



Pre-Submittal Meeting

October 1, 2024

2:00 PM

LIFT STATION AND ODOR CONTROL PROGRAM MANAGER

PROFESSIONAL SERVICES

PROJECT WS90400023 & WS90400090

RFx 6000001661

****I have the wrong RFx number on the reference checks****



Welcome and Introductions

Heather Roye, Contracts Specialist
Design and Construction Procurement
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: 6000001661):

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

(or)

<https://solicitations.phoenix.gov>

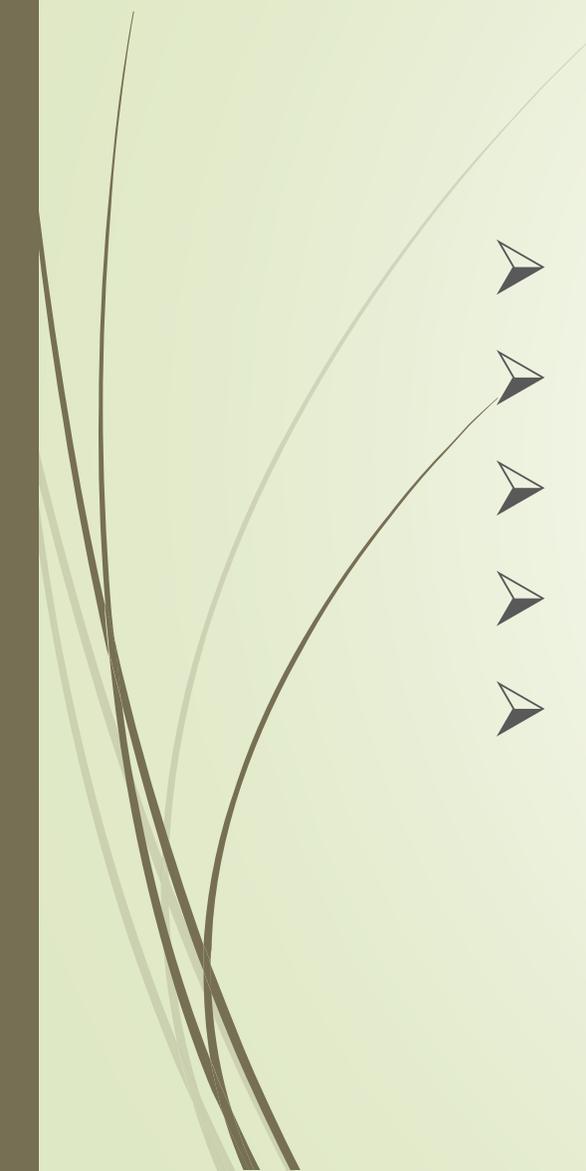
If you are on-line, please email me your information for the sign-in sheet. Your name, firm's name, contact number and email address.

