



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

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## **REQUEST FOR QUALIFICATIONS**

**91<sup>ST</sup> AVENUE WASTEWATER TREATMENT PLANT FACILITY  
MASTER PLAN UPDATE  
ENGINEERING SERVICES  
WS90100115**

**PROCUREPHX PRODUCT CATEGORY CODE 925000000  
RFx 6000001182**

# REQUEST FOR QUALIFICATIONS

The City of Phoenix is seeking a qualified consultant to provide engineering services to update the existing twenty-five year 91<sup>st</sup> Avenue Wastewater Treatment Plant Facility Master Plan Study (2010-2035) for the period beginning 2022 through 2050.

## **SECTION I – PROJECT DESCRIPTION**

The 91<sup>st</sup> Avenue Wastewater Treatment Plant (WWTP) is located on a 560-acre site just east of 91st Avenue, south of Broadway Road and north of Southern Avenue. The plant is owned by the Sub-Regional Operating Group (SROG) and operated by the City of Phoenix. The facility has the capacity to treat 230 million gallons per day (MGD). Portions of the facility were built in the early 1960's, and the facility has been expanded and modified since then. The facility treats wastewater with various processes consisting of:

- Screening
- Grit removal
- Primary sedimentation
- Activated sludge with nitrification-denitrification
- Secondary sedimentation
- Disinfection by chlorine
- Dechlorination (sodium bisulfite)
- Solids are digested in anaerobic digesters and then dewatered in centrifuges
- Solids are disposed of via land application

In 2000, Greeley and Hansen and Malcolm Pirnie began work on a 25-Year Facility Master Plan for the 91<sup>st</sup> Ave WWTP. The Master Plan forecasted needs for wastewater capacity at the 91<sup>st</sup> Ave WWTP from 2005 through year 2030, based upon information available in 2000. The study identified how and when the WWTP was to be expanded and how existing facilities were to be integrated into future expansions or decommissioned through the study period. The study was based upon projections of wastewater growth and each SROG City's plans for construction of their own facilities; evaluation of the potential for expansion at the 91<sup>st</sup> Avenue WWTP site; facility enhancements required at the 91st Avenue WWTP; and regulatory and end user requirements. The study recommended treatment component and system alternatives, phasing schedules, and cost apportionments for future expansions.

In 2005, Greeley & Hansen / Malcolm Pirnie updated the 25-Year Master Plan for the WWTP to incorporate additional flow and load projections as well as system evaluations and confirmation of decommissioning recommendations incorporated in the original plan. The purpose of this effort was to develop the baseline requirements for the Unified Plant 2005 Expansion Project. An updated plan was developed; however, the purpose of this plan was not a holistic evaluation of the original plan recommendations.

In 2010, Greeley & Hansen and CH2M Hill provided a comprehensive update to the 25-year Master Plan.

Within the last 5 years a significant piping and plant asset evaluation has been completed. As a result of these findings, a 10-year business plan was developed and financial resources committed to initiate a comprehensive rehabilitation program for both the liquid and solid streams.

This project, the 91<sup>st</sup> Ave. Wastewater Treatment Plan Facility Master Plan Update (2022-2050), will develop a path for the future operation of the 91<sup>st</sup> Ave WWTP based on flow and loading projections for the five SROG cities through the planning period and update the facility specific recommendations within the 10-year business plan for the 91<sup>st</sup> Avenue WWTP to meet both current and future demands.

## **SECTION II – SCOPE OF WORK**

The scope of work for this Master Plan may include but not be limited to the following:

- Assess the capability of the 91<sup>st</sup> Ave WWTP to meet the needs of the SROG members' flow and loading projections for the period of 2022-2050.

