

Pre-Submittal Meeting

**WATER BOOSTER PUMP STATION REPLACEMENT
PROGRAM MANAGER**

ENGINEERING SERVICES

PROJECT WS85100032



Welcome and Introductions

Julie B. Smith, Contracts Specialist
Design and Construction Procurement
Julie.b.smith@phoenix.gov
602-534-2418

Dan Burt, PE
Civil Engineer III, Project Manager
Water Services Department



Meeting Overview

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (RFx: **6000001698**):

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

(or)

<https://solicitations.phoenix.gov>

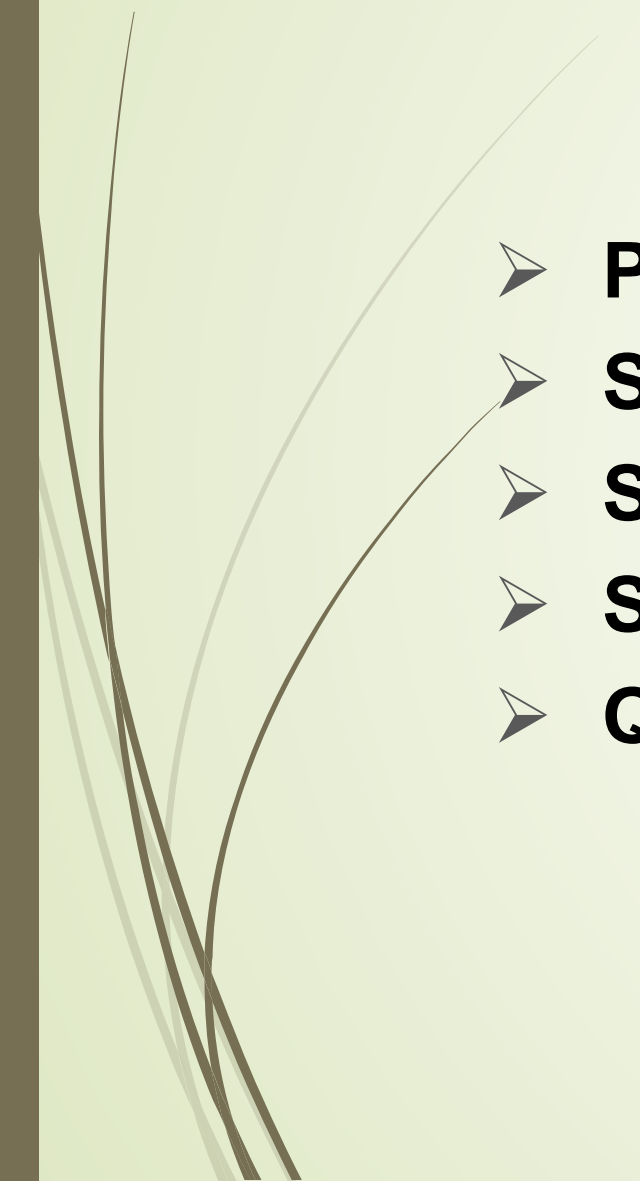
If you are on-line, please email me your information for the sign-in sheet. Your name, firm's name, contact number and email address.

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

Dan Burt, PE

Civil Engineer III

Water Services Department

Project Description

- ▶ The Program Manager will be responsible for researching, collecting data, and performing assessments to develop a comprehensive overview, status, and prioritization for the Booster Pump Station program.
- ▶ The goal of this Program is to assist Water Services with identifying, scheduling, and budgeting Capital Improvement Projects for future fiscal years and developing assessment and rehabilitation cycles.
- ▶ The Program Manager may also be tasked with small project design and CA&I services or assistance with larger design and CA&I service tasks.

Scope of Work

▶ Assessments/Inspections

- ▶ Site visits to each of the 112 City Booster Pump Station (BPS) sites with photos of equipment, tags, visual condition notes, and other tasks as needed to collect data to calculate risk of failure and consequence of failure for each BPS site.
- ▶ Inspections should be detailed to include but not limited to pump can assessments, pump efficiency tests, vibration testing, electrical gear, Remote Telemetry Units (RTU), surge tanks, pressure testing, piping inspections.
- ▶ Development of detailed criteria to score the risk of failure and consequence of failure for each BPS site.
- ▶ Coordination with Operations, Remotes, and Water Engineering staff to obtain input and discuss recommendations.

▶ Recommendations/Prioritization

- ▶ Once assessment reports are completed, recommendations should be provided for each station to bring the station up to the current operating, safety, and security standards.
- ▶ Detailed cost estimates should be developed for each station.
- ▶ Develop a priority ranking for each BPS site based on the recommendations, consequence of failure, and risk of failure.

Scope of Work

- ▶ **Project Development**
 - ▶ Based on input from the prioritization, coordination meeting and City budget constraints identify the projects needed for the current program duration.
 - ▶ Assist with scope developments for design consultant and contractor contracts.
- ▶ **Design and Construction Administration & Inspection (CA&I)**
 - ▶ As needed design work for small BPS improvement projects
 - ▶ Design assistance for larger BPS improvement projects
 - ▶ As needed CA&I services for small BPS improvement projects
 - ▶ CA&I assistance for larger BPS improvement projects
- ▶ **Program Management**
 - ▶ Provide recommendations for the replacement program to make sustainable for the future, especially regarding how many sites will need to be rehabilitated per year and budget needed for design and construction.
 - ▶ Track and keep information regarding repairs and rehabilitation made to BPS.



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 SOQ 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, January 17, 2025**

Email to: julie.b.smith@phoenix.gov



Due to technical issues with the ProcurePhx website (RFx) ALL SOQS will be emailed to Julie.b.smith@phoenix.gov by noon (Phoenix time) on January 17, 2025

Same rules apply as the RFx website– if your SOQ is received after 12 PM on January 17, 2025, you will be disqualified.

Selection Schedule

- Pre-Submittal Meeting** **January 7, 2025**
- SOQ's Due** **January 17, 2025**
- Evaluation Meeting** **February 2025**
- Scope Meeting** **March 2025**



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?

Email all questions to:
julie.b.smith@phoenix.gov

Reference RFX Number:
6000001698
in your email subject line



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