



CITY OF PHOENIX, ARIZONA  
OFFICE OF THE CITY ENGINEER  
DESIGN AND CONSTRUCTION PROCUREMENT

---

## **REQUEST FOR QUALIFICATIONS**

**91<sup>st</sup> AVENUE WASTEWATER TREATMENT PLANT  
ELECTRICAL, INSTRUMENTATION AND CONTROL  
SYSTEMS INSPECTION AND TESTING SERVICES**

**ENGINEERING SERVICES  
WS90100092**

**PROCUREPHX PRODUCT CATEGORY CODE 925000000  
RFx 6000001018**

# REQUEST FOR QUALIFICATIONS

The City of Phoenix is seeking a qualified electrical engineering consultant to provide professional services for design support, construction inspections, and commissioning testing in support of multiple projects associated with electrical, instrumentation and control systems throughout the 91<sup>st</sup> Avenue Wastewater Treatment Plant. This contract will be for a three-year period with an option to extend the contract for an additional two-year period, for a total of five consecutive years. The estimated total construction cost for the projects under the program is \$188 million.

## **SECTION I – PROJECT DESCRIPTION**

To improve the functionality, efficiency and maintenance of the electrical, instrumentation and control systems, the City utilizes Electrical, Instrumentation & Control System Inspection and Testing Services to assist the Engineer and Contractor with projects related to the facility and its various systems. The City has developed electrical, instrumentation and control standards for the entire Water Services Department which are used to provide consistency throughout the Department. Part of the selected consultant's role will be to ensure adherence to these standards on all projects during the design, construction, calibration, testing and commissioning of the electrical, instrumentation and control systems. In addition, the selected consultant will provide operations and maintenance support when City staff are replacing existing equipment or installing new equipment.

## **SECTION II – SCOPE OF WORK**

All work performed is expected to be done in close coordination with City of Phoenix staff. The general scope of work includes providing design support services, construction support services, and commissioning support services for multiple rehabilitation or replacement projects at the 91<sup>st</sup> Avenue Wastewater Treatment Plant.

Design support services consist of providing technical support and consultations relative to installation techniques and procedures, insuring adherence to the City standards, and insuring adherence to applicable electrical codes. The selected firm will attend design meetings and project engineer demonstrations, support the Engineer with research of existing conditions, conducting design reviews of project plans and specifications, support the Engineer with understanding the Water Service Department's standards for electrical, instrumentation and control systems. In addition, the selected firm may be required to support City staff in updating and maintaining the Water Service Department's standards as necessary.

Construction support services consist of reviewing equipment submittals, conducting reviews on the equipment installation, providing field observations reports, participating in factory testing, reviewing the completeness of required equipment testing documentation and witnessing the instrumentation calibrations and loop checks.

Commissioning support services consist of providing assistance on computer control strategy checkout, tuning of control loops, and performing loop tests, troubleshooting for the computer control system programmers, maintain designated instruments through final acceptance, educate the plant staff on the systems, support the maintenance staff on developing maintenance procedures for designated equipment and reviews the accuracy of the as-built documentation for electrical drawings and the process & instrumentation diagrams.

The selected firm may be required to provide arc flash hazardous testing services utilizing a professional electrical engineer. The arc flash hazardous testing will include as-building existing single line diagrams, conducting load calculations for motor control centers, switchgear and power panels and have the knowledge to conduct a power system study. The selected firm will be required to access energized equipment and provide all arc flash safety personal protective gear that meets the requirements of NFPA.

The selected firm will be required to as-build existing control panels and have the ability to design control panels. The selected firm will be required to understand UL508 requirements.

The selected firm will be required to participate on the Water Services Department Process Controls Standards Committee and develop standards for this committee or participate in standards development.

The selected firm is expected to specialize in electrical engineering, will be required to have at least one Registered Professional Electrical Engineer, and a minimum of one Senior Instrumentation and Controls Technicians on staff. Specific experience with the City of Phoenix electrical standards and the 91<sup>st</sup> Avenue WWTP are preferred.

The firm will be required to supply all tools and test equipment necessary to perform the plant wide evaluation of major electrical equipment and for commissioning new and/or rehabilitated equipment.

