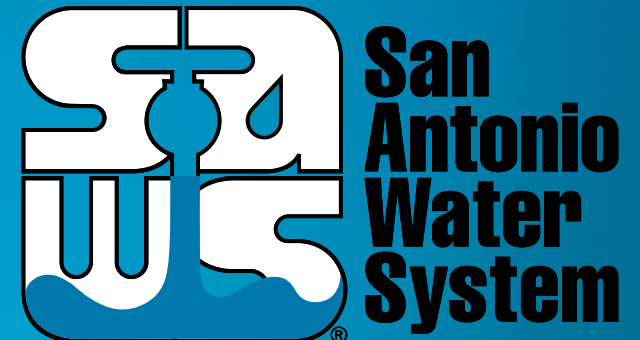


2024 - 2033 Water and Wastewater Facilities Land Use Assumptions Plan, Capital Improvements Plan, and Maximum Impact Fee Update Project RFQ PS-00142

Tracey B. Lehmann, P.E.
Director - Development

Marisol V. Robles
Manager – SMWVB Program

Janie M. Powell
Contract Administrator



Non- Mandatory Pre-Submittal Meeting
November 16, 2022

MAKING SAN ANTONIO
WATERFUL

The 'Waterful' logo graphic, which includes a small blue water drop icon integrated into the letter 'L' of the word 'WATERFUL'.

WebEx Housekeeping

- Stay muted during the entire presentation.
- Sign-in using the chat
 - Name, Company, Email Address
- 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 SAWWS solicitation website.



Oral Statements

Oral statements or discussions during this Pre-submittal Conference will not be binding, nor will they change or affect the RFQ or the terms and conditions of the contract. Changes, if any, will be addressed in writing only via an Addendum.

Agenda

- SMWB Requirements
- Communication Reminders
- Solicitation Schedule
- Respondent Questions
- Addenda
- Submitting a Response
- Submittal Deadline
- Scoring Criteria
- Selection Process
- Team Member Changes
- Objective
- Impact Fees
- Scope of Services
- Questions



Aspirational SMWB Goal

Industry	Aspirational SMWB Goal	Description
Engineering and Other Professional Services	40%*	Points assessed on tiered scale

*40% of the value of the contract.

SMWB Requirements

- SMWB Certification accepted from the following entities:
 - South Central Texas Regional Certification Agency (SBE, MBE, WBE)
 - Texas H.U.B.
- RFQ Scoring:
 - Local Office
 - Small Business Enterprise (SBE) certification required.

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

WWW.SAWS.SMWBE.COM



- Used to track actual payments to all subconsultants.
- Used to request changes to team.



SMWVB Questions

Questions related to the SMWVB Program, the Good Faith Effort Plan (GFEP), or finding certified subconsultants may be directed to the SMWVB Program Manager until the RFQ is due.

Marisol V. Robles

SMWVB Program Manager

Email: Marisol.Robles@saws.org

Telephone: 210-233-3420

Communication Reminders

- No communication regarding the RFQ with the following:
 - SAWS Project Manager
 - Any other SAWS staff, managers, directors or VPs
 - City Council member or staff
 - SAWS Board of Trustees
- No phone calls, emails, letters, direct/indirect discussion of the RFQ
 - If submitting for the RFQ and/or doing work for SAWS, indicate this when speaking with SAWS staff, but refrain from discussing the RFQ
- This applies from release of the RFQ to Board Award



Solicitation Schedule

MILESTONE	DATE / TIME
Questions Due	November 21, 2022 @ 4:00 PM
Answers Posted	November 30, 2022 @ 5:00 PM
SOQ Due	December 12, 2022 @ 10:00 AM
Interviews (if necessary)	December 2022
Notification of Award / Contract Negotiations	January 2023
Board Award	March 7, 2023
Start Work	March 2023

The dates listed above are subject to change without notice.

Respondent Questions

Must be submitted in writing via e-mail (preferred) or fax no later than November 21, 2022 at 4:00 pm to:

Janie M. Powell

Contract Administration Department

San Antonio Water System

Janie.Powell@saws.org

Fax: (210) 233-5351

Addenda

- Register as a vendor with SAWS Vendor Registration and Notification
- More than one addendum may be posted on the SAWS website.
- Check SAWS website often and prior to submitting your proposal
- Known addendum changes are:
 - Responses to questions
 - Clarifications/changes to RFQ



Submitting a Response

Helpful Reminders

- Thoroughly read the RFQ document prior to submitting your proposal
- Utilize the Submittal Response Checklist
- Maximize points by addressing all items in the order they are identified in the RFQ
- Be specific; avoid “boiler plate” responses
- Contact the SMWVB Program Manager for assistance, if necessary
- Perform a thorough QA/QC on your proposal prior to submitting
- Page limit of thirty page **(30)**
- Cover page/letter, divider pages do not count towards page limit

