



PRE-SUBMITTAL MEETING



CITY OF PHOENIX
Water Services Department

SALT RIVER OUTFALL PARALLEL INTERCEPTOR CAPACITY IMPROVEMENTS WS90160113

CONSTRUCTION MANAGER AT RISK SERVICES
RFx Number: 6000001706

AND

ENGINEERING SERVICES
RFx Number: 6000001707

JANUARY 27, 2025



WELCOME AND
INTRODUCTIONS

Julie B. Smith, Contracts Specialist II
Point of Contact for Submittals and RFQ Questions
Office of the City Engineer
Julie.b.smith@phoenix.gov (602) 534-2418

Simon Amavisca,
Sr. Program Manager
Water Services Department



MEETING OVERVIEW

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (RFx: 6000001706 - 6000001707):

<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**

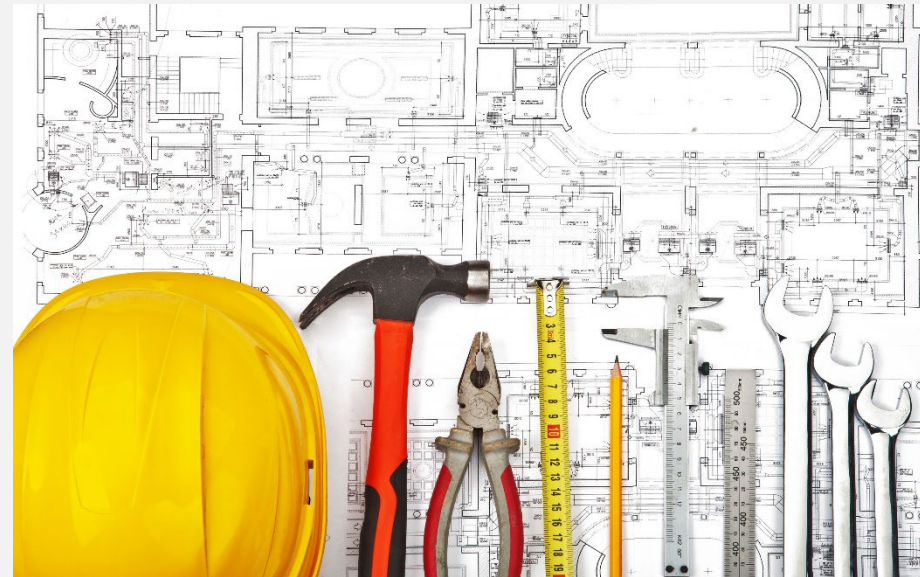
SMALL BUSINESS ENTERPRISE PROGRAM (SBE)

- 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 - CMAR

SCOPE OF WORK

PROJECT DESCRIPTION – ENGINEERING SERVICES

SCOPE OF WORK



QUESTIONS

FOR THE PROJECT MANAGER

SOQ EVALUATION CRITERIA - CMAR

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

SOQ EVALUATION CRITERIA – ENGINEERING SERVICES

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

- | | |
|--|-----------------|
| A. Design Experience of Prime Firm | (max. 150 pts) |
| B. CA&I Experience of Prime Firm | (max. 150 pts) |
| C. Design Experience of the Key Personnel / Subconsultants | (max. 125 pts) |
| D. CA&I Experience of the Key Personnel / Subconsultants | (max. 125 pts) |
| E. Project Understanding and Approach | (max. 300 pts) |
| F. Staffing Information for Key Personnel | (max. 150 pts) |
| G. 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 and consultant will be selected.



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

Event:

Pre-submittal meeting

Date:

February 7, 2025

SOQs Due

February 21, 2025

Selection Notification

March 2025

Scope of Work Meeting

March 2025

IMPORTANT DATES: SELECTION SCHEDULE

QUESTIONS

Thank you for attending