As such, the following is a list of services expected to be performed by the selected consultant on an as-requested basis:

- Review contract documents including construction plans and specifications for adherence to current City standards.
- Attend meetings with City staff and JOC contractor(s) to discuss and coordinate design issues and review the work progress.
- Review and provide comments on shop drawing submittals.
- Perform inspection activities, including special inspections, start-up, O&M manual review,
- Represent the City's interest in construction related matters. This includes review of Maintenance of Plant Operation Plans (MOPOs) to coordinate plant equipment and process shutdowns with the contractor's work during construction.
- At any given time, the contracted firm may have any number of projects in various stages of implementation and will be required to coordinate with City staff and the City's JOC contractor(s) on the status of these projects.

### **SECTION III - PRE-SUBMITTAL MEETING**

A pre-submittal meeting will be held via WebEx on Monday, September 14th, 2020 from 3:00 PM to 4:00 PM. At this meeting, City staff will discuss the scope of work, general project requirements, and respond to questions from the attendees. It is strongly recommended that interested consultants attend the pre-submittal meeting. Inquiries regarding the project scope outside of this pre-submittal meeting must be directed to the Contracts Specialist.

### **SECTION IV - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA**

A Firm will be selected through a qualifications-based selection process based on the criteria below. Sub-criteria are listed in order of importance in relation to project services. City of Phoenix project experience is not required.

#### **A. Experience of the Prime Firm (maximum 150 points)**

Describe the experience and qualifications of the prime firm in providing services for similar projects including design reviews and conducting power system studies. Identify projects the submitting firm has completed. For each project listed, provide:

1. Description of the project including scope and project owner
2. Role of the firm and explain how this relates to the services being solicited
3. Project's original contract value, final contract value, and reason for variance
4. Project's start date and completion date

#### **B. Construction Inspection and Commissioning Experience of the Prime Firm (maximum 150 points)**

Describe the experience and qualifications of the prime firm in providing construction inspection and commissioning services for similar projects. Identify projects the submitting firm has completed. Include assigned personnel if different from personnel performing design services. For each project listed, provide:

1. Description of the project including scope and project owner
2. Role of the firm and explain how this relates to the services being solicited
3. Project's original contract value, final contract value, and reason for variance
4. Project's start date and completion date

**C. Experience of the Key Personnel and Subconsultants (maximum 125 points)**

Describe the experience and qualifications of the specific project team expected to be assigned to this project in providing services for similar projects including design reviews and conducting power system studies. For each key person identified, list their length of time with the firm. List each key person's role in the projects provided. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. For each project listed, provide:

1. Description of the project including scope and project owner
2. Role of the team or team member and explain how this relates to the services being solicited
3. Project's original contract value, final contract value, and reason for variance
4. Project's start date and completion date

**D. Construction Inspection and Commissioning Experience of Key Personnel and Subconsultants (maximum 125 points)**

Describe the experience and qualifications of the project team expected to be assigned to this project in providing construction inspection and commissioning services for similar projects. For each key person identified, list their length of time with the firm. List each key person's role in the projects provided. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. Include assigned CA&I personnel if different from personnel performing design services. For each project listed, provide:

1. Description of the project including scope and project owner
2. Role of the firm and explain how this relates to the services being solicited
3. Project's original contract value, final contract value, and reason for variance
4. Project's start date and completion date

**E. Project Understanding and Approach (maximum 300 points)**

Describe your firm's understanding of the City's need for this project, including important considerations such as project issues and challenges. Describe the team's approach to the project, including important considerations such as scope, schedule, and budget.

**F. Staffing Information for Key Personnel (maximum 150 points)**

Provide the following:

1. Team's availability and commitment to the project, including sub-consultants
2. Team's plan to maintain continuity of the proposed services
3. Organization chart showing key personnel, current professional licenses or certifications, and assigned roles for the project.
4. Identify the location of the lead firm's principal office and the home office location of key staff on this project.

**G. Reference Check (maximum 75 points\*)**

Use the form provided (Exhibit A) to obtain at least three references. It is preferred no more than one be a City of Phoenix project. If your firm has not completed prior projects with other agencies, you will not be penalized. It is recommended there be references outside the City of Phoenix.

\*These points are in addition to the 1,000 points for the SOQ.

