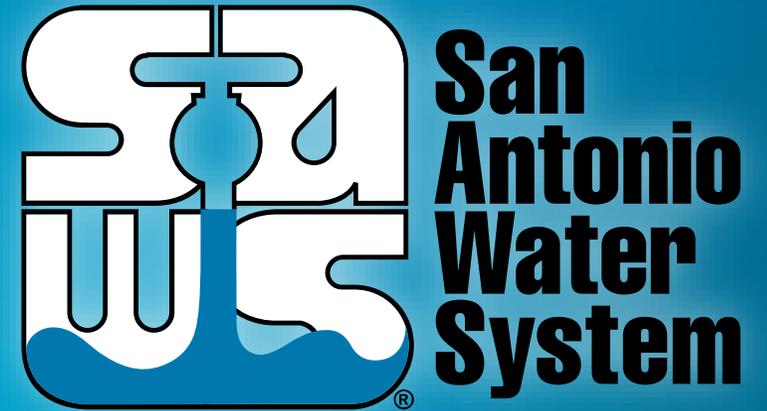


Request for Competitive Sealed Proposals (RFCSP)

Contractor Training

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Contract Administrator



October 19, 2021

MAKING SAN ANTONIO
WATERFUL



WebEx Meeting Information

- Please use the Chatbox feature in WebEx to sign in for this meeting (name, company name and contact information), as well as to submit questions
 - SAWWS will read questions aloud at the end of the meeting
- Please keep your devices muted during the meeting

Agenda

- State Statute
- Key Documents
- Required Experience
- Definitions Submission Requirements
- Evaluation Process
- Evaluation Criteria (Typical Requested Information and Issues to Avoid)
- SMWB Requirements
- Proposal Packet Reminders
- Questions
- Vendor Registration

State Statute

Alternative Construction Delivery Methods

- Procured under Chapter 2269 of the Texas Government Code, Subchapter D.
- Allows governmental entity to select a contractor that can provide the best value
- Proposals are submitted with all of the requested information and are scored based on the published weighted selection criteria
 - Price is one of the criteria, but is not the sole determining factor
 - Minimum percentage is 36.9% up to 50%
- Proposals are publicly opened and must be ranked within 45 days
- Upon completing the evaluation, the highest ranked offeror is notified in order to begin negotiations
 - If unsuccessful, SAWWS may formally cease negotiations and proceed to second highest ranked (and so on).

Key Documents

Included with the Project Specifications

- Request for Competitive Sealed Proposal
- Supplementary Instructions to Respondents
- Proposal Checklist
- Evaluation Criteria Forms

Required Experience

- First consideration for Prime Contractor is deciding whether to submit
- This is located at the beginning of the Supplementary Instructions to Respondents
- Review thoroughly to ensure:
 - Prime contractor has similar project experience
 - Key subcontractors have similar project qualifications and experience
 - Experience not only includes primary scope of work, but additional experience identified
- Prime contractor can submit projects that clearly demonstrate, completely and sufficiently the scope is similar
- Services have been successfully continuously provided for the specified number of years.

Definitions

- Personnel
- Key Personnel
 - May be further defined in this section by SAWS specifying required Key Personnel to include on the Organizational Chart (i.e. Project Superintendent, Project Scheduler, Safety Manager, Lead Surveyor, etc.)
- Subcontractor (as defined by the General Conditions)
- Key Subcontractor
 - May be further defined in this section by SAWS specifying required Key Subcontractors, at a minimum, to include as part of the Prime Contractor's team (electrical, bypass pumping, tunneling, I & C, etc.)

Evaluation Process

- Technical Evaluation Committee reviews the copies of the proposals based on the evaluation criteria published in the Supplementary Instructions to Respondents
 - Scores technical criteria only
- Safety information reviewed by the Safety Department
- Price calculated and added to technical scores
- SMWB points calculated and added to technical scores
- Technical, Price and SMWB score are combined which determines the rankings
- Selection Evaluation Committee reviews final scores
- Notification to highest ranked firm and negotiations
- Board award

Evaluation Criteria (Typical Example)

Criteria	Weight	Variance
Team Qualifications and Experience	18%	May change slightly
Quality, Reputation, and Ability to Deliver Projects on Schedule and within Budget	20%	Likely not to change
Project Approach including Delivery Schedule	15%	Likely not to change
Price Proposal	37%	Rarely changes
Small, Minority, and Woman-owned Business Participation	10%	Does not Change
TOTAL	100%	

Evaluation Criteria

Team Qualifications and Experience - Typical Requested Information

- Business Structure and Prime Contractor information
 - Number of employees, litigation history, years performing work, financial statements, etc.
- Proposed Team Structure and Key Personnel Roles and Responsibilities
 - 1 Page Org chart with Key Personnel (Prime and Key Subcontractors)
 - Proposed team, including Key Subcontractors, teaming history, and proposed approach for ensuring a successful project
 - Clear description of proposed team's Key Personnel roles and responsibilities
- Qualifications and Experience of Key Personnel Proposed for the Project
 - 1-page Resumes for Key Personnel identified on the Org Chart (Prime Contractor and Key Subcontractors)
- List of projects currently under construction in which Key Personnel are involved to include completion dates.

