

Pre-Submittal Meeting

CITY OF PHOENIX REQUEST FOR QUALIFICATIONS

WASTEWATER COLLECTION SYSTEM EMERGENCY REPAIR AND REPLACEMENT PROGRAM ENGINEERING SERVICES WS90500232

**PROCUREPHX PRODUCT CATEGORY CODE 925000000
RFx 6000001743**

February 10, 2025

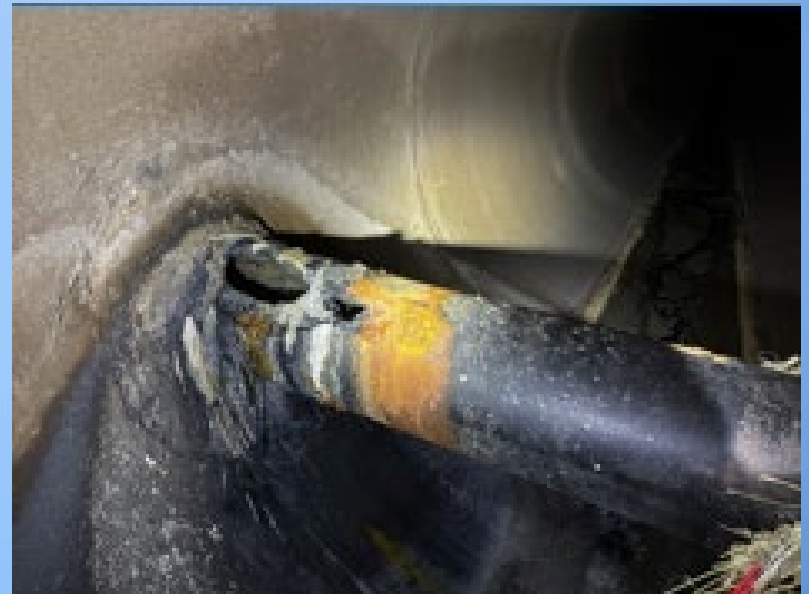


Welcome and Introductions

Heather Roye, Contracts Specialist
Office of the City Engineer
heather.roye@phoenix.gov

(602) 261-8894

Eric Quick,
Water Services Project Coordinator
Water Services Department



Agenda

- ☐ Meeting Overview
- ☐ Vendor Registration
- ☐ Project Description & Scope of Work
- ☐ Statement of Qualifications Evaluation Criteria
- ☐ Statement of Qualifications Submittal Requirements
- ☐ ProcurePHX and RFx Electronic Submittal
- ☐ Important Dates: *Selection Schedule*
- ☐ Questions?



Meeting Overview

Please sign-in if in person. For those of you on-line, please send me an email with your name, company name, contact number, and email address before 4 pm today.

- ☐ Sign-in sheet and PowerPoint will be posted City of Phoenix's ProcurePHX system (RFx: 6000001743):

<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** approx. **2 days**
- ❑ Information on how to register with the City is available at:
 - <https://www.phoenix.gov/finance/vendorsreg>



Project Description

The consultant team needs to be available to provide sufficient resources to respond immediately to emergency needs 24 hours a day, seven days a week including holidays, within one and one-half hours from notification of the emergency. Engineering services will be related to the construction and post construction phases of emergency repairs for the Wastewater Collection System Emergency Repair and Replacement JOC Program. Repairs will vary in scope, and services will consist of project administration & engineering services during construction, resident services during construction, and special services (both construction and post-construction).



Scope of Work

The Construction Administration and Inspection Services scope for this project will include, but is not limited to:

- Respond to the emergency site or designated coordination location within one and one-half (1-1/2) hours of the request unless otherwise indicated.
- Act as the City's representative.
- Work with contractor to assess emergency and develop a repair solution.
- Provide on-site inspection and review of work.
- Confirm contractor's work progress and quantities.



Scope of Work

- Review project documents (i.e., cost proposals, submittals, shop drawings, RFIs, payment applications, etc.)
- Conduct pre-construction meeting and regular progress meetings.
- Administer the construction schedule.
- Issue interpretations and clarifications to the contractor.
- Assist the contractor in obtaining permits and approvals for work.
- Prepare studies, reports, and design documents as needed.



