



CITY OF PHOENIX REQUEST FOR QUALIFICATIONS

PUBLIC WORKS DEPARTMENT
SOLID WASTE SUPPORT
ON-CALL SERVICES
PRE-SUBMITTAL MEETING

FEBRUARY 28, 2025

Meeting will start soon

Please MUTE your microphone & turn off your camera

PROCUREPHX PRODUCT CATEGORY CODES:
925000000 and 926000000
RFX6000001724

Welcome and Introductions

- Bobbie Hobart, Contracts Specialist I
Point of Contact for Submittals and RFQ Questions
Office of the City Engineer, Design and Construction Procurement Section
bobbie.hobart@phoenix.gov 602-534-8352
- Doug Sawyer, P.E., Engineering Supervisor, Project Manager
Public Works Department
Solid Waste Disposal Management Division
- David Smith, PE, Civil Engineer III
Office of the City Engineer, Vertical Project Manager

Agenda

Questions are welcome after each presentation

Enter your questions into the Chat Box and Identify yourself

Meeting Overview

Vendor Registration & Procurement Websites

Project Description

Scope of Work

Service Categories

SOQ Evaluation Criteria / RFQ Overview

Submittal Requirements (Page Count, Disqualifications)

Important Dates: Selection Schedule

Websites / ProcurePHX

Meeting Overview

The Attendance sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system at:

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

AND Posted on the City of Phoenix website:

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

To be added to the Attendance sheet, send an email by 5:00 PM today to:

bobbie.hobart@phoenix.gov with the following:

RFX6000001724 Attendance, your Name, Firm Name, Phone Number, and E-Mail Address

*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*

REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov

Vendor Registration



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 >

- **All Firms MUST** be registered in the Vendor Management System PRIOR TO SUBMITTING A SOQ
- Information on how to register with the City is available at:
<https://www.phoenix.gov/finance/vendorsreg>
- **New Firms** – After Registering, the City will send an e-mail with a vendor number in approx. 2 days
- If your firm is already registered with the City of Phoenix's ProcurePHX system, login and access the electronic solicitation at:
<https://eprocurement.phoenix.gov/irj/portal>
- Product Category Code is: 925000000 and 926000000
- RFx Number is: 6000001724
- The VENDOR NUMBER is to be included on the cover of the Statement Of Qualifications

PROJECT MANAGERS

Doug Sawyer, PE
Engineering Supervisor, PM
Public Works Department

David Smith, PE
Civil Engineer III, VPM
Street Transportation Department

Project Requirements

- The City of Phoenix is seeking qualified consultants to provide solid waste support on-call services on an as-needed basis for the Public Works Department Solid Waste Management Division.
- Possible services may include but are not limited to: modifications to existing Solid Waste Facility Permits, groundwater monitoring, environmental documentation and permitting, and survey services.
- Up to eight firms may be selected for a five-year contract term.
- Selected consultants will be utilized on an on-call basis with Task Orders ranging up to \$100,000.
- The cap for all contracts is \$3 million over the course of 5 years.

Project Requirements (cont.)

- Interested firms may submit on any or all service categories for the Solid Waste Support On-Call Services contracts.
- Firms must specifically identify in the Statement of Qualifications (SOQ) Information Sheet each Service Category for which the firm is qualified and interested in providing to the City.
 - Service Category 1: Engineering Services
 - Service Category 2: Environmental Professional Services
 - Service Category 3: Groundwater Monitoring
 - Service Category 4: Survey Services

Project Description

- The Solid Waste Management Division manages five closed unlined solid waste landfills and one active landfill containing excavated slopes in soils and engineered final caps over closed cells, storm water systems consisting of excavated channels, retention/detention basins, energy dissipaters, and scour/erosion control features, two solid waste transfer stations / Materials Recovery Facility (MRF), four hauling yards and hauling maintenance facilities.
- The active landfill, transfer stations and hauling yards include fuel dispensing facilities, temporary waste storage, storage of petroleum-based lubricants, and light maintenance/repair activities.

Project Description (cont.)

