

# 2023 Professional Electrical Engineering Services Work Order Contract (RFQ)

Edward Hayes, P.E.

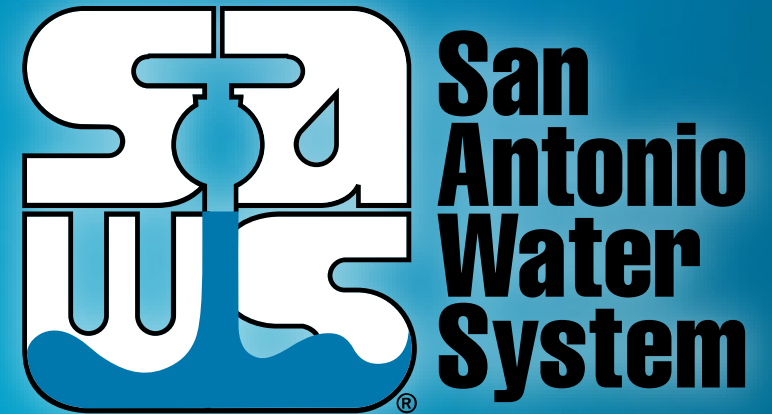
Project Engineer

Stella Manzello

Contract Administrator

Marisol V. Robles

SWMB Program Manager



Non-Mandatory Pre-Submittal

June 15, 2023

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# General Information and Reminders

- 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 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

- Objective
- Communication Reminders
- Solicitation Schedule
- Addenda
- Submitting a Response
- Submittal Deadline
- Scoring Criteria
- Selection Process
- Team Member Changes
- Respondent Questions
- SMWB Requirements
- Project Scope
- Design Considerations
- Cost Estimates – Design Phase
- Project Funding
- Questions

