

Pre-Submittal Meeting

CITY OF PHOENIX REQUEST FOR QUALIFICATIONS

JOC238 WASTEWATER FACILITIES GENERAL IMPROVEMENTS JOB ORDER CONTRACT

PROCUREPHX PRODUCT CATEGORY CODE 912000000
RFx 6000001720

JANUARY 22, 2025



Welcome and Introductions

Heather Roye, Contracts Specialist

Office of the City Engineer

heather.roye@phoenix.gov

(602) 261-8894

Keith Spencer, Project Manager

Water Services Department

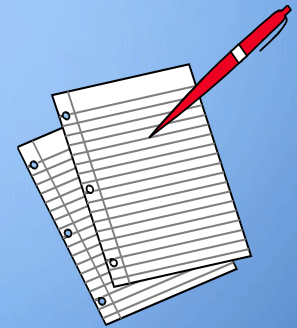
Karina Matthiessen, Compliance Assistant (602) 261-8873

Equal Opportunity Department



Agenda

- Meeting Overview
- Vendor Registration
- SBE Program
- Project Description & Scope of Work
- Statement of Qualifications Evaluation Criteria
- Statement of Qualifications Submittal Requirements
- Submittal Process
- Important Dates: *Selection Schedule*
- Questions?



Meeting Overview

- ❑ Sign-in sheet and PowerPoint will be posted to the City of Phoenix's ProcurePHX system (RFx: 6000001720):

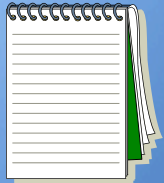
<https://eprocurement.phoenix.gov/irj/portal>

- ❑ And on Procurement's website:

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

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

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



Vendor Registration

- ❑ All Firms **MUST** Be Registered in the Vendor Management System **PRIOR TO SUBMITTING A PROPOSAL**

- ❑ **New Firms** – After registering, the City will send an e-mail with a vendor **number** approximately **2 days** later

- ❑ Information on how to register with the City is available at:
 - <https://www.phoenix.gov/finance/vendorsreg>



SBE PROGRAM



SBE Program

- ❑ Phoenix Mayor and City Council have a long-standing commitment to fostering the participation of small businesses in all aspects of the City's contracting efforts.
- ❑ The City of Phoenix strives to advance the economic growth of small businesses through its **Small Business Enterprise (SBE) Program.**



SBE Program

The Equal Opportunity Department is responsible for ensuring contractors and consultants achieve full compliance with all requirements related to the Small Business Enterprise (SBE) Program:

- Solicitation
- Bid Verification
- Subcontractors Approval
- Compliance Monitoring
- Sanctions and Penalties



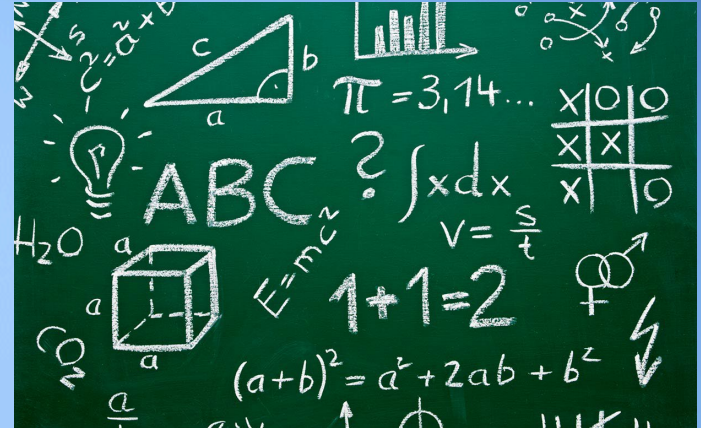
SBE Program

Required SBE Goal: 5.5%

1. At time of JOA: $\frac{\text{Proposed \$ to SBEs}}{\text{Total JOA Value}}$

2. Annual Reviews: $\frac{\text{Total Countable \$ Paid to SBEs}}{\text{Total Payment on all JOAs During Year}}$

3. At time of Completion: $\frac{\text{Total Countable \$ Paid to SBEs}}{\text{Total Payment on Contract}}$



SBE Program

SBE Requirements @ Solicitation:
None!