The list of Solid Waste facilities includes, but is not limited to:

Del Rio Landfill

19th Avenue Landfill

Skunk Creek Landfill

SR-85 Landfill (Out of City)

27th Avenue Landfill

North Gateway Transfer Station / MRF

27th Avenue Transfer Station / MRF

Deer Valley Landfill / Cave Creek Golf Course

Wells associated with locations above

Scope of Work

- Consultants will be responsible for providing services for Solid Waste landfills, transfer stations, MRFs, and wells.
- The scope of work for the Solid Waste Support On-Call Services projects may include assessment, design, construction administration and inspection, groundwater monitoring, survey services, studies, plan review, special inspections, programming, construction document development (plans, specifications and cost estimates), project management, and other related support services to accomplish the mandated requirements for Solid Waste facilities to maintain compliance with City, County, State, and Federal regulations.

Scope of Work (cont.)

- Individual projects will be identified by City of Phoenix (City) Solid Waste staff for implementation and will differ in size, scope and complexity.
- At any given time, there may be multiple projects that the selected firm will be required to manage simultaneously, while also coordinating with City Solid Waste staff, contractors and potentially other agencies.

Scope of Work (cont.)

- Consultant will provide vehicles, fuel, technical references, cellular phones, laptops/tablets, printer, digital camera, and other equipment deemed necessary to complete the tasks.
- Cell phones and laptop/tablet must have full field connectivity. Consultant must provide technical support for their equipment.

Scope of Work (cont.)

- Consultant may be required to work with City staff to evaluate selected activities, identify applicable requirements, and develop and implement an appropriate response.
- Firms may submit for one or more Service Categories.
- The City is looking for a variety of firms to ensure we have consultants available to meet the diverse needs of Solid Waste projects.

Service Categories

The four Service Categories are:

1. ENGINEERING SERVICES - up to 3 firms may be selected
2. ENVIRONMENTAL PROFESSIONAL SERVICES - up to 2 firms may be selected
3. GROUNDWATER MONITORING – up to 2 firms may be selected
4. SURVEY SERVICES - up to 1 firm may be selected

Service Category 1: Engineering Services

Engineering Services for Landfills and Transfer Stations may include, but are not limited to:

- Design, construction administration and inspection services for the SR85 Landfill cells excavation, lining and closure of various phases.
- Design, construction administration and inspection services for the five Closed Landfills including repair of final cover, drainage improvements, site security, and end use planning.
- Design, construction administration and inspection services for the North Gateway and 27th Avenue Transfer Stations and MRFs.
- Sequencing Plans Development for SR85 landfill operations.
- Drawings and sketches in support of SR85 landfill operations.
- Slope Stability Calculations.

Service Category 1: Engineering Services (cont.)

- Landfill Volume Calculations (Airspace Used, Solid Waste to Soil Ratio, and Waste Density).
- Estimate Future Air Space/Day based on Current Tons/Day.
- Estimate waste disposal to landfill capacity.
- Estimated date to landfill capacity.
- Calculations on soil usage during landfill operations.
- Minor/major environmental/operational permit modifications.
- General engineering services for landfills and waste transfer stations.
- Cost estimating for various construction activities at landfills and waste transfer stations.
- Related surveyor services and interpretation.
- Permitting assistance.
- Other services as requested.

Service Category 2: Environmental Professional Services

Environmental Professional Services for Landfill and Transfer Stations may be of a general technical or regulatory nature include, but not limited to:

- Compliance reviews.
- Site or project assessments.
- Operations hazard assessments.
- Identification of alternative approaches.
- Department staff training.
- Obtaining regulatory compliance.
- Permitting assistance.
- Public Outreach.
- Reporting and document preparation.
- Application for funding, and other associated services.
- Compliance programs development.
- Other environmental consulting related services as requested.

Service Category 2: Environmental Professional Services (cont.)

Assistance for various disciplines, includes, but not limited to:

- Archaeology.
- Historic preservation.
- Biology and natural resources.
- Clean Water Act / sections 404, 401, and 402, including, but not limited to:
 - State and federal wastewater and Stormwater permitting assistance.
 - Regulatory reporting and document preparation (e.g. annual reports, Stormwater management Plans, Pretreatment Program Plans, etc.).

Service Category 2: Environmental Professional Services (cont.)

- Environmental assessments, studies, and technical support (e.g., pollutant loading estimates, pollutant source evaluations, drainage area studies, etc.).
- Green infrastructure.
- National Environmental Policy Act (documentation and related supporting technical analyses and reports).
- Clean Air Act, including, but not limited to:
 - Permitting.
- Monitoring, modeling, source testing, etc.

