REQUEST FOR QUALIFICATIONS

COLLECTION SYSTEM LIFT STATION CONDITION ASSESSMENT
ASSESSMENT SERVICES

PROJECT NO. WS90400083-1

MAYOR
GREG STANTON

CITY COUNCIL
DISTRICT NO. 1 – THELDA WILLIAMS
DISTRICT NO. 2 – JIM WARING
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DISTRICT NO. 7 – MICHAEL NOWAKOWSKI
DISTRICT NO. 8 – KATE GALLEG0

CITY MANAGEMENT
CITY MANAGER  ED ZUERCHER
CITY ENGINEER  KINI L. E. KNUDSON, PE
The City of Phoenix Water Services Department is seeking a qualified engineering consultant to conduct comprehensive condition assessments on the City’s 29 lift stations. This project sites are at various locations citywide.

SECTION I – PROJECT DESCRIPTION
This project is to assess the condition of lift station equipment, structures, facilities and properties, with the exclusion of odor control chemical feed equipment. The condition assessment results will be summarized in a report identifying an estimate of remaining useful life of assets, observed physical condition, as well as recommendations for rehabilitation of equipment, facilities and properties. Cost estimates for rehabilitation will also be developed for each lift station. The consultant will also train operations staff in procedures to self-assess facilities in the future.

SECTION II – SCOPE OF WORK
This study is to evaluate the condition of City of Phoenix wastewater collection system lift station facilities. The scope of work will include but not be limited to the following:

- Development of inspection approach, criticality criteria and consequence of failure criteria for condition assessment.
- Coordination of assessment for input into the City’s asset management system.
- Development of condition assessment forms.
- Comprehensive site inspections to identify the condition of the site civil facilities, buildings, structures, influent sewer, mechanical equipment, electrical (including generators), instrumentation/control, security/alarm systems (safety, process, site alarms), HVAC, site utilities, utilities, wet well air treatment equipment. Excludes chemical feed odor control equipment, force main piping outside of lift station footprint.
- Evaluation of remaining equipment life for each major lift station system asset.
- Recommendation of rehabilitation or replacement items and recommendation of repairs needed for each site.
- Recommend prioritization for rehabilitation and repair action items separated into very near term, short term and medium term (up to ten years from assessment) capital improvements as well as cost estimates for identified CIP projects.
- Instruction for operations staff to self-assess facility condition in the future.
- Identify recommendations for capital improvements to address equipment or technology which may becoming obsolete.
- Identify possible opportunities for energy efficiency improvements.
- Hold progress meetings and workshops as needed to complete the work.
- Present draft report to the City, soliciting City input for incorporation into the final report.
- Final report with presentation. Final report to include an executive summary of the report; findings and recommendations; a detailed description of the study process, analyses, findings and recommendations; and appendices that will contain all of the background data developed during the study process.

SECTION III - PRE-SUBMITTAL MEETING
A pre-submittal meeting will be held on **Tuesday, March 6, 2018, at 1:00 p.m.**, Phoenix time, at Phoenix City Hall, **9th floor Training Room**, located at 200 W. Washington Street, Phoenix, Arizona. At this meeting, 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 meeting, it is strongly recommended that interested firms send a representative to the pre-submittal meeting.

Submit questions to the assigned Contracts Specialist by no later than 12:00 noon Phoenix time, Friday, March 9, 2018.

**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 (10 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. **Assessment Experience of the Prime Firm (25 points)**

Discuss the experience and qualifications of the prime firm in providing assessment services for similar projects. Identify projects the submitting firm has completed. For each project listed, please provide:

1. Description of the project and cost
2. Firm’s role in developing master plans.
3. Project owner
4. Reference information (two current names with telephone numbers per project)

C. **Experience of Key Personnel and Subconsultants (25 points)**

Experience and qualifications of the specific project team expected to be assigned to this project. Include sub-consultant, including DBE’s experience. Identify each team member’s role in the projects identified. Specify if work was completed while employed under submitting firm or another firm.

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 (35 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 (5 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:

All firms should be registered in the City’s Vendor Management System prior to submitting an proposal. For new firms – the City will send an email to your firm with a vendor number within two 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/finance/vendorsreg

☑ Information Sheet: Provide one page with the following information: full firm company name, address, phone number, vendor number, and the name and email address of your contact person for the project. Do not include additional information.

☑ 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, vendor number, 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:

  City of Phoenix  
  Kini L. E. Knudson, PE, City Engineer  
  c/o Cathie Rodman  
  200 W. Washington Street, 6th Floor  
  Phoenix, AZ 85003-1611

- Provide 8 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 information sheet.)
- Submit the Statement of Qualifications by 12:00 noon, Phoenix time, on Friday, March 16, 2018
- Paper Size shall be 8½” x 11”
- 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, 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

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

GROUND 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/s 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 V above. **The City will select a firm based on the SOQ’s received; no formal interviews will be conducted.** The City may conduct a due diligence review on 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 tentative 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>March 6, 2018</td>
</tr>
<tr>
<td>SOQs due</td>
<td>March 16, 2018</td>
</tr>
<tr>
<td>Scope Meeting</td>
<td>April 2018</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 Design and Construction Procurement’s “Preliminary Bid Results and Recent Awards” website:

http://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. Design and Construction Procurement coordinates the citywide consulting and construction contracting procurement processes.

**Planholder 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 Planholder List. This report is available within the project folder. The website address is:

http://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 planholder for the project.

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

http://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 a Notification has 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), 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 Contracts Specialist) 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 Contracts Specialist 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 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.

**No Israel Boycott.** By entering into this contract, the Consultant certifies that they are not currently engaged in, and agrees for the duration of the Contract to not engage in, a boycott of Israel, as defined in the state statute.

**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 subconsultant’s 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:

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

**Questions.** Questions pertaining to this selection process or contract issues should be directed to Cathie Rodman, Contract Specialist, Cathie.rodman@phoenix.gov at (602) 495-3654.