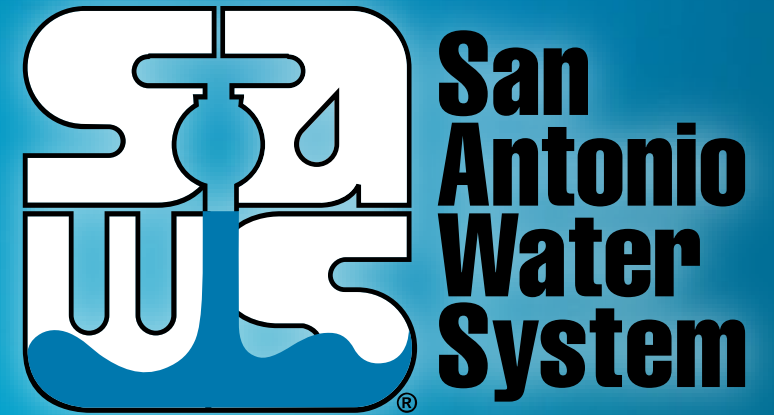


2023 Architectural Services Work Order Contract RFQ

Julie Valadez, RA, AIA, PMP
Project Manager – Architectural Services

Marisol V. Robles
Manager – SMWB Program

Roxanne Lockhart
Contract Administrator



Non-Mandatory Pre-Submittal Conference
February 6, 2023

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 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

- RFQ Objective
- SMWB Requirements
- Selection Process
- RFQ Schedule
- Addenda
- Submitting a Response
- Submittal Deadline
- Scoring Criteria
- Evaluation Criteria
- Types of Projects
- Respondent Questions
- Communication Reminders
- Questions

RFQ Objective

- To procure professional architectural services, which will require work to be performed by qualified professional architectural firms
- The selected professional architectural firm(s) shall provide architectural services entailing planning, programming, design studies, construction documents, permitting, bidding support and construction administration
- The intent of this Work Order Contract is for the design of small projects, often urgent, that tend to last a relatively short period of time whereas the scope of work can be successfully completed within the time limit of the Work Order Contract.

Small, Minority, and Woman-owned Business (SMWB) Participation & Recent SMWB Policy Updates

- Scoring Method: 15 Points (by percentage) for meeting or exceeding the stated *mandatory* SMWB goal.
- Not meeting the mandatory goal = 0 SMWB Points. Points awarded on an all-or-nothing basis.
- If the goal is not met, proof of outreach to SMWBs must be provided. If proof of outreach is not provided, disqualification may occur.
- 22% Mandatory Goal

SMWB Requirements

- All firms in the organizational chart must also be listed in the Good Faith Effort Plan.
- Local-area office in one of the following counties: Bexar, Comal, Guadalupe, Hays, Travis, or Williamson.
- Must be “SBE” (including MBEs and WBEs), and need to be certified through the SCTRCA or Texas HUB.
- Post-award, use of the S.P.U.R. System will be contractually required to report payments to all subconsultants, both SMWB and Non-SMWB.