Service Category 3: Groundwater Monitoring

- Conduct Groundwater monitoring at the City Landfills boundaries per the Landfill Groundwater Monitoring Manual and QA/QC Plan.
- Maintain compliance with State and Federal regulations regarding monitoring the quality of the groundwater at the boundaries of the City Landfills.
- Monitor quality of groundwater at boundary of City landfills for data that is representative of actual site conditions in the uppermost aquifer.
- Monitor static water level in the monitoring wells to determine direction of the regional groundwater flow beneath the City landfills.
- Report findings to State and Federal agencies as required.
- Conduct remediation studies and propose activities (if determined to be needed).
- Providing other services as requested.

Service Category 3: Groundwater Monitoring (cont.)

- Perform the following requirements when needed.
 - Perform and coordinate groundwater sampling at City landfills, including physically collecting all samples in the field, coordinating with Arizona Department of Health Services-certified laboratory for sampling parameters and supplies, preparing all paperwork, reviewing bottle orders, ensuring all sampling parameters are met, etc. Environmental monitoring and sampling to be performed in accordance with applicable rules, regulations and legal requirements and in compliance with industry standard sampling protocols and procedures.
 - Complete groundwater well sounding (depth measurements) and purging of groundwater monitoring wells.

Service Category 3: Groundwater Monitoring (cont.)

- Prepare groundwater monitoring reports for the City landfills for submittal to Arizona Department of Environmental Quality (ADEQ) signed and sealed by a registered professional. Review analytical monitoring data to determine if Exceedance Conditions exist, complete monthly monitoring if needed due to Exceedance Conditions, and prepare Exceedance Reports, if needed.
- Perform statistical analysis from the analytical laboratory for Skunk Creek, 27th Avenue, 19th Avenue, and SR 85 landfills for submittal to regulatory agencies.

Service Category 3: Groundwater Monitoring (cont.)

- Review and revise as necessary the sampling and monitoring plans to stay in compliance with regulatory requirements.
- Complete sampling of landfill leachate and condensate as needed.
- Stay up-to-date with environmental regulations on landfill groundwater monitoring, etc. by reviewing: Federal Register notices; Arizona Administrative Register; and regulations (40 CFR, Title 18 AAC, City of Phoenix Sewer Code, etc.) to ensure all requirements are met.

Service Category 3: Groundwater Monitoring (cont.)

- Interact and consult with regulatory agencies (ADEQ Solid Waste Division on 40 CFR 258 and other groundwater monitoring regulations, and ADEQ Superfund Programs Section on 19th Avenue Landfill groundwater monitoring requirements).
- Work alone in remote field conditions under severe weather conditions and lifting heavy objects.

Service Category 4: Survey Services

Survey Services may include, but are not limited to:

- Survey (Legal Boundary, Topographic, Control, As-Built, Hydrographic, Elevation, etc.).
- Mapping.
- Data collection.
- Construction staking and layout.
- Must be a registered Land Surveyor.



QUESTIONS

FOR THE CLIENT DEPARTMENT
PROJECT MANAGER

SOQ Evaluation Criteria

Maximum number of Points is 1000

A. Experience of the Prime Firm (*max. 300 Points*)

Service Category 1: Engineering Services

Service Category 2: Environmental Professional Services

Service Category 3: Groundwater Monitoring

Service Category 4: Survey Services

B. Experience of the Key Personnel (*max. 275 Points*)

Service Category 1: Engineering Services

Service Category 2: Environmental Professional Services

Service Category 3: Groundwater Monitoring

Service Category 4: Survey Services

C. Project Management and Responsiveness (*max. 225 points*)

D. Staffing Information for Key Personnel (*max. 200 points*)

Submittal Requirements

New Electronic Submittal Process:

Firms interested in this project must submit a Statement of Qualifications (SOQ) electronically to bobbie.hobart@phoenix.gov

- Submit One (1) page **Information Sheet** that includes project title, project number, Rfx number, **legal firm name**, address, phone number, vendor number, and the name, title, email address and signature of your contact person for the project. Do not include any additional information.
- Paper Size shall be 8½ " x11"; 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

