



PRE-SUBMITTAL MEETING

CITY OF PHOENIX
WATER SERVICES DEPARTMENT
WATER TRANSMISSION MAINS
ENGINEERING ON-CALL SERVICES

MARCH 21, 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

Frank Dubasik, PE,

Water Services Department

MEETING OVERVIEW

To be added to the Attendance Sheet, send an email by 4:00 PM today to julie.b.smith@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 Procurement page

<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.

***THE CITY OF PHOENIX IS
TRANSITIONING TO OPEN.GOV
PROCUREMENT IN APRIL 2025!***

We are excited to announce that the City of Phoenix is transitioning to Open.Gov, a modern procurement portal, to replace the current Solicitation Application. This change will streamline the way we work with vendors, offering a faster and more transparent user-friendly process for managing solicitations.

Why Register Now:

Receive notifications for new solicitations.

Enjoy easy, step-by-step guidance for offer submissions.

Access all procurement opportunities in one convenient location.



HOW TO REGISTER:

1. Visit the [City of Phoenix Procurement Portal](#)
 2. Subscribe if you already have an existing Open.Gov account or create your free account and then subscribe
 3. Stay informed with email notifications about opportunities.
- We encourage you to register early on the Open.Gov portal at Open.Gov. Registration is 100% cost-free and ensures you stay updated on all bidding opportunities.
 - Instructions to register on Open.Gov: [Vendor Registration](#)
 - Video guides for new Open.Gov users: [Video Guides: OpenGov Procurement Vendor Training](#)

PROJECT DESCRIPTION

The City of Phoenix is seeking qualified consulting firms to provide Water Transmission Main engineering services on an as-needed basis. Water Transmission Main engineering services may include but are not limited to:

- Studies (including alignment studies and desktop studies)
- Water transmission main design
- Construction administration and inspection (CA&I)
- Staff Augmentation

SCOPE OF WORK - STUDIES

Studies may include, but are not limited to:

- Identify all utility locations both vertically and horizontally in conflict with proposed transmission main alignment.
- Develop a ranking matrix for proposed alignment alternatives.
- Identify all applicable permits.
- Coordinate with other project stakeholders as needed.
- Provide an engineer's estimate of cost.
- Provide exhibits that depict the alignment corridor.
- Conduct geotechnical studies.
- Hydraulic analysis of proposed transmission main.
- Identify potential impacts on the right-of-way and easement considerations.
- Environmental and Archeological Coordination.
- Conduct traffic studies.
- Water quality testing, modeling, and analysis.
- Condition assessment and analysis.

SCOPE OF WORK - DESIGN

Design services will include, but are not limited to:

- Provide construction documents and specifications.
- Provide an engineer's estimate of cost.
- Develop preliminary Maintenance of Plant Operations plans for pipeline shutdown and recharge.
- Coordinate with the Street Transportation and other City Departments as required on right-of-way and/or City owned property.
- Identify all utility locations both vertically and horizontally in conflict with proposed transmission main.
- Coordinate with the City's potholing contractor as necessary to establish utility locations.
- Coordinate with other design consultants on adjacent projects, as needed.
- Conduct geotechnical evaluations to develop construction requirements.
- Investigate and identify traffic control impacts and costs using the City's Right-of-Way Management Program.
- Obtain all applicable permits.
- All City standards shall be used to develop construction documents including but not limited to drafting standards and MAG standard specifications.

SCOPE OF WORK – CA&I

Construction Administration and Inspection services may include, but are not limited to:

- General project administration and construction inspections.
- Resident engineering services during construction.
- Daily interaction with contractors to clarify job requirements.
- Administration of contractor's contract.
- Decision making regarding technical project issues.
- Monitoring job progress.
- Review and certification of progress payments and job orders.
- Preparation of record drawings.
- Public information and public relations services, and coordination with other City Departments, governmental agencies, and operations staff.



QUESTIONS

FOR THE PROJECT MANAGER

SOQ EVALUATION CRITERIA

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

- | | |
|-------------------------------------------|----------------|
| A. Experience of the Firm | (max. 275 pts) |
| B. Experience of the key Personnel | (max. 275 pts) |
| C. Project Management and Responsiveness | (max. 300 pts) |
| D. Staffing Information for Key Personnel | (max. 150 pts) |

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.

Up to three consultants will be selected.

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

Event:

Date:

Pre-submittal meeting

March 21, 2025

SOQs Due

April 4, 2025

Selection Notification

Early April 2025

Scope of Work Meeting

April 2025

IMPORTANT DATES: SELECTION SCHEDULE

QUESTIONS

Thank you for attending

Reminder, please email your information by 4 PM today,
so that I can add your name to the sign-in sheet.