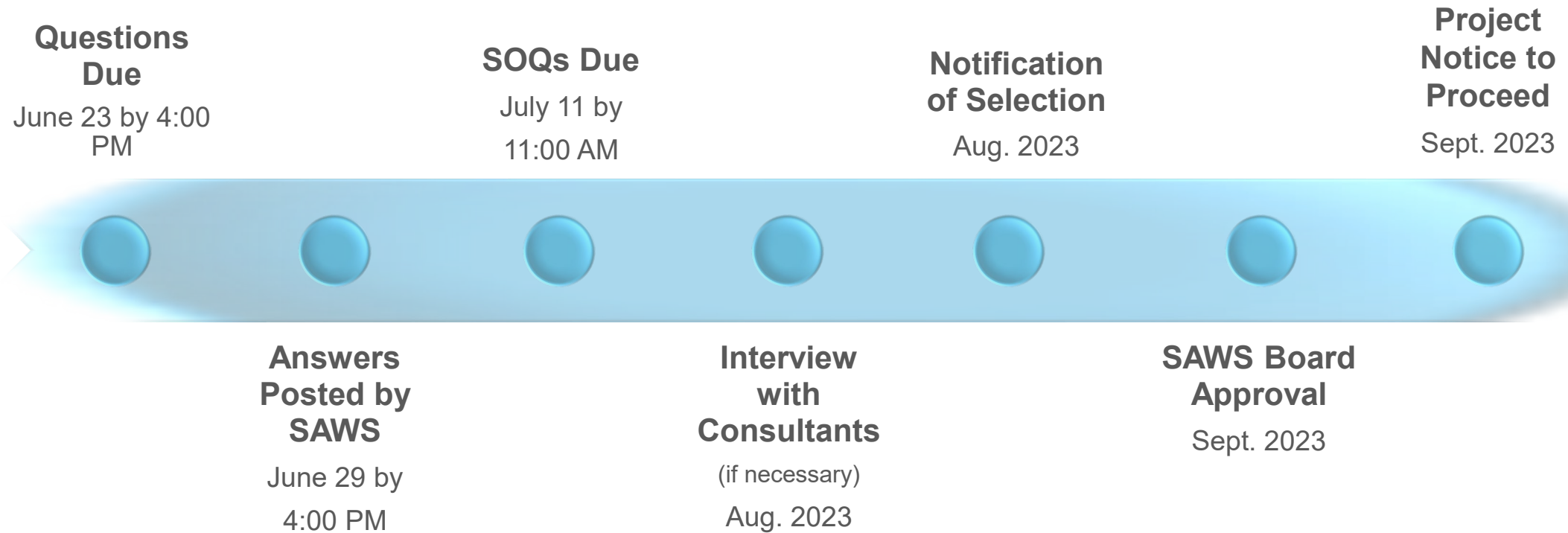
# Objective

- To procure professional electrical engineering services which will require work to be performed by qualified professional engineering firms
- SAWWS anticipates awarding a contract to one Consultant
- The contract is expected to be an initial 2 year term or until funds are exhausted, whichever comes first
- The contract will include three 1-year optional extension
- The total budget for the contract is \$500,000.00

# Communication Reminders

- No communication regarding the RFQ with the following:
  - SAWS Project Manager
  - SAWS Technical Representative
  - 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

# Solicitation 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
- Check SAWS website often and prior to submitting your proposal
- Known addendum changes are:
  - Responses to questions



# 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 SMWB Program Manager for assistance, if necessary.
- Perform a thorough QA/QC on your proposal prior to submitting.

# Submitting a Response

## Helpful Reminders

- Page limit of **twenty (20)** pages per proposal
- Required forms do not count toward the page limit
  - Refer to the RFQ for definition of required forms
  - The cover page, cover letter and tabs do not count toward the page limit
  - Evaluation Criteria forms
    - Word forms available on SAWS website
- 20-page limit includes the following:
  - Org Chart (1-page limit)
  - Project Team and Resumes (5-page limit)
  - Composition of team/Key Personnel (1-page limit)
  - Project approach (7-page limit)

# Submittal Deadline

- Submittal deadline is **July 11, 2023 at 11:00 A.M.** local time
- Electronic Submittals Accepted Only
- Address a PDF of your submittal to [contracting@saws.org](mailto:contracting@saws.org)
- Entitle the subject line of the submission email with “PS-00151 – 2023 Professional Electrical Engineering Services Work Order Contracts RFQ Response” and name of Respondent
- The file size limitation for submission is **10MB**
- Only one (1) file with all required response information shall be submitted
- SAWWS recommends submitting the proposal at least two (2) hours prior to the deadline
- Late responses will not be accepted, and will be returned

# Scoring Criteria

Criteria	Points
Team Experience and Qualifications	30
Similar Projects and Past Performance	25
Project Understanding and Approach	30
Small, Minority, and Woman-owned Business Participation	15
<b>TOTAL</b>	<b>100%</b>

\* See solicitation for additional details of each criteria.

# Scoring Criteria - Team Experience and Qualifications

Refer to Attachment II

- Provide Organizational Chart – Identify all proposed “Key Personnel” and “Key Sub-consultants” (1 page)
- Provide up to a 1-page resume for each proposed Key Personnel (limit 5 pages)
  - The Project Manager’s resume should be included first
  - Include three (3) similar projects in the past ten (10) years and provide a detailed description of project experience and role in the project relevant to this RFQ scope of services
  - Provide a list of active projects that each Key Personnel is currently assigned for the duration of the project to include time allocated to each project

# Scoring Criteria - Team Experience and Qualifications

Refer to Attachment II

- Describe the composition of the team (prime, key subconsultants and other subconsultants), their role and responsibilities (1 page limit)
- Availability Table Matrix – include the percentage of time each proposed team member shown on the organizational chart will be committed to the Project, as well as their role
  - No additional narrative is needed.

