



PRE-SUBMITTAL MEETING

CITY OF PHOENIX
Water Services Department



WELL 6A-W319, BOOSTER PUMP STATION 8A-B3 AND
PRESSURE REDUCING VALVE STATION 6A-R2
CONSTRUCTION MANAGER AT RISK SERVICES

PROJECT WS85010045 AND WS85010054
PROCUREPHX PRODUCT CATEGORY CODE: 91200000
RFx Number: 6000001722

JANUARY 27, 2025



WELCOME AND
INTRODUCTIONS

Heather Roye, Contracts Specialist II
Point of Contact for Submittals and RFQ Questions
Office of the City Engineer
heather.roye@phoenix.gov (602) 261-8894

Joshua Smith,
Civil Engineer III Team Leader, PE
Water Services Department



MEETING
OVERVIEW

To be added to the Attendance Sheet, send an email by 4:00 PM today to heather.roye@phoenix.gov with the following:

Name, Firm Name, Contact Phone Number and Email Address

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (RFx: 6000001722):

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

(or)

<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.

**SMALL BUSINESS
ENTERPRISE PROGRAM (SBE)**

SBE

**SBE Goal will be set prior to
construction of this project**

SMALL BUSINESS ENTERPRISE PROGRAM (SBE)

- Goal Setting Methodology
 - ✓ Goals are established by City of Phoenix Goal Setting Committee
 - ✓ Successful Prime will work with the Small Business Engagement Team prior to goal setting
 - ✓ No established SBE goal for Design Phase
 - ✓ SBE goal for construction phase will be established upon substantial completion of design



SMALL BUSINESS ENTERPRISE PROGRAM (SBE)

- Pre-Award Requirements:
 - ✓ No SBE documents due at time of submittal
 - ✓ Outreach Efforts and SBE Plan should be actively in development
 - ✓ Document - Document - Document



SMALL BUSINESS ENTERPRISE PROGRAM (SBE)




- Post-Award Requirements:
- To locate certified firms:
- <https://phoenix.diversitycompliance.com>
- Select: Directory of SBE Certified Firms

- REMEMBER:
- Confirm certification status of a firm
- Confirm certified scope of work
- Letters of Intent to Perform as an SBE Subcontractor/Supplier
- Statement of Proposed SBE Utilization must be reviewed and approved by EOD prior to execution of each GMP

To locate certified firms visit:

<https://phoenix.diversitycompliance.com>

Select:
City of
Phoenix
Directory
of
SBE
Certified
Firms



Certification & Compliance System

City of Phoenix

[Home/Login](#)

System Access Login

Username:

Password:

- [City of Phoenix Directory of SBE Certified Firms](#)
- [Apply for Certification, Annual Update, Affidavit of Change](#)
- [Contact Us & Support](#)
- [Account Lookup](#)
- [Forgot Password](#)
- [Help/First Time Visitors](#)


The City of Phoenix is pleased to offer its **SBE/DBE/ACDBE Certification & Contract System**. This web-based software system is accessible to all City departments, certified firms, contractors and the public; and includes the following key features:

- Enhanced online SBE Directory, with key-word search capabilities
- Communication with contractors via email, regarding compliance issues
- Submission of contractors' monthly utilization reports online, and automated tracking of contract goals
- Subcontractor verification of payments
- Tracking of certification applications from submission to completion
- Flexible reporting capabilities

[Customer Support](#) The City of Phoenix Certification & Compliance System is powered by [B2Gnow](#) software.

SMALL BUSINESS OUTREACH AND COMPLIANCE

REMEMBER
confirm
certification
status of a
firm



Certification & Compliance System

City of Phoenix [Home/Login](#)

City of Phoenix SBE Certification Directory

Search the City of Phoenix's Small Business Enterprise Directory by entering search terms and clicking **Search**. You must select at least one certification type.

Search results may be downloaded to Excel, by clicking the **Download Results to Excel** button after your search results are displayed. To download the full Certification Directory do not enter search criteria, scroll to the bottom of the page to click the **Download Entire Directory to Excel** button.

Search by Business Name or DBA

Business Name/DBA Tip: Try just a few letters of the firm's name.

Search by Business Description

Business Description

Search by Commodity Code

Commodity Code [Click to Lookup Commodity Code](#)
(popup window will appear to browse and search available Commodity Codes)

Search by Contact Person

Contact Person/Owner

First name	<input type="text"/>	Last name	<input type="text"/>
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Tip: Use the first letter. Tip: Try just the first few letters.