- Evaluate future regulatory and end user requirements that could affect existing plant processes, in the areas of:
  - Effluent quality (all user requirements and regulated disposal)
  - Residuals quality
  - Air quality
  - Biosolids and land use, including items such as PFAS
- Evaluate overall treatment philosophy and strategy
- Evaluate SROG's flow obligations to the Buckeye Irrigation District, Tres Rios Environmental Habitat Restoration Project, and the Palo Verde Nuclear Generating Station in terms of what capacity of the treatment plant is needed to meet these obligations.
- Assess the adequacy of the required unit processes (both liquid and solid stream) that will need to meet the SROG flow and loading projections for the period of 2022-2050 and potential environmental regulations.
- Present holistic alternatives for future capital projects at the facility to maximize the economic benefits of the SROG system considering:
  - If excess treatment capacity is available, address approaches for utilizing the excess capacity
  - Evaluate facilities for decommissioning if necessary
  - Evaluate rerating facilities
  - Evaluate biogas production increase
  - Explore treatment of other wastes, such as food waste
- Evaluate other uses of biogas
- Evaluate and recommend optimal staffing in both the operation and maintenance areas
- Hold progress meetings and workshops as needed to complete the work
- Prepare a draft report for review by SROG
  - Prepare and distribute materials outlining the technical approach to the master plan for review and approval prior to development of the draft report; include review workshops as necessary
- Present the recommendations made in the draft report to SROG
- Prepare a final report
- Present the final executive summary to the SROG committee

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

A pre-submittal meeting will be held at 10:00 a.m., Phoenix time on Wednesday, January 5, 2022 via WebEx. 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 firms attend the pre-submittal meeting. Inquiries regarding the project scope outside of this pre-submittal meeting must be directed to the Contracts Specialist.

### **PRE-SUBMITTAL MEETING WEBEX INFORMATION:**

**Pre-submittal meeting number (access code): 2465 692 4352**

**Meeting password: irGkEv8WG43**

Join by phone  
 +1-415-655-0001 US Toll  
 Global call-in numbers [cityofphoenix.webex.com]

### **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. Master Plan Experience of the Prime Firm (maximum 300 points)**

Describe the experience and qualifications of the prime firm in developing a master plan that includes a wastewater treatment plant. Identify three master plans the submitting firm has completed. For each project listed, provide:

1. Description of the project including scope and project owner
2. Indicate whether the treatment plant provides services to a region or a single community
3. Capacity of the wastewater treatment plant
4. Indicate the treatment processes included at the plant
5. Project's original contract value, final contract value, and reason for variance
6. Project's start date and finish date and if the project schedule was met
7. Describe challenges with respect to the treatment plant in completing the master plan for each project
8. Discuss a project the firm recommended as a result of a master plan that is considered unique and "out of the box"

**B. Master Plan Experience of the Key Personnel and Subconsultants (maximum 300 points)**

Describe the experience and qualifications of the specific project team expected to be assigned to this project in providing WWTP master plan services. For each key person identified, list their length of time with the firm. List each key person's role and expertise as it pertains to this master plan project and the projects provided as applicable. 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

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

Discuss important considerations and challenges the team has identified to complete this master plan. Discuss the team's approach to accomplishing the project, including how the team intends to address the identified issues and challenges. Include in the discussion the following:

1. The prime firm's familiarity with each of the SROG member cities
2. The teams' approach to gathering the necessary data to complete this master plan
3. Describe critical issues and challenges of the 91<sup>st</sup> Ave. WWTP

**D. Staffing Information for Key Personnel (maximum 100 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 team.
4. Identify the location of the lead firm's principal office and the home office location of key staff on this project.

**E. Reference Check (maximum 21 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 6000001182.**
- Submittals:**
  - Submittals must be uploaded to the ProcurePhx website by the submittal due date and time.
  - Submit only one 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 **10 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, January 21, 2022.**
  - 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(s) 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	January 5, 2022
SOQs due	January 21, 2022
Scope Meeting	March 2022

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 21 points for a total of up to 7 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:

6000001182

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 **January 21,2022** to:

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

**Reference in Subject Line: RFx #6000001182**

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.

**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 (.25 pt.); 2 = Poor (.50 pt.); 3 = Good (.75 pt.); 4 = Excellent (1.0 pt.)

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 7 POINTS)

Reference Evaluation Provided By:

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

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

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

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

***Email completed form by January 21, 2022 by 12:00 pm Phoenix time to:***

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

**\*EMAIL SUBJECT LINE SHOULD REFERENCE RFx NUMBER 6000001182**

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.