



# PRE-SUBMITTAL MEETING



CITY OF PHOENIX  
Water Services Department

WATER MAIN REPLACEMENT  
ORANGEWOOD AVENUE TO NORTHERN  
AVENUE AND 12<sup>TH</sup> STREET TO 16<sup>TH</sup> STREET  
WS85509037

CONSTRUCTION MANAGER AT RISK SERVICES  
AND  
ENGINEERING SERVICES

MARCH 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](mailto:Julie.b.smith@phoenix.gov)** (602) 534-2418

**Todd Coy,**  
**Project Coordinator**  
Water Services Department

Matthew Woodland, P.E.  
Civil Engineer III – Lead  
Water Services Department



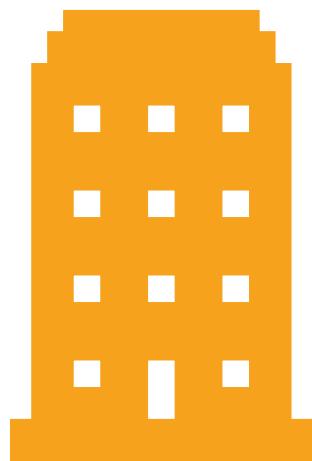
MEETING  
OVERVIEW

ONLINE ATTENDANCE SHEET – Please email your contact information for the Attendance sheet. Name, phone number, company and email by end of business today.

Attendance sheet and PowerPoint will be posted on  
City of Phoenix's  
<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"/>
------------	----------------------	-----------	----------------------

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, 15<sup>th</sup> Floor**
- **Phoenix, AZ 85003**
- **602-495-5259**
- **Karina.matthiessen@phoenix.gov**

# PROJECT DESCRIPTION

- WATER MAIN REPLACEMENT

ABB: 12<sup>TH</sup> ST – 16<sup>TH</sup> ST NORTHERN AVE  
– ORANGEWOOD AVE

22,604 LF  
22 FIRE HYDRANTS  
36 CUT AND PLUGS



# SCOPE OF WORK - DESIGN

The requested services may include, but are not limited to the following:

- Data collection and field survey work
- Preparation of base maps and initial design
- Utility coordination
- Preparation of preliminary, pre-final, and final plans
- Preparation of Special Provisions
- Preparation of preliminary and final construction cost estimates
- Assistance during the CMAR bidding process
- Coordination with public relations personnel for design phase public outreach

# PROJECT DESCRIPTION – CMAR

- **Design Phase**
  - Coordination with Designer
  - Utility & Pothole Coordination
  - Identifying potential construction conflicts and finding solutions
  - Constructability and Cost Saving design reviews
  - Cost Estimates
  - SBE Goal Setting
  - Permitting
  - Preliminary traffic control
  - Sequencing plans under design

# 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

# SOQ EVALUATION CRITERIA - CMAR

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

- |  |                 |
|--|-----------------|
| A. General Information   | (max. 50 pts)   |
| B. Experience and Qualifications of the Prime Firm                               | (max. 275 pts)  |
| C. Experience of the Key Personnel to be Assigned to this Project                | (max. 275 pts)  |
| D. Understanding of the Project and Approach to Performing the Required Services | (max. 400 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





# QUESTIONS

FOR THE PROJECT MANAGER

# 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:**

**March 27, 2025**

**SOQs Due**

**April 11, 2025**

**Selection Notification**

**Late April 2025**

**Scope of Work Meeting**

**May 2025**

**IMPORTANT DATES: SELECTION SCHEDULE**

# QUESTIONS

Thank you for attending