SBE Requirements Post-Award:
Use SBEs and Report

All proposed SBE Subcontractors must be listed in Phoenix SBE Directory and certified in specified scopes of work at the time of performance.

We can't count what we can't monitor. Share with EOD the ***Proposed Statement of SBE Utilization*** at beginning of each JOA.

Eligible SBEs can be found at:
www.phoenix.diversitycompliance.com



SMALL BUSINESS SUB-CONTRACTING GOAL

- SBE Requirement Is 5.5%
- This Solicitation Is Open To All Firms
- No SBE Documents Due At This Time
- SBE Documents Due To EOD At JOA Contract Time



GOOD FAITH EFFORTS

In order to be a successful Prime Contractor in the SBE Program, you must show that you took all necessary and reasonable steps to achieve an SBE goal or other requirements of the SBE Program. The steps must be steps which could reasonably be expected to obtain sufficient SBE participation, **even if such steps were not fully successful.**

Equal Opportunity Department

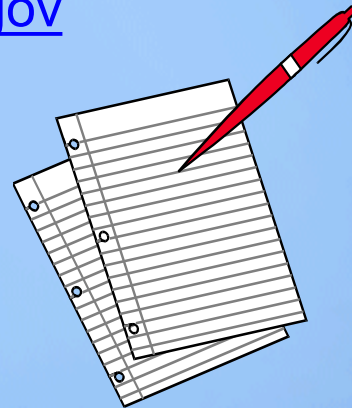


Equal Opportunity Department

Karina Matthiessen, Compliance Assistant
Equal Opportunity Department

karina.matthiessen@phoenix.gov

(602) 261-8873



QUESTIONS FOR EOD



PROJECT MANAGER

KEITH SPENCER



Project Description

- Lift Station electrical, mechanical, civil, structural work
- Installation of water service taps and new electrical services
- Installation of redundant force main
- Odor control Biofilter construction
- Structural concrete work
- Installation/relocation of chemical odor control tanks
- Site demolition work



Project Description

- Up to three contractors may be selected for this JOC
- Each contract will have a 36-month duration or \$21 million with an option to renew for an additional 24-months and/or \$14 million.
- Maximum contract amount of \$35 million including all JOC amendments.
- Maximum Job Order amount will not exceed \$4 million in construction costs.



Project Description

- Work will be performed as a series of individual Job Orders Agreements (JOA). Each JOA, initiated by the City, is defined cooperatively by the City and the Contractor. A scope, schedule, and price are agreed upon, and the Contractor is directed to proceed with the work.
- Scope of work will vary with each JOA.



Scope of Work

- JOA's may include pre-construction services, construction work, project management and contract administration.
- Minor design services may be required for some Job Orders. However, most will be designed through consultants under a separate contract with the City.
- The City will provide construction administration, inspection, and acceptance material testing for the JOAs.



Scope of Work

- The Contractor is responsible for:
 - Knowledge of and compliance with current City of Phoenix adopted codes;
 - Knowledge of and compliance with Water Services Standard Specifications and Details
 - All other work as it relates to this JOC
 - All work incidental to this JOC



Scope of Work

- Prior to execution of each JOA, a scope of work meeting may be conducted to define the scope of services required of the Contractor.
- Any work required outside of the JOA scope of work will be negotiated and performed in accordance with the adjustment process.



***This JOC will be self
managed by the Water
Services Department***



QUESTIONS?



SOQ Criteria

- A. General Information (150 points)
- B. Experience and Qualification of the Firm (250 points)
- C. Experience of the Key Personnel to be Assigned (250 points)
- D. Approach to Performing the Required Services (350 points)
- E. Reference Check (21 points*)
 - Provide responses in the order listed in the RFQ
 - Be complete, be concise



Statement of Qualifications Submittal

- All Firms MUST be registered in the Vendor Management System to SUBMIT a Proposal
- SOQs must be emailed to heather.roye@phoenix by the due date and time
- Product Category Code is: 912000000
- RFx Number is: 6000001720
- The VENDOR NUMBER is to be included on the cover of the Statement Of Qualifications



Statement of Qualifications Submittal (Cont.)