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

www.SAWS.SMWBE.com



SMWB Questions

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

Marisol V. Robles

SMWB Program Manager

Email: Marisol.Robles@saws.org

Telephone: 210-233-3420

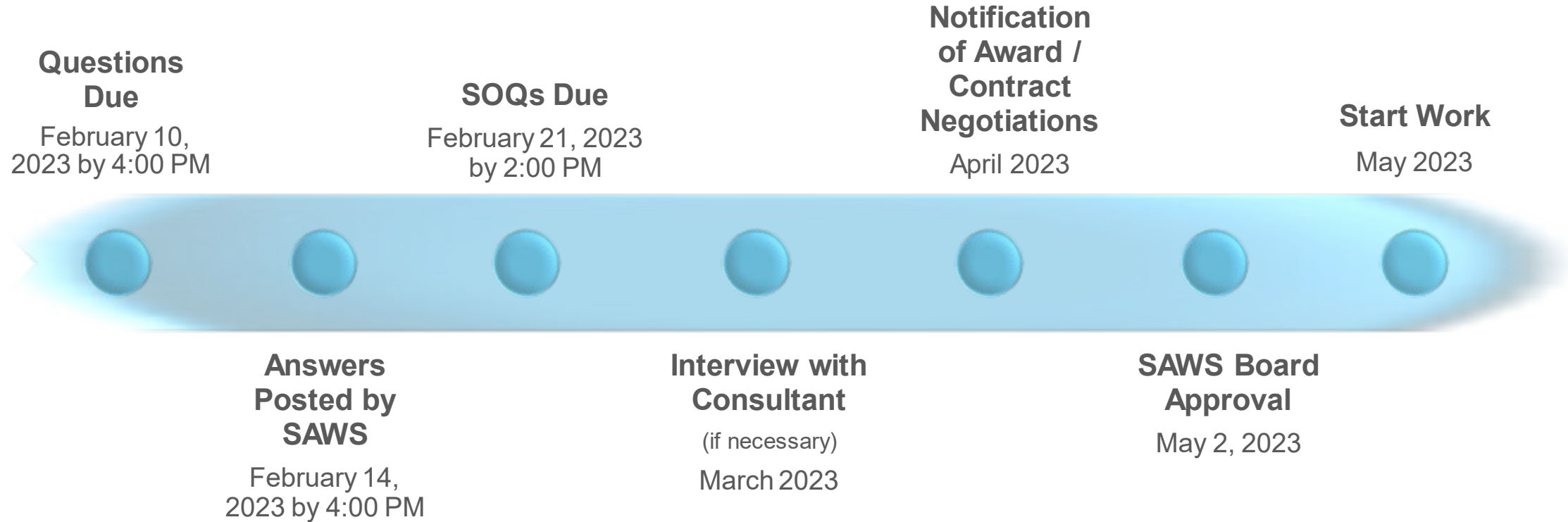
Selection Process

- SOQs reviewed for responsiveness
- Technical Evaluation Committee scores qualification statements based on evaluation criteria published in the RFQ
- Interviews held, if necessary
- Selection Committee reviews scores and recommends firms
- Good Faith Effort Plan will be evaluated and scored
- Negotiation with selected consultants
- Board Award

Selection Process

- If there is a change to key team members (prime or sub-consultant) identified on Respondent's organizational chart, notify SAWWS in writing as soon as possible
 - SAWWS may allow Respondent to replace the key team member with an alternate member who possesses equal or better qualifications and experience
- Also, per SAWWS' Ethics Policy, a former SAWWS employee may not serve in a lead role as a key team member and/or participate in the negotiation of a contract for two (2) years after separating from SAWWS.
 - This may result in the Respondent's proposal being found non-responsive or a reduction in points during the evaluation

RFQ Schedule



The dates listed above are subject to change without notice.

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, additional documents and extend deadline by a week

Submitting a Response

Helpful Reminders

- Thoroughly read the RFQ document
- Maximize points by addressing all items in the order identified in the RFQ
- Be specific - Avoid “boiler plate” responses for the narrative portions of the RFQ
- Page limit - forty (40)
- The cover page/letter, divider pages, etc. also do not count towards page limit (See page 14 of the RFQ IV, B.3.)
- Contact the SMWB Program Manager for assistance, if necessary
- Perform a thorough QA/QC on your proposal prior to submitting
- Utilize the Submittal Response Checklist to ensure all required items are included in the proposal
- Utilize Attachment I Evaluation Criteria Details and Requirement and Attachment II Example Project Page

Submittal Deadline

- Submittal deadline is **February 21, 2023 at 2:00 pm (CST)**
- “PS-00144_2023 Architectural Services Work Order Contract RFQ Response” and name of Respondent should be clearly identified on the subject line of the email and/or fax.
- Submit electronic copy
 - contracting@saws.org
 - Email size limit of 10MB
 - One (1) pdf searchable file with bookmarks
 - SAWS recommends submitting your proposal at least two (2) hours prior to the deadline
- Late responses will not be accepted and will not be unopened

Scoring Criteria

Evaluation Criteria	Weight (points)
Team Members/Comparable Experience and Projects:Architectural Firm	45
Project Approach	20
Quality Assurance/Quality Control Established Processes	20
SMWB Participation (Good Faith Effort Plan)	15
TOTAL	100

Evaluation Criteria

Proposed Team Members/ Comparable Experience and Projects: 45 Points

- Summary and Organization Chart of Proposed Project Team
 - Team Introduction/Organizational Charts
 - Key Personnel and staffing commitments (percentages)
 - Previous Project Collaboration (team history, experience, roles and strengths)
 - Identify additional skills, experience, qualifications
- Key Personnel Resumes**
 - One page per person; Ensure to include the required criteria
- Firm Experience
 - Relevant to the scope of Services and Work
- Past Project Experience**
 - Project Sheets

XYZ building
ABC industries
Anywhere, USA

}

Area for name of Project, client or company and location

Name of firm and/or firm logo (optional)

Area for Project photo(s) or renderings (optional)

