

**City of Phoenix
Request for Qualifications
and
Scoring Process
Update**



Purpose

Provide an update on changes to the procurement process for City of Phoenix CIP projects



Discussion Topics

- Professional Services RFQ
 - Development and Notable changes
- Panel Scoring Changes
- Selection Panel Training
- Electronic Submittals
- New Agreement Structure



RFQ – Development

- Previous RFQ
 - In place 10+ years
- First modification was adding CA & I criteria
- New process
 - Developed by DCP team with input from CIP Task Force and client department users

RFQ – Notable Changes

- RFQs will contain more details for:
 - Project descriptions
 - Scopes of work
 - Scoring Criteria
- Benefits
 - Firms receive increased project understanding
 - Easier to demonstrate relevant experience and expertise
 - Increase objectivity
 - City receives more tailored submittals
 - Enhanced project outcomes

Panel Scoring Changes

- Reference check criteria has been standardized
- 1,000 point scale
- Standard deviation utilized to eliminate scores of outliers by individual categories for RFQs and interviews
- Overall firm rank determined by cumulative score from:
 - SOQs
 - Reference Checks
 - Interviews



Sample Individual Score Sheet

	Panel Member Scores & Rankings of Evaluation Criteria						
	(A) Design Experience of Prime Firm (150 points possible)	(B) CA & I Experience of Prime Firm (150 points possible)	(C) Design Experience of Key Personnel and Subconsultants (125 points possible)	(D) CA & I Experience of Key Personnel and Subconsultants (125 points possible)	(E) Project Understandin g and Approach (300 points possible)	(E) Staffing Informatio n (150 points possible)	Total Score
Firm Name							
Firm 1							0.0
Comments							
Firm 2							0.0
Comments							
Firm 3							0.0
Comments							
Firm 4							0.0
Comments							

Selection Panel Score Sheet

Firm Name 1

		Max Score	Selection Panel Member A	Selection Panel Member B	Selection Panel Member C	Selection Panel Member D	Selection Panel Member E	Selection Panel Member F	Selection Panel Member G	Mean Score	1.65 X Standard Deviation	Mean Plus 1.65 Std Dev	Mean Minus 1.65 Std Dev	FIRM's ADJUSTED SCORE:
RFQ Criteria	Firm Design Experience	150	60	100	100	100	100	90	90	91.43	24.15	115.58	67.28	96.67
	Firm CA&I Experience	150	230	230	200	220	230	230	230	224.29	18.71	242.99	205.58	228.33
	Personnel Design Experience	125	150	140	180	150	170	180	180	164.29	28.35	192.64	135.93	164.29
	Personnel CA&I Experience	125	100	100	90	80	90	90	100	92.86	12.47	105.33	80.38	95.00
	Project Understanding	300	220	260	270	250	280	300	220	257.14	49.24	306.38	207.91	257.14
	Staffing Information	150	30	50	40	30	50	50	30	40.00	16.50	56.50	23.50	40.00
	RFQ Total	1000	790	880	880	830	920	940	850					881.43
Reference Checks	Reference 1	25	22	22	22	22	22	22	22	22.00	0.00	22.00	22.00	22.00
	Reference 2	25	25	25	25	25	25	25	25	25.00	0.00	25.00	25.00	25.00
	Reference 3	25	20	20	20	20	20	20	20	20.00	0.00	20.00	20.00	20.00
	References Total	75	67	67	67	67	67	67	67					67.00
Interview Criteria	Question 1	100	90	90	100	100	100	100	60	91.43	24.15	115.58	67.28	96.67
	Question 2	100	100	90	90	90	80	100	100	92.86	12.47	105.33	80.38	95.00
	Question 3	100	30	50	50	30	40	50	30	40.00	16.50	56.50	23.50	40.00
	Question 4	100	75	70	90	75	85	90	90	82.14	14.18	96.32	67.97	82.14
	Question 5	100	90	90	85	75	90	70	75	82.14	14.18	96.32	67.97	82.14
	Interview Total	500	385	390	415	370	395	410	355					395.95
Cumulative Total	FIRM'S RFQ SCORE =	881.43												
	FIRM'S REFERENCES SCORE =	67.00												
	FIRM'S INTERVIEW SCORE =	395.95												
	FIRM'S OVERALL FINAL SCORE =	1,344.38												
	FIRM'S OVERALL RANK =	1												

Key:
 = Outside of Standard Deviation
 = Total Score

Reference Check Form

INSTRUCTIONS FOR COMPLETING CONTRACTOR PERFORMANCE EVALUATION

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 _____

Project Number and Project Title:

Project Title; Contracted Services provided; start and completion date of services:

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.

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

HOW WOULD YOU RANK THE BUSINESS RELATIONSHIP BETWEEN THE OWNER AND THE FIRM?	0 1 2 3	Comments:
WAS STAFF PROACTIVE IN SOLVING PROBLEMS THAT MAY HAVE OCCURRED ON YOUR PROJECT?	0 1 2 3	Comments:
WAS THE TEAM PRESENTED IN THE SOQ THE TEAM THAT WORKED ON THE PROJECT TO COMPLETION?	0 1 2 3	Comments:

Reference Evaluation Provided By: _____

Name and Title: _____

Agency/Organization: _____

Signature: _____

Date: _____

Telephone Number: _____

*Please email completed form by **Month Day, 2018** prior to 4:00 pm Phoenix time to:*

Contracts Specialist Name
Office of the City Engineer
Design and Construction Procurement
Email Address:
Telephone Number: 602-XXX-XXXX

Selection Panel Training

- Provided by Design and Construction Procurement staff
 - Offered on-going – monthly
 - Started October 2017
 - Trained almost 200 people
 - Required to serve on selection panel – July 1
 - Ensures consistency in evaluations by panel members
 - Increases transparency for procurement process

Electronic Submittals

- All proposals will be submitted electronically through procurePHX
 - Originally planned to start in February, required additional testing
 - New expected date July 2018
- Firms must complete self-registration process to receive RFQs





- 1. Gather** Your Business Info
- 2. Scan** Your Signed W-9
- 3. Register** in System
- 4. Set-Up** ID & Password

Steps to Success!