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 submit SOQ via email to CS by due date and time
- Submitting SOQ to CS for a different project
- Violating "Contact with City Employees" policy

Maximum Page Count

- Ten pages permitted to address Criteria B, C, and D
- Three additional pages, per category, to address **Criterion A and B**

Selection Process

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



Up to eight firms will be selected



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



QUESTIONS

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Important Dates: Selection Schedule

Event:	Date:
Pre-submittal meeting	February 28, 2025
SOQs Due	March 14, 2025
Selection Notification	Late March 2025
On-Call Kick-Off Workshop	Late April 2025
Contracts Effective	July 1, 2025

Procurement Website

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

- ❖ RFQ
- ❖ Pre-Submittal Power Point Presentation & Sign-In Sheet
- ❖ Notifications
- ❖ Final Results

Solicitations Website

Procurement Newsletter

Submitter's Handbook

The screenshot shows the City of Phoenix website's Procurement Opportunities page. The header includes the City of Phoenix logo, a search bar, and navigation links for PHX At Your Service, PHX Pay Online, Map It, Find Public Records, PHXTV, and Translate. The breadcrumb trail reads: City of Phoenix > Street Transportation > Procurement Opportunities. The main heading is "Consulting & Construction For Capital Improvement Programs". Below this, a paragraph describes the contracting process. A bold notice states: "EFFECTIVE MONDAY, MARCH 11, 2019 ALL DESIGN AND CONSTRUCTION PROCUREMENT WEB PAGE LINKS NOW DIRECT TO THE MAIN CITY OF PHOENIX SOLICITATIONS PAGE." The page lists three sections: "Current Opportunities" (Request for Qualifications, project plans, etc.), "Project Interviews" (Firms recently short-listed), and "Bid Results and Project Selections" (Preliminary and final bid results). A "Subscribe to Procurement Newsletter" link is provided. A note mentions that construction plans, specifications, and addendum/notifications are available for download. The "Other Useful Resources" section includes links for Protest Policy, Submit Protest to City Clerk, Submitter's Handbook, Public Records Request, and SBE/DBE Directory.

City of Phoenix

Convention Center Public Meetings

Search...

PHX At Your Service PHX Pay Online Map It Find Public Records PHXTV Translate

City of Phoenix > Street Transportation > Procurement Opportunities

Consulting & Construction For Capital Improvement Programs

Design and Construction Procurement coordinates the contracting process for capital improvement projects using Design-Bid-Build, Job Order Contracting, Design-Build, and Construction Manager at Risk project delivery methods. The section handles all aspects relating to the contracting process from advertisement through contract award and execution under A.R.S. Title 34 and the direction of the City Engineer.

***EFFECTIVE MONDAY, MARCH 11, 2019 ALL DESIGN AND CONSTRUCTION PROCUREMENT WEB PAGE LINKS NOW DIRECT TO THE MAIN CITY OF PHOENIX SOLICITATIONS PAGE.**

Current Opportunities – Request for Qualifications, project plans, and specifications for projects that are currently available, as well as project amendments, notifications, plan holders list, pre-bid or pre-submittal sign-in sheets and PowerPoint presentations.

Project Interviews – Firms recently short-listed to participate in interviews for professional services and construction opportunities, as well as firms short-listed for 2-Step procurement processes.

Bid Results and Project Selections – Preliminary and final bid results are for Design-Bid-Build procurement opportunities. Preliminary bid results do not reflect the responsiveness or responsibility of any received bids. Project Selections identify firms to be awarded professional services and construction opportunities with the City.

Subscribe to Procurement Newsletter – Register to be on the distribution list for the free weekly newsletter that advertises design and construction opportunities.

In an effort to decrease paper costs, Design and Construction Procurement will place all construction plans, specifications, and addendum/notifications on the City of Phoenix website for downloading. Interested parties can download the information and print at their own offices or copy the information to a disk and take to any reprographics company of their choice.

