

# 2021 Annual Sanitary Sewer Main Point Repair, Manhole Adjustments, and Laterals Construction Contract, Package I

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Non- Mandatory Pre-Bid Meeting

May 20, 2021

MAKING SAN ANTONIO  
**WATERFUL**



# WebEx Housekeeping

- Stay muted during the entire presentation.
- Sign-In using the chat ensuring to select everyone from the drop down menu.
- Ask questions at any time during the presentation utilizing the chat. Questions will be addressed at the end of the presentation. Ensure to direct your questions to the entire group by selecting everyone from the drop down. All formal responses to questions will be provided via an Addendum.
- Audio only attendees may follow along on the presentation that has been posted to the SAWS solicitation website.

# Oral Statements

Oral statements or discussion during the pre-bid meeting today will not be binding, nor will it change or affect the terms or conditions within the Plans and Specifications of these Projects. Changes, if any, will be addressed in writing only via an Addendum.

# Agenda

- General Information
- Small, Minority, Woman, and Veteran-Owned Business (SMWVVB Requirements)
- Vendor Registration & Notification
- Contract Solicitations Website
- Contract Requirements
- Bid Packet Preparation
- Key Dates & Bid Opening Dates/Times
- Project Overview
- Statement of Bidder's Experience
- Supplemental Conditions / Special Conditions
- Contact Information
- Questions

# General Information

- This is a Non-Mandatory pre-bid meeting
- Prospective bidders should sign in.
- The attendance sheet will be posted to the SAWS website.
- Construction services being procured through Invitation For Bid (low bid).

# General Information

<b>2021 Annual Sanitary Sewer Main Point Repair, Manhole Adjustments, and Laterals Construction Contract, Package I</b>	
Construction Estimate	\$2,150,000.00
Contract Duration	548 Calendar Days

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# Aspirational SMWB Goal

Industry	Aspirational SMWB Goal
Construction	20%

The aspirational SMWB goal is 20% of your total bid price.

## Accepted SMWB Certification Agency

- **South Central Texas Regional Certification Agency**

(Includes the Texas Historically Underutilized Business “HUB” Program, MBE, WBE, SBE)

### Minimum Qualifications for SMWB recognition:

- SBE-Certified (even MBEs and WBEs)
- ***Local office or local equipment yard***



# Good Faith Effort Plan (GFEP) FAQs

- **Q: Is the 20% SMWB goal mandatory?**  
A: No, but we ask prime contractors to do their best with good faith outreach efforts. If the goal is not met, proof of outreach efforts is required with the submittal.
- **Q: What if I am having trouble finding SMWB subcontractors?**  
A: Please email the SMWB Program Manager with the scopes of work you are seeking. You will receive lists of local SMWB-certified firms to contact.
- **Q: What if my business is SMWB-certified? Do I need to find SMWB subs?**  
A: If your firm is SMWB-certified, you will most likely meet the goal. However, the GFEP is a required document, and a good faith outreach effort is still necessary.
- **Q: Do I need to include all my subcontractors in the GFEP or just those that qualify towards the SMWB goal?**  
A: All subcontractors need to be included in the GFEP, even those that may not count towards the SMWB goal.
- **Q: What if I have questions about the GFEP?**  
A: Please contact the SMWB Program Manager at 210-233-3420, or at [Marisol.Robles@saws.org](mailto:Marisol.Robles@saws.org). GFEP questions can be asked at any time before the submittal is due.

# Post Award: Subcontractor Payment & Utilization Reporting (S.P.U.R.) System

1. Subcontractor & Supplier Payment Tracking
2. Subcontractor and Supplier Additions or Substitutions
3. LCP Tracker
4. Must be Current and Accurate before Retainage is released

