



**CITY OF PHOENIX  
REQUEST FOR QUALIFICATIONS  
WATER DEPARTMENT**

**PRE-SUBMITTAL MEETING**

**2024 BOOSTER PUMP STATION IMPROVEMENTS  
ENGINEERING SERVICES  
WS85100032**

**PROCUREPHX PRODUCT CATEGORY CODES: 925000000**

**RFx Number: 6000001710**

**December 9, 2024**

**Please MUTE your microphone and Turn OFF your camera**



# ***WELCOME AND INTRODUCTIONS***

## **City of Phoenix Representatives**

**Danielle Fernandez**, Contracts Specialist I

*Point of Contact for Submittals and RFQ Questions*

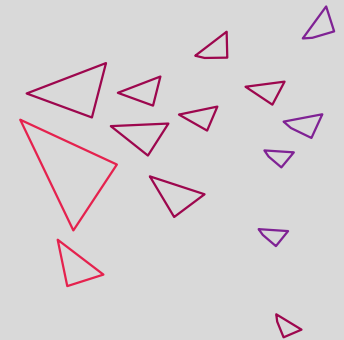
Office of the City Engineer, Design and Construction Procurement

**Danielle.Fernandez@phoenix.gov** (602)256-4107

**Dan Burt**, P.E. Civil Engineer III, Project Manager

Water Services Department

Design and Construction Management Division





# AGENDA

Questions are welcome after  
each presentation

Unmute, Identify yourself, and  
Ask Question

OR

Enter question/s into the Chat  
Box and Identify yourself

- ❑ Meeting Overview
- ❑ Project Description
- ❑ Scope of Work / Services
- ❑ SOQ Evaluation Criteria / RFQ Overview
- ❑ Submittal Requirements (Page Count)
- ❑ Grounds for Disqualification
- ❑ Important Dates: *Selection Schedule*
- ❑ Procurement Webpages
- ❑ ProcurePHX for RFX
  - ❑ Vendor Registration
- ❑ Questions After Today



# **MEETING OVERVIEW**

Please sign in on the Attendance sheet if you are here in person. For those of you on-line, to be added to the Attendance Sheet, send an email by 5:00 PM today to Danielle.Fernandez@phoenix.gov with the following: name, firm name, contact number and email address with Subject line: RFX 6000001710. Your information will be added to the Attendance sheet.

The Attendance Sheet, PowerPoint and Notification(s) will be posted on City of Phoenix's ProcurePHX system at: <https://eprocurement.phoenix.gov/irj/portal>

(RFX 6000001710)

AND posted on City of Phoenix's Procurement website: <https://solicitations.phoenix.gov>

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

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



# ***PROJECT MANAGER***

Dan Burt, P.E., Civil Engineer III  
Water Services Department  
Design and Construction Management Division



# ***PROJECT DESCRIPTION***

- 112 Booster Pump Station (BPS) Facilities.
- October 2017 - the City completed a high-level BPS Assessment.
  - Detailed condition assessment review of all BPS
  - Summarizing and prioritizing the BPS Facilities for rehabilitation and/or replacement as part of capital improvement projects (CIP)
- Proposed project includes rehabilitation design and improvements of four (4) BPS deemed critical for the operation of the water distribution system.



# ***PROJECT DESCRIPTION***

5J-B2 (Location: 6327 E Hummingbird Lane)

- Firm Capacity: 50 GPM
- Improvements: Complete rebuild. Includes site security, mechanical, structural, civil, electrical and I&C upgrades.

5G-B2 (Location: 9475 North 26th Street)

- Firm Capacity: 700 GPM
- Improvements: Complete rebuild. Includes site security, mechanical, structural, civil, electrical and I&C upgrades.

2A-B4 (Location: 526 E Bethany Home Road)

- Firm Capacity: 3120 GPM
- Improvements: Needs assessment. Site expansion. Electrical upgrades.

1-B4 (Location: 1790 E Rio Salado Parkway)

- Firm Capacity: 27,800 GPM
- Improvements: Needs to add additional pump/motor with VFD and electrical to site.



