



CITY OF PHOENIX, ARIZONA
OFFICE OF THE CITY ENGINEER
DESIGN AND CONSTRUCTION PROCUREMENT

REQUEST FOR QUALIFICATIONS

LIFT STATION 49, 53, 57 & 58 REDUNDANT FORCEMAIN ENGINEERING SERVICES WS90501002

PROCUREPHX PRODUCT CATEGORY CODE 925000000
RFx 6000000712

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REQUEST FOR QUALIFICATIONS

The City of Phoenix is seeking a qualified consultant team to provide services for new redundant force mains to the following: Lift Station 49 (1239 E Orangewood Avenue); Lift Station 53 (629 E Las Palmaritas Drive); Lift Station 57 (7140 N 16th Street); Lift Station 58 (6502 N 20th Street). Services may include study, assessment, design, and construction administration and inspection services. Each of these lift stations is located adjacent to the Arizona Canal Diversion Channel (ACDC) and Arizona Canal in central Phoenix. The estimated total construction cost for this project is \$2.5 million.

SECTION I – PROJECT DESCRIPTION

This project will add redundant force mains to the following lift stations:

- LS 49: 1239 E Orangewood Avenue, near corner of 13th Street and E. Orangewood Avenue.
- LS 53: 629 E Las Palmaritas Drive, on corner of 7th Street and E. Las Palmaritas Drive.
- LS 57: 7140 N 16th St, near corner of 16th Street and E. Myrtle Avenue.
- LS 58: 6502 N 20th St, southwest corner of Granada Park (corner of 20th St and Maryland Ave.).

Lift Station 49: The facility and force main were constructed and have been in service since 1991, as part of utility relocations associated with the construction of the Arizona Canal Diversion Channel. The existing force main is approximately 780 feet of 6-inch ductile iron pipe which crosses the ACDC at the 12th Street Bridge.

Lift Station 53: The facility and force main were constructed and have been in service since 1989, as part of utility relocations associated with the construction of the Arizona Canal Diversion Channel. The existing force main is approximately 80 feet of 10" ductile iron pipe which crosses the ACDC and Arizona Canal at the 7th Street bridge.

Lift Station 57: The facility and force main were constructed and have been in service since 1991, as part of utility relocations associated with the construction of the Arizona Canal Diversion Channel. The existing force main is approximately 320 feet of 8" ductile iron pipe, which crosses the ACDC at the 16th Street bridge.

Lift Station 58: The facility and force main were constructed and have been in service since 1991, as part of utility relocations associated with the construction of the Arizona Canal Diversion Channel. The existing force main is approximately 150 feet of 4" ductile iron pipe, which crosses the ACDC at the Maryland Avenue bridge.

Each of these lift stations is located adjacent to the Arizona Canal Diversion Channel (ACDC) and Arizona Canal in central Phoenix. The stations were all designed and constructed with one force main for operation. The City seeks to add a redundant force main for each lift station site listed above and may include replacement of the existing force main and lift station pumps. The existing force mains currently cross the ACDC with the discharge manholes located either between the ACDC and Arizona Canal (LS49, LS57, and LS58) or on the south side of the Arizona Canal (LS53). Wastewater then continues south via gravity sewer under the Arizona Canal. It is anticipated the approach, design, permitting and construction considerations required for the new redundant force mains at each of these lift stations will be somewhat similar.

Services will include design preparation, coordination and permitting with Maricopa County Flood Control District, US Army Corps of Engineers, Salt River Project, and City of Phoenix.

The asbuilts for the lifts stations are available for review, by appointment, on the 8th Floor of Phoenix City Hall, 200 West Washington Street prior to RFQ submittal. Photographs or scanning of these documents is strictly prohibited. Consultants must contact Richard Carrillo at 602-495-7673 or Renae Campos at (602)534-7019 to make an appointment for this review.