## **SECTION V - SUBMITTAL REQUIREMENTS**

**New Electronic Submittal Process:** Firms interested in this project must submit a Statement of Qualifications (SOQ) electronically through the ProcurePHX online portal.

Submittal requirements are as follows:

- Vendor Information:** All firms must be registered in the City's Vendor Management System prior to submitting a proposal. For new firms, the City will send an email to your firm with a vendor number within two business days of submitting the request. The vendor number should be included on the cover of the SOQ. Information on how to register with the City is available at:

<https://www.phoenix.gov/financesite/Pages/EProc-help.aspx>

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

- The product category code for this RFQ is 925000000 and the RFx number is 6000001018.

- Submittals:**

- Submittals must be uploaded to the ProcurePhx website by the submittal due date and time.
- Submit only one (1) SOQ electronically, in .PDF format only, addressing all evaluation criteria. No hard copies will be accepted.
- Clearly display the firm name, vendor number, project title, and project number on the cover of the SOQ.
- A maximum of **12 pages** is permitted to address all content in the SOQ submittal (**Maximum page limit includes evaluation criteria and all additional content. It does not include information sheet.**)
- Submit electronically the Statement of Qualifications by **12:00 noon, Phoenix time, on Friday, September 25, 2020.**
- Upload one complete version of the SOQ addressing all the criteria. Upload format is .PDF.
- Page size must meet requirements of 8½" x 11"
- Font size must not be less than 10 point
- Content count:
  - ✓ Each side of a page containing evaluation criteria and additional content will be counted toward the maximum page limit noted above.
  - ✓ Pages that have project photos, charts and/or graphs will be counted towards the maximum page limit noted above.
  - ✓ Front and back covers, information sheet, Table of Contents pages, and divider (tab) pages **will NOT** be counted toward the maximum page limit noted above, unless they include evaluation criteria and additional content that could be considered by the selection panel.

- Information Sheet:** Provide an information sheet that includes project title, project number, RFx number, 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.

- Evaluation Criteria:** Address the SOQ evaluation criteria.

- Additional Content:** Resumes and other information may be included (*content shall be included within the permitted maximum page limit*).

**Note:** All pages exceeding the specified maximum page limit will be removed from the submittal and not considered in evaluating a submitted SOQ.

## **SECTION VI – GROUNDS FOR DISQUALIFICATION**

The following **will be grounds for disqualification**, and will be strictly enforced:

- Failure to submit electronically through the ProcurePHX online portal by the due date and time.
- Violating the “Contact with City Employees” policy contained in this RFQ

**SECTION VII - SELECTION PROCESS AND SCHEDULE**

Interested firms will submit a SOQ. The firm will be selected through a qualifications-based selection process. A selection panel will evaluate each SOQ per the criteria set forth in Section IV above.

The City will select a firm based on the SOQs received; no formal interviews will be conducted. The City may conduct a due diligence review on the firm) receiving the highest evaluation.

The City expects to create a final list of at least three, but not more than five firms for this project. The City will enter into negotiations with the selected firm and execute a contract upon completion of negotiation of fees, contract terms, and City Council approval.

The following tentative schedule has been prepared for this project.

Pre-submittal meeting	September 14, 2020
SOQs due	September 25, 2020
Scope Meeting	October 2020

If the City is unsuccessful in negotiating a contract with the best-qualified firm, the City may then negotiate with the next most qualified firm until a contract is executed, or the City may decide to terminate the selection process. Once a contract is executed with the successful firm, the procurement is complete.

All submitting firms will be notified of selection outcome for this project. The status of a selection on this project will be posted on the City of Phoenix’s “Tabulations, Awards, and Recommendations” website:

<http://solicitations.phoenix.gov/awards>

The selected Consultant should expect to comply with the Arizona State Statutes Title 34 and City of Phoenix Design and Construction Procurement’s contract provisions.

**SECTION VIII – GENERAL INFORMATION**

**Citywide Capital Improvement Projects.** Consulting and contractor services supporting the City’s Capital Improvement Projects are procured under the authority of the City Engineer, currently located within the Street Transportation Department. Design and Construction Procurement coordinates the citywide consulting and construction contracting procurement processes.