<https://saws.smwbe.com>

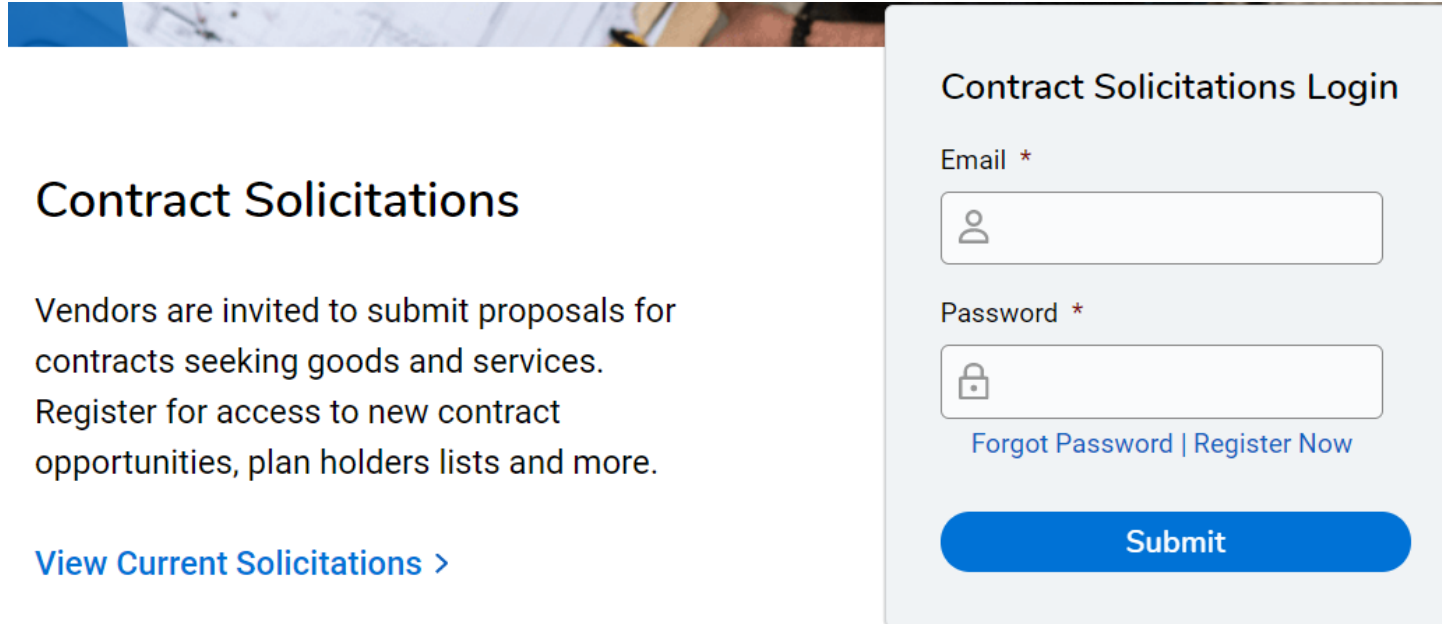


The screenshot displays the homepage of the San Antonio Water System's Subcontractor Payment & Utilization Reporting System. The page features a blue header with the San Antonio Water System logo on the left, "OUR MAIN SITE" in the center, and a "CONTACT SUPPORT" button on the right. The main content area has a background image of industrial water treatment equipment. The title "Subcontractor Payment & Utilization Reporting System" is prominently displayed in white text, with a "Log In" button below it. Below the title, there are three columns of links: "System Training" (Learn how to fully utilize our system with a live trainer), "About the System" (Learn more about this system and how it works today), and "Account Access" (Lookup Vendor accounts or reset user passwords). The "Account Access" column includes "Account Lookup" and "Forgot Password" buttons. At the bottom, a footer states: "The Subcontractor Payment & Utilization Reporting System is powered by B2Cover Software © Copyright 2018."

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# Vendor Registration & Notification (VRN)

- Please register through SAWS Vendor Registration Program on the SAWS website at [Business Center - San Antonio Water System \(saws.org\)](https://www.saws.org) to ensure access to the latest information.



**Contract Solicitations**

Vendors are invited to submit proposals for contracts seeking goods and services. Register for access to new contract opportunities, plan holders lists and more.

