

# Design-Build: New Service Center Project – Phase II

**Diana Dwyer**  
Contract Administrator

**Julie Valadez, AIA**  
Project Manager, Vertical Construction

**Marisol Robles**  
SMWB Program Manager

June 15, 2015

Pre-Submittal Meeting



# Pre-Submittal Topics

- SAWS Service Center Overview
- Project Overview – Phase 2
- Additional Requirements
- Key Elements of the Solicitation
- Submittal Packet Preparation
- Communication Reminders
- Key Dates
- Submission Due Date
- Questions

# SAWS Service Center Overview

## Anatomy of a Service Center

- Administration/Supply Building
- Fleet Building
- Distribution and Collection Area
- Parking Areas
- Outdoor Supply Area
- Concrete and Asphalt
- Training



Eastside Service Center



# SAWS Service Center Overview



# SAWS Service Centers Overview





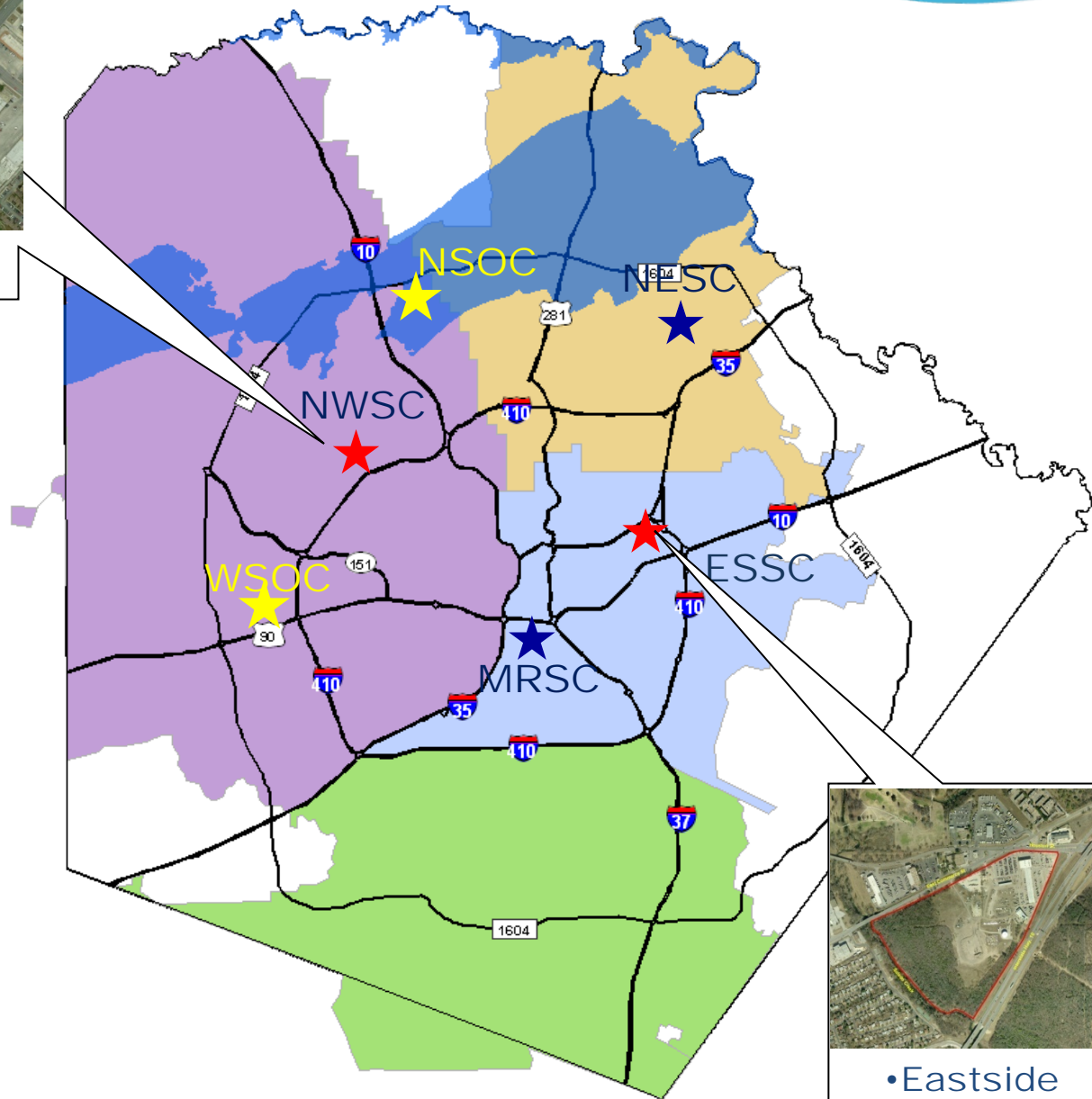


•Northwest

# SAWS Service Center Locations:

★ Phase 1 locations

★ Phase 2 locations



•Eastside

# Project Overview – Phase 2

Design and construct two (2) new separate and distinct operation centers on separate existing sites