**Changes to Request for Qualifications.** *Any changes to this Request for Qualifications (RFQ) will be in the form of a Notification.* The City of Phoenix shall not be held responsible for any oral instructions. Notifications are available on both the Current Opportunities and ProcurePHX webpage.

***It shall be the responsibility of the registered RFQ holder to determine, prior to the submittal of the Statement of Qualifications, if a Notification has been issued.*** Registered RFQ holders may refer to the web page or call the Contracts Specialist (listed below) to ascertain if a Notification has been issued for this project.

**Alternate Format.** For more information or a copy of this publication in an alternate format, contact the Contracts Specialist (listed below) - Voice or TTY 711. Requests will only be honored if made within the first week of the advertising period.

**Release of Project Information.** The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City.

**City Rights.** The City of Phoenix reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

**Contact with City Employees.** This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. **OFFERORS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED.**

Beginning on the date the RFQ is issued and until the date the contract is awarded or the RFQ withdrawn, all persons or entities that respond to the RFQ, including their authorized employees, agents, representatives, proposed partner(s), subcontractor(s), joint venture(s), member(s), or any of their lobbyists or attorneys (collectively the Proposer), will refrain from any direct or indirect contact with any person (other than the designated Contract Specialist) who may play a part in the selection process, including members of the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department heads, the Mayor and other members of the Phoenix City Council. As long as the RFQ solicitation is not discussed, Proposers may continue to conduct business with the City and discuss business that is unrelated to this RFQ solicitation with City staff.

Commencing on the date and time a solicitation is published, potential or actual proposers (including their representatives) will only discuss matters associated with the solicitation with the Mayor, any members of City Council, the City Manager, any Deputy City Manager, or any department director directly associated with the solicitation (including in each case their assigned staff, except for the designated procurement officer) at a public meeting, posted under the Arizona Revised Statutes, until the resulting contract(s) are awarded or all offers or responses are rejected and the solicitation is cancelled without any announcement by the procurement officer of the City's intent to reissue the same or a similar solicitation.

Proposers may discuss their proposal or the RFQ solicitation with the Mayor or one or more members of the Phoenix City Council, provided such meetings are scheduled through the Contract Specialist (listed below), conducted in person at 200 W. Washington, Phoenix, Arizona 85003, and are posted as open meetings with the City Clerk at least twenty-four (24) hours prior to the scheduled meetings. The City Clerk will be responsible for posting the meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

**Conflict of Interest.** The City reserves the right to disqualify any Proposer on the basis of any real or apparent conflict of interest that is disclosed by the proposal submitted or any other data available to the City. This disqualification is at the sole discretion of the City. Any Proposer submitting a proposal herein waves any right to object now or at any future time, before any body or agency, including but not limited to, the City Council of the City of Phoenix or any court.

**Protest Procedures.** Firms responding to disqualification or a procurement outcome are referred to the Code of the City of Phoenix Chapter 2, Article XII, Section 2-187 to 2-190.4, which governs protest procedures utilized throughout the selection process. The procedures may be reviewed through the City of Phoenix website at:

<http://www.codepublishing.com/az/phoenix/>

A copy of the Protest Policy is also available online at:

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

**Questions** - Questions pertaining to this selection process or contract issues should be directed to the Contracts Specialist, Liz Blakley at (602) 495-3654 or email [elizabeth.blakley@phoenix.gov](mailto:elizabeth.blakley@phoenix.gov).

**EXHIBIT A**  
**CONSULTANT REFERENCE CHECK INSTRUCTIONS, FORM, AND SAMPLE LETTER**

The attached Consultant Performance Evaluation Form is to be provided to the agencies or entities for which your firm has recently provided services relevant to those requested for this project. Provide the evaluation form to the Owner, or the Owner's representative directly responsible for oversight of the project to complete and submit to the email box listed below.

The first three references submitted will be accepted and the scores utilized as part of the evaluation process. Each reference check is worth up to 25 points for a total of up to 75 points available.

The form is to be completed by the agency or entity and uploaded to the (email box) at:

[soq.referencechecks@phoenix.gov](mailto:soq.referencechecks@phoenix.gov)

The procurement identifier is:

6000001018

Attention: Liz Blakley

Also attached is a sample performance evaluation cover letter that may be used when sending the reference check request.