[View Current Solicitations >](#)

**Contract Solicitations Login**

Email \*

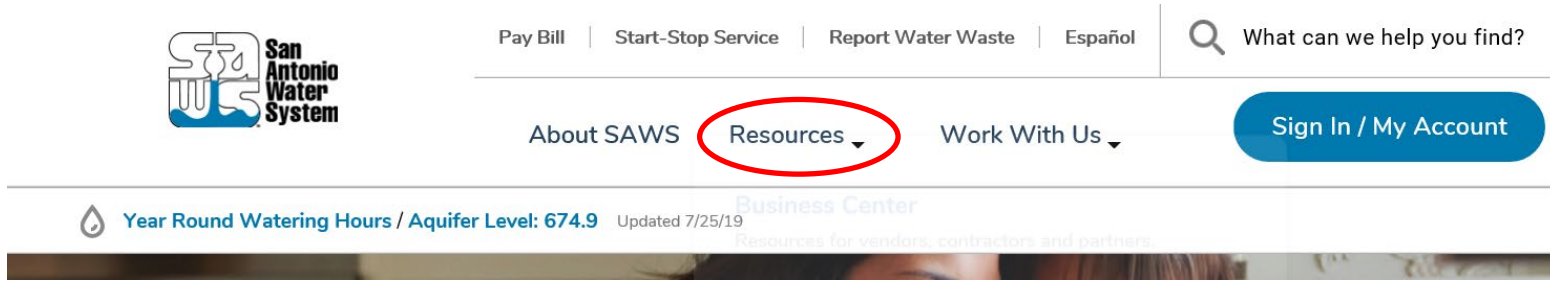
Password \*

[Forgot Password](#) | [Register Now](#)

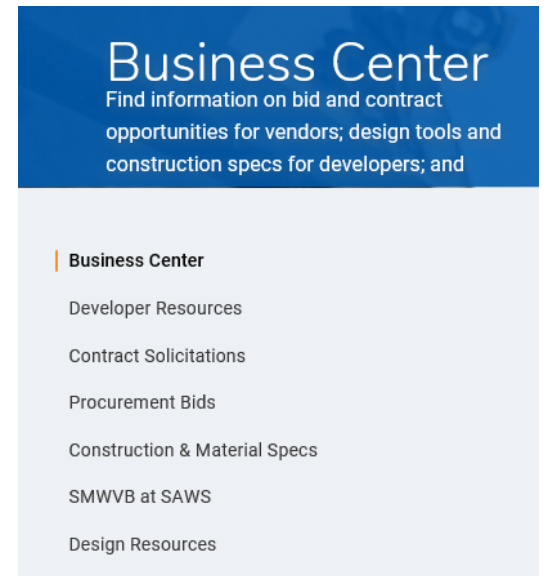
**Submit**

# Contract Solicitations Website

- To locate the Contract Solicitations website choose Resources



- At the drop down menu choose Contract Solicitations



# Contract Solicitations Website

- Choose the specific project
- The following buttons are now located under the advertisement:
  - Notify Me
  - Plan Holder's List
  - Downloads
    - Plans
    - Specs
    - Addendums
    - Geotechnical Data Report



The screenshot shows a project advertisement for a "Non-Mandatory Pre-Bid Meeting" on August 6, 2019. The meeting details include the location: San Antonio Water System Customer Service Building, 2800 U.S. Hwy 281 N, San Antonio, Texas 78212; Conference Room CR-C145. Below the meeting details are three main buttons: "Notify Me" (with a megaphone icon and the text "Receive updates sent straight to your inbox."), "Plan Holders List" (with a group of people icon and the text "View plan holders list."), and "Downloads" (with a calendar icon showing "31"). The "Downloads" section lists two PDF documents: "Specifications" and "Plans", both dated Jul. 31, 2019, with a note: "Note: You must be logged in to access this document." Each document has a PDF icon with a lock symbol.