New Agreement Structure

- CIP Task Force group development
- Started using June 1
- No changes to insurance or indemnification sections
- Other contract documents to follow



CITY OF PHOENIX
CONSULTING AND CONSTRUCTION SERVICES FOR
CAPITAL IMPROVEMENT PROJECTS
PROCUREMENT NEWSLETTER

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IMPORTANT NOTICES:

ELECTRONIC PROPOSAL SUBMITTAL REGISTRATION
SEE PAGE 2 FOR INFORMATION

SELECTION PANEL TRAINING
SEE PAGE 4 FOR INFORMATION

2ND ANNUAL AVIATION BUSINESS SUMMIT
TUESDAY, APRIL 24, 2018
SEE PAGE 5 FOR INFORMATION

2018 ADOT DBE & SMALL BUSINESS TRANSPORTATION EXPO
PowerPoint with Street Transportation & Water Services Capital Improvement Projects
2018/2019
<http://www.phoenix.gov/streets/small-business-entireproj>

PROCUREMENT TEAM CONTACT INFORMATION

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Lou Shifman (LS) Contracts Specialist I 602-534-8788 lou.shifman@phoenix.gov

Call for Qualifications and Call for Bid advertisements for the Capital Improvement Projects listed below may be found in the Arizona Business Gazette.

Requests for Qualifications and Bid Documents for the following projects are available at:
<https://www.phoenix.gov/streets/procurement/contract-opportunities>

PROFESSIONAL SERVICES ANNOUNCED IN THIS NEWSLETTER

NO PROFESSIONAL SERVICES ADVERTISEMENTS ARE INCLUDED IN THIS NEWSLETTER

CONSTRUCTION SERVICES ANNOUNCED IN THIS NEWSLETTER

WATER SERVICES DEPARTMENT

► Re-Bid LR Station 47 Civil & Electrical Improvements - Design-Bid-Build (Project No. W090400070-1). The Call for Bid for this project will be available on April 5, 2018. JS

GENERAL NOTICES

NEW – ELECTRONIC PROPOSAL SUBMITTALS

Design and Construction Procurement will be transitioning to electronic proposal submittals beginning in February 2018. In order for firms to submit proposals, they must be registered in the vendor registration system, and must select master NIGP procurement codes in order to receive the advertisement information.

- For Professional Engineering Services register under master code 925000000
- For Professional Architectural Services register under master code 905000000
- For Construction Services register under master code 912000000
- For Environmental Services register under master code 929000000
- For Professional Services Not Otherwise Classified register under 903600000

All firms must be registered in the system to hold a contract with the City of Phoenix and for payment processing. Please visit <https://www.phoenix.gov/finance/vendorsmg> for any questions.

Additional information about the transition will appear in this newsletter as updates occur.

ARIZONA UNIFIED CERTIFICATION PROGRAM (UCP) FOR DISADVANTAGED BUSINESS ENTERPRISES (DBE)

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Procurement Newsletter

Website Info

Consulting & Construction For Capital Improvement Programs

Design and Construction Procurement coordinates the contracting process for capital improvement projects using Design-Bid-Build, Job Order Contracts, Design-Build, and Construction Manager at Risk project delivery methods. The section handles all aspects relating to the contracting process from advertisement through contract award and execution under the direction of the City Engineer.

Current Opportunities – Request for Qualifications, project plans, and specifications for projects that are currently available, as well as project amendments, notifications, plan holders list, pre-bid or pre-submittal sign-in sheets and PowerPoint presentations.

Project Interviews – Firms recently short-listed to participate in interviews for professional services and construction opportunities, as well as firms short-listed for 2-Step procurement processes.

Bid Results and Project Selections - Preliminary and final bid results are for Design-Bid-Build procurement opportunities. Preliminary bid results do not reflect the responsiveness or responsibility of any received bids. Project Selections identify firms to be awarded professional services and construction opportunities with the City.

Subscribe to Procurement Newsletter – Register to be on the distribution list for the free weekly newsletter that advertises design and construction opportunities.

In an effort to decrease paper costs, Design and Construction Procurement will place all construction plans, specifications, and addendum/notifications on the City of Phoenix website for downloading. Interested parties can download the information and print at their own offices or copy the information to a disk and take to any reprographics company of their choice.

Other Useful Resources

 [Protest Policy](#)

[Submit to City Clerk](#)

[SBE/DBE Directory](#)

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

Upcoming Procurements

- The Big One – Engineering On-Calls for Calendar Years 2019/2020 (no SBE this time)
- 16-inch Paradise Valley Zone 3C Improvements (Design and CMAR)
- Pressure Reducing Valve Program (Study/Design/CA)
- Lake Pleasant Water Treatment Plant Asset Assessment
- Val Vista WTP Electrical, Instrumentation & Control Systems Inspection and Testing Services
- Soils and Materials Testing On-Call Services
- PSHIA T2 Demolition and Apron Reconstruction (Design and CMAR)
- DEBRIEFS – all people involved with SOQ development

Questions

