



Pre-Submittal Meeting

***CITY OF PHOENIX
REQUEST FOR QUALIFICATIONS***

***CITYWIDE ENVIRONMENTAL SITE ASSESSMENT ON-CALL
CONSULTING SERVICES
FOR FISCAL YEARS 25/26 to 27/28***

***PROCUREPHX PRODUCT CATEGORY CODES:
926000000 and 925000000***

RFx Number: 6000001749

FEBRUARY 10, 2025

Welcome and Introductions

- ▶ *Anna York, Contracts Specialist*
Point of Contact for Submittals and RFQ Questions
Design and Construction Procurement, Office of the City Engineer
anna.york@phoenix.gov (602) 534-3691
- ▶ *James Marshall, Environmental Programs Manager*
Environmental Services, Office of the City Engineer

Agenda

- ▶ ***Meeting Overview***
- ▶ ***Scope of Work***
- ▶ ***Statement of Qualifications Evaluation Criteria***
- ▶ ***Submittal Requirements***
- ▶ ***Selection Schedule***
- ▶ ***Grounds for Disqualification***
- ▶ ***Vendor Registration and ProcurePHX***



Meeting Overview

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system RFX: 6000001749

<https://solicitations.phoenix.gov/Solicitations/Details/2023>

AND posted on:

City of Phoenix Procurement website:

<https://solicitations.phoenix.gov/>

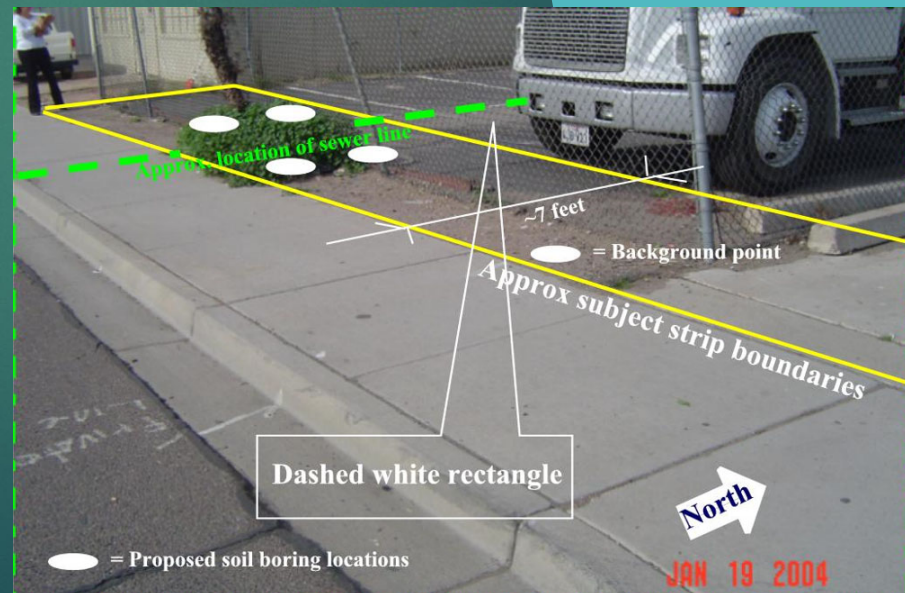
It is your responsibility as a RFQ holder to determine, prior to submittal, if any Notifications have been issued.

This is your ONLY opportunity to discuss this solicitation with City staff.

SCOPE OF WORK

Services apply to properties for City acquisition as well as City-owned.

- *Phase I Environmental Site Assessments (ESAs) and Updates*
- *Phase II ESAs, Soil Testing & Site Characterization*
- *Phase III ESAs Remediation*



SCOPE OF WORK, CONT.

- *Vapor Encroachment Assessments*
- *Brownfield Related Studies & Development*
- *Environmental Outreach Assistance*
- *UST Removal Services & Subsurface Investigations*



SCOPE OF WORK, CONT.

- *Remediation and Assistance on Permitting*
- *Stormwater Pollution Prevention Plans*
- *Wastewater & Storm Water Technical Support*
- *Training and Education*



SCOPE OF WORK, CONT.

