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

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**REQUEST FOR QUALIFICATIONS**

# SANITARY SEWER REHABILITATION PROGRAM JOB ORDER CONTRACT

## OPENGOV ID NO. JOC261

The City of Phoenix is seeking qualified contractors to do business on an on-call basis to provide Sanitary Sewer Rehabilitation Job Order Contracting (JOC) Services for rehabilitation of primarily 8-inch to 15-inch diameter sanitary sewer but may include larger pipe diameters within the City of Phoenix wastewater collection system as described below. Up to five contractors may be selected for this JOC.

A Small Business Enterprise goal has been waived for this project.

## Project Description

The City of Phoenix has approximately 5,000 miles of gravity sewer with small diameter pipe comprising 92% of the wastewater collection system. The purpose of this program is to maintain the reliability and integrity of the wastewater collections system by rehabilitating existing infrastructure. This program is mainly for 8-inch to 15-inch diameter clay pipe, but rehabilitation may include pipe diameters greater than 15 inches and other pipe materials. The primary method of sanitary sewer rehabilitation is cured-in-place pipe (CIPP) utilizing felt and resin lining process. Occasionally the work may include dig and replace in lieu of CIPP-lining of existing pipe. At a minimum, the Contractor will be expected to successfully perform the following construction services, including, but not limited to:

- Traffic control
- Sewer cleaning
- CCTV or digital scans of sewer pipe/manholes
- Bypass pumping
- Trenching for bypass piping
- Pavement restoration
- Spot repair
- PVC-liner repair
- Install cured-in-place pipe (CIPP) structural liner
- Cleanout replacement/removal
- Manhole rehabilitation, repair or replacement
- New manhole installation
- Odor control
- All other work as it relates to rehabilitation of sanitary sewer system

This will be for a 36-month duration or $30,000,000 per JOC, whichever occurs first. The JOC will include an option to renew, based on the Contractor's satisfactory performance, the City's need for additional services, and funding availability. The option to renew will be for an additional 24-month term or the balance of the maximum contract amount for a total contract amount not to exceed $50,000,000, including all JOC amendments. The City intends that each Job Order Agreement (JOA) issued under this JOC will not exceed $4,000,000 in construction costs, but in no event will any JOA exceed $4,000,000 subsequent to Council approval of the change in limits.

The Contractor is required to provide performance and payment bonds in the amount of each Job Order proposal prior to executing the Agreement.

During the term of the JOC, work is performed as a series of individual Job Orders. Each Job Order Agreement, initiated by the City, is defined cooperatively by the City and the Contractor. A

scope, schedule, and price are agreed upon, and the Contractor is directed to proceed with the work. JOAs may include pre-construction services, construction work, project management and contract administration as comprised within the Contractor's construction management plan.

## Scope of Work

The scope of work will vary with each JOA. Minor design services may be required for some JOAs, however, most will be designed through consultants under a separate contract with the City. City staff may design some projects.

For JOAs that may require design services, the Contractor shall seek the services of an Arizona registered professional architect and/or engineer to prepare plans for permitting. It is the responsibility of the Contractor to provide cost estimating, project scheduling for design, construction and/or maintenance, and obtain permits if needed from the appropriate City departments. The Contractor is also responsible for:

- Knowledge of and compliance with current City of Phoenix adopted codes
- All other work as it relates to this JOC, and
- All work incidental to this JOC

Prior to preparing each Job Order Agreement, a scope of work conference may be scheduled to define design and construction services required of the Contractor.

The City of Phoenix will provide construction administration, inspection, and acceptance material testing for the JOAs.

Assumptions about JOAs:

- All sites will be in the State of Arizona.
- The Contractor will furnish all necessary tools and test equipment required for the performance of its work in accordance with the scope of work.
- All customer-provided documentation is obtained within a reasonable time at project start.
- All customer-required approvals are provided within a reasonable and mutually agreed upon time frame.
- Any work required at each site outside of this scope of work will be performed in accordance with the adjustment process.
- **Each JOA Schedule of Values must be submitted in MAG or CSI format or it will not be accepted.**

Use of UNIFIER, an Application Service Provider (ASP) web-based project management database, may be required during this JOC. The following information provides a guideline for utilization. Any questions related to the requirements of UNIFIER should be directed to the Project Manager.

- The Contractor will be required to maintain all project records in electronic format.

- The City provides an ASP web-based project management database which the Contractor will be required to utilize in the fulfillment of the JOC requirements.
- The Contractor shall provide a computerized networked office platform with broadband internet connectivity.
- UNIFIER training will be provided through the City of Phoenix to firms under this JOC.

## Pre-Submittal Meeting

A pre-submittal meeting will be held at 1:00 pm, Phoenix time on Monday, November 9, 2026, at 200 W. Washington St. City Hall, 8th Floor, Conference Room **AND** via Teams. 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 Teams Information:**

**Join:** https://teams.microsoft.com/meet/2236122701102976?p=TnZ9jJARV3HRar5tYQ

Meeting ID: 223 612 270 110 297 6

Passcode: Jq3qX9kb

## Statement of Qualifications Evaluation Criteria

Firms will be selected through a qualifications-based selection process based on the criteria below. Subcriteria are listed in order of importance in relation to project services. City of Phoenix project experience is not required.

| No. | Evaluation Criteria | Scoring Method | Weight (Points) |
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| 1. | **General Information**<br><br>A. Provide a general description of the firm that is proposing to provide the requested services under this Job Order Contract. Explain the legal organization of the proposed firm or team.<br><br>B. Provide the following information:<br><br>1. List the Arizona contractor licenses held by the firm and the key personnel who will be assigned to this Project. Provide the contractor license number. Reference the appropriate licenses held, if needed. In order to be considered for this Project, the contractor must hold the correct license as deemed appropriate by the Arizona Registrar of Contractors prior to submitting a Statement of Qualifications (SOQ) for this project in accordance with Arizona Revised Statute §32-1151.<br><br>2. Identify the location of the firm's principal office and the home office location of key staff on this project. | Points Based | 150<br>*(14.7% of Total)* |

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| | 3. Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract which resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.<br>4. Provide an organization chart showing the qualifying contractor, and the contractor's key personnel down to the superintendent level. If a specific subcontractor will be utilized for all work of a certain type include information on this subcontractor. (The organizational chart is included in the page limitation.) | | |

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| 2. | **Experience and Qualifications of the Firm**<br><br>A. Identify at least three comparable projects in which the firm played a major role in the last three years. The projects listed should show the breadth of the firm's experience and demonstrated capabilities and show the experience in managing multiple trade subcontractors, vendors, and suppliers. For each comparable project identified, provide:<br><br>1. Description of project<br>2. Role of the firm either as prime or subcontractor<br>3. Project's construction cost<br>4. Construction dates (identify if this included phased construction)<br>5. Project Owner | Points Based | 250<br>*(24.5% of Total)* |

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| 3. | **Experience of Key Personnel to be Assigned**<br><br>A. For each key person identified, list their length of time with the firm and at least three comparable projects in which they have played a primary role in the last five years. 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:<br><br>1. Description of project<br>2. Role of the person<br>3. Project's construction cost<br>4. Construction dates<br>5. Project Owner<br><br>B. List any proposed subcontractors, including key staff names and the experience and qualifications of these individuals. | Points Based | 250<br>*(24.5% of Total)* |

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| 4. | **Approach to Performing the Required Services**<br><br>A. Describe the firm's project management approach including its perspective and experience on partnering, quality control, project scheduling, claims, dispute resolution, changes in the scope of work, and construction safety.<br><br>B. Describe software systems and processes used for planning, project engineering and scheduling, estimating, and managing construction.<br><br>C. Provide a proposed subcontractor selection plan. The selection plan must select subcontractors based on qualifications alone or on a combination of qualifications and price and shall not select subcontractors based on price alone. Describe how you intend to implement this subcontractor selection plan. Discuss the benefit that your subcontractor selection plan provides to the project. | Points Based | 350<br>*(34.3% of Total)* |

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| 5. | **Reference Checks**<br><br>Use the form provided in the Attachments section 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.<br><br>*These points are in addition to the 1,000 points for the SOQ. | Points Based | 21<br>*(2.1% of Total)* |

## Submittal Requirements

**Electronic Submittal Process**: Firms interested in this project must submit a Statement of Qualifications (SOQ) electronically through the City's Procurement Portal at https://procurement.opengov.com/portal/phoenix.

Submittal requirements are as follows:

**Vendor Information: All firms must be registered in the City's Vendor Management System prior to submitting a proposal. 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 Procurement system, visit https://procurement.opengov.com/portal/phoenix to login and access the electronic solicitation.**

**Submittals:**

- Experience Modification Rate (EMR) – provide current rating; the awarded company will be asked to provide verification upon contract execution.
- Submit only one SOQ electronically, in .PDF format only, addressing all evaluation criteria. No hard copies will be accepted.
- Clearly display the firm legal 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 pm, Phoenix time, on Monday, November 30, 2026**.

- 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, OpenGov ID number, **legal firm name (not a trade 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.

**Bonding Statement:** As a separate PDF attachment, **include a statement of the firm's bonding capacity from a Surety Company** (A- or better for the prior four quarters). *This bond statement will not be counted towards the maximum number of pages*.

**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.**

## Grounds for Disqualification

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

- Submitting a Statement of Qualifications for a different project.
- Violating the "Contact with City Employees" policy contained in this RFQ.
- Failure to provide additional documents due a time of submittal.
- Failure to provide bonding statement.

## 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 Statement of Qualifications Evaluation Criteria 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 receiving the highest evaluation.

The City expects to create a final list of at least five firms for this project. The City will enter into negotiations with the selected firm and execute a contract upon completion of negotiation of contract terms for City Council approval.

The following tentative schedule has been prepared for this project. The Pre-submittal meeting is not mandatory.

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| Pre-submittal Meeting | 1:00 pm on Monday, November 9, 2026 |
| SOQs Due | 12:00 pm on Monday, November 30, 2026 |
| Selection Notification | January 2027 |
| JOC Workshop | February 2027 |

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 firms selected for this project will be notified directly by the City. Notification to all other firms on the status of a short list for this project will be posted on the City of Phoenix's Procurement Portal:

https://procurement.opengov.com/portal/phoenix

## 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 City's eProcurement Portal at https://procurement.opengov.com/portal/phoenix.

***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/Public Records Request**. 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. To submit a Public Records Request, visit phoenix.gov/prr.

**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, Alissa Bahr, 602-256-4104, alissa.bahr@phoenix.gov, and 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/administration/departments/streets/careers/business-opportunities.html

**Good Standing.** Any JOC Contractor that currently contracts with the City must be in good standing for its Statement of Qualifications (SOQ) to be considered responsive. For the purpose of the RFQ, good standing refers to compliance with all contractual provisions, including payment of financial obligations.

**Questions** - Questions pertaining to this selection process or contract issues should be submitted via the e-Procurement Portal.

## Vendor Questionnaire

*Response required

*Response required