SECTION II – SCOPE OF WORK

The design scope for this project will include, but is not limited to:

- Review as-builts of existing force mains and lift stations and any other documents pertinent to

- planning and accomplishing the assessment.
- Coordination with Water Services Department staff to obtain Wastewater Master Plan and flow monitoring data for hydraulic analysis preparation.
- Data collection and assessment as required to obtain necessary design parameters. May include geotechnical and soil corrosivity investigation, force main surge analysis, hydraulic analysis and bridge structural investigation.
- Design services for force main and possible pump upgrades to include civil, mechanical, structural, electrical and I&C disciplines. Deliverables will include preliminary and final basis of design report, 30%, 60%, 90%, Regulatory Review and For Construction 100% design plans, technical specifications and details.
- Develop opinions of probable construction costs (OPCC) with the 30%, 60% and 100% submittal.
- Coordination to obtain necessary permits and access, which may include Maricopa County Flood Control District, US Army Corps of Engineers, Salt River Project, and City of Phoenix Streets Department for the bridge, ACDC and canal crossings.
- Coordination with City's Water Asset Management team.
- Assist with City during procurement phase with providing responses to questions from construction contractors, including assisting with review of cost estimates and preparing recommendations for the City.

The Construction Administration and Inspection Services phase scope for this project will include, but is not limited to:

- Assist the City in obtaining permits and approvals for the work.
- Provide oversight of the project construction activities to ensure protection against defects and deficiencies in the work of contractors, their subcontractors and subconsultants.
- Inspect the site through various stages of construction to inspect the quality of the executed work and to verify the work is in accordance with construction documents and specifications.
- Confirm contractors' work progress and qualities of work completed.
- Review contractor cost proposals, submittals, shop drawings, requests for information (RFIs), payment applications, change orders, etc., as directed by the City.
- Perform field inspections (visual, probe, and testing) where required for completed repairs and reject work not conforming to project documents and specifications.
- Provide daily and weekly field reports with associated photos/videos of observations and tests performed.
- Attend and/or conduct project-related design and construction progress meetings.
- Prepare punch list of corrective work to be performed by the contractor and any subsequent re-inspections.
- Review contractor as-builts and O&M documents, including documentation of the size, locations, and orientation of repairs, and facilitate the delivery of the final record drawings and O&M materials to the City.
- Track, compile, and categorize all project related documents, including inspection reports, progress photos, important project correspondence, meeting minutes, RFIs, Submittals, etc., on a flash drive or CD, following completion of the project, and deliver to the City Project Manager.
- Provide data from construction to update Computerized Maintenance Management System per direction of City's Water Asset Management Team.
- Assist with public outreach as required.

SECTION III - PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at 2:30 p.m., Phoenix time on April 8, 2019, at 200 W. Washington Street, City Hall, 5th Floor, Conference Room 5 West, Phoenix, Arizona. At this meeting, City staff will discuss the scope of work, general project requirements, and respond to questions from the attendees. It is strongly recommended that interested firms attend the pre-submittal meeting. Inquiries regarding the project scope outside of this pre-submittal meeting must be directed to the Contracts Specialist.

SECTION IV - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

A Firm will be selected through a qualifications-based selection process based on the criteria below. Sub criteria are listed in order of importance in relation to project services. City of Phoenix project experience is not required.

A. Design Experience of the Prime Firm (150 points)

Describe the experience and qualifications of the prime firm in providing design services for similar projects. Identify projects the submitting firm has completed. For each project listed, provide:

1. Description of the project including scope and project owner
2. Role of the firm and explain how this relates to the services being solicited
3. Project's original design contract value, final design contract value, and reason for variance

B. Construction Administration and Inspection Experience of the Prime Firm (150 points)

Describe the experience and qualifications of the prime firm in providing construction administration and inspection (CA&I) services for similar projects. Identify projects the submitting firm has completed. Include assigned CA&I personnel if different from personnel performing design services. For each project listed, provide:

1. Description of the project including scope and project owner
2. Role of the firm and explain how this relates to the services being solicited
3. Project's original construction contract value, final construction contract value, and reason for variance

C. Design Experience of the Key Personnel and Subconsultants (125 points)

Describe the experience and qualifications of the specific project team expected to be assigned to this project in providing design services for similar projects. Identify each team member's role in the projects provided. For each project listed, provide:

1. Description of the project including scope and project owner
2. Role of the team or team member and explain how this relates to the services being solicited
3. Project's original design contract value, final design contract value, and reason for variance

D. Construction Administration and Inspection Experience of Key Personnel and Subconsultants (125 points)

Describe the experience and qualifications of the project team expected to be assigned to this project in providing construction administration and inspection services for similar projects. Identify each team member's role in the projects provided. Include assigned CA&I personnel if different from personnel performing design services. For each project listed, provide:

1. Description of the project including scope and project owner
2. Role of the firm and explain how this relates to the services being solicited
3. Project's original construction contract value, final construction contract value, and reason for variance

E. Project Understanding and Approach (300 points)

Describe your firm's understanding of the City's need for this project, including important considerations such as project issues and challenges. Describe the team's approach to the project, including important considerations such as scope, schedule, budget, and construction timing and sequencing. Any special considerations related to the proximity to the ACDC and Arizona Canal should also be addressed in this section.