- ❑ Information Sheet (firm name, address, phone, contact info, email, signature of contact person, vendor number, project title & number, RFx number). Firm logo is optional. Category code not required on the Information Sheet. **Do not include any additional information.**
- ❑ MAXIMUM pages permitted is:

12 pages



Statement of Qualifications Submittal (cont.)

- ❑ Each page side with criteria information will be counted.
- ❑ Pages that have photos, charts, and graphs will be counted toward maximum number of pages.
- ❑ Information Sheet, 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 Submittal (cont.)

- ❑ Submit Electronically via email to

heather.roye@phoenix.gov

- ❑ SOQ due:

**12:00pm Noon – Phoenix time
Friday, January 31, 2025**



Selection Process

- Each SOQ will be evaluated according to the evaluation criteria in the RFQ
- Up to three contractors will be selected
- Contracts will be executed upon City Council approval



Grounds for Disqualification

- ✓ **Submitting a Statement of Qualifications to the assigned Contracts Specialist after the due date and time.**
- ✓ **Submitting a Statement of Qualifications to the assigned Contracts Specialist for a different project.**
- ✓ **Violating the “Contact with City Employees” policy contained in this RFQ.**
- ✓ **Failure to provide additional documents due a time of submittal.**
- ✓ **Failure to provide bonding statement.**



Selection Schedule

- SOQs Due January 31, 2025
- Selection Panel Meeting February 20, 2025
- Selection Notification End of February
- Job Order Contract Workshop March 2025



Procurement WEBPAGE

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

- Current Opportunities – Project Specific RFQs / CFBs
- Addenda / Notifications (if any)
- Pre-Submittal Sign-in Sheet and Power Point Presentation
- Awards / Results

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



Questions After Today

E-mail your questions to:

Heather.roye@phoenix.gov

**Heather Roye, Contracts Specialist
(602) 261-8894**

Thank you for your interest in this project!!!



RFx

Log 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 (Event) Landing 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



RFx

Click the **Refresh** Button on the RFx (Event) Landing Page to see the most current information

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

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](#)

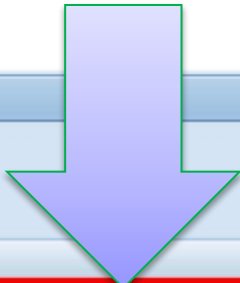
View: [Standard View] | Create Response | Display Event | Display Response | Print Preview | **Refresh** Ex

Event Number	Event Description	Event Type	Event Status
6000000583	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published



RFx

- ❖ The RFx (Event) Landing Page is also where you can find your saved RFx response.
- ❖ Locate the desired RFx (Event) Number, and scroll to the right. You will see your RFx response number shown as a hyperlink.
- ❖ Click on the hyperlink, a new window will pop up to allow you to edit your RFx response.



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 Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number
6000000583	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published	07/11/2018	07/11/2018	7000000157
6000000578	PHX-19-R-ZCIP-84-000001	RFx for CIP	Published	07/10/2018	07/11/2018	
6000000559	PHX-19-R-ZCIP-63-000006	RFx for CIP	Published	06/28/2018	07/23/2018	



RFx

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

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

The screenshot shows the 'RFx and Auctions' interface. At the top, there are navigation tabs for 'RFx and Auctions', 'Administration', and 'Messages'. Below this is the 'Overview' section, which includes a breadcrumb trail: 'RFx and Auctions > Overview > RFx and Auctions'. The main content area is titled 'Active Queries' and contains two sections: 'eRFxs' and 'eAuctions'. The 'eRFxs' section shows 'All (7)' with sub-links for 'Published (1)', 'Ended (0)', and 'Completed (0)'. The 'eAuctions' section shows 'All (0)' with sub-links for 'Published (0)', 'Ended (0)', and 'Completed (0)'. Below these sections is a 'Show Quick Criteria Maintenance' button. The main table has a 'View: [Standard View]' dropdown and buttons for 'Create Response', 'Display Event', and 'Display Re'. The table lists two events:

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

In the screenshot, a red box highlights the 'Display Event' button, and another red box highlights the gray box next to the event number '6000000583' in the table.




RFx

Update your **Participation Status** accordingly

Clicking Participate will allow you to get email notifications regarding your RFx Event, i.e. Notifications, New attachments.

Review **RFx Information** Tab for Start/Due dates/ Title of 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 Y