Year complete: _____

Client's POC or Owner Representative and contact information: _____

Initial Owner Budget: \$ _____

Contract value: Construction: \$\$ _____

Completed Construction cost \$ _____


Description of project including scope and size

Explanation of your firm's role in estimating and explanation of any variances between initial, contract and final construction costs

List key personnel who led this project, and CLEARLY INDICATE their title, their specific tasks on the Project, and whether they are proposed to participate in this work order for this RFQ submission

** examples for reference purposes only

2023 Architectural Services Work Order Contract RFQ



Evaluation Criteria

Project Approach: 20 Points

- Summary of Project Approach
 - Understanding of the RFQ and Scope of Work
 - Include innovative approaches, understanding of SAWS facilities*
 - Design Approach
 - Coordination of subs/ deliverables/ deadlines and estimating*
 - Construction Approach
 - Collaboration with the Water System's selected contractor*
 - Firm's approach to quality control (specs/ CDs) during Construction*
 - Lessons learned*
- Schedule Approach, Recovery Schedule and Project Status Reports
 - Risk
 - Permitting
 - Recovery Schedule



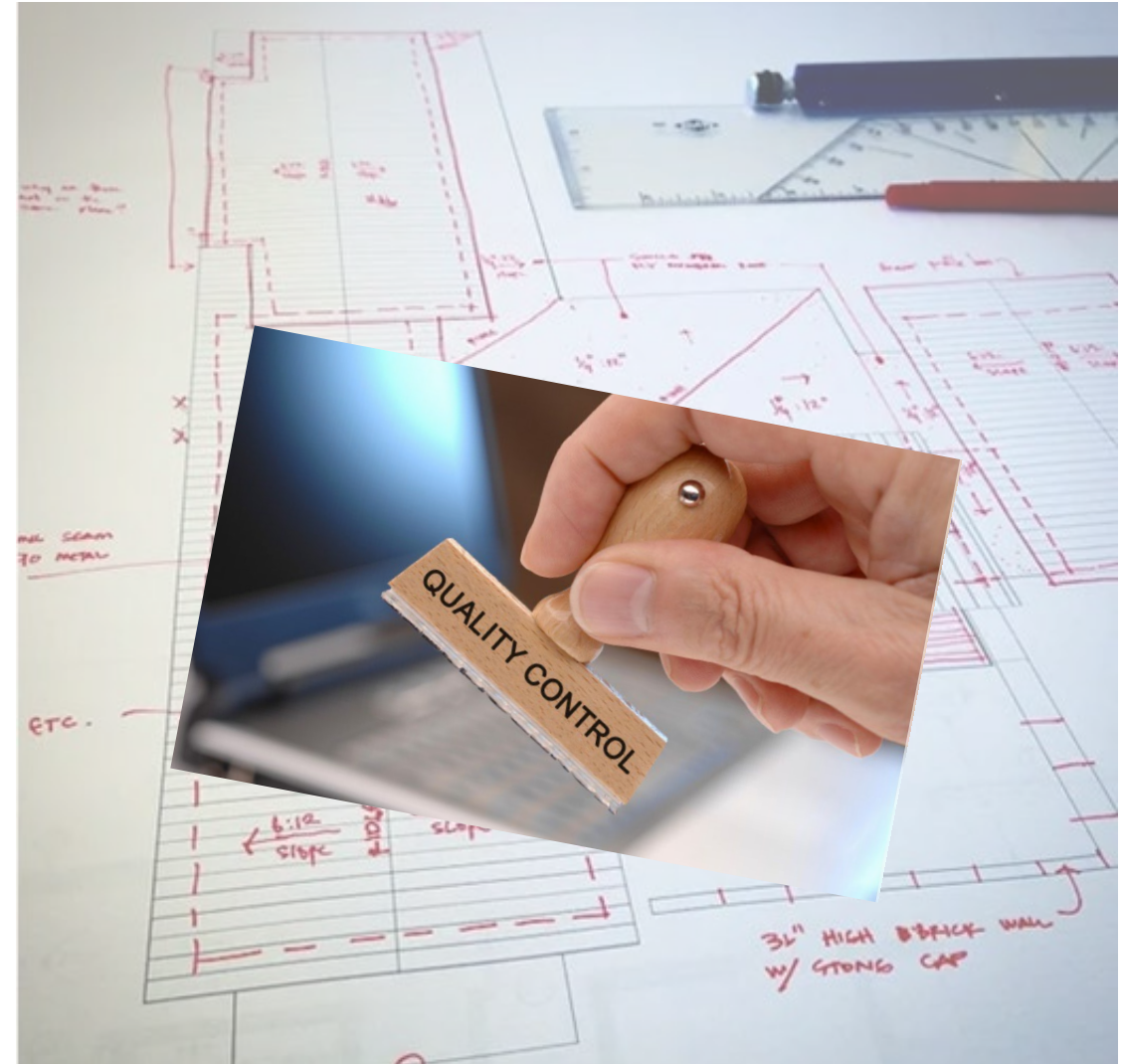
Evaluation Criteria

Quality Assurance / Quality Control Established Process : 20 Points

- Describe step by step, from start of project through completion, the firms QA / QC process, distinguish between the Design Phase from the Construction Phase and include:
 - QA / QC processes specific for sub-consultants
 - Internal QA / QC process across all disciplines and compliance with Owner's scope and standards and completion of final As-Built submittals. Include internal checklists and timelines of the process.

Note: Firm and all sub-consultants shall provide their QA / QC processes and coordinate with each other.

All shall include responses to all seven (7) questions found in Attachment I Section C.



Types of Projects

Examples of A/E projects to expect based on A/E projects SAWWS has completed in the past:

- Modular reconfiguration on multiple floors at various sites, based on departmental needs
- Security Upgrades (physical barriers and access control system reviews and recommendations)
- HVAC analysis and upgrades
- Landscaping and exterior branding and signage
- Fire control systems
- Decommissioning of surplus buildings
- UGT removal and remediation
- Customer Service Center interior upgrades
- Façade studies and fountain commissioning at downtown plant
- DAS system building upgrades

Respondent Questions

Must be submitted in writing via e-mail (preferred) or fax no later than February 10, 2023, by 4:00 pm (CST) to:

Roxanne Lockhart

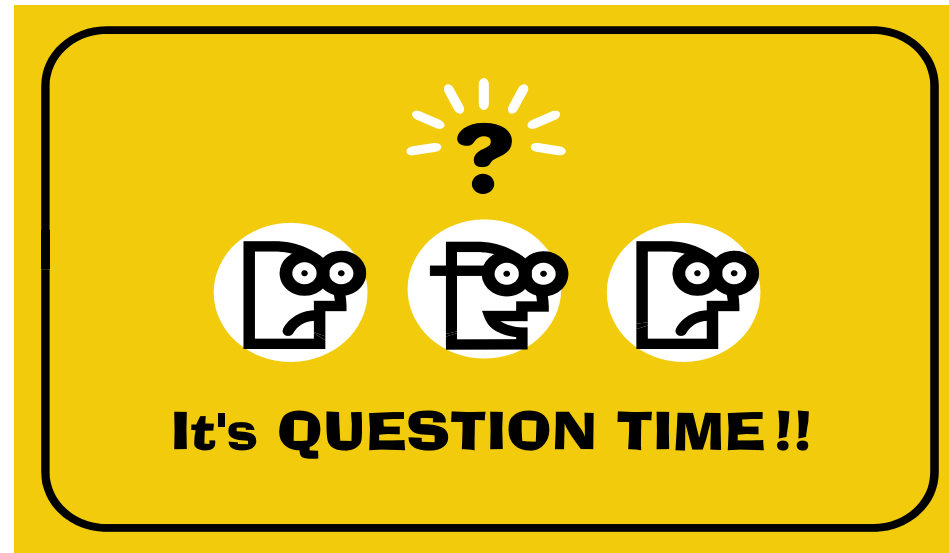
Contract Administration Department

San Antonio Water System

Roxanne.Lockhart@saws.org

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
- From release of the RFQ to Board Award

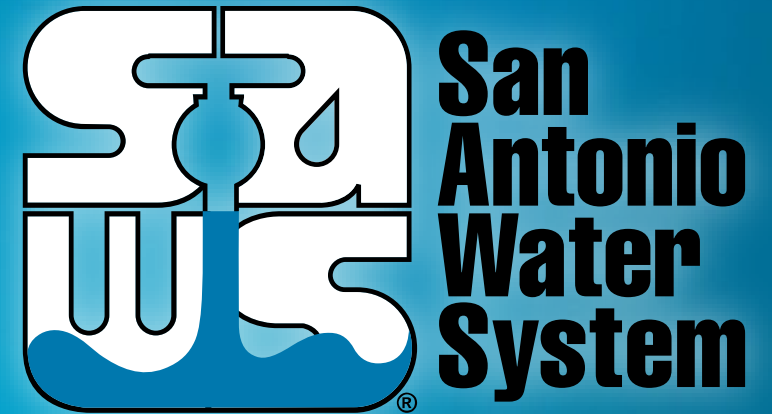


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