# Scoring Criteria - Similar Projects and Past Performance

Refer to Attachment III

- Provide 3 relevant and **similar completed projects** in last 10 years
- The proposed Key Personnel, excluding the project manager, shall have participated in at least 1 of the 3 projects. Project references, at a minimum, shall include:
  - Names of utility owner/client and location (city and state)
  - Reference contact to include names, titles and “current” phone numbers (verify)
  - Key contract dates – year and duration of projects
  - Detailed description of project – explain why reference projects are similar to the RFQ
  - Key Personnel and Sub-consultants’ responsibilities

\* Use Fillable Forms (Attachment III) - Forms will count towards total page limit

# Scoring Criteria - Similar Projects and Past Performance

Refer to Attachment III

- OPCC Table – Provide cost information for the 3 completed projects submitted, as it relates to the accuracy of the OPCC
- Provide all data being requested
- Stating “N/A” is not acceptable

\* Use Fillable Forms (Attachment III) - Forms will count towards total page limit



# Scoring Criteria - Project Understanding and Approach

## Refer to Attachment II

- Provide a detailed approach explaining how your firm would technically execute and complete the services sought in this RFQ on time and within budget (3 page limit)
  - Provide innovative approaches, ideas and recommendations in the approach
- Provide responses to the following (2 page limit):
  - Approach for responding to SAWS request and providing scope and fee proposals in a timely manner
  - Team Approach to preparing deliverables to meet deadlines associated with fast-track SAWS request without compromising the quality of deliverables and project schedule
  - Familiarity with local and regional market conditions
  - Approach for coordinating with End Users and other SAWS Groups

# Scoring Criteria - Project Understanding and Approach

- Project specific and unique QA/QC and risk management strategies (2 page limit)
  - Plan to identify, track, and resolve issues
  - Description of independent QA/QC team reviews to ensure biddable, permittable, constructible, etc.
  - Description of method for accurate and complete of OPCCs and familiarity with AACE practices
  - Description of method for ensuring OPCCs reflect procurement methods, current market trends, bidding environment, etc.
  - Description of method for validating prices of equipment, materials, lead times, etc.

\* Please refer to the RFQ for all detailed requirements of all of the Evaluation Criteria

# Selection Process

- Technical Evaluation Committee (TEC) will score the proposals based on the evaluation criteria published in the RFQ
- SMWB 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 SAWS, in writing as soon as possible regardless of whether it is the prime consultant's employee or an employee of a subconsultant.
  - At SAWS sole discretion, SAWS may allow Respondent to replace the key team member with an alternate member who possesses equal or better qualifications and experience.
- As outlined in SAWS' Ethics Policy, a former SAWS 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 SAWS.
  - 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.

# Respondent Questions

- Must be submitted in writing via e-mail no later than June 23, 2023 by 4:00 P.M. to:

**Stella Manzello**

Contract Administration Department

San Antonio Water System

[Stella.Manzello@saws.org](mailto:Stella.Manzello@saws.org)

# Mandatory SMWB Goal

Mandatory SMWB Goal	Description
25%*	All-or-nothing SMWB points, based on meeting the mandatory goal.**

\*25% of the value of the contract.

\*\*The goal is based on actual availability of M/WBEs specifically for this contract, according to the scopes of work.

# SMWB Scoring Method

- 15 Points (by percentage) for meeting or exceeding the stated mandatory SMWB goal of 25%.
- The goal is based on actual availability of M/WBEs specifically for this contract, according to the scopes of work.
- Not meeting the goal = 0 SMWB Points.
- Firms that do not meet the goal will not be disqualified if proof of outreach to SMWBs is provided at the time the submittal is due.
- Failure to provide proof of outreach to SMWBs may result in disqualification.
- Methods of outreach prescribed in the solicitation.

# SMWB Requirements

- South Central Texas Regional Certification Agency (SBE, MBE, WBE)
- Small Business Enterprise (SBE) certification required or Texas H.U.B. in lieu of SBE certification.
- Office in Bexar, Comal, Guadalupe, Hays, Kendall, Travis, or Williamson county.
- All firms in the Organizational Chart must also be listed in the Good Faith Effort Plan.