**Non-Mandatory Pre-Bid Meeting**  
10:00 AM, Tuesday Aug. 6, 2019

San Antonio Water System Customer Service Building, 2800 U.S. Hwy 281 N, San Antonio, Texas 78212; Conference Room CR-C145

**Notify Me**  
Receive updates sent straight to your inbox.

**Plan Holders List**  
View plan holders list.

**Downloads**

**Specifications**  
Jul. 31, 2019  
Note: You must be logged in to access this document.

**Plans**  
Jul. 31, 2019  
Note: You must be logged in to access this document.

# Contract Requirements

## Prevailing Wage Rate and Labor Standards – Section 2.10 of the General Conditions

- Wage decisions are included within the specifications
- Certified payroll to be submitted on weekly basis
- Contractors to utilize LCP Tracker
- Site visits are random and unannounced
- Interviews will be Conducted and will be private & confidential
- Payroll records are subject to review
- All apprenticeship programs will need to be approved by Department of Labor prior to starting
- Contractors are responsible for sub-contractor payroll
- Late payrolls delay contractor payments from SAWWS

# Contract Requirements

- Insurance requirements are found in Section 5.7 of the GCs
- SAWS will ask for insurance prior to Board award to expedite execution of the contract.
  - Any deficiencies must be corrected
- Contractor must be compliant prior to executing the contract.
- Contractor must maintain insurance coverage during construction of this Project.

# Contract Requirements

## Supplemental Conditions

- Contractor shall perform the Work with its own organization on at least 40% of the total original contract price (and Bidder's percentage should be noted on page I of the Good Faith Effort Plan).
- Liquidated damages will be assessed for final completion extending beyond contract time of all Project Phases: \$500 per day, per work order for each day past the 10 calendar days window.



# Bid Packet Preparation

- Utilize the Bid Packet Checklist within the specifications
- Double check all mathematical calculations and verify all extensions
- Addendums are acknowledged on the Bid Proposal
- When completing the Statement of Bidder's Experience form, Bidders shall verify point of contact is accessible and phone number is valid.
- If Bidder's would like to waive retainage, submit letter from Bidder's surety **with the bid.**
- Only limited items are required with the initial bid packet

# Bid Packet Preparation (cont.)

- Apparent low bidder must submit additional information within 24 hours of the bid opening to include:
  - Conflict of Interest Questionnaire – Form CIQ (Rev. 11/30/2015)
  - Proof of Insurability (Letter from Insurer or Sample Certificate of Insurance)
  - Company information packet
  - Statement regarding ability to complete the project
  - W-9
  - Statement of Bidder's Experience (SBE) form
- \*And, if bid was submitted electronically without a Bid Bond:
  - Cashier's Check or Certified Check

# IFB Schedule

## Questions Due

May 27, 2021  
4:00 pm (CT)

## Bids Due

June 9, 2021  
2:00 pm (CT)

## Answers Posted

June 2, 2021  
4:00pm (CT)

## FTP Deadline

June 8, 2021  
2:00 pm (CT)

