



City of Phoenix Water Services Department

RFP-1920-WRD-278 (DJR)

Landscaping Services for the
Water Services Department

Pre-Offer Conference
May 12, 2020



Housekeeping

- Meeting purpose is to provide solicitation clarifications
- Attendance
 - Appointment only attendees
 - No recording allowable



Meeting Format

- Use the chat feature to direct questions to the Procurement Officer (not “everyone”)
- Procurement Officer will read the question to city staff for the response
- Attendee verbal questions not allowable



Questions and Answers (Q&A)

- Written questions only
- All questions must be submitted by Friday, May 15, 2020, 2:00 pm to WSD Procurement e-mail at wsdprocurement@phoenix.gov
- Answers to be published via Addendum posted on solicitation website
- Addendum answers supersede verbal responses



Proposal Deadline



Important
Date!

Tuesday
May 26, 2020
2:00 p.m.

Phoenix Local Time

Offers are due **electronically**
to wsdprocurement@phoenix.gov

Late proposals will be rejected



Contract Term

- Two-year contract term
 - Pilot program for landscaping water conservation
 - No renewal options



Pricing

- The Pricing Proposal is contained within Attachment F
- Proposers may bid on one (1) group or multiple groups for the *routine services tables*
- Proposers *must* input pricing for all of the line items in the *additional/ancillary services table*



Pricing

INSTRUCTIONS FOR THE ROUTINE SERVICES TABLES:

- Routine services are defined in Section V – Scope of Work, Clause 4.2.
- For at least one group below, input the cost per visit for each line item. Input the total annual cost for each line item, which shall be based on the cost per visit multiplied by the estimated number of visits per year.
- Proposers may input pricing for one group or multiple groups. Evaluations will be conducted for each site group separately.
- In addition to submitting routine service pricing for at least one site group, Proposers must complete the additional/ancillary services table on page 3 of this attachment.

Routine Services - Group 1

Line Item No.	Site Description	Maintenance Level (ML)	Estimated No. of Visits Per Year	Cost per Visit	Total Annual Cost
1.	24th St Administrative Office Area	High	52		
2.	24th St Water Treatment Plant	High	52		
3.	Cave Creek Service Center	High	52		
4.	Cave Creek Water Reclamation Plant	High	52		
5.	Deer Valley Water Treatment Plant	High	52		
6.	Union Hills Water Treatment Plant	High	52		
7.	Val Vista Water Treatment Plant	High	52		
Group 1 Total					



Pricing

Routine Services - Group 2

Line Item No.	Site Description	Maintenance Level (ML)	Estimated No. of Visits Per Year	Cost per Visit	Total Annual Cost
1.	52nd St Reservoir East Yard & Remote Site South 2A-B9	High	52		
2.	Customer Service Area 1	Medium	30		
3.	Customer Service Area 4	Medium	30		
4.	Remote Facilities 1-ES1	Medium	12		
5.	Remote Facilities 1-ES3	Medium	12		
Group 2 Total					

Routine Services - Group 3

Line Item No.	Site Description	Maintenance Level (ML)	Estimated No. of Visits Per Year	Cost per Visit	Total Annual Cost
1.	23rd Ave Wastewater Treatment Plant	High	52		
2.	91st Ave Wastewater Treatment Plant	High	52		
Group 3 Total					



Pricing

INSTRUCTIONS FOR THE ADDITIONAL/ANCILLARY SERVICES TABLE:

- Additional/ancillary services are defined in Section V – Scope of Work, Clause 4.3.
- Input unit pricing for all of the line items in the below table.
- Any missing prices for the additional/ancillary services table may cause the Proposer to be deemed as non-responsive.

Additional/Ancillary Services

Description	Unit of Measure	Unit Price
GENERAL LABOR WORK RATE FOR ADDITIONAL SERVICES AS REQUESTED BY WSD (INCLUDES REMOVAL/REPLACEMENT/INSTALLATION OF PLANTS/SHRUBS/TREES, CLEAN-UP FROM STORMS/VANDALISM/ACCIDENTS, TRASH CLEAN-UP, PALM PEELING/SHAVING/SCALING, PLANT PRUNING, ETC.):		
General Labor Work Rate	Hour	
IRRIGATION SYSTEMS MAINTENANCE AND REPAIR:		
Irrigation Systems Labor Work Rate	Hour	
SUPPLY AND INSTALLATION/REMOVAL OF DECOMPOSED GRANITE (3/4" MINUS) VARIOUS COLORS:		
1-10 Tons	Ton	
11-25 Tons	Ton	
26-50 Tons	Ton	
ADDITIONAL MATERIALS AS REQUIRED BY WSD (NEW/REPLACEMENT PLANTS/TREES/SHRUBS, IRRIGATION PIPING, ETC.; EXCLUDES DECOMPOSED GRANITE):		
*Pass-Through Cost Only	N/A	N/A

*All additional materials shall be charged to WSD as a pass-through cost, and shall be itemized on the invoice(s). Receipt(s) of the additional materials shall be included with the invoice(s).



Proposal Response Criteria and Scoring

EVALUATION CRITERIA	POINTS
1. Method of Approach for Water Conservation	450
2. Price Proposal (Attachment F)	300
3. Response Times and Work Schedules	250
TOTAL POINTS POSSIBLE	1000



Terms and Conditions

- Section II – Standard Terms & Conditions
(pages 20-34)
- Section III – Special Terms and Conditions
(pages 35-52)
 - Security (*Maximum Risk Level*)
(Paragraph 27, pages 43-45)



Section I - Instructions to Offers

- Self-Registration Requirements
(Paragraph 2, page 4)
- Business in Arizona - AZ Corporation
Commission (Paragraph 9, page 7)
- Pre-award Qualifications
(Paragraph 15, pages 8-10)



Submittal Format

- **Tab 1**
 - Cover Letter, Table of Contents, Attachments A-E, Signed Addenda, Copies of All Requested Licenses/Certificates

- **Tab 2**
 - Strategy to maintain water usage levels
 - Provide water conservation methods, identify staff and equipment
 - Provide one-page resumes of Key Staff



Submittal Format

- **Tab 3**
 - Attachment F – Price Proposal
- **Tab 4**
 - Scheduled work
 - Response times
 - Report samples



Delivery of Proposal

Submittal Package

- 1 original pdf copy electronically via email to the following:

wsdprocurement@phoenix.gov



Scope of Work – Overview

- Contractor shall provide landscaping services in accordance with the standards stipulated in the scope of work
- Contractor shall keep water usage within the water budget amounts stipulated in Exhibit B



Scope of Work – Key Elements

- **Routine Services vs Additional/Ancillary Services**
 - Section V – Scope of Work, Item 4.2 and 4.3
- **Medium Maintenance Level (ML) and High ML**
 - Section V – Scope of Work, Paragraph 5, Locations



Scope of Work – Key Elements

- **Water Conservation and Water Budgets**
 - Section V – Scope of Work, Item 4.1.21.2
 - Section V – Scope of Work, Item 4.2.15

- **Reporting to the Contract Manager**
 - Section V – Scope of Work, Paragraph 3, WSD Contract Management

- **Reports**
 - Section V – Scope of Work, Item 4.1.11



Transparency Policy

City Code 43-36

All respondents and their representatives under penalty of disqualification will refrain from contacting anyone involved in this process other than the procurement officer.