

# Pre-Submittal Meeting

## CITY OF PHOENIX REQUEST FOR QUALIFICATIONS

### SROG 91<sup>st</sup> AVENUE WASTEWATER TREATMENT PLANT PLANT 1A REHABILITATION ENGINEERING AND CMAR SERVICES WS90100114

PROCUREPHX PRODUCT CATEGORY CODE 925000000  
RFx 6000001664 - Design

PROCUREPHX PRODUCT CATEGORY CODE 912000000  
RFx 6000001665 - CMAR

October 2, 2024



# Welcome and Introductions

**Liz Blakley**, Contracts Specialist

Office of the City Engineer

[elizabeth.blakley@phoenix.gov](mailto:elizabeth.blakley@phoenix.gov)

(602) 495-3654

**Project PM: Kyle Kraft, P.E.**

Water Services Department



# Agenda

- Meeting Overview
- Vendor Registration
- Project Description & Scope of Work
- Statement of Qualifications Evaluation Criteria
- Statement of Qualifications Submittal Requirements
- Important Dates: *Selection Schedule*
- Questions?



# Meeting Overview

- Sign-in please
- Sign-in sheet and PowerPoint will be posted City of Phoenix's ProcurePHX system (RFx 6000001664 & RFx 6000001665):  
<https://eprocurement.phoenix.gov/irj/portal>

- And on Procurement's website:

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

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

- Please hold questions until Q&A period
- This is the **ONLY** opportunity to discuss this project with City staff



# 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** approx. **2 days**
  
- ❑ **NEW:** NEW: Information on how to register with the City is available at:
  - <https://www.phoenix.gov/finance/vendorsreg>



# Project Description

- ❑ This project will include the rehabilitation or replacement of assets throughout the 91<sup>st</sup> Avenue WWTP – Plant 1A treatment train, and may include, but are not limited to:
  - ❑ Primary Sedimentation Basins and associated equipment
  - ❑ Aeration Basins and associated equipment
  - ❑ Secondary Sedimentation Basins and associated equipment
  - ❑ Other assets within the Plant 1A (MCCs, VFDs, PLCs, etc.)
- ❑ It is anticipated the design and construction necessary to complete the project scope will occur over multiple fiscal years with multiple design, construction, equipment procurement and equipment installation packages being required.



# Scope of Work – Design/CA&I

- Design services by the engineering firm may include, but is not limited to, the following:
  - Prepare a basis of design including life-cycle cost analyses to determine whether replacement or rehabilitation should be implemented to address deficiencies
  - Conduct field review(s) of the equipment, facilities and systems identified in the 91st Avenue WWTP Facility Assessment in Plant 1A to identify, catalog, and prioritize the assets to be rehabilitated or replaced
  - Develop an initial schedule for the rehabilitation and replacement of the assets
  - Develop a comprehensive set of contract documents including construction drawings and specifications adhering to current City standards, regulatory guidelines, and requirements
  - Obtain all required permits for the construction and operation of the modifications
  - Coordinate the updating of the WAM system and database and ensure the completeness and accuracy of information provided to the WAM system
  - Provide necessary programming services to update and modify the facility's computer control and information systems as a result of work within this project



# Scope of Work – Design/CA&I

- Construction administration and inspection (CA&I) services by the engineering firm may include, but are not limited to, the following:
  - Conduct pre-construction conference and hold subsequent meetings
  - Perform on-site examination of materials, equipment, and workmanship
  - Keep the City informed of the progress of the work, and will guard the City against defects and deficiencies in such work and will disapprove or reject work failing to conform to the contract documents
  - Provide quality control services
  - Arrange and coordinate special inspection for structural, mechanical, and electrical work, as required
  - Review operations and maintenance manuals
  - Provide start-up assistance and training services
  - Prepare and review project documents
  - Conduct a substantial and final completion inspection
  - Analysis of the Plant 1A treatment post construction capacity
  - Prepare and provide all project closeout documents



# Scope of Work – CMAR

- ❑ Preconstruction phase services by the CMAR may include the following:
  - ❑ Participate in field review(s) of the equipment, facilities and systems
  - ❑ Provide detailed cost estimating and knowledge of marketplace conditions
  - ❑ Provide project planning, design review 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
  - ❑ 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
  - ❑ Advise City on choosing green building materials
  - ❑ Assist with life-cycle cost analyses to provide recommendations for replacement equipment
  - ❑ Develop an initial schedule for the rehabilitation and replacement of the assets



