittal Sign-in sheet
- Award

**It is your responsibility as an RFQ holder to determine, prior to submittal, if a Notification has been issued**





# Questions AFTER TODAY?

Last Day for questions is seven days before the SOQ's are due or **Friday, October 4, 2024**

Email all questions to:  
[heather.roye@phoenix.gov](mailto:heather.roye@phoenix.gov)

Reference RFX Number:  
**6000001648**  
in your email subject line



# **OPEN FOR QUESTIONS & THANK YOU FOR ATTENDING**

If you are on-line, please email me your information so that I can add you to the sign-in sheet