- *Other Environmental Services as Requested*
- *Contract may be utilized and services managed by other City Departments such as Aviation Department and Office of Environmental Programs*
- *The RFQ will have specific information to include in your SOQ.*
- *If a firm would like consideration for Aviation Department projects, there is specific information to include in the RFQ.*



SCOPE OF WORK, CONT.

- ESAs for property acquisitions must comply with the EPA's All Appropriate Inquiry Rule – 40 CFR 312 and *ASTM Standard E 1527-21*.
- ASTM Standards for Phase II ESA Process (ASTM E1903-19) and Vapor Encroachment Screening (ASTM E2600-22).
- Work must also comply with the City of Phoenix Scope of Services and any project/department specific supplement scopes, such as Aviation Department. The Scopes of Services will be provided for review prior to contract execution.



SCOPE OF WORK, CONT.

- For Phase II & III ESA experience, the firm should include experience with multiple types of contaminants.
- If a final Phase II environmental site assessment report contains a recommendation for environmental remediation, an estimated range of costs for the completion of the remediation process consistent with applicable regulations may be requested.



SCOPE OF WORK, CONT.

- Many of the properties to be evaluated will be or adjacent to commercial, industrial and properties with a history of incidents, spills, contamination etc. Properties may be in or near Superfunds, WQARFs, VEMURS, DEURS or other restrictive areas.
- Each responding firm must demonstrate a capability to successfully complete the Phase I and Phase II assessment scopes of services, and must identify the types of subconsultants, if any, to be used. Firms must also describe their experience with Phase III environmental assessments.
- Project Examples.

SCOPE OF WORK, CONT.

- The City of Phoenix is seeking up to 12 qualified consultants to provide Environmental Site Assessment On-Call Consulting Services citywide on an as-needed basis from July 1, 2025 through June 30, 2028.
- Use of UNIFIER, an Application Service Provider (ASP) web-based project management database, may be required. The City will require training for UNIFIER.
- The City has standard minimum insurance requirements for these contracts.

SCOPE OF WORK, CONT.

Aviation Department Projects

- All airport property acquisitions must comply with the City of Phoenix Aviation Planning and Environmental Division Supplemental Scope of Work in addition to other scope and standards.
- There are three Airports with multiple offsite properties owned and managed by the Aviation Department. This includes Sky Harbor International Airport, Goodyear Airport, and Deer Valley Airport.



SCOPE OF WORK, CONT.

Aviation Department Projects

- Due to some of the locations of the potential City acquisitions near the three airports, experience with industrial and airport (onsite and offsite) properties should be emphasized in the SOQ.
- ESAs for airport property acquisitions can be complex due to a lot of reasons: old neighborhood, previous and/or current land uses, size and adjacent property owners, Superfunds, nearby DEURs VEMURs, and WQARFs.



SCOPE OF WORK, CONT.

Aviation Department Projects

- For Aviation Project considerations, example reports should include one of the following site activities: Manufacturing of aerospace components, dry cleaning, salvage yards, machine shops, plating shop, aircraft hangar, etc.
- For Aviation Project considerations, firms to report whether they are currently working on the Superfund, WQARF, or Voluntary Remediation Project sites on or near the Airports. Provide client list of the local and national offices.



SCOPE OF WORK, CONT.

Aviation Department Projects

- For Aviation Project considerations, provide an Executive Summary of an airport property acquisition for evaluation.
- As stated previously, for Aviation Project considerations, refer to the requirements in the RFQ.





QUESTIONS



SOQ Evaluation Criteria

Selection of Consultants will be based on the following:

- A. Experience of the Firm – 250 points max***
- B. Experience of the Key Personnel – 250 points max***
- C. Project Management, Approach, and Responsiveness – 350 points max***
- D. Staffing Information for Key Personnel – 150 points max***

RFQ Maximum Points is 1,000

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



Submittal Requirements

- *Submit One (1) page Information Sheet*
- *Paper Size 8½ “ x 11”*
- *Font size no less than 10 pt.*
- *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*

MAXIMUM 12 pages permitted

The following will NOT be counted in the max page count:

- *Front and back covers*
- *Information Sheet*
- *Table of Contents*
- *Example Reports*

Selection Process

Each SOQ will be evaluated according to the evaluation criteria in the RFQ.