# Scope of Work – CMAR

- ❑ Construction phase services by the CMAR may include:
  - ❑ Provide the necessary services for the replacement or rehabilitation of the equipment and systems per design plans and specifications
  - ❑ Select subcontractors/suppliers for this project
  - ❑ Prepare a Guaranteed Maximum Price (GMP) proposal(s)
  - ❑ Arrange for procurement of materials and equipment
  - ❑ 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
  - ❑ Address all federal, state and local permitting requirements
  - ❑ Maintain a safe work site for all project participants.
  - ❑ Provide to the WAM Core Team the necessary information regarding rehabilitated or replaced assets to insure the completeness of the WAM system
  - ❑ Development of necessary maintenance of plant operations plans in order to avoid disruption of the treatment process.
  - ❑ Provide operations and maintenance manuals for new equipment and insure their completeness and adherence to City standards and requirements.
  - ❑ Provide start-up assistance
  - ❑ Provide training services as required
  - ❑ Provide commissioning services
  - ❑ Prepare and review project documents



# Unifier

- Use of UNIFIER, an Application Service Provider (ASP) web-based project management database, may be required. The following information provides a guideline for utilization.
  - The Consultant/CMAR will be required to maintain all project records in electronic format.
  - The City provides an ASP web-based project management database which the Consultant/CMAR will be required to utilize in the fulfillment of the contract requirements.
  - The Consultant/CMAR 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.



***QUESTIONS?***



# SOQ Criteria - Design

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

- A. Design Experience Firm (150 points)
- B. CA&I Experience of Firm (150 points)
- C. Design Experience of Key Personnel (125 points)
- D. CA&I Experience of Key Personnel (125 points)
- E. Project Understanding and Approach (300 points)
- F. Staffing Information (150 points)
  - Provide responses in the order listed in the RFQ
    - Be complete, be concise



# SOQ Criteria - CMAR

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

- A. General Information (150 points)
- B. Experience and Qualifications of Firm (250 points)
- C. Experience of Key Personnel (250 points)
- D. Project Understanding and Approach (350 points)

- Provide responses in the order listed in the RFQ
  - Be complete, be concise



# Statement of Qualifications Submittal

- All Firms MUST be registered in the Vendor Management System to SUBMIT a Proposal
- If your firm is already registered with the City of Phoenix's ProcurePHX system, to login and access the electronic solicitation visit:

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

- Design Product Category Code is: 925000000
- Design RFx Number is: 6000001664
- CMAR Product Category Code is: 912000000
- CMAR RFx Number is: 6000001665
- The VENDOR NUMBER is to be included on the cover of the Statement Of Qualifications



# Statement of Qualifications Submittal (Cont.)

- Information Sheet (firm name, address, phone, contact info, email, signature of contact person, vendor number, project title & number, RFx number). Firm logo is optional. Category code not required on the Information Sheet. **Do not include any additional information.**
- MAXIMUM pages permitted is:

**12 pages Designer**

**12 pages CMAR**



# Statement of Qualifications Submittal (cont.)

- ❑ Each page with criteria information will be counted.
- ❑ Pages that have photos, charts, and graphs will be counted toward maximum number of pages.
- ❑ Information Sheet, front and back covers, Table of Contents and tab dividers will NOT be counted toward the maximum page limit, **UNLESS** they include information that may be considered by the selection panel.



# **Statement of Qualifications Submittal** (cont.)

**❑ Submit via email to: [elizabeth.blakley@phoenix.gov](mailto:elizabeth.blakley@phoenix.gov)**

**❑ SOQ due:**

**12:00pm Noon – Phoenix time  
Friday, October 18, 2024**



# Selection Process

- Each SOQ will be evaluated according to the evaluation criteria in the RFQ
- One consultant will be selected.
- One CMAR will be selected.
- Contracts will be executed upon completion of negotiations of contract terms and City Council approval



# Grounds for Disqualification

- ✓ **Failure to submit SOQ to [elizabeth.blakley@phoenix.gov](mailto:elizabeth.blakley@phoenix.gov) by the due date and time.**
- ✓ **Violating “Contact with City Employees” policy.**



# Selection Schedule

- SOQs Due October 18, 2024
- Scope Meeting November 2024



# Procurement WEBPAGE

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

- ❑ Current Opportunities – Project Specific RFQs / CFBs
- ❑ Addenda / Notifications (if any)
- ❑ Pre-Submittal Sign-in Sheet and Power Point Presentation
- ❑ Awards / Results
- ❑ Bidders Handbook – *Step-by-step Guide to RFx Submittals*

**The ProcurePHX online portal will be used for Professional Services Solicitations**

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



# Questions After Today

E-mail your questions to:

[elizabeth.blakley@phoenix.gov](mailto:elizabeth.blakley@phoenix.gov)

**Elizabeth Blakley, Contracts Specialist  
(602) 495-3654**

*Thank you for your interest in this project!!!*