# SCOPE OF WORK

The design scope for each BPS includes, but is not limited to:

- Data collection and assessment
- Hydraulic and transient modeling analysis for each station
- Design services including preliminary and final basis of design report, 30%, 60%, 90% and for Construction design plans and specifications.
- Develop opinion of probable construction cost (OPCC)
- Utility coordination
- Obtaining necessary permits.
- Coordinate with City Operations
- Coordinate with CMAR during design development
- Assist with GMP development
- Assist with public outreach





# ***SCOPE OF WORK***

The Construction Administration and Inspection (CA&I) services scope for this project will include, but is not limited to:

- Obtain permits and agency approvals
- Oversight of the project construction activities
- Confirm contractors' work progress
- Review contractor documents
- Perform field inspections
- Provide weekly field reports
- Conduct construction progress meetings.
- Prepare punch list
- Review contractor as-builts
- Maintain all project related documents
- Provide data from construction to update Computerized Maintenance Management System
- Assist with public outreach





# ***SOQ EVALUATION CRITERIA***

**Maximum Number of Points is 1000**

- A. Design Experience of the Prime Firm (***150 pts***)
- B. Construction Administration and Inspection Experience of Prime Firm (***150 pts***)
- C. Design Experience of the Key Personnel and Subconsultants (***125 pts***)
- D. Construction Administration and Inspection Experience of Key Personnel and Subconsultants (***125 pts***)
- E. Project Understanding and Approach (***300 pts***)
- F. Staffing Information for Key Personnel (***150 pts***)

**Provide responses in the order listed in the RFQ**

**Be complete, be concise**

**\*Reference Check (*21 points*)**

\*These points are in addition to the 1000 points for the SOQ

# ***SUBMITTAL REQUIREMENTS***

**MAXIMUM** pages permitted is  
**10 pages:**

The following will NOT be counted in the max page count:

- Front and back covers
- Information Sheet
- Table of Contents

## **Grounds for disqualification:**

- Failure to submit via **EMAIL** to the assigned Contracts Specialist by the due date and time
- Violating “Contact with City Employees” policy

Submit One (1) page Information Sheet: Project title/number; RFx number; firm name (legal name), address, phone number, vendor number; project contact person name, title, email address and signature. ***Do not include any additional information.***

Paper Size 8½” x 11”; Font size no less than 10 pt.

Each page containing resumes, evaluation criteria, and additional content will be counted toward the maximum page limit

Pages that have project photos, charts and/or graphs will be counted toward the maximum page limit noted above

## ***Selection Process***

Each SOQ will be evaluated according to the evaluation criteria in the RFQ.



A contract will be executed upon completion of negotiations of contract terms and City Council approval.



## **IMPORTANT DATES: SELECTION SCHEDULE**

- SOQs Due December 20, 2024
- Selection Notification Late January 2025
- Scope Meeting Early February 2025



# **DCP PROCUREMENT WEBPAGES**

**[HTTPS://WWW.PHOENIX.GOV/STREETS/PROCUREMENT-OPPORTUNITIES](https://www.phoenix.gov/streets/procurement-opportunities)**

- **Current Opportunities:**

***Project-specific RFQs, Notifications, Sign-in Sheets, Presentations***

**<https://solicitations.phoenix.gov>**

- **Project Interviews, Bid Results, and Project Selections:**

**<https://solicitations.phoenix.gov/awards>**

- **The ProcurePHX online portal will be used for Solicitations only**

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



# DCP PROCUREMENT WEBPAGES

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

- ❖ RFQ
- ❖ Pre-Submittal Power Point Presentation & Sign-In Sheet
- ❖ Preliminary Results
- ❖ Final Results



**City of Phoenix** Convention Center Public Meetings

Search\_ Q

PHX At Your Service PHX Pay Online Map It Find Public Records PHXTV Translate

City of Phoenix > Street Transportation > Procurement Opportunities

## Consulting & Construction For Capital Improvement Programs

Design and Construction Procurement coordinates the contracting process for capital improvement projects using Design-Bid-Build, Job Order Contracting, Design-Build, and Construction Manager at Risk project delivery methods. The section handles all aspects relating to the contracting process from advertiser through contract award and execution under A.R.S. Title 34 and the direction of the City Engineer.

**\*EFFECTIVE MONDAY, MARCH 11, 2019 ALL DESIGN AND CONSTRUCTION PROCUREMENT WEB PAGE LINKS NOW DIRECT TO THE MAIN CITY OF PHOENIX SOLICITATIONS PAGE.**

**Current Opportunities** – Request for Qualifications, project plans, and specifications for projects that are currently available, as well as project amendments, notifications, plan holders list, pre-bid or pre-submittal sign-in sheets and PowerPoint presentations.