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

[WWW.SAWS.SMWBE.COM](http://WWW.SAWS.SMWBE.COM)



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

# SMWB Questions

- Questions related to the SMWB 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](mailto:Marisol.Robles@saws.org)

Telephone: 210-233-3420

# Project Scope

- Work order project scopes will include design services to help evaluate, rehabilitate, improve/upgrade, modify, add/demolish, and replace facilities and equipment associated with the wastewater treatment facilities
- Selected firms shall provide project management and engineering services including planning, estimating, scheduling, engineering evaluations & studies, preliminary engineering reports, design, bid, and construction phase services and inspections

# Project Scope

- Small, often urgent, projects concerning lift stations, sludge pump stations, filter buildings, recycled water pump stations, odor control, and other types of process areas at a wastewater treatment plant
  - Scope to be completed within two (2) years
- The projects, in general terms, will include design of electrical power systems for wastewater treatment facilities
  - Other engineering disciplines such as civil, mechanical, architectural, instrumentation and controls, and others may be needed

# Project Scope

- Required experience includes designing treatment facility electrical power distribution system rated 13.2kV and below and performing the necessary studies in-house to specify such systems
- Projects will be assigned as-needed, and will be requested on a work order basis
- Projects to be managed, designed, and constructed with highest regard for cost, schedule, and quality

# Design Considerations

- Contract Documents – Quality and attention to detail
- Adherence to implementation schedule
- Coordination and feedback – SAWS End Users
- Coordination with other agencies (e.g., CoSA, TxDOT, TCEQ, Bexar County, etc.)
- Permits
- Easements
- Identification of utilities (above and below ground)
- Design review workshops and walk-throughs

# Design Considerations

- Engineer is responsible for compliance with existing rules and regulations
- QMP and disciplined project implementation
- QA/QC of sub-consultants work
- SUE to verify existing utilities and avoid conflicts, as needed
- Survey data and benchmarks
- Verify existing services
- Geotechnical Design Recommendations and Geotechnical Data Report (GDR)

# Cost Estimates – Design Phase

Consultant must develop Engineer's Opinion of Probable Construction Costs (OPCC) for each phase (30%, 60%, 90%, and 100%) of the project as per the recommendations of AACE International as described in Recommended Practices No. 17R-97 and 56R-08



# Cost Estimates – Design Phase

Consultants to develop OPCCs for each design phase as follows:

<b>Design Phase</b>	<b>Estimate Class</b>	<b>Expected Accuracy Range</b>
30% Design	Class 3	L: -5% to -15% H: +10% to +20%
60% Design	Class 2	L: -5% to -10% H: +5% to +15%
90% Design	Class 1	L: -3% to -5% H: +3% to +10%
100% Design and Bid Documents	Class 1	L: -3% to -5% H: +3% to +10%

# Project Funding

SAWS Estimated Project Cost:

- 2023 Professional Electrical Engineering Work Order Contract:  
– **\$500,000.00**

# QUESTIONS?

*Reminder: Oral statements or discussion during the pre-proposal 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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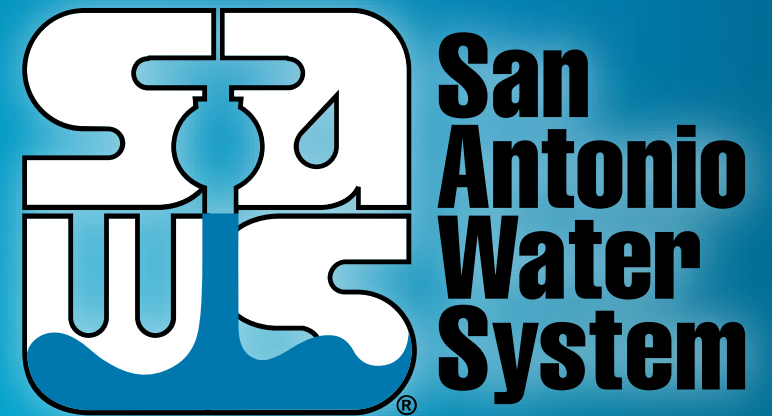
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