Submittal Deadline

- Submittal deadline is **December 12, 2022 at 10:00 am (CST)**
- “**PS-00142_2024-2033 WATER AND WASTEWATER FACILITIES LAND USE ASSUMPTIONS PLAN, CAPITAL IMPROVEMENTS PLAN, AND MAXIMUM IMPACT FEE UPDATE RFQ Response**” and name of Respondent on the subject line of the email.
- Submit electronic copy (ONLY) to contracting@saws.org
- Email size limit of 10MB
- One (1) pdf searchable file with bookmarks
- SAWWS recommends submitting the proposal at least two (2) hours prior to the deadline.
- Late responses will not be accepted and will not be opened



Scoring Criteria

Criteria	Points
Past Performance and Relevant Experience	30
Understanding of the Project Scope	20
Key Personnel	15
Project Management Ability and Commitment to Quality of Work	20
Small, Minority, and Woman-owned Business Participation	15
TOTAL	100%



Scoring Criteria

Past Performance and Relevant Experience

- Provide a list of three (3) current and/or previous projects in the last eight (8) years, in which the Respondent has performed services similar to those sought in this solicitation. This list should include:
 - Name of client
 - Location (city and state)
 - Duration of assignment
 - Respondent’s role in project
 - Reference contact to include name, phone number, and email (previously verified)

*See solicitation for additional details of each criteria.



Scoring Criteria

Understanding of the Project Scope

Narrative on how scope of services will be completed, including required activities and milestones

Key Personnel

- Organizational chart with each team member/role
- Resumes (2 pages per person)
 - Capabilities, experience, and qualifications
 - Name, title, education, brief overview of professional experience, licenses, etc.
 - Summary of unique qualifications for each sub-consultant

*See solicitation for additional details of each criteria.



Scoring Criteria

Project Management Ability and Commitment to Quality Work

- Detailed project approach plan to complete the project as indicated in the scope of services of the RFQ that should provide, at a minimum:
 - Steps
 - Resources
 - Proposed timeline with emphasis on maximizing efficiencies in procedures to meet SAWS goal in a timely manner
- QA/QC procedures and other technical activities to demonstrate and ensure deliverables and work performed will satisfy the scope of services in the RFQ

*See solicitation for additional details of each criteria.



Selection Process

- Technical Evaluation Committee (TEC) will score the proposals based on the evaluation criteria published in the RFQ
- SMWVB Manager will score
- Selection Evaluation Committee reviews final combined scores and recommends a firm
- Interviews, if necessary
- Contract Negotiations
- Board award



Team Member Changes

Section II.A.4 of the RFQ

- During the evaluation period and up until award, if there is a change to any key team members in Respondent's organizational chart, Respondent shall notify SAWVS, in writing as soon as possible regardless of whether it is the prime consultant's employee or an employee of a subconsultant.
 - At SAWVS sole discretion, SAWVS may allow Respondent to replace the key team member with an alternate member who possesses equal or better qualifications and experience.
- As outlined in SAWVS' Ethics Policy, a former SAWVS employee may not serve in a lead role as a key team member and/or participate in the negotiation of the contract for two (2) years from termination of employment from SAWVS.
 - Failure to adhere to this policy may result in the Respondent's proposal being found non-responsive or a reduction in points during the technical scoring of the proposal.

Objective

The San Antonio Water System (SAWS) requests Statement of Qualifications (SOQs) be submitted by interested firms/consultants in response to this Request for Qualifications (RFQ) for the development of the 2024 – 2033 Land Use Assumptions Plan (LUAP), impact fee Capital Improvements Plan (CIP) and Maximum Impact Fees for Water Delivery, Water Supply, and Wastewater Systems. The Project will include evaluating and identifying existing and future infrastructure needs and system capacity, along with computing maximum impact fees for SAWS existing service areas.