Up to 12 consultants will be selected.

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



Grounds for Disqualification

***Failure to submit
electronically via
email to contract
specialist by the
due date and time***

***Violating “Contact
with City
Employees”
policy***

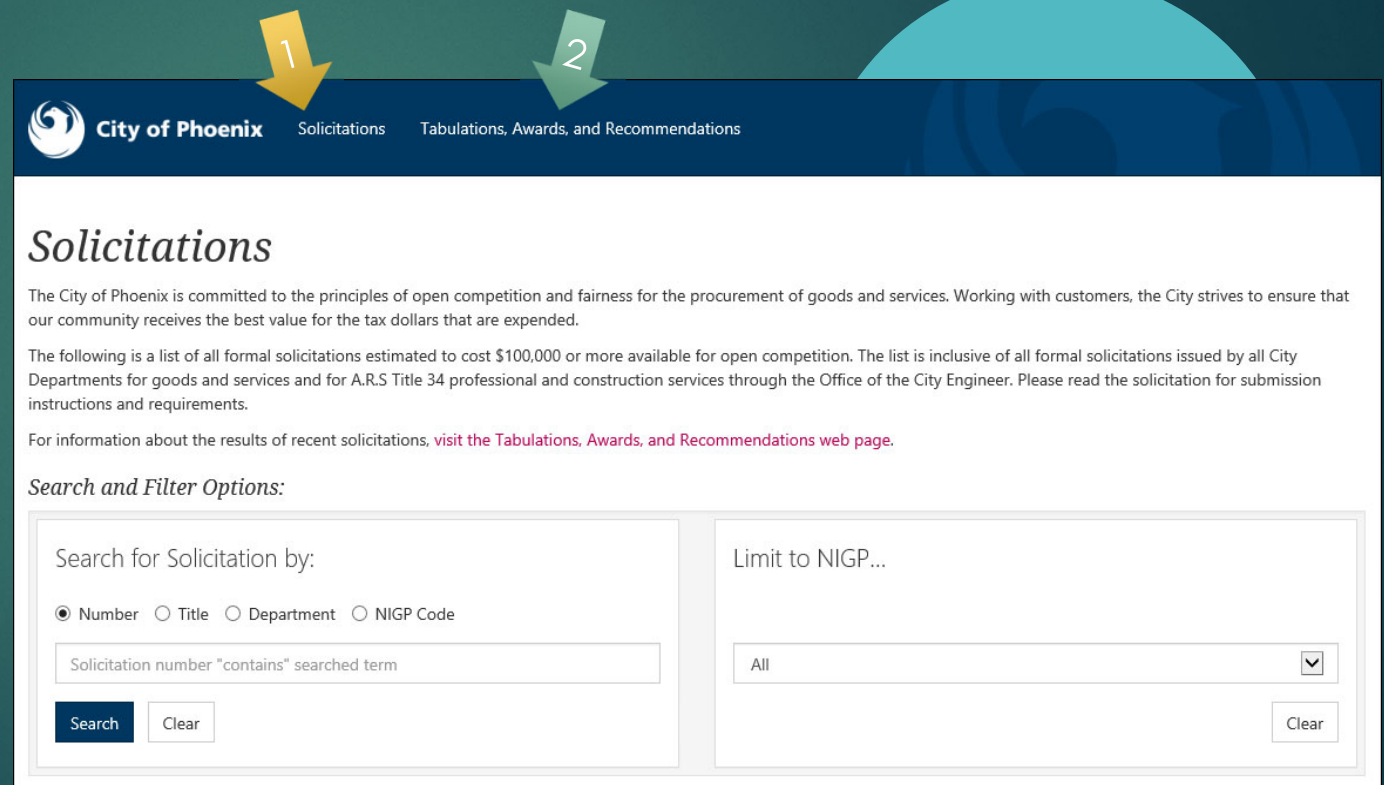
Important Dates: Selection Schedule

EVENT:	DATE:
PRE-SUBMITTAL MEETING	FEBRUARY 10, 2025
SOQS DUE	FEBRUARY 21, 2025
SELECTION NOTIFICATION	EARLY MARCH 2025

City of Phoenix Solicitations Website

1. **Project-specific RFQs, Notifications, Sign-in Sheets, PowerPoint Presentations**
2. **Link to “Tabulations, Awards and Recommendations” web page**