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

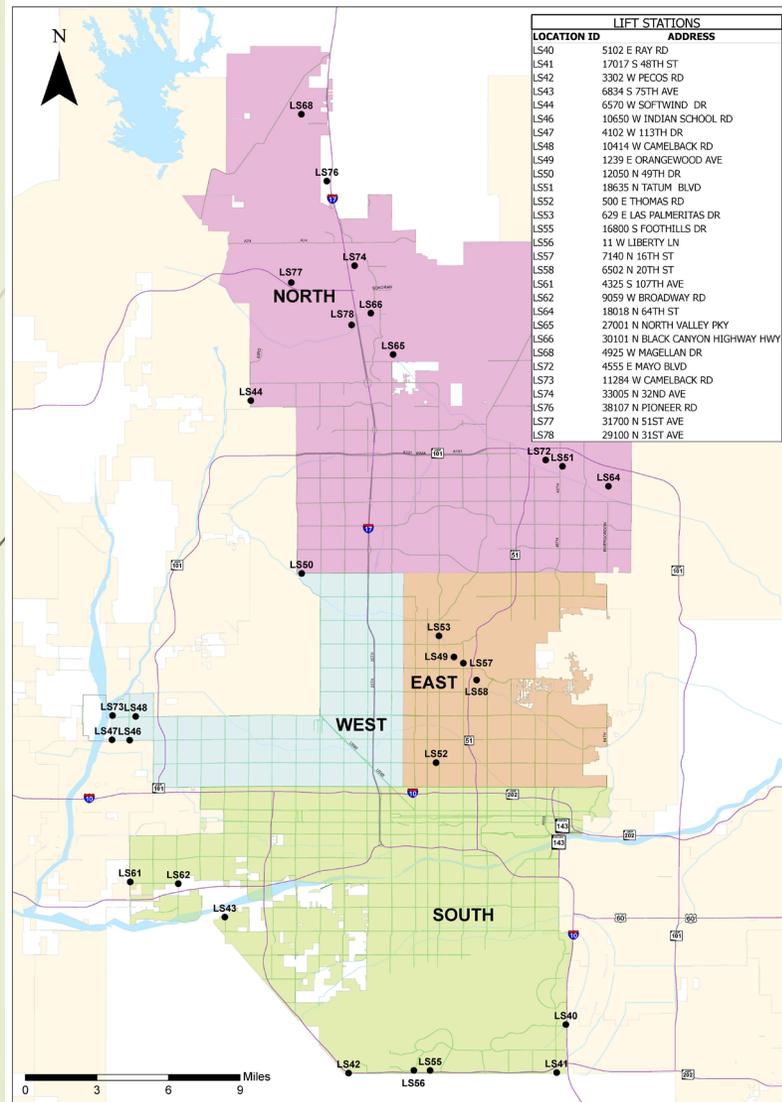
Water Services Department



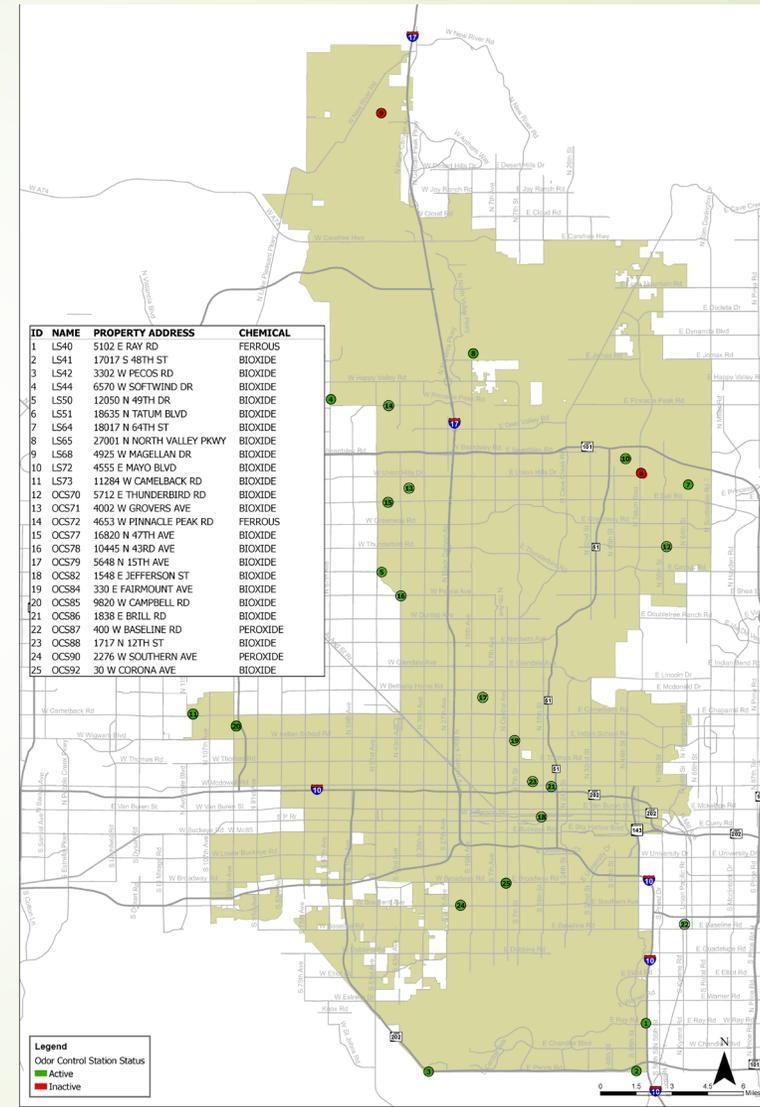
Project Description

- The City of Phoenix is seeking a qualified consultant team to provide professional services for a Program Manager for the Lift Station and Odor Control Programs. 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 currently has 29 lift stations and 25 odor control stations in the wastewater collection system.

Project Description



Lift Stations



Odor Control Stations

Scope of Work

- Collect and review all available assessments, design drawings, as-builts, and operation and maintenance information associated with the lift stations and odor control stations.
- Perform site visits as needed to gather appropriate information.
- Hold meetings as appropriate with Wastewater Engineering and Wastewater Collection staff.
- Work closely with the Force Main Program Manager to coordinate future Capital Improvement Projects.

Scope of Work

- Develop assessment and rehabilitation cycles for the Lift Station and Odor Control Programs.
- Develop a plan for prioritizing lift station and odor control station projects.
- Develop an overall schedule and budget for the Capital Improvement Projects under the lift station and odor control station program for future fiscal years.
- Revise and update the schedule and budget as needed.
- Make recommendations for next steps to evolve the Lift Station and Odor Control Programs 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 RFQ 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



Due to technical issues with the ProcurePhx website (RFx) ALL SOQS will be emailed to 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 30, 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

Reference RFX Number:
6000001661
in your email subject line



OPEN FOR QUESTIONS & THANK YOU FOR ATTENDING

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