F. Staffing Information for Key Personnel (150 points)

Provide the following:

1. Team's availability and commitment to the project, including sub-consultants
2. Team's plan to maintain continuity of the proposed services
3. Organization chart showing key personnel, current professional licenses or certifications, and assigned roles for both Design and Construction Administration and Inspection Services for the project.
4. Identify the location of the lead firm's principal office and the home office location of key staff on this project.

G. Reference Check (75 points*)

Use the form provided (Exhibit A) to obtain at least three references (it is preferred no more than one be a City of Phoenix project). If your firm has not completed prior projects with other agencies, you will not be penalized. It is recommended there be references outside the City of Phoenix.

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

SECTION V - SUBMITTAL REQUIREMENTS

New Electronic Submittal Process: Firms interested in this project must submit a Statement of Qualifications (SOQ) electronically through the ProcurePHX online portal.

Submittal requirements are as follows:

- Vendor Information:** All firms must be registered in the City's Vendor Management System prior to submitting a proposal. For new firms, the City will send an email to your firm with a vendor number within two business days of submitting the request. The vendor number should be included on the cover of the SOQ. Information on how to register with the City is available at:

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

If your firm is already registered with the City of Phoenix's ProcurePHX system, please visit <https://eprocurement.phoenix.gov/irj/portal> to login and access the electronic solicitation.

- The product category code for this RFQ is 925000000 and the RFx number is 6000000712.

- Submittals:**

- Submittals must be uploaded to the ProcurePhx website by the submittal due date and time.
- Submit only one (1) SOQ electronically, in .PDF format only, addressing all evaluation criteria. No hard copies will be accepted.
- Clearly display the firm name, vendor number, project title, and project number on the cover of the SOQ.
- A maximum of **12 pages** is permitted to address all content in the SOQ submittal (**Maximum page limit includes evaluation criteria and all additional content. It does not include information sheet.**)
- Submit electronically the Statement of Qualifications by **12:00 noon, Phoenix time, on Friday, April 19, 2019.**
- Upload one complete version of the SOQ addressing all the criteria. Upload format is .PDF.
- Page size must meet requirements of 8½" x 11"

- Font size must not be less than 10 point
- Content count:
 - ✓ Each side of a page containing evaluation criteria and additional content will be counted toward the maximum page limit noted above.
 - ✓ Pages that have project photos, charts and/or graphs will be counted towards the maximum page limit noted above.
 - ✓ Front and back covers, information sheet, Table of Contents pages, and divider (tab) pages **will NOT** be counted toward the maximum page limit noted above, unless they include evaluation criteria and additional content that could be considered by the selection panel.

Information Sheet: Provide an information sheet that includes project title, project number, RFx number, firm name, address, phone number, vendor number, and the name, title, email address and signature of your contact person for the project. Do not include any additional information.

Evaluation Criteria: Address the SOQ evaluation criteria.

Additional Content: Resumes and other information may be included (*content shall be included within the permitted maximum page limit*).

Note: All pages exceeding the specified maximum page limit will be removed from the submittal and not considered in evaluating a submitted SOQ.

SECTION VI – GROUNDS FOR DISQUALIFICATION

The following **will be grounds for disqualification**, and will be strictly enforced:

- Failure to submit electronically through the ProcurePHX online portal by the due date and time.
- Violating the “Contact with City Employees” policy contained in this RFQ

SECTION VII - SELECTION PROCESS AND SCHEDULE

Interested firms will submit a SOQ. The firm will be selected through a qualifications-based selection process. A selection panel will evaluate each SOQ per the criteria set forth in Section IV above.

The City will select a firm based on the SOQs received; no formal interviews will be conducted. The City may conduct a due diligence review on the firm(s) receiving the highest evaluation.

The City expects to create a final list of at least three, but not more than five firms for this project. The City will enter into negotiations with the selected firm and execute a contract upon completion of negotiation of fees, contract terms, and City Council approval.

The following tentative schedule has been prepared for this project.

Pre-submittal meeting	April 8, 2019
SOQs due	April 19, 2019
Scope Meeting	TBD

If the City is unsuccessful in negotiating a contract with the best-qualified firm, the City may then negotiate with the next most qualified firm until a contract is executed, or the City may decide to terminate the selection process. Once a contract is executed with the successful firm, the procurement is complete.

All submitting firms will be notified of selection outcome for this project. The status of a selection on this project will be posted on the City of Phoenix’s “Tabulations, Awards, and Recommendations” website:

<http://solicitations.phoenix.gov/awards>

The selected Consultant should expect to comply with the Arizona State Statutes Title 34 and City of Phoenix Design and Construction Procurement’s contract provisions.

SECTION VIII – GENERAL INFORMATION

Citywide Capital Improvement Projects. Consulting and contractor services supporting the City's Capital Improvement Projects are procured under the authority of the City Engineer, currently located within the Street Transportation Department. Design and Construction Procurement coordinates the citywide consulting and construction contracting procurement processes.

Changes to Request for Qualifications. *Any changes to this Request for Qualifications (RFQ) will be in the form of a Notification.* The City of Phoenix shall not be held responsible for any oral instructions. Notifications are available on both the Current Opportunities and ProcurePHX webpage.

It shall be the responsibility of the registered RFQ holder to determine, prior to the submittal of the Statement of Qualifications, if a Notification has been issued. Registered RFQ holders may refer to the web page or call the Contracts Specialist (listed below) to ascertain if a Notification has been issued for this project.

Alternate Format. For more information or a copy of this publication in an alternate format, contact the Contracts Specialist (listed below) - Voice or 602-256-4286 – TTY. Requests will only be honored if made within the first week of the advertising period.

Release of Project Information. The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City.

City Rights. The City of Phoenix reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

Contact with City Employees. This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. **OFFERORS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED.**

Beginning on the date the RFQ is issued and until the date the contract is awarded or the RFQ withdrawn, all persons or entities that respond to the RFQ, including their authorized employees, agents, representatives, proposed partner(s), subcontractor(s), joint venture(s), member(s), or any of their lobbyists or attorneys (collectively the Proposer), will refrain from any direct or indirect contact with any person (other than the designated Contract Specialist) who may play a part in the selection process, including members of the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department heads, the Mayor and other members of the Phoenix City Council. As long as the RFQ solicitation is not discussed, Proposers may continue to conduct business with the City and discuss business that is unrelated to this RFQ solicitation with City staff.

Commencing on the date and time a solicitation is published, potential or actual proposers (including their representatives) will only discuss matters associated with the solicitation with the Mayor, any members of City Council, the City Manager, any Deputy City Manager, or any department director directly associated with the solicitation (including in each case their assigned staff, except for the designated procurement officer) at a public meeting, posted under the Arizona Revised Statutes, until the resulting contract(s) are awarded or all offers or responses are rejected and the solicitation is cancelled without any announcement by the procurement officer of the City's intent to reissue the same or a similar solicitation.

Proposers may discuss their proposal or the RFQ solicitation with the Mayor or one or more members of the Phoenix City Council, provided such meetings are scheduled through the Contract Specialist (listed below), conducted in person at 200 W. Washington, Phoenix, Arizona 85003, and are posted as open meetings with the City Clerk at least twenty-four (24) hours prior to the scheduled meetings. The City Clerk will be responsible for posting the meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

Conflict of Interest. The City reserves the right to disqualify any Proposer on the basis of any real or apparent conflict of interest that is disclosed by the proposal submitted or any other data available to the City. This disqualification is at the sole discretion of the City. Any Proposer submitting a proposal herein waves any right to object now or at any future time, before any body or agency, including but not limited to, the City Council of the City of Phoenix or any court.

Protest Procedures. Firms responding to disqualification or a procurement outcome are referred to the Code of the City of Phoenix Chapter 2, Article XII, Section 2-187 to 2-190.4, which governs protest procedures utilized throughout the selection process. The procedures may be reviewed through the City of Phoenix website at:

<http://www.codepublishing.com/az/phoenix/>

Questions - Questions pertaining to this selection process or contract issues should be directed to the Contract Specialist, Patrick Sexton at (602) 256-5692 or email Patrick.sexton@phoenix.gov.

EXHIBIT A
CONSULTANT REFERENCE CHECK INSTRUCTIONS, FORM, AND SAMPLE LETTER

The attached Consultant Performance Evaluation Form is to be provided to the agencies or entities for which your firm has recently provided services similar to those requested for this project. Provide the evaluation form to the Owner, or the Owner's representative directly responsible for oversight of the project to complete and submit to the email box listed below.

The first three references submitted will be accepted and the scores utilized as part of the evaluation process. Each reference check is worth up to 25 points for a total of up to 75 points available.

The form is to be completed by the agency or entity and uploaded to the (email box) at:

soq.referencechecks@phoenix.gov

The procurement identifier is:

6000000712

Attention: Patrick Sexton

Also attached is a sample performance evaluation cover letter that may be used when sending the reference check request.

Sample Consultant Performance Evaluation Cover Letter

Sample Cover Letter
Contact Name
Address of Reference

(Your Name) is responding to a Request for Qualifications (RFQ) from the City of Phoenix Office of the City Engineer's Design and Construction Procurement section.

The City is requesting reference information related to our past performance. As a part of the response submittal process, the City is requesting performance evaluations from agencies that our firm has performed services for either in the past or is currently receiving services.

I would appreciate your cooperation in completing the attached Contractor Performance Evaluation form and return by email the completed form by 5:00 pm Phoenix time on **April 19, 2019** to:

soq.referencechecks@phoenix.gov

Reference in Subject Line: RFX #6000000712

For question, contact Patrick Sexton, Contracts Specialist at 602-256-5692

Failure to submit the Consultant Performance Evaluation form by the above date will have a negative impact on the proposal we submit for this service. Your cooperation in submitting this form by this date is appreciated.

If you have any questions regarding this request, please contact (your name) at (your telephone number).

Sincerely,

INSTRUCTIONS FOR COMPLETING CONSULTANT PERFORMANCE EVALUATION

Please evaluate the consultant's contract performance in each of the rating areas listed below. On the Consultant Performance Evaluation form, please circle the rating from 1 to 4 that most closely matches your evaluation of the consultant's performance. Comments are not required but appreciated.

The Design and Construction Procurement section will use the information from this form to evaluate firms competing for contract award. **This completed form will become public record and upon request, will be released to the consultant or any other entity.**

Please submit the completed form to the address indicated on the bottom of the Consultant Performance Evaluation form. Thank you for your time and your cooperation.

LIFT STATION 49, 53, 57, & 58 REDUNDANT FORCE MAIN
 WS90501002
 RFx6000000712

CONSULTANT PERFORMANCE EVALUATION FOR _____
 (firm name)

In the box below, provide the project title, contracted services provided by the firm, and start and completion date of services.

RATINGS: Summarize the Consultant's performance and circle the number below that corresponds to the performance rating for each category. Please see the rating scale.

1 = Unsatisfactory; 2 = Poor; 3 = Good; 4 = Excellent

HOW WOULD YOU RANK THE BUSINESS RELATIONSHIP BETWEEN THE OWNER AND THE FIRM?	1 2 3 4	Comments:
WAS THE TEAM PRESENTED IN THE PROPOSAL THE TEAM THAT WORKED ON THE PROJECT TO COMPLETION?	1 2 3 4	Comments:
WAS STAFF PROACTIVE IN SOLVING PROBLEMS THAT MAY HAVE OCCURRED ON THE PROJECT?	1 2 3 4	Comments:
WAS THE CONTRACTED SCOPE OF SERVICES COMPLETED ON TIME AND WITHIN BUDGET?	1 2 3 4	Comments:
HOW WOULD YOU RATE THE QUALITY OF WORK PERFORMED BY THIS FIRM ON YOUR PROJECT?	1 2 3 4	Comments:
DID THE FIRM RECOMMEND EFFICIENCIES OR PROVIDE INNOVATIVE IDEAS OR SUGGESTIONS?	1 2 3 4	Comments:

WOULD YOU BE WILLING TO CONTRACT WITH THIS FIRM AGAIN? (1 point)	YES	Comments:
	NO	
TOTAL SCORE		(MAXIMUM 25 POINTS)

Reference Evaluation Provided By:

Name and Title: _____

Agency/Organization: _____

Date: _____

Telephone Number: _____

*Email completed form by **April 19, 2019** by 5:00 pm Phoenix time to:*

soq.referencechecks@phoenix.gov

***EMAIL SUBJECT LINE SHOULD REFERENCE: Rfx NUMBER 600000712 and Patrick Sexton**

The document should reference the project number and firm for which the reference check is being submitted. If no project number is available, reference the service and firm for which the reference check is being submitted.