**Project Interviews** – Firms recently short-listed to participate in interviews for professional services and construction opportunities, as well as firms short-listed for 2-Step procurement processes.

**Bid Results and Project Selections** – Preliminary and final bid results are for Design-Bid-Build procurement opportunities. Preliminary bid results do not reflect the responsiveness or responsibility of any received bids. Project Selections identify firms to be awarded professional services and construction opportunities with the City.

**Subscribe to Procurement Newsletter** – Register to be on the distribution list for the free weekly newsletter that advertises design and construction opportunities.

**In an effort to decrease paper costs, Design and Construction Procurement will place all construction plans, specifications, and addendum/notification on the City of Phoenix website for downloading. Interested parties can download the information and print at their own offices or copy the information to a disk and take to any reprographics company of their choice.**

**Other Useful Resources**

- Protest Policy
- [Submit Protest to City Clerk](#)
- Submitter's Handbook
- Public Records Request
- SBE/DBE Directory





# CITY OF PHOENIX SOLICITATIONS WEBSITE



**1. Project-specific  
RFQs, Notifications,  
Sign-in Sheets,  
PowerPoint  
Presentations**

**2. Link to “Tabulations,  
Awards and  
Recommendations”  
web page**

**<https://solicitations.phoenix.gov>**

**City of Phoenix** Solicitations Tabulations, Awards, and Recommendations

## Solicitations

The City of Phoenix is committed to the principles of open competition and fairness for the procurement of goods and services. Working with customers, the City strives to ensure that our community receives the best value for the tax dollars that are expended.

The following is a list of all formal solicitations estimated to cost \$100,000 or more available for open competition. The list is inclusive of all formal solicitations issued by all City Departments for goods and services and for A.R.S Title 34 professional and construction services through the Office of the City Engineer. Please read the solicitation for submission instructions and requirements.

For information about the results of recent solicitations, [visit the Tabulations, Awards, and Recommendations web page](#).

*Search and Filter Options:*

Search for Solicitation by:

Number  Title  Department  NIGP Code

Solicitation number "contains" searched term

Search Clear

Limit to NIGP...

All

Clear



## REGISTRATION HELP



Call Help Desk  
(602) 262-1819

Email Help Desk  
[vendor.support@phoenix.gov](mailto:vendor.support@phoenix.gov)

# VENDOR REGISTRATION

- **All Firms MUST** be registered in the Vendor Management System **PRIOR TO SUBMITTING A SOQ**
- Information on how to register with the City is available at:  
<https://www.phoenix.gov/finance/vendorsreg>
- **New Firms** – After Registering, the City will send an e-mail with a vendor number in approximately 2 weeks
- If your firm is already registered with the City of Phoenix's ProcurePHX system, login and access the electronic solicitation at:  
<https://eprocurement.phoenix.gov/irj/portal>
- Product Category Code: 925000000
- RFX Number is: 6000001710
- The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications



## BECOME A VENDOR



1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System
4. **Set-Up** ID & Password

Steps to Success!

To do business with the city you must register in **procurePHX**. To register, you must have a signed, scanned copy of your W-9. **Need Help?** Email [vendor.support@phoenix.gov](mailto:vendor.support@phoenix.gov) or call (602) 262-1819.

Instructions >

Registration >

ProcurePHX Login >



# LOGIN TO PROCUREPHX

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

*Product Category Code: 925000000*

*RFx (Event) Number: 6000001710*

*Note: The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications*

The screenshot shows the ProcurePHX login interface. At the top left is the ProcurePHX logo, which includes a red shopping bag icon and the text "procurePHX". Below the logo are two input fields: "User \*" and "Password \*". To the right of the "Password \*" field is a "Log On" button. At the bottom left of the login area, there is a link that reads "Logon Problems? [Get Support](#)".