- Both sites will require entry gates, landscaping, reworking of POV and SAWS crew parking and outdoor supply areas
- NSOC site includes construction of new administration building and demolition of the existing building
- ESOC site includes
  - New supply and administration buildings
  - Relocation of fuel and renovated training center
  - Demolition of existing building

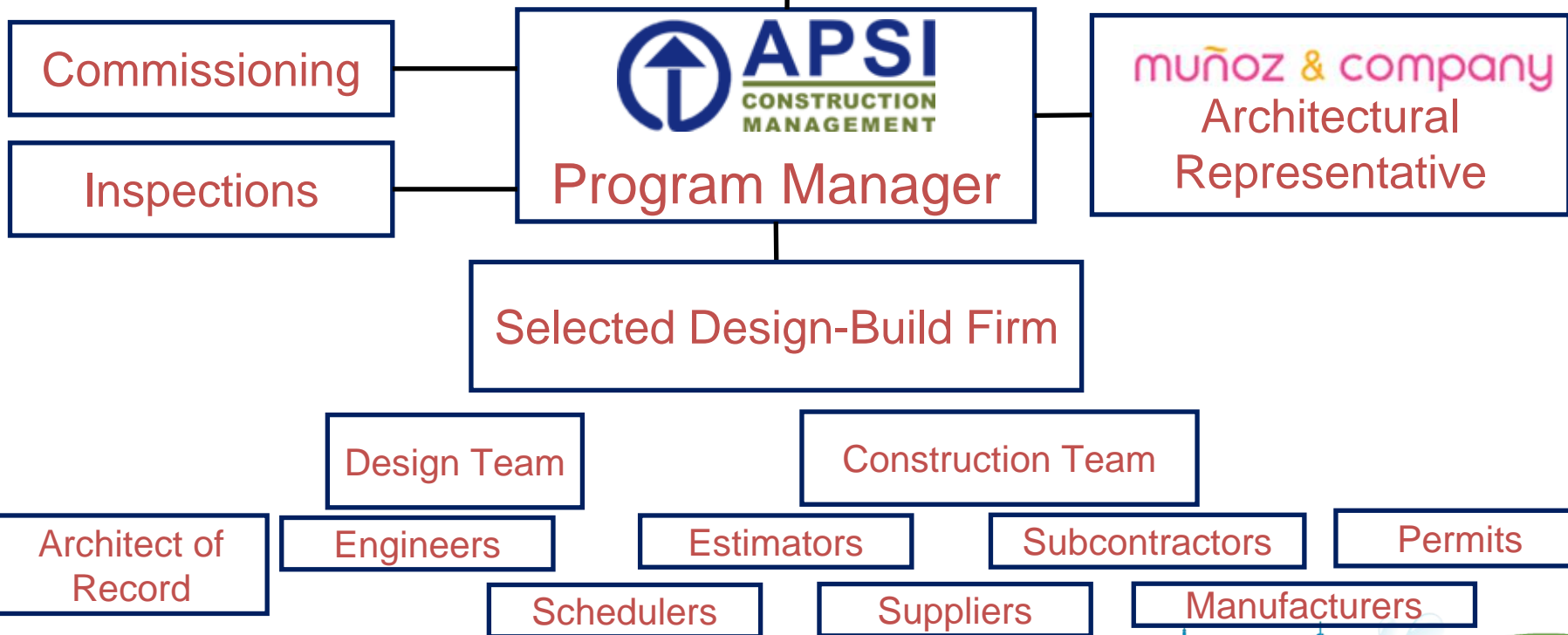
# Project Overview – Phase 2

- Scope of services and work consist of planning, development, design, engineering, procurement, demolition and construction
  - This includes architectural, engineering, geotechnical, environmental and construction services
- Estimated cost is \$13,800,000
- Specifics of deliverables are outlined in the RFQ
  - Reference the Design Criteria Package (DCP) for basic project information about each operations center
  - DCP with more specific detail will provided with the RFP to short-listed firms



# Project Overview – Phase 2

DB will work with SAWS  
and Program Manager,  
APSI



# Project Overview – Phase 2

## Programming to Date

- Visits to similar locations (i.e. COSA, CPS, TxDOT) conducted
- SAWS facility assessments performed
- Needs workshops held with SAWS' field staff
  - Site and facility needs determined for each location
- Re-alignment location determined for staff vacating Mission Road and NWOC
- Defined method of construction /sequencing