Impact Fee Components



Water Supply



Water Delivery Flow



Water Delivery System Development



Wastewater Collection

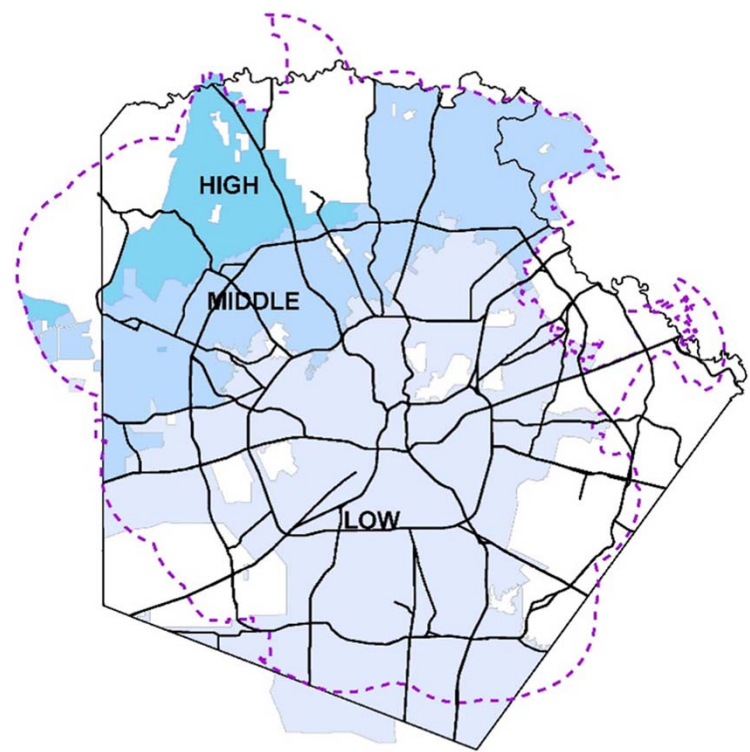


Wastewater Treatment

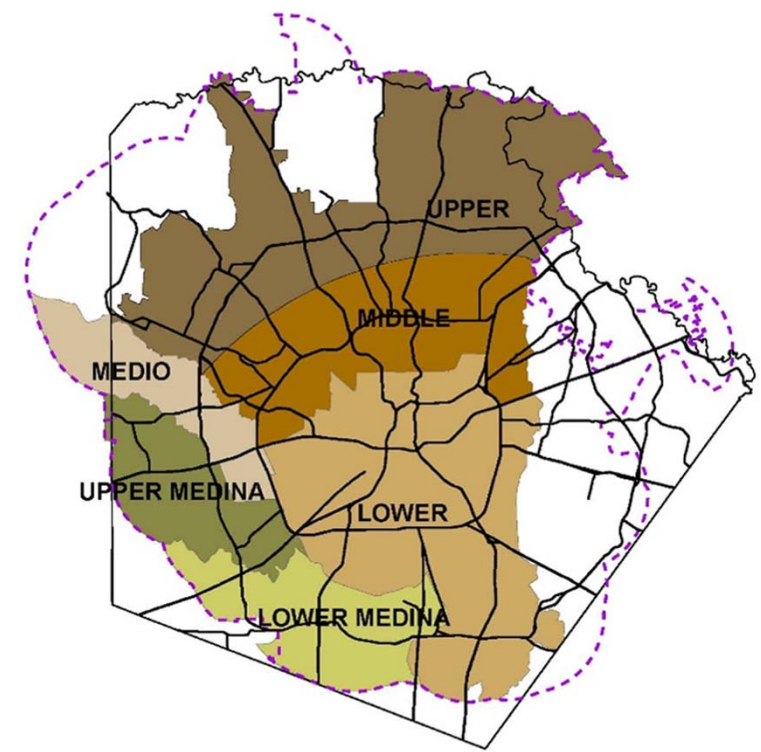


Impact Fees Vary Based on Location

Water



Sewer



Scope of Services

- Chapter 395 of the Texas Local Government Code
 - Land Use Assumptions Plan (LUAP)
 - Capital Improvements Plan (CIP)
 - Existing Available Capacity
 - Rate Credit
- Public Meetings
 - Capital Improvements Advisory Committee (CIAC)
 - SAWS Board of Trustees
 - San Antonio City Council



Scope of Services

Deliverable Due Dates	Deliverables
June 2023	Review, Confirm, and Update EDU, LUAP, Impact Fee CIP
August 2023	Draft Memo with Maximum Impact Fee Calculation
September 2023	Draft Report from Consultant
June-December 2023	CIAC Presentations, Review, Deliberations, & Findings
January 2024	Final Report from Consultant
January/February 2024	SAWS Board of Trustees Briefing & Consideration
March/April 2024	San Antonio City Council Public Hearing and Consideration
June 2024	Updated Impact Fees in Effect

- Estimated Project Cost, \$300,000
- Contract term, approximately 15 months
- PE licensed in Texas is required



Scope of Services (Continued)

- Prior to preparing a proposal, please review the SAWS Impact Fee website at:

https://apps.saws.org/business_center/Developer/ImpactFees/

- Visit the SAWS CIAC website at: https://apps.saws.org/who_we_are/community/ciac/ for additional background information for the required CIAC presentations



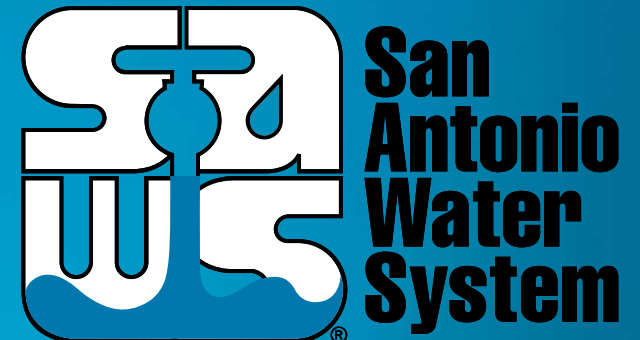
QUESTIONS?

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A graphic illustration of a cross-section of the ground showing several blue water pipes with valves and fittings. In the foreground, a small blue glass filled with water is positioned over the word 'WATERFUL' in the 'MAKING SAN ANTONIO WATERFUL' logo.