**QUESTIONS  
AFTER TODAY?**

**THANK YOU FOR  
ATTENDING!!!**

Email all questions to:  
**[Danielle.Fernandez@phoenix.gov](mailto:Danielle.Fernandez@phoenix.gov)**

Reference Rfx Number: **6000001710**  
in your email subject line

Or call Danielle Fernandez at:  
**(602)256-4107**



# ***PROCUREPHX / RFX OVERVIEW***

Tips and  
Tricks

Vendor  
Registration

Login

Viewing  
Solicitations

Subscribe to  
Notifications

Questions



## ***RFX TIPS***

▶ Brief overview for online submissions

- Click “**Refresh**” often
- Make sure your Pop-Up blocker is turned **OFF**
- Application is accessible with **Google Chrome or Microsoft Edge (NOT Internet Explorer)**
- When in the application, check for Notifications and other uploads by scrolling to the far right until you see a vertical ribbon. Then scroll down on the ribbon.
- When finished, always click “**Close**” on current screen, then click “**Log Out**” on upper right corner, following you can click the “**X**” in the upper right corner of the internet application.



# LOGIN TO PROCUREPHX

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

*Product Category Code is: 925000000*

*RFx (Event) Numbers are:  
600001710*

*Note: The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications*

The screenshot shows the ProcurePHX login interface. At the top left is the ProcurePHX logo, which includes a red shopping bag icon and the text "procurePHX". Below the logo are two input fields: "User \*" and "Password \*". To the right of the "Password \*" field is a "Log On" button. At the bottom left of the login area, there is a link that reads "Logon Problems? [Get Support](#)".



## RFX HOME SCREEN - LOGIN

Once you are logged in to ProcurePHX portal:

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

Select RFX and Auctions tab on the Ribbon

*You will be taken to the RFX Overview (Event) Page*

SAP

◀ Back Forward ▶ History Favorites Personalize View Help

RFX and Auctions Administration Messages

Home Create Users Own Data Company Data

Administration > Home

Thank you for your interest in becoming a vendor in the  
As a Vendor Administrator for your company you have





# FINDING SOLICITATIONS

Click **Refresh** Button on the RFX Overview (Event) Page to see the most current information.

Find the solicitation you'd like to view from the list, by RFX (Event) Number.

For this solicitation, your RFX (Event) Number is:  
**6000001710**

The screenshot shows the RFX Overview page with the following elements:

- Navigation tabs: RFX and Auctions, Administration, Messages.
- Breadcrumbs: RFX and Auctions > Overview > RFX and Auctions
- Active Queries section:
  - eRFxs: All (7), Published (1), Ended (0), Completed (0)
  - eAuctions: All (0), Published (0), Ended (0), Completed (0)
- eRFxs - All section with a "Show Quick Criteria Maintenance" button.
- View: [Standard View] | Create Response | Display Event | Display Response | Print Preview | **Refresh** | Ex
- Table of solicitations:

Event Number	Event Description	Event Type	Event Sta
<a href="#">6000000583</a>	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published



# VIEW SELECTED SOLICITATION

RFx and Auctions Administration Messages

Overview

RFx and Auctions > Overview > RFx and Auctions

**Active Queries**

eRFxs **All (7)** [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

**eRFxs - All**

Show Quick Criteria Maintenance

View: [Standard View] | Create Response **Display Event** Display Re

Event Number	Event Description
6000000583	PHX-19-R-ZCIP-63-000004-001
6000000578	PHX-19-R-ZCIP-84-000001

1. Click the gray box next to the RFx (Event) Number you'd like to view. Then,
2. Click **Display Event**

This will open a new window to view the selected RFx

*If you don't see the new window, check your **POP-UP BLOCKER**.*



# WOULD YOU LIKE UPDATES ON THIS SOLICITATION?



## Display Rfx :

Print Preview | | Close Participate Do Not Participate Tentative Create Response

Rfx Number 6000000583 Smart Number PHX-19-R-ZCIP-63-000004-001 RFX Statu  
Rfx Version Type Active Version

Rfx Information

Items

Notes and Attachments

Rfx Parameters | Questions | Notes and Attachments | Table Extensions

Time Zone: MSTNO

\* Start Date: 07/11/2018 13:30:00

\* Submission Deadline: 07/11/2018 14:00:00

Opening Date: 07/11/2018 14:00:00

Currency: USD

\* Title: SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR

Update your **Participation Status** accordingly

1. Click Participate. *This will ensure you to get email notifications regarding your Rfx Event, i.e. Notifications, New Attachments.*
2. Review **Rfx Information** Tab for Start/Due dates/ Title of Solicitation



# QUESTIONS

