REQUEST FOR QUALIFICATIONS

PRE-STRESSED CONCRETE CYLINDER PIPE
CONDITION INSPECTION & ASSESSMENT

PROJECT NO: WS85500379

MAYOR
GREG STANTON

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CITY MANAGER – ED ZUERCHER
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REQUEST FOR QUALIFICATIONS

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The City of Phoenix is seeking a qualified engineering consultant to provide condition inspections and assessments of its Pre-stressed Concrete Cylinder Pipe (PCCP) water transmission mains over the next three years. The system is approximately 140 miles in length and ranges in diameter from 42 to 108 inches.

SECTION I – PROJECT DESCRIPTION

The City has approximately 240 miles of large water transmission mains, defined as mains with a diameter of 42 inches or larger. Over half of that total is PCCP, which the City has identified as carrying the highest risk within the transmission system. Since 2003, the City has inspected over 69 miles of PCCP mains with the ultimate goal of assessing the condition of every mile as soon as possible. Initially, the City prioritized the mains using several factors and created 34 “scenarios” that reflected their priority. In 2009, the City re-prioritized the inspection program to focus on 32 miles of PCCP manufactured and installed between 1970 and 1985, which is a timeframe shown to have produced PCCP with a significantly higher failure rate nationwide than other timeframes.

The City’s goal for this project is to inspect 40 miles of PCCP transmission mains. Nine miles of the total will be re-inspections to determine the stability of distress discovered in previous inspections. For these re-inspections, plans have already been developed that identify the requirements and activities necessary for shutdown, inspection, and startup of the mains. The remaining miles will be new inspections and will therefore, require development of these plans.

SECTION II – SCOPE OF WORK

The scope of work will include, but not be limited to the following:

- Review of past assessments, as-builts, any available records of rehabilitation, and other pertinent documents and records related to the inspections
- Selection and implementation of pertinent inspection methods and tools
- Assistance with upkeep of the City’s overall PCCP inspection plan, taking into account the priority of PCCP scenarios, system limitations stemming from shutdowns of treatment plants or other facilities, and opportunities for inspection of additional or alternative scenarios based on planning system shutdowns.
- Development of detailed inspection plans for scenarios that do not currently have a plan
- Assistance with development of scope documents for Job Order Contract support agreements
- Development of construction documents for short-term or capital improvements to facilitate pipeline shutdowns/startups, on an as-needed basis
- Development of detailed shutdown plans (MOPOs)
- Development and distribution of Public Information plans and materials
- Assistance with acquisition of necessary permits and/or licenses for pipeline dewatering, traffic control, extended work hours, etc.
- Coordination of shutdown, inspection, repair, and startup activities including field inspection and contract administration of work performed by the Job Order Contractor(s)
- Execution of condition assessments utilizing appropriate and agreed-upon inspection technologies and techniques
• Development of construction documents for rapid pipeline reinforcement on an as-needed basis
• Compilation, assessment, and reporting of inspection results
• Assistance with importing assessment results into both the City’s CMMS system, Oracle WAM, and GIS
• Updating existing inspection checklists and guidelines and developing new ones as necessary

SECTION III - PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held on Friday, January 15, 2016, at 10:30 a.m., local time, at Phoenix City Hall, Assembly Room C, located at 200 W. Washington Street, First Floor, Phoenix, Arizona. At this meeting, City staff will discuss the scope of work, general contract issues and respond to questions from the attendees. As City staff will not be available to respond to individual inquiries regarding the project scope outside of this pre-submittal conference, it is strongly recommended that interested firms send a representative to the pre-submittal conference.

SECTION IV - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

A Firm will be selected through a qualifications-based selection process based on the following criteria:

A. General information (15 points)

1. Provide a general description of the firm or team that is proposing to provide services for the project.
2. Provide the following information:
   a. List the professional licenses held by the team and the key personnel who will be assigned to this project.
   b. Identify the location of the lead firm’s principal office and the home office location of key staff on this project.
   c. Provide an organization chart showing key personnel.

B. Experience of the Prime Firm (25 points)

Discuss the experience and qualifications of the prime firm in providing condition assessments services for similar projects. For each project listed, please provide:

1. Description of the project
2. Project owner
3. Reference information (two current names with telephone numbers per project)

C. Experience of Key Personnel and Subconsultants (20 points)

Experience and qualifications of the specific project team expected to be assigned to this project. Include sub-consultants’ experience. Identify each team member’s role in the projects listed.

For each key person identified, list their length of time with the firm and at least two comparable projects in which they have played a primary role. 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 other projects provide the following:

1. Description of project
2. Role of the person
3. Project Owner
4. Reference information (two current names with telephone numbers per project)

D. Project Understanding and Approach (30 points)

Understanding and approach to the project, including a discussion of the important considerations of the project and the team’s approach to the project issues.
E. Overall evaluation of the firm and its perceived ability to provide the required services (10 points)

Overall evaluation of the firm’s capability to provide the required services as determined by the selection panel members. No additional submittal response is required.

SECTION V - SUBMITTAL REQUIREMENTS

Firms interested in this project should submit a Statement of Qualifications (SOQ). Submittal requirements are as follows:

- **Cover Letter:** Provide a cover letter which includes full firm company name, address, phone number and the email address of your contact person for the project. Do not include evaluation criteria.

- **Evaluation Criteria:** Address the SOQ evaluation criteria and include a project organizational chart.