## Sample Consultant Performance Evaluation Cover Letter

Sample Cover Letter  
Contact Name  
Address of Reference

(Your Name) is responding to a Request for Qualifications (RFQ) from the City of Phoenix Office of the City Engineer's Design and Construction Procurement section.

The City is requesting reference information related to our past performance. As a part of the response submittal process, the City is requesting performance evaluations from agencies that our firm has performed services for either in the past or is currently receiving services.

I would appreciate your cooperation in completing the attached Consultant Performance Evaluation form and return by email the completed form by 12:00 pm Phoenix time on **September 25, 2020** to:

[soq.referencechecks@phoenix.gov](mailto:soq.referencechecks@phoenix.gov)

**Reference in Subject Line: RFx #6000001018**

For questions, contact Liz Blakley, Contracts Specialist at 602-495-3654.

Failure to submit the Consultant Performance Evaluation form by the above date will have a negative impact on the proposal we submit for this service. Your cooperation in submitting this form by this date is appreciated.

If you have any questions regarding this request, please contact (your name) at (your telephone number).

Sincerely,

## INSTRUCTIONS FOR COMPLETING CONSULTANT PERFORMANCE EVALUATION

Evaluate the consultant's contract performance in each of the rating areas listed below. On the Consultant Performance Evaluation form, circle the rating from 1 to 4 that most closely matches your evaluation of the consultant's performance. Comments are not required but appreciated. **Every rating area must be scored.**

The Design and Construction Procurement section will use the information from this form to evaluate firms competing for contract award. **This completed form will become public record and upon request, will be released to the consultant or any other entity.**

Please submit the completed form to the address indicated on the bottom of the Consultant Performance Evaluation form. Thank you for your time and your cooperation.

**WS90100092**  
**91<sup>st</sup> Ave. WWTP EIC Inspection & Testing**  
**RFx: 6000001018**

**CONSULTANT PERFORMANCE EVALUATION FOR \_\_\_\_\_**  
(firm name)

In the box below, provide the project title, contracted services provided by the firm, and start and completion date of services. This form is to be completed by the Owner, or the Owner's representative directly responsible for oversight of the project. The project services evaluated must be relevant to the services of this project. Every rating area must be scored.

**RATINGS:** Summarize the Consultant's performance and **circle the number** below that corresponds to the performance rating for each category. Please see the rating scale.

1 = Unsatisfactory; 2 = Poor; 3 = Good; 4 = Excellent

HOW WOULD YOU RANK THE BUSINESS RELATIONSHIP BETWEEN THE OWNER AND THE FIRM?	4 3 2 1	Comments:
WAS THE TEAM PRESENTED IN THE PROPOSAL THE TEAM THAT WORKED ON THE PROJECT TO COMPLETION?	4 3 2 1	Comments:
WAS STAFF PROACTIVE IN SOLVING PROBLEMS THAT MAY HAVE OCCURRED ON THE PROJECT?	4 3 2 1	Comments:
WAS THE CONTRACTED SCOPE OF SERVICES COMPLETED ON TIME AND WITHIN BUDGET?	4 3 2 1	Comments:
HOW WOULD YOU RATE THE QUALITY OF WORK PERFORMED BY THIS FIRM ON YOUR PROJECT?	4 3 2 1	Comments:
DID THE FIRM RECOMMEND EFFICIENCIES OR PROVIDE INNOVATIVE IDEAS OR SUGGESTIONS?	4 3 2 1	Comments:

WOULD YOU BE WILLING TO CONTRACT WITH THIS FIRM AGAIN? (YES = 1 point)	YES  NO	Comments:
TOTAL SCORE		(MAXIMUM 25 POINTS)

Reference Evaluation Provided By:

Name and Title: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

*Email completed form by **September 25, 2020 by 12:00 pm Phoenix time** to:*

[soq.referencechecks@phoenix.gov](mailto:soq.referencechecks@phoenix.gov)

**\*EMAIL SUBJECT LINE SHOULD REFERENCE RFx NUMBER 6000001018**

The document should reference the project number and firm for which the reference check is being submitted. If no project number is available, reference the service and firm for which the reference check is being submitted.