<https://solicitations.phoenix.gov>



The screenshot shows the City of Phoenix Solicitations website. A yellow arrow labeled '1' points to the 'Solicitations' link in the top navigation bar. A green arrow labeled '2' points to the 'Solicitations' page content. The page title is 'Solicitations'. The main text states: 'The City of Phoenix is committed to the principles of open competition and fairness for the procurement of goods and services. Working with customers, the City strives to ensure that our community receives the best value for the tax dollars that are expended.' Below this, it says: 'The following is a list of all formal solicitations estimated to cost \$100,000 or more available for open competition. The list is inclusive of all formal solicitations issued by all City Departments for goods and services and for A.R.S Title 34 professional and construction services through the Office of the City Engineer. Please read the solicitation for submission instructions and requirements.' A link is provided: 'For information about the results of recent solicitations, visit the [Tabulations, Awards, and Recommendations web page](#).' Below this is the 'Search and Filter Options' section. It includes a search bar with the placeholder 'Search for Solicitation by:' and radio buttons for 'Number', 'Title', 'Department', and 'NIGP Code'. The 'Number' option is selected. Below the search bar is a text input field with the placeholder 'Solicitation number "contains" searched term'. To the right of the search bar is a 'Limit to NIGP...' section with a dropdown menu showing 'All' and a 'Clear' button. At the bottom of the search bar are 'Search' and 'Clear' buttons.

City of Phoenix Solicitations Tabulations, Awards, and Recommendations

Solicitations

The City of Phoenix is committed to the principles of open competition and fairness for the procurement of goods and services. Working with customers, the City strives to ensure that our community receives the best value for the tax dollars that are expended.

The following is a list of all formal solicitations estimated to cost \$100,000 or more available for open competition. The list is inclusive of all formal solicitations issued by all City Departments for goods and services and for A.R.S Title 34 professional and construction services through the Office of the City Engineer. Please read the solicitation for submission instructions and requirements.

For information about the results of recent solicitations, visit the [Tabulations, Awards, and Recommendations web page](#).

Search and Filter Options:

Search for Solicitation by:

☒ Number ☐ Title ☐ Department ☐ NIGP Code

Solicitation number "contains" searched term

Search Clear

Limit to NIGP...

All

Clear

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** in approximately two days

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

BECOME A VENDOR

1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System
4. **Set-Up** ID & Password

Steps to Success!

To do business with the city you must register in **procurePHX**. To register, you must have a signed, scanned copy of your W-9. **Need Help?** Email vendor.support@phoenix.gov or call (602) 262-1819.