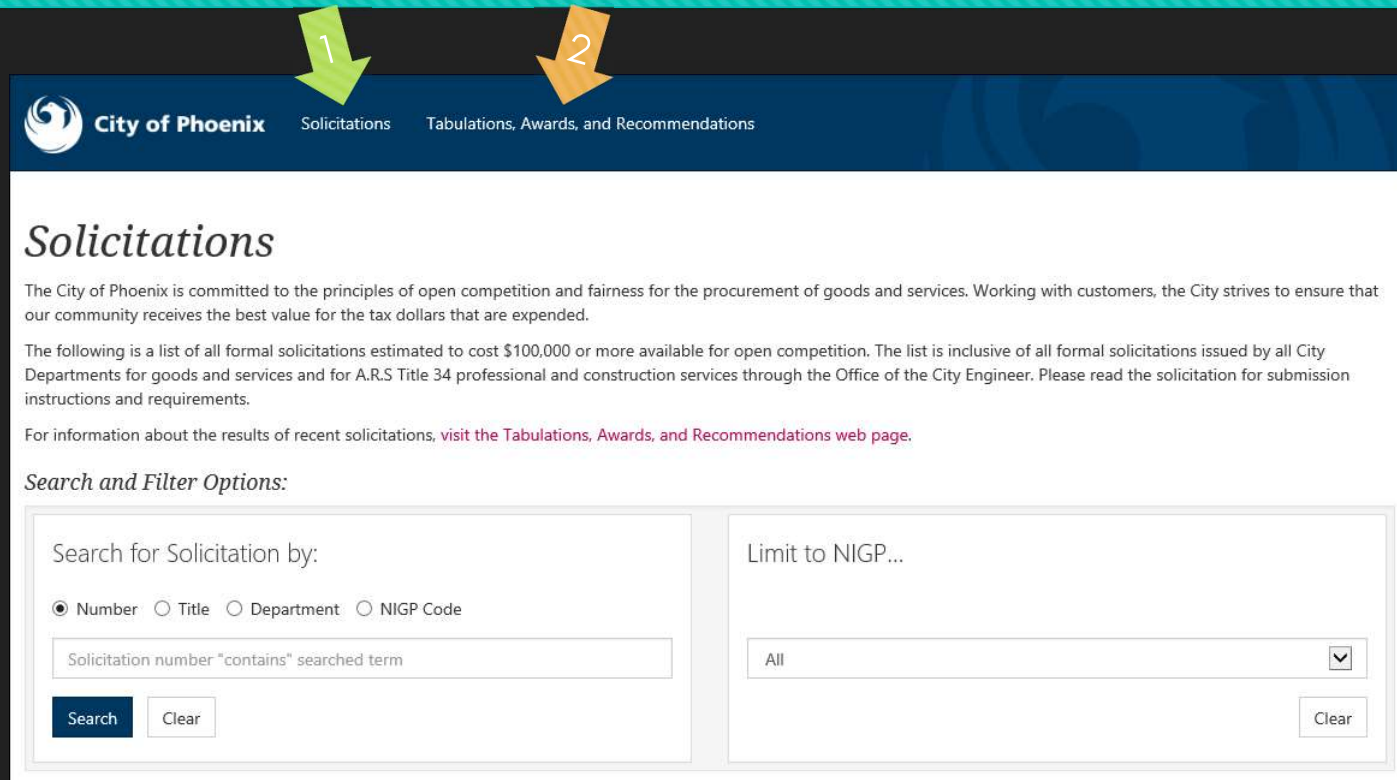
Other Useful Resources

- Protest Policy
- [Submit Protest to City Clerk](#)
- Submitter's Handbook
- Public Records Request
- SBE/DBE Directory

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. At the top, there is a dark blue header with the City of Phoenix logo and the text "City of Phoenix". Below the logo, there are two navigation links: "Solicitations" and "Tabulations, Awards, and Recommendations". A green arrow labeled "1" points to the "Solicitations" link, and an orange arrow labeled "2" points to the "Tabulations, Awards, and Recommendations" link.

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

Limit to NIGP...

All

QUESTIONS?

Email all questions to:

Bobbie.Hobart@Phoenix.gov

Or call: **602-534-8352**

Reference **RFX6000001724** in your email subject line

***Stay for [ProcurePHX Overview](#) otherwise,
Thank You for Attending!!!***

Rfx Overview

Brief overview of
ProcurePHX



Tips & Tricks

- Click “**Refresh**” often
- Make sure your Pop-Up blocker is turned **off**
- Application is accessible with Internet Explorer or Google Chrome
- 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.