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

- **Submittals:**
  - Clearly display the firm name, project title, and project number on the cover of the SOQ and submittal package.
  - Submittals must be placed in the depository located in the reception area on the 6th Floor of Phoenix City Hall by the submittal due date/time.
  - All submittals must be addressed to:
    
    Kini L. E. Knudson, PE, City Engineer
    City of Phoenix
    200 West Washington Street, 6th Floor
    Phoenix, AZ 85003-1611
c/o Kandi Kawolsky

  - Provide 7 copies of the Statement of Qualifications.
  - 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 cover letter.)
  - Submit the Statement of Qualifications by 12:00 noon, local time, on Friday, January 29, 2016
  - Paper Size shall be 8½” x11”
  - Font size may not be less than 10 point
  - 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, cover letter, 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

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

GROUNDS FOR DISQUALIFICATION:

Please be advised that the following will be grounds for disqualification, and will be strictly enforced:

- Receipt of submittal after the specified cut-off date and time.
- Too few copies of the submittal.
- Deposit of submittal in the wrong location.
- Violating the “Contact with City Employees” policy contained in this RFQ.
SECTION VI - SELECTION PROCESS AND SCHEDULE

The successful firm will be selected through a qualifications based selection process. Interested firms will submit a Statement of Qualifications (SOQ). A Selection Panel will evaluate each SOQ according to 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 of the firms 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 and contract terms for City Council approval.

The following schedule has been prepared for this project.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-submittal meeting</td>
<td>January 15, 2016</td>
</tr>
<tr>
<td>SOQs due</td>
<td>January 29, 2016</td>
</tr>
<tr>
<td>Selection Notification</td>
<td>February 16, 2016</td>
</tr>
<tr>
<td>Scope Meeting</td>
<td>February 26, 2016</td>
</tr>
</tbody>
</table>

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.

The firm selected for this project will be notified directly by the City. Notification to all other firms on the status of a selection on this project will be posted on the City of Phoenix Street Transportation Department’s “Recent Awards by Project Number” website:

https://phoenix.gov/streets/procurement/bid-results

SECTION VII – 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 (STR). The STR Contract Procurement Section coordinates the citywide consulting and construction contracting procurement processes.

Plan Holder Lists. All firms who download the Request for Qualifications packet for this project from the “Current Opportunities” webpage will be listed on the project’s Plan Holder List. This report is available within the project folder. The website address is:

https://phoenix.gov/streets/procurement/current-opportunities

Firms receiving a copy of the Request for Qualifications (RFQ) through any other means must download the RFQ from the City webpage and register as a Plan Holder for the project.

Changes to Request for Qualifications. Any changes to this Request for Qualifications will be in the form of a Notification Letter. The City of Phoenix shall not be held responsible for any oral instructions. Notification Letters are available within the project folder. The address is:

https://phoenix.gov/streets/procurement/current-opportunities

It shall be the responsibility of the registered RFQ holder to determine, prior to the submittal of the Statement of Qualifications, if Notification Letters have been issued. Registered RFQ holders may refer to the webpage or call the Contract Specialist (listed below) in order to ascertain if Notification Letters have been issued for this project.

Alternate Format. For more information or a copy of this publication in an alternate format, contact the Contract Specialist (listed below) - Voice or 602-256-4286 – TTY. 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. 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.

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 West 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.

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.**

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.

Data Confidentiality. Except as specifically provided in the Contract, the Consultant or its subconsultants shall not divulge data to any third party without prior written consent of the City.

Legal Worker Requirements. The City of Phoenix is prohibited by A.R.S. § 41-4401 from awarding a contract to any firm who fails, or whose subconsultants fail, to comply with A.R.S. § 23-214(A). The firm and each subconsultant shall comply with all federal immigration laws and regulations related to their employees and compliance with the stated law. The City of Phoenix retains the legal right to inspect the papers of any firm or subconsultant employee who is awarded a contract to ensure that the firm or subconsultant is complying with the law.

Lawful Presence Requirement. Pursuant to A.R.S. §§ 1-501 and 1-502, the City of Phoenix is prohibited from awarding a contract to any natural person who cannot establish that such person is lawfully present in the United States. To establish lawful presence, a person must produce qualifying identification and sign a City-provided affidavit affirming that the identification provided is genuine. This requirement will be imposed at the time of contract award. This requirement does not apply to business organizations such as corporations, partnerships or limited liability companies.

Worker Background Screening. Consultant and its subconsultants awarded a contract for this project shall perform Background Screening for all employees providing services for the project. The Background Screening provided by Consultant and subconsultants shall comply with A.R.S. § 41-4401, and all applicable laws, rules and regulations. In addition to the Background Screening performed by the Consultant and subconsultants, the City reserves the right to require the Consultant and subconsultants provide fingerprints and execute other documentation as necessary to obtain criminal justice information pursuant to A.R.S. § 41-1750(G)(4) or Phoenix City Code § 4-22.

Badge Access Requirements. The Consultant and subconsultants shall not be allowed to begin work in a City facility without prior completion and City’s acceptance of the required background screening; and when required, the Consultant’s and subconsultants’ receipt of and payment for a City issued badge.

Protest Procedures. Firms wishing to respond to disqualification or a procurement outcome may refer to The Code of the City of Phoenix Chapter 2, Article XII, Section 2-188 which governs protest procedures utilized throughout the selection process. The procedures may be reviewed through the City of Phoenix website at:

https://www.codepublishing.com/az/phoenix/

Questions. Questions pertaining to this selection process or contract issues should be directed to the Procurement Manager, Kandi Kawolsky at (602) 256-4108.