- Instructions >
- Registration >
- ProcurePHX Login >

REGISTRATION HELP

Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov

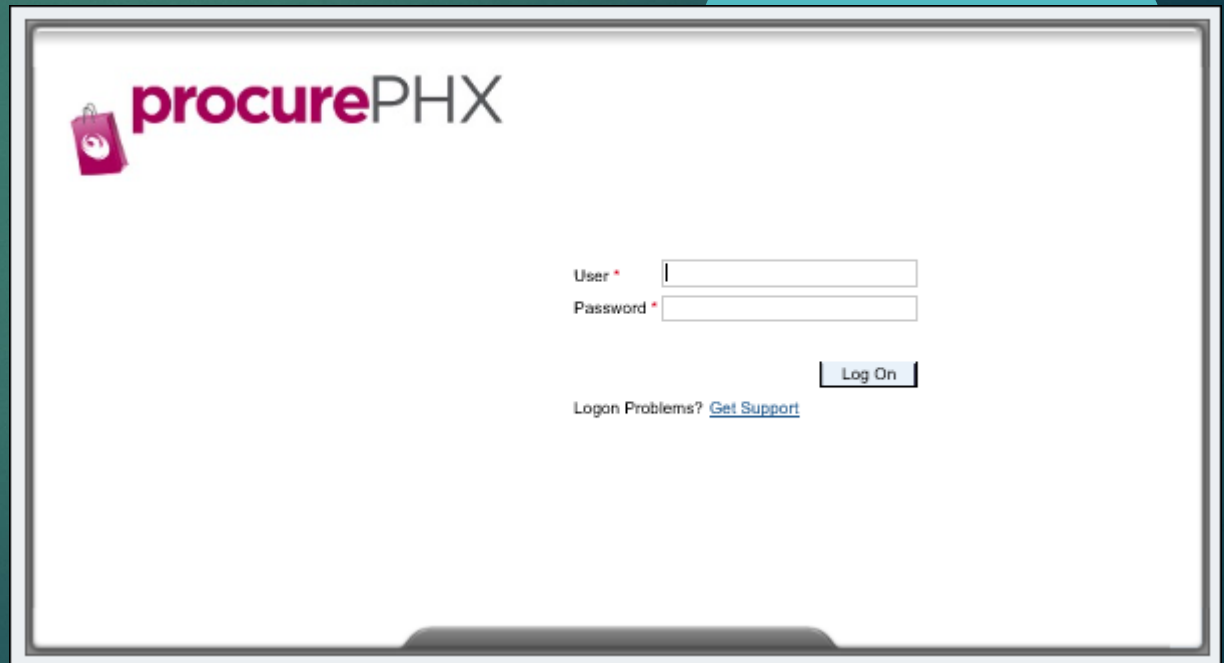
Login to ProcurePHX


If your firm is already registered with the City of Phoenix's ProcurePHX system, visit <https://eprocurement.phoenix.gov/irj/portal> to login and access the electronic solicitation

*Product Category Code is: 926000000
and 925000000*

RFx (Event) Number is: 6000001749

*Note: The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications*

A screenshot of the ProcurePHX login interface. The page features the 'procurePHX' logo in the top left corner, which includes a small pink shopping bag icon. Below the logo, there are two input fields: 'User *' and 'Password *', each followed by a red asterisk. To the right of these fields is a 'Log On' button. At the bottom left of the login area, there is a link that says 'Logon Problems? [Get Support](#)'. The entire login form is enclosed in a thin black border, and the background of the page is white.