Login to ProcurePHX

A screenshot of the ProcurePHX login page. The page has a white background with a thin grey border. In the top left corner, there is a small red shopping bag icon followed by the text "procurePHX" in a sans-serif font. Below this, there are two input fields: "User *" and "Password *". To the right of the "Password *" field is a "Log On" button. At the bottom left, there is a link that says "Login Problems? [Get Support](#)".

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: **925000000 and 926000000**

RFx (Event) Number is: **6000001724**

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

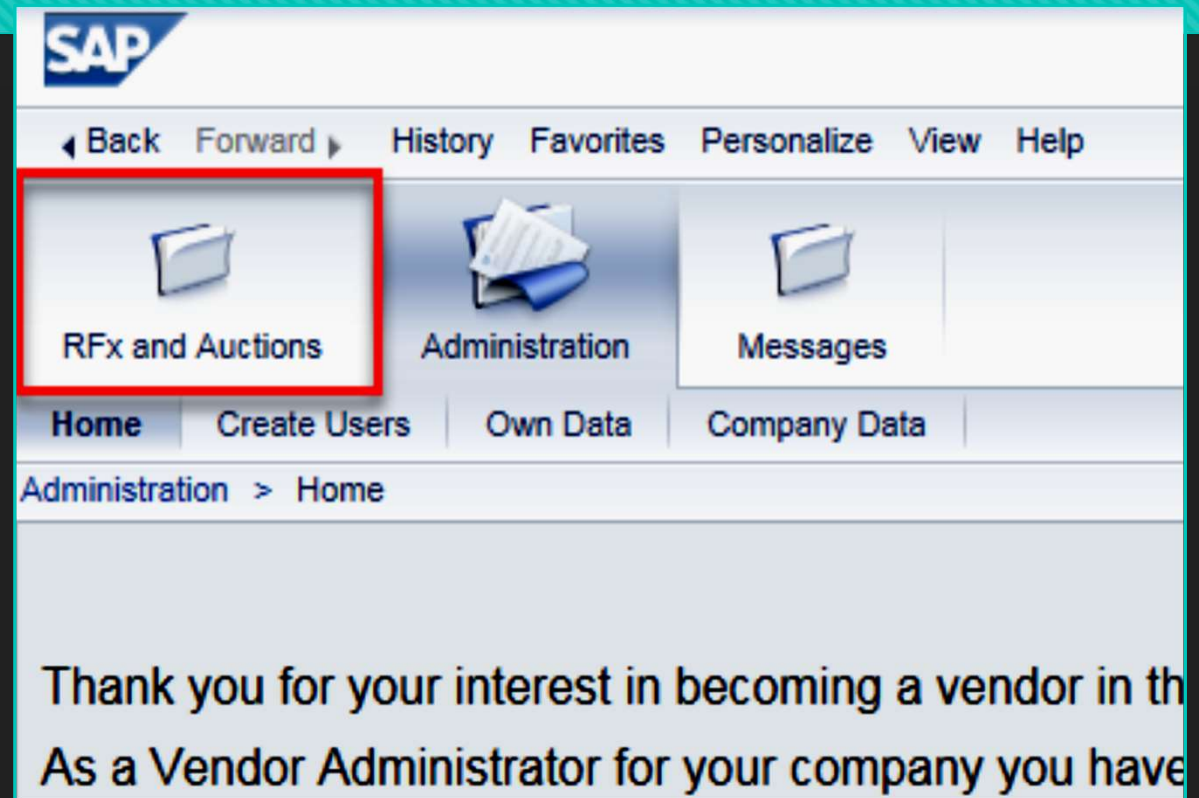
RFx Home Screen

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

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](#) | [Export](#)

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

- 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.

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' section of a web application. At the top, there are tabs for 'RFX and Auctions', 'Administration', and 'Messages'. Below these is an 'Overview' section with a breadcrumb trail: '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 events with columns for 'Event Number' and 'Event Description'. The first row is highlighted in yellow. A red box highlights the gray box next to the event number '6000000583' in the first row, with a red arrow labeled '1' pointing to it. A red box highlights the 'Display Event' button, with a green 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. An orange arrow labeled '1' points to the 'Participate' button in the top toolbar. A green arrow labeled '2' points to the 'RFX Information' tab. A red box highlights the 'RFX Parameters' section at the bottom.

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