Scope of Work

- Authorize changes as necessary due to construction or other issues associated with the work.
- Identify any special testing and review test results.
- Conduct substantial and final completion walks.
- Perform inspections on warranty repairs.
- Maintain records of project documentation.
- Prepare and maintain as-builts.
- Provide public information services.
- Provide GPS/GIS/Survey services.



Scope of Work

- Must have NACE Level III inspector on project team.
- Inspectors must be NASSCO (MACP & PACP), Trench Safety, and Confined Space Certified.
- Lead Inspector is preferred to have a minimum of 5 years' experience in water and wastewater installation, repair, and/or maintenance.
- Project team is preferred to have a minimum of 5 years' experience in water and wastewater CA&I services.
- Other services as required to support successful completion of the work and the City's interests.



Scope of Work

Use of UNIFIER, an Application Service Provider (ASP) web-based project management database, may be required. The following information provides a guideline for utilization. Any questions related to the requirements of UNIFIER should be directed to the Project Manager.

- The Consultant will be required to maintain all project records in electronic format.
- The City provides an ASP web-based project management database which the Consultant will be required to utilize in the fulfillment of the contract requirements.
- The Consultant shall provide a computerized networked office platform with broadband internet connectivity.
- UNIFIER training will be provided through the City of Phoenix to firms under contract.



Questions For The Project Manager?



SOQ Criteria

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

- A. CA & I Experience of Prime Firm (250 points)
- B. CA & I Experience of Key Personnel & Sub-consultants (200 points)
- C. Design Experience of the Prime firm (50 points)
- D. Design Experience of the Key Personnel and Sub-consultants (50 points)
- E. Understanding and Approach (300 points)
- F. Staffing Information for Key Personnel (150 points)
- G. Reference Check (21 points*)

- Provide responses in the order listed in the RFQ
 - Be complete, be concise



Statement of Qualifications Submittal

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

- Product Category Code is: 925000000
- RFx Number is: 6000001743
- 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 or a cover letter.**
- ☐ Please make sure to use your legal name on the front cover page and information sheet. Your firm name should match what is listed with the Arizona Corporation Commission.
- ☐ MAXIMUM pages permitted is: 10 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 Your SOQ Electronically to**
heather.roye@phoenix.gov

☐ **SOQ due:**

12:00 pm Noon – Phoenix time
Friday, February 21, 2025



Selection Process

- Each SOQ will be evaluated according to the evaluation criteria in the RFQ
- One consultant will be selected.
- Contract will be executed upon completion of negotiations of contract terms and City Council approval



Grounds for Disqualification

- ✓ **Failure to email your SOQ to the assigned Contracts Specialist by the due date and time.**
- ✓ **Submitting a Statement of Qualifications to the assigned Contracts Specialist for a different project.**
- ✓ **Violating “Contact with City Employees” policy contained in this RFQ.**



Selection Schedule

- | | |
|---|-------------------|
| <input type="checkbox"/> Pre-Submittal Meeting | February 10, 2025 |
| <input type="checkbox"/> SOQs Due | February 21, 2025 |
| <input type="checkbox"/> Selection Notification | Early March 2025 |
| <input type="checkbox"/> Scope Meeting | Late March 2025 |



Procurement WEBPAGE

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

- ☐ Current Opportunities – Project Specific RFQs / CFQs
- ☐ Addenda / Notifications (if any)
- ☐ Pre-Submittal Sign-in Sheet and PowerPoint Presentation
- ☐ Awards / Results

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



LOOKING FOR CONSULTANTS AND CONTRACTORS FOR OUR SELECTION PANEL

All panelists are required to complete a training session prior to participating in a selection process. Contact **Daniel Valladee** at daniel.valladee@phoenix.gov or **(602) 534-3286** to attend an upcoming training session.

Available training dates currently scheduled for 2024 are:

***WEDNESDAY, MAY 7, 2025, 9:00 TO 10 A.M.**

*Consultant participants on Study/Design/Consulting Services panels should be a Project Manager or above (a professional technical registration is not required).

*General Contractor participants on the Construction Services panels must be a senior management employee of a licensed contractor pursuant to ARS Title 34.



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!!!