 procurePHX

User *

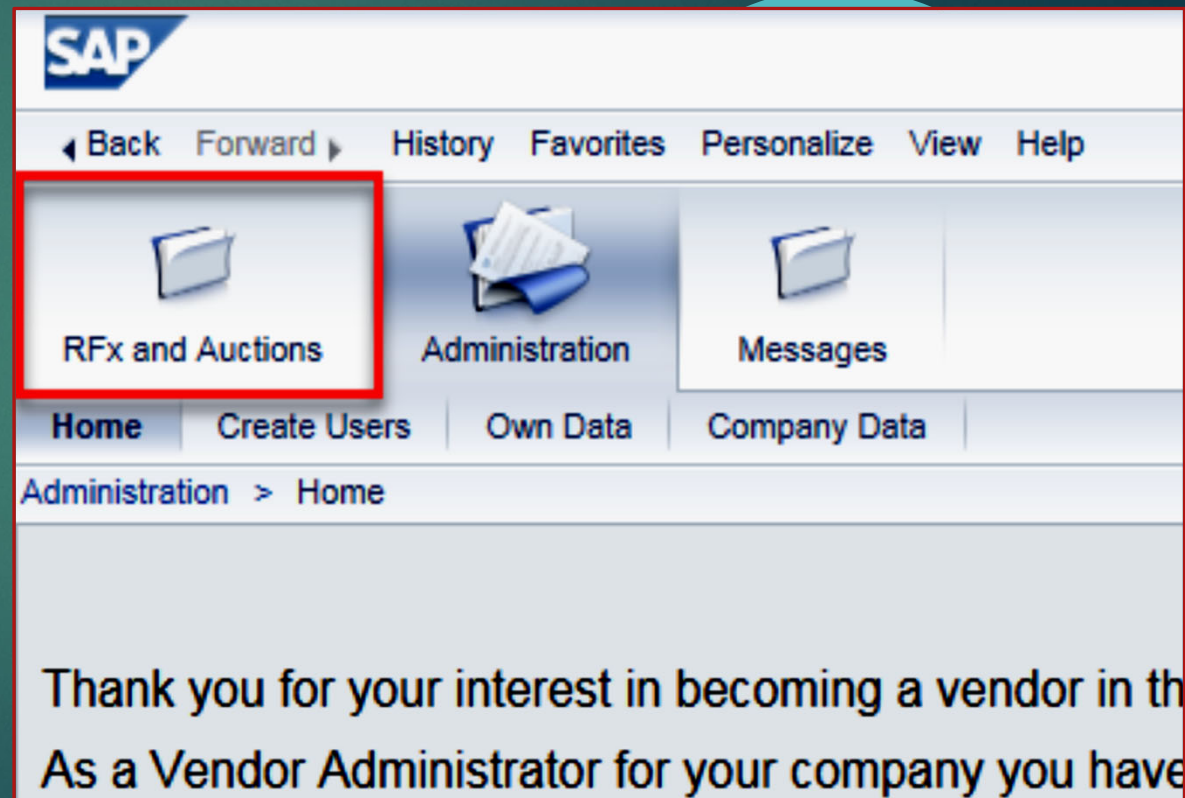
Password *

Logon Problems? [Get Support](#)

RFx Home Screen

- ▶ *Once you are logged in to the ProcurePHX portal:*
- ▶ <https://eprocurement.phoenix.gov/irj/portal>
- ▶ *Select RFx and Auctions tab on the top Ribbon*

You will be taken to the RFx Overview (Event) Page



Finding Solicitations

- ▶ Click the Refresh Button on the RFX Overview (Event) Page to see the most current information.
- ▶ Find the solicitation you'd like to view from the list, by RFX (Event) Number.
- ▶ For this solicitation, your RFX (Event) Number is: 6000001749

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](#)

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

View Selected Solicitation

1. Click the gray box next to the RFX (Event) Number you'd like to view.

2. Click Display Event

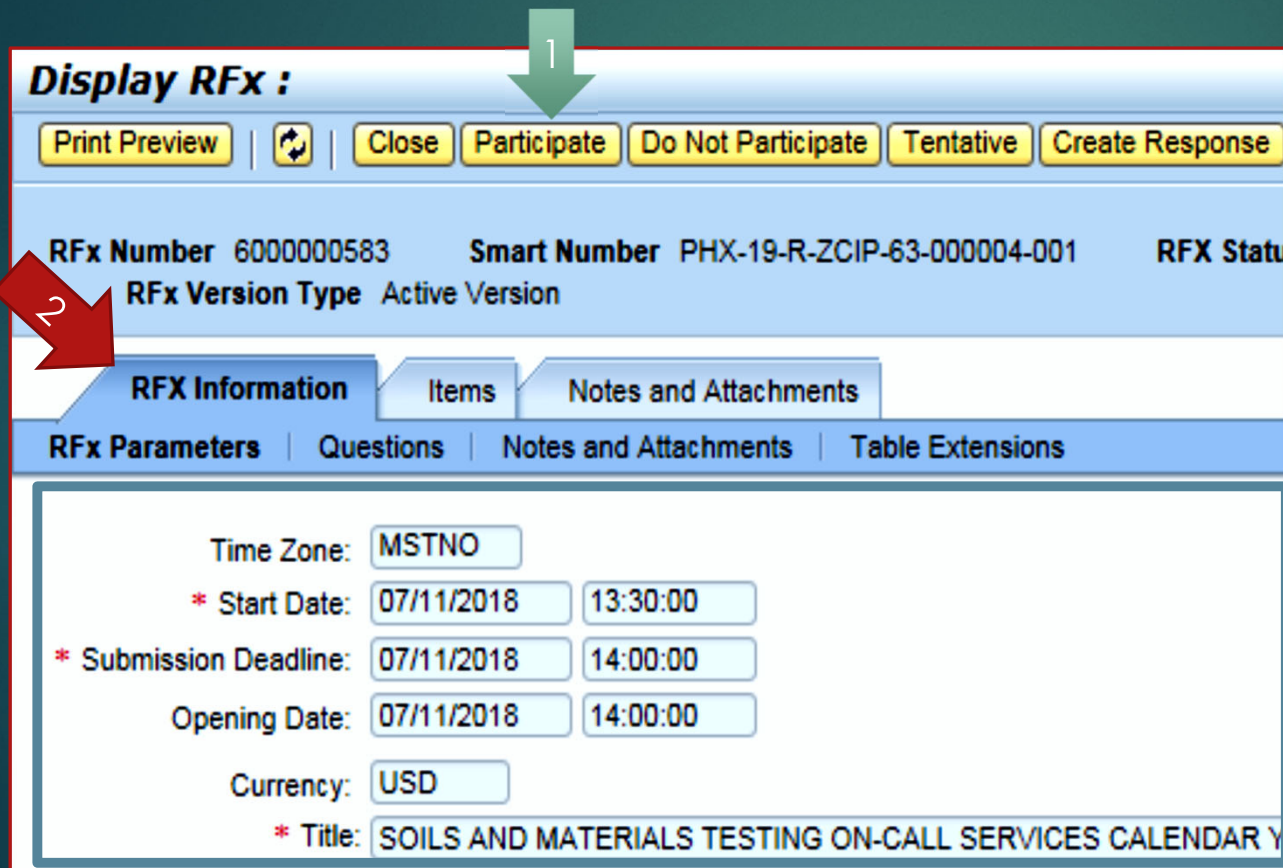
This will open a new window to view the selected RFX