Search by Location

City

State

Zip Code

Phone Area Code

Search by Certification Type

Certifications Small Business Enterprise (SBE)

Download Entire Directory:

Include Commodity Codes in download

[Customer Support](#) The City of Phoenix Certification & Compliance System is powered by [B2Gnow](#) software.

SBE - CONTACT INFORMATION

**Karina Matthiessen
Equal Opportunity Specialist
Equal Opportunity Department
200 W. Washington Street, 15th Floor
Phoenix, AZ 85003
602-495-5259
Karina.matthiessen@phoenix.gov**

PROJECT DESCRIPTION

The City is currently working on a design for the redevelopment of an existing potable groundwater production well site to bring the existing, inactive well back into service. The redeveloped site will include, but shall not be limited to, the following infrastructure:

- Rehabilitated 2,200 gallon per minute (GPM) water production well, including all new well equipment (pump, motor, column, etc.) except for the existing well casing
- New 15 million gallon per day (MGD) firm capacity (20 MGD total) BPS 8A-B3
- Rehabilitation of the existing 6A-R2 PRVS with increased capacity (20 MGD)
- Arsenic Treatment Facility (ATF) for the groundwater production well
- New equalization basin with pump-to-waste and sewer discharge pumps
- Installation of mechanical equipment for the well, BPS, PRVS, such as exposed and buried piping, valves, and actuators.
- New electrical building with all new electrical gear, equipment, and instrumentation
- Sound and visual screening walls
- Site egress, grading, and drainage improvements

PROJECT DESCRIPTION



Existing Well and PRV Site



Artistic rendering of site with re-developed well and new BPS / PRVS

SCOPE OF WORK

Preconstruction Phase Services by the CMAR may include the following:

- Provide detailed cost estimating and knowledge of marketplace conditions
- Provide project planning and scheduling
- Provide for construction phasing and scheduling that will minimize interruption to City operations
- Provide alternate systems evaluation and constructability studies
- Advise City on ways to gain efficiencies in project delivery
- Provide long-lead procurement studies and initiate procurement for long-lead items
- Assist in the permitting processes
- Participate with the City in a process to set a goal for local and SBE participation and implement the local and SBE process
- Protect the City's sensitivity to quality, safety, and environmental factors

SCOPE OF WORK

Construction phase services by the CMAR may include:

- Equip the existing well with all new well equipment
- Construct the BPS, PRVS, and all associated infrastructure
- Select subcontractors/suppliers for this project
- Prepare a GMP proposal that meets the approval of the City
- Coordinate with various City of Phoenix departments, other agencies, utility companies, etc.
- Arrange for procurement of materials and equipment
- Schedule and manage site operations
- Bid, Award, and manage all construction related contracts while meeting City bid requirements including the local and SBE participation goal
- Provide quality controls
- Bond and insure the construction
- Address all federal, state, and local permitting requirements
- Deal with City issues
- Maintain a safe work site for all project participants



QUESTIONS

FOR THE PROJECT MANAGER

SOQ EVALUATION CRITERIA

The selection of the Consultant will be based on the following qualifications:

- | | |
|--|-----------------|
| A. General Information | (max. 150 pts) |
| B. Experience and Qualifications of the Prime Firm | (max. 250 pts) |
| C. Experience of the Key Personnel to be Assigned to this Project | (max. 250 pts) |
| D. Understanding of the Project and Approach to Performing the Required Services | (max. 350 pts) |
| E. Reference Check | (max. 21 pts.*) |

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

Maximum number of points is 1,000

Provide responses in the order listed in the RFQ

Be complete, be concise

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 email electronically by the due date and time
- Submit under the different project
- Violating “Contact with City Employees” policy

Submit One (1) page Information Sheet: project title/number; RFx number; firm’s 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. May submit portrait or landscape.

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.



One contractor will be selected.



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

Event:

Pre-submittal meeting

Date:

January 27, 2025

SOQs Due

February 7, 2025

Selection Notification

Early March 2025

Scope of Work Meeting

March 2025

IMPORTANT DATES: SELECTION SCHEDULE

QUESTIONS

Thank you for attending

Reminder for those of you on-line, please email your information by 4 PM today, so that I can add your name to the sign-in sheet.