Evaluation Criteria

Team Qualifications and Experience - Issues to Avoid

- Prime contractor is missing information re: business structure, company information etc.
- Teaming history not clearly described. Or, if no prior teaming history, approach to ensure successful project not provided or is missing details.
- SAWWS specified Key Personnel not included on the Org Chart.
- Key Personnel percentages not included on the Org Chart (or percentages aren't clear).
- Proposed team's roles and responsibilities not indicated or missing detail.
- Key Personnel did not perform work on the projects submitted with the proposal.
- Not including a list of current/active projects Key Personnel are also working on (with percentage and phase).
- Missing resumes for Key Personnel identified on Org Chart, or some information is missing, as requested in the SIR.
 - Especially when projects that were submitted with the proposal aren't included on the resume.

Evaluation Criteria

Quality, Reputation & Ability to Deliver Projects on Schedule and within Budget - Typical Requested Information

- Prime Contractor On-Time Completion on Similar Projects
 - Number of projects (i.e., 3-5) and allowable years (i.e. 5, 7, 10, 15) are specified of similar size, scope, and complexity
 - Key Personnel must have participated on specified number of the submitted project (i.e., 2 of 3) projects
 - Key Personnel requirements also (i.e., Project Manager 1 of 3)
 - May also indicate, if SAWS experience, include a specified number as part of the requested maximum
- Additional projects required if Prime Contractor will self-perform work identified as Key Subcontractor work
- List of all projects currently under construction in which Key Personnel are involved

Evaluation Criteria

Quality, Reputation & Ability to Deliver Projects on Schedule and within Budget -Issues to Avoid

- Submitted projects are not similar to scope, size, contract value or complexity of the RFCSP.
- Construction is not complete on submitted projects.
- Projects were not performed within the designated years indicated
- Key Personnel did not participate on submitted projects, as required in the SIR.
- Missing requested information from the submitted projects.
- List of all projects currently under construction in which Key Personnel are involved is missing.
 - Not including SAWWS projects, if requested.

Evaluation Criteria

Project Approach, Schedule and Availability

- Project Approach

- To include key milestones, specific critical processes and paths, construction phasing/sequencing, permits, approvals, coordination with stakeholder, etc.
- Innovative ideas for cost savings
- Quality Management Plan (steps, safeguards, QC processes, document control, etc.)

Evaluation Criteria

Project Approach, Schedule and Availability - Issues to Avoid

- **Project Approach**
 - Approach is boilerplate and/or does not include details, and/or is missing
 - Missing information or little detail on key milestones, critical processes and paths, construction phasing/sequencing, permits, approvals, coordination with stakeholder, etc.
 - Innovative ideas for cost savings
 - Quality Management Plan not included. Or, some of the requested information is missing (i.e. steps, safeguards, QC processes, document control, etc.)

Evaluation Criteria

Project Approach, Schedule and Availability - Typical Requested Information

- **Project Schedule and Unforeseen Conditions**
 - Critical Path Method Schedule in Primavera or MS Project with all milestones, critical processes and critical path methods, etc. using anticipated NTP.
 - Explain how Respondent will complete project on schedule with existing commitments.
 - Identify long-lead time items and critical path shop drawing submittals.
 - Provide details for the procurement and delivery of items including long-lead time equipment and devices (sometimes items are specified).
 - Past project experience with unforeseen conditions (resolution and/or recovery plan)
 - Approach to mitigate and manage unforeseen conditions for project.

Evaluation Criteria

Project Approach, Schedule and Availability - Issues to Avoid

• Project Schedule and Unforeseen Conditions

- Missing Project Schedule. Or, Project Schedule is missing key milestones, critical processes and critical path methods, etc.
- Project schedule exceeds the calendar days and/or doesn't reflect the anticipated using anticipated NTP date indicated in the SIR
- Missing explanation altogether or specific details how Prime Contractor will complete project on schedule with existing commitments.
- Failure to identify procurement items especially long-lead time equipment and devices and critical path shop drawing submittals (and/or not reflected in the schedule).
- Examples from past project experience with unforeseen conditions (including resolution and/or recovery plan) missing
- Description on how Prime Contractor will mitigate and manage unforeseen conditions missing or lacking detail

Evaluation Criteria

Project Approach, Schedule and Availability

- Availability of Key Personnel and Equipment
 - Prime and Key Subcontractors for this Project
 - Equipment and Facilities for this Project
 - Per Org Chart, available workforce for various disciplines, number of crews, etc.
- **Issues to Avoid**
 - Availability of personnel or equipment not indicated or not sufficient per scope of work
 - Equipment and facilities not identified as requested
 - Workforce not identified for specific key disciplines or missing some and/ or crews not sufficient

Safety Information for Prime Contractor and Key Subcontractors

- Typical Information Requested
 - Completed Safety Matrix
 - TRIR for Prime and Key Subcontractors within last 5 years
 - EMR for Prime and Key Subcontractors within last 3 years
 - All Fatalities for Prime and Key Subcontractors
- Issues to Avoid
 - Not including (or completing) the Safety Matrix
 - Not providing backup documentation
 - Not including information for required number of years
 - Not including information for Key Subcontractors

Evaluation Criteria

Price

- Lowest total price will receive the maximum points
 - Remaining proposals will receive points based on comparison to the lowest price proposal
- **Issues to avoid**
 - Checking extension of bid items
 - Ensuring line items for mob and prep of ROW do not exceed the maximum percentage
 - Using the incorrect Price Proposal (if revised via Addendum)

Aspirational SMWB Goal

Industry	Aspirational SMWB Goal
Construction	20%

The aspirational SMWB goal is 20% of your total Price Proposal

Minimum Qualifications for SMWB recognