



Pre-Submittal Meeting

**CITY OF PHOENIX
WATER SERVICES DEPARTMENT**

**WATER MAIN REPLACEMENT
AREA BOUNDED BY: MOUNTAIN VIEW ROAD TO PEORIA AVENUE
AND 19TH AVENUE TO 15TH AVENUE
CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES
RFx 6000001689**

PROJECT NO. WS85509031 (WIFA)

November 12, 2024

Welcome and Introductions

Julie B. Smith, Contract Specialist II

julie.b.smith@phoenix.gov

(602) 534-2418

Jignesh Patel, PE, Civil Engineer III (Project Manager)
Water Services Department

Matthew Woodland, PE, Civil Engineer III* Team Leader
Water Services Department

Vendor Registration

- ❑ To do business with the City you **MUST** register in **procurePHX** at <https://www.phoenix.gov/procure>.
- ❑ It takes the city about two business days to approve the registration.
- ❑ The City will email confirmation with vendor number.
- ❑ For questions about **procurePHX**, please send an email to vendor.support@phoenix.gov

Meeting Overview

- ❑ Sign-in please
- ❑ Sign-in sheet and PowerPoint will be posted on Procurement's website:

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

Click on respective project, then click on:

- RFQ ■ Notifications (if applicable)

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

Agenda

- ❑ Project Description and Scope of Work
- ❑ Evaluation Criteria
- ❑ SOQ Due Date
- ❑ Questions

Project Description

- ▶ Services will include construction administration and inspection (CA&I) for the installation of approximately 9,000 LF of Main (500 LF of 4" Main, 20,700 LF of 6" Main, 2,600 LF of 8" Main, 5,200 LF of 12" Main), 45 fire hydrants, 20 Cut and Plugs & 520 Services.

Scope of Work

- ▶ The CA&I Services scope for this project includes, but is not limited to:
 - Provide on-site inspection and review of work to ensure the quality of the executed work and verify the work is in accordance with the construction documents and specifications.
 - Assist the Contractor in obtaining permits and approvals for work.
 - Provide oversight to ensure protection against defects and deficiencies in the work of Contractor and its subs.
 - Confirm Contractor's work progress and quantities of work completed are on schedule and meet standards.
 - Review Contractor cost proposals, submittals, shop drawings, RFIs, payment applications, change orders, and other documents as directed by the City.
 - Certify Contractor payment applications.
 - Conduct a pre-construction meeting and other project-related progress meetings.
 - Administer the construction schedule.
 - Keep City informed of project status and issues.
 - Issue interpretations and clarifications to the Contractor.

Scope of Work

- Conduct substantial and final completion walks.
- Prepare a punch list of corrective work to be performed by the Contractor. Perform re-inspection of work.
- Perform warranty walk and develop a list of repairs if necessary. Perform an inspection on all repairs completed.
- Track, compile, and categorize project documentation, including correspondence, meeting minutes, schedules, photographs, RFIs, submittals, and inspection reports. Deliver documentation on a flash drive to the City Project Manager following completion of the project.
- Prepare and maintain as-builts.
- Provide public information services.
- Provide data from construction to update the Computerized Maintenance Management System per the direction of the City's Water Asset Management Team.
- Other services as required to support the successful completion of the work and the City's interests.

Statement of Qualifications Criteria

- ▶ Construction Administration and Inspection Experience of Firm (250 Points)
- ▶ Construction Administration and Inspection Experience of Key Personnel and Subconsultants (250 Points)
- ▶ Project Understanding and Approach (350 Points)
- ▶ Staffing Information for Key Personnel (150 Points)

- Reference Check (maximum 21 Points)

Statement of Qualifications Criteria

- ❑ Each page side with criteria information will be counted.
- ❑ Pages that have photos, charts, and graphs will be counted toward maximum number of pages.
- ❑ Cover letter, 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 Criteria

- ❑ Cover Letter
 - ❑ Legal company name with physical address
 - ❑ Primary contact person name/title/email/phone numbers
- ❑ Additional Content (resumes or other information)
 - + Evaluation Criteria (including organizational chart)
 - = **10 MAXIMUM pages permitted**

Statement of Qualifications Criteria

- ❑ Submit SOQ via email: julie.b.smith@phoenix.gov
- ❑ SOQ due: 12:00 pm Noon - Arizona local time
Friday, December 6, 2024

Grounds for Disqualification

- ❑ Receipt of SOQ after the specified cut-off date and time
- ❑ Submittal of SOQ in the wrong location
- ❑ Violating the “Contact with City Employees” policy

Design & Construction Procurement

- RFQ
- Notifications
- Pre-submittal Power Point Presentation
- Pre-Submittal Sign-in sheet
- Award Web Page

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

- Sign-up for Newsletter

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

Questions After Today

E-mail your questions to:

julie.b.smith@phoenix.gov

Thank You !!!

Julie B. Smith
Contract Specialist
(602) 534-2418

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