If you don't see the new window, check your POP-UP BLOCKER.

The screenshot shows the 'RFX and Auctions' Overview page. At the top, there are tabs for 'RFX and Auctions', 'Administration', and 'Messages'. Below the tabs, the breadcrumb trail reads 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is titled 'Active Queries' and includes links for 'eRFxs' (All (7), Published (1), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). Below this is a section for 'eRFxs - All' with a 'Show Quick Criteria Maintenance' button. A table lists event numbers and descriptions. A red box highlights the gray selection box next to the first event number, '6000000583', with a blue arrow labeled '1' pointing to it. Another red box highlights the 'Display Event' button, with a red arrow labeled '2' pointing to it.

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

Would you like updates on this solicitation?



The screenshot shows the 'Display RFX' interface. A green arrow labeled '1' points to the 'Participate' button in the top toolbar. A red arrow labeled '2' points to the 'RFX Information' tab. The interface displays the following information:

Display RFX :

Print Preview | Refresh | Close | Participate | Do Not Participate | Tentative | Create Response

RFX Number 6000000583 Smart Number PHX-19-R-ZCIP-63-000004-001 RFX Status

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

Update your Participation Status accordingly

- 1. Click Participate. This will ensure you to get email notifications regarding your RFX Event, i.e. Notifications, New Attachments.*
- 2. Review RFX Information Tab for Start/Due dates/ Title of Solicitation*

Tips & Tricks

- ▶ *Click “Refresh” when logging in*
- ▶ *Make sure your Pop-Up blocker is turned off*
- ▶ *When finished, always click “Close” on current screen, then click “Log Out” on upper right corner, following you can click the “X” in the upper right corner of the internet application.*
- ▶ *The Help Desk is only for password reset.*



Reminders

Place the following items on the Information Sheet:

- ❖ *Project Title*
 - ❖ *Project Number (RFx Number 6000001749)*
 - ❖ *Firm Legal Registered Name*
 - ❖ *Firm Address*
 - ❖ *Firm Phone Number*
 - ❖ *Vendor Number*
 - ❖ *Name, Title, and Email address of contact person*
- ▶ *Do NOT include any other information*

Questions after today?

Email all questions to:
anna.york@phoenix.gov

Or call: (602) 534-3691

Reference RFX 6000001749 in
your email subject line



Thank You for Attending!!!