# Project Overview – Phase 2

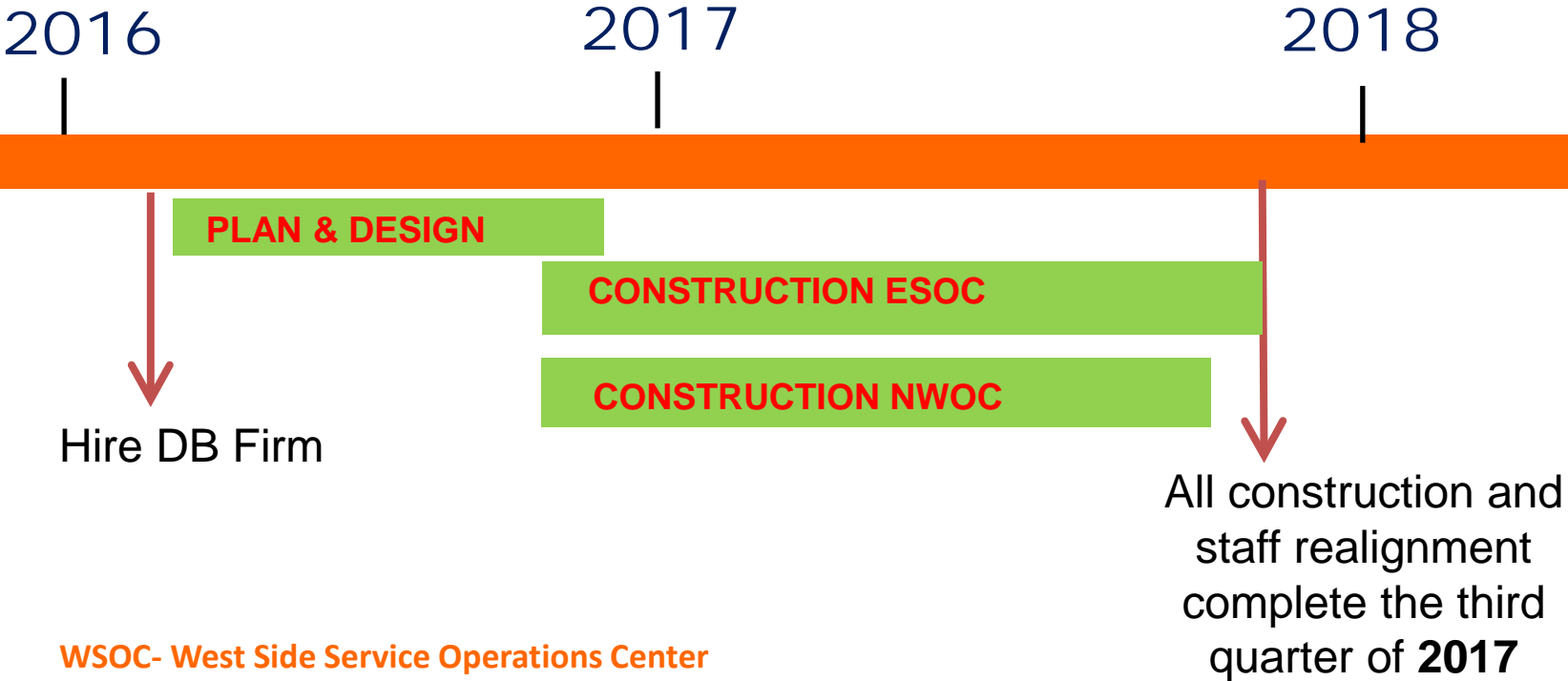
## Overall Project Objectives

- Complete project without impacting ongoing SAWS operations
- Overall design solution of facilities and site that allows for SAWS' future growth
- Site design that includes uninterrupted traffic flow resulting in operational efficiency
- Facilities that meet SAWS' functional requirements
- Successful hand off of the Project to the SAWS' Operations Group



# Project Overview – Phase 2

## Timeline



WSOC- West Side Service Operations Center  
NSOC- North side Service Operations Center



# Additional Requirements

- Respondents must have previous design-build experience
- Respondent's team must include A/E members licensed to practice in Texas including USGBC LEED certified
- Scheduler must be identified and proficient in CPM analysis
- Purchase, maintain and keep in force required insurance coverage
  - Short-listed firms will be required to verify their review of insurance requirements

