



City of Phoenix Water Services Department

RFP-2021-WRD-437 (DJR)

Landscaping Maintenance Services

Pre-Offer Conference
December 22, 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 Wednesday, December 30, 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!

Wednesday
January 13, 2021
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 w/ emphasis on landscaping water conservation (Water Services Department only)
 - No renewal options



No Site Visits/Drones

- No Site visits
 - Refer to the Exhibits E-R for GIS aerial photos
 - Refer to Exhibit D for additional site data
 - See Section I, Item 4
- Use of Drones prohibited
 - See Section I, Item 5



GIS Aerial Example

Remote 1ES1
2650 N 64TH ST





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 11, page 7)
- Pre-award Qualifications
(Paragraph 17, pages 8-9)



Proposal Response Criteria and Scoring

EVALUATION CRITERIA	POINTS
1. Method of Approach	450
2. Price Proposal (Attachment F)	350
3. Capacity and Experience	200
TOTAL POINTS POSSIBLE	1000



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

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					

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					



Pricing

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 5.15.
- 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).



A Note on Pipe Repairs

- Repairs on ID tubing, PVC pipes, or irrigation pipes that are $\frac{3}{4}$ " or smaller in size should be built into the 'cost per visit' line item(s) of the Routine Services group(s) in Attachment F – Price Proposal.



A Note on Pipe Repairs

- Repairs on ID tubing, PVC pipes, or irrigation pipes that exceed $\frac{3}{4}$ " in size may be charged as an additional/ancillary service



A Note on Pipe Repairs

- The labor shall be included in the Additional/Ancillary Services table in Attachment F – Price Proposal.
- Any materials (piping, fittings, etc.) used for the referenced service shall be charged as a pass-through cost.



Submittal Format

- The written Offer may not exceed **50** single-sided pages, exclusive of the following items:
 - Cover Letter
 - Table of Contents
 - Required Submittal Forms
 - Price Proposal (Attachment F)



Submittal Format

- Tab 1
 - Cover Letter, Table of Contents, Attachments A-E, Signed Addenda

- Tab 2 (Method of Approach) – See Section I, Item 33.2
 - Describe the Offer's experience with water management when performing landscape maintenance
 - Describe the effects of frequent, shallow landscape watering, include a minimum of three reasons why it should be avoided
 - Explain the methodology your company would use to determine efficient and adequate landscape watering depth
 - Describe four methods on how the Offeror will prioritize maintaining the water usage levels within prescribed water budgets levels



Submittal Format

- Tab 3 (Price Proposal)
 - Attachment F – Price Proposal
 - Fill in Group 1, 2, and/or 3 tables
 - Fill in the Additional/Ancillary services table

- Tab 4 (Capacity and Experience) – See Section I, Item 33.4
 - One-page resumes for each of the following Key Staff
 - Contract Superintendent
 - Arborist
 - Irrigation Technician

 - Describe the Offeror's knowledge and experience with Calsense Water Management Software



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

Monthly Water Budgets

MONTHLY WATER BUDGETS IN HUNDRED CUBIC FEET (CCF) FOR SELECT WSD LOCATIONS													
Location	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL
23rd Ave Wastewater Treatment Plant 2470 S 22ND AVE	207	278	454	653	815	869	836	745	608	450	265	187	6,368
24th St Administrative Office Area 6202 N 24TH ST, BLDG 2	14	19	31	45	56	60	58	51	42	31	18	13	440
24th St Water Treatment Plant 6202 N 24TH ST	231	309	506	728	908	968	931	830	677	501	295	209	7,092
52nd St Reservoir East Yard 3015 N 52ND ST	24	37	69	125	188	201	193	172	117	69	35	21	1,252
Remote Site South 2A-B9 5204 E THOMAS RD	16	22	36	52	65	69	66	59	48	36	21	15	504



Scope of Work – Key Elements

- **Routine Services vs Additional/Ancillary Services**
 - Section V – Scope of Work, Item 5.2 and 5.15
- **Medium Maintenance Level (ML) and High ML**
 - Section V – Scope of Work, Items 6.1 and 6.2
- **Water Conservation and Water Budgets**
 - Section V – Scope of Work, Item 2
 - Section V – Scope of Work, Items 5.1.1, 5.1.4, 5.1.8, 5.41.2



Scope of Work – Key Elements

- **Contract Manager Defined**
 - Section V – Scope of Work, Item 3
- **Contract Superintendent, Arborist, Irrigation Tech. Defined**
 - Section V – Scope of Work, Item 8
- **Reports**
 - Section V – Scope of Work, Item 5.31



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.