## Board Award

July 13, 2021

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# Bid Opening Dates/Times

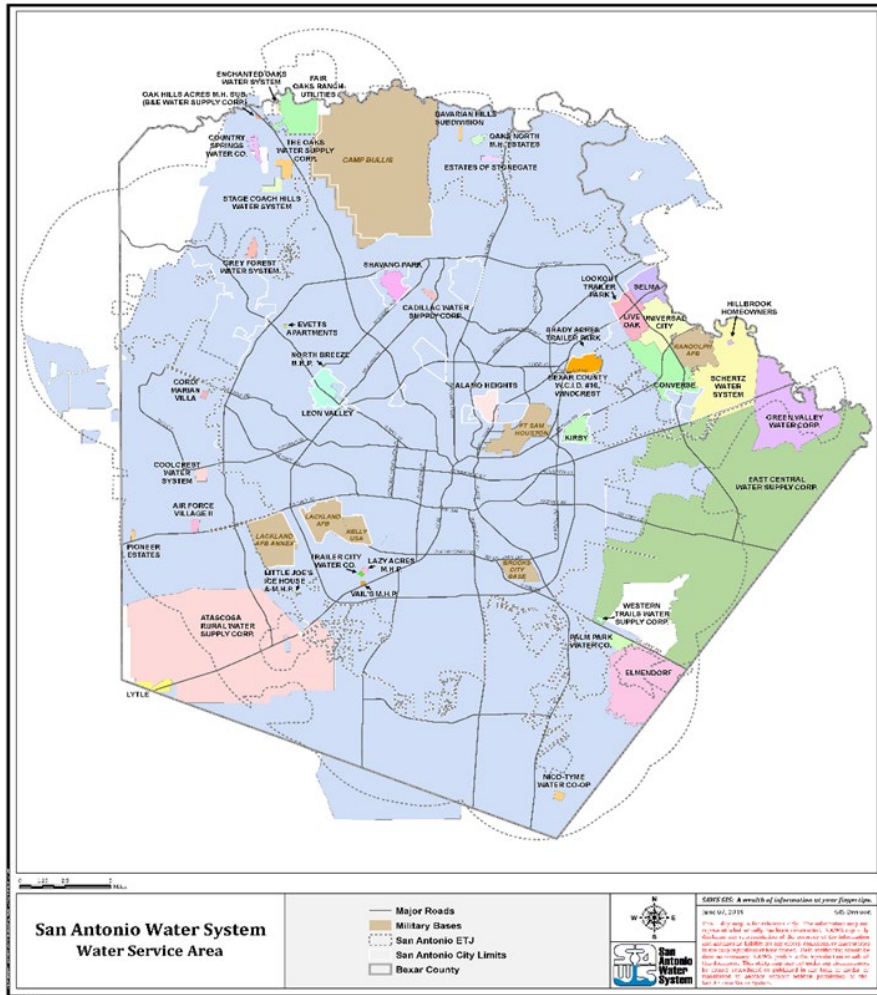
## June 9, 2021 at 2:00 PM

- Bid opening will be held via WebEx.
- Bids will be received either electronically or sealed bids.
- Electronic bids will be received via the secure SAWS FTP site.
- Request to submit the bid electronically through SAWS FTP site must be submitted no later than 2:00 p.m. June 8.
- Bids may not be late
  - Late bids will not be accepted and will be returned unopened
- Sealed bids will be received by Contract Administration, 2800 U.S. Hwy 281 North, Tower II, Customer Service Building, via a drop box located on the left wall when walking through the first set of double glass doors of the main Tower II entry on the north side of the building.
  - If delivering in person to SAWS, Bidders should allow sufficient travel time.

# Project Overview

- The San Antonio Water System is soliciting proposals for the purpose of retaining a Contractor to furnish all labor, materials, equipment, and supervision to perform point repairs to the wastewater collection system pipelines, to renew laterals, connect laterals, to replace manholes, and to adjust and/or rehabilitate manholes, on a work order contract basis.
- Open Cut and CIPP point repairs .
- Concrete work and street restoration.
- Erosion control, topsoil, sod, and sign and fence relocation.
- Throughout SAWS Service Area.
- Total of one hundred one (101) Line Items located within the Bid Proposal (pages BP-1 through BP-7).

# Project Location Map



Work will be on the sewer collection system infrastructure throughout the SAWS' Service Area.

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# Statement of Bidder's Experience

## Pages SB-1 & 2

- List 3 reference work experience, demonstrating similar scopes, performed under a work order type contract.
- Work experiences listed to have been completed between 2016 and 2021.
- All fields in the form are to be completed, in order to assure Bid is not rejected due to non-responsiveness.

# Supplemental Conditions

## Pages SS-1 through SS-4

- Article V – Contract Responsibilities
  - *Permits from COSA and other governing agencies:*
    - Contractor shall obtain and pay for all permits.
    - Contractor shall seek assistance from SAWS to register with COSA ROW office.
  - Project Signs (COSA Municipal Code Ch. 29, Article IV “Excavations”, Div. I, Sec 29-120)
  - Required Work Site Photographs (each WO, minimum 3)
- Article VII – Contract Payments
  - Scratch sheet line items and quantities shall be input into SAWS CPMS along with all other documentation for invoicing, required photos (*to be addressed by addendum*).



# Special Conditions

## Pages SC-1 through SC-6

- **SC-2.4 Performance Time**

Work orders will be designated as either “Non-Emergency” or “Emergency”

- Non-Emergency

- Restore service to customer same day as commencing the work.

- Emergency

- Restore service to customer same day as commencing the work...  
OR within 12-hours after Emergency WO has been issued.

- ***Related Response Time (SPTS 100.1 Mobilization)***

Sewer Work Orders (other than manholes):

- Non-Emergency WO

- 48-hour response time

- Emergency WO

- 2-hour response time

# Special Conditions

## Pages SC-1 through SC-6

- SC-2.4 Performance Time (continued...)
  - Response Time for MH Work Orders:
    - *When Traffic Control Plan and/or Bypass Pumping Plan is Required:*  
Contractor commence work within 5 calendar days after WO issued.
    - *When Traffic Control Plan and/or Bypass Pumping Plan is NOT Required:*  
Contractor commence work within 72-hours after WO issued.
  - All Work Orders shall be completed within ten (10) calendar days.
  - Contractor shall provide sufficient equipment and crews to accomplish a total of two (2) laterals, five (5) manholes, and one (1) point repair any given day.

# Special Conditions

## Pages SC-1 through SC-6

- SC-2.5 Notifications
  - Contractor to notify SAWS each workday by 7 AM.
  - Contractor to notify appropriate ROW each day as needed.
  - 48-hour advance notification for affected property owners and residents.
- SC-2.7 Cleanup
  - Surplus excavated materials shall be removed from job site daily, along with daily overall site cleanup.

# Special Conditions

## Pages SC-1 through SC-6

- **SC-2.8 Payment**

- Signed scratch sheets
- Photos (minimum of 3 per WO)
- CCTV internal inspection video
- As-builts / redlines
- Change of Service forms
- Police Officer Invoice
- COSA ROW permit number
- COSA control numbers for backfill / flatwork / final inspection
- Concrete batch ticket
- Weekly permit and restoration logs (Due Weekly)
- Sewer WO acceptance checklist

# Contact Information

Contact Name	Title	Telephone Number	Email address
Lindsay Esquivel	Contract Administrator	210-233-3409	<a href="mailto:Lindsay.Esquivel@saws.org">Lindsay.Esquivel@saws.org</a>
Marisol V. Robles	SMWVB Program Manager	210-233-3420	<a href="mailto:Marisol.Robles@saws.org">Marisol.Robles@saws.org</a>

- All questions should be sent before the deadline in writing to Lindsay Esquivel, Contract Administrator by [Lindsay.esquivel@saws.org](mailto:Lindsay.esquivel@saws.org) or 210-233-4236.
  - Please identify the project by its name and associated solicitation number.
- Contractors should not contact the SAWS project engineer, or any other SAWS staff up until Board award for this project.

# QUESTIONS?

*Reminder: Oral statements or discussion during the pre-bid meeting today will not be binding, nor will it change or affect the terms or conditions within the Plans and Specifications of this Project. Changes, if any, will be addressed in writing only via an Addendum.*

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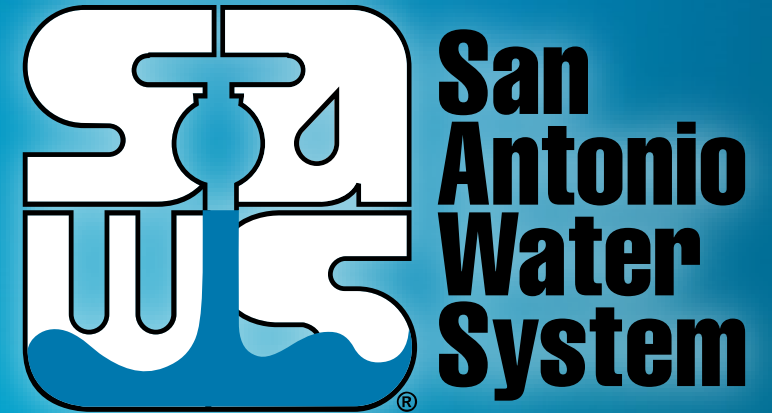
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