# Additional Requirements

- Prevailing wage rates will be required for this project.
  - DB firm will utilize SAWS' LCP Tracker software
- DB firm will utilize the Contract and Project Management System (CPMS)
  - Submittals, invoices, documents, etc.
- DB firm will be required to develop and provide design deliverable drawings utilizing a BIM model environment
- Firms that are currently partners or subconsultants to APSI are prohibited from submitting for this RFQ



# Key Elements of the Solicitation

- Evaluation Criteria
- Selection Process
- Submittal Packet Preparation
- Communication Reminders
- Key Dates
- Submittal Due Date
- Questions

# Evaluation Criteria

CRITERIA	MAX POINTS	MAX PAGES
DB Firm Project Team (Design Team and Construction Team)	20	40
Project Approach	20	15
Comparable Design Experience	20	10
Comparable Construction Experience	20	10
Quality Assurance/Quality Control	5	5
Small, Minority and Woman Business (SMWB)	15	5
*TOTAL	100	85
*Financial Resources (Pass/Fail)		

# Selection Process

## Two Step Selection

- Requests for Qualifications (RFQ)
  - Technical Evaluation Committee
    - Will score submittals based on published evaluation criteria
    - Narrow down to no more than five (5) firms
- Request for Proposals (RFP) issued to short-listed firms
  - Selection Committee
    - Will score from published evaluation criteria
    - Interviews
    - Final



# Submittal Packet Preparation

- Utilize the Submittal Response Checklist
  - Copies require primarily response to evaluation criteria
- Review evaluation criteria and prepare narrative for each item identified to maximize points (pages 7-14)
- Include Organizational Chart identifying Key Personnel
  - Reference Exhibit “E” Staffing Plan
  - Include resumes
- Exhibit “D”, Project Reference Form, critical to verifying references
  - Include Project Sheets
- Ensure required documents are submitted and signed, when applicable (i.e. Respondent Questionnaire, CIQ, etc.)

# Submittal Packet Preparation

- Register through the SAWS website to ensure access to the most current information
  - Addendums, supplemental information, etc.
- Be very specific and avoid “boiler plate” responses whenever possible
- Responses are limited to 85 pages (required forms and dividers tabs do not count towards limit)
  - Reference Exhibit “F”, Required Documents Matrix, to determine which pages/documents are excluded from the page count

# Communication Reminders

- During the solicitation phase, there should not be communication (direct or indirect discussion) with the following:
  - SAWS Program Manager (APSI)
  - Any SAWS staff, including the Project Manager for this project
  - City Council members or their staff
  - SAWS Board of Trustees
- This includes phone calls, emails and letters.
- From the release of RFQ-Until Board Award
  - Including when the RFP is issued to short-listed firms
- If calling regarding another contract, Respondent should indicate submission to the RFQ (and/or RFP)

# Key Dates

- June 18, 2015 by 4:00 p.m. **Receipt of Written Questions Due**
- June 24, 2015 by 4:00 p.m. **Addendum Posted to Website**
- July 8, 2015 by 2:00 p.m. **Submittals Due**
- July 8, 2015–August 15, 2015 **Submittals Evaluated**
- August 2015 **RFP Issued**
- August 2015 – Sept 2015 **Interviews**
- Sept 2015 **Selected Firm Notified**
- Sept 2015-Oct 2015 **Negotiations**
- November 2015 **SAWS Board Approval and Award**
- November 2015 **Non-Selection Notice Mailed**
- January 2016 **Start Work**

*Please note that dates are subject to change without notice.*



# Submittal Due Date

- Responses due no later than 2:00 p.m. CDT on Wednesday, July 8
- Follow specific delivery instructions:
  - Deliver to 2800 U.S. Highway 281 North, Customer Service Building, Suite 171
  - Make arrangements if mailing a response to this RFQ
  - Late responses will not be accepted and will be returned unopened

# Questions

## SMWB

- SMWB related questions should be directed to SAWS' SMWB Program Manager, up until the RFQ is due. Her contact information is as follows:

**Marisol V. Robles**

Contract Administration Department

San Antonio Water System

Email Address: [Marisol.Robles@saws.org](mailto:Marisol.Robles@saws.org)

Telephone No.: 210-233-3420

# Questions

## RFQ and/or Technical

- Should be submitted no later than June 18, 2015 at 4:00 p.m. CDT
- Must be in writing, by email or fax to:

**Diana Dwyer**

Contract Administration Department

San Antonio Water System

[Diana.Dwyer@saws.org](mailto:Diana.Dwyer@saws.org)

Fax No.: 210.233.5218

# Design-Build: New Service Center Project – Phase II

**Diana Dwyer**  
Contract Administrator

**Julie Valadez, AIA**  
Project Manager, Vertical Construction

**Marisol Robles**  
SMWB Program Manager

June 15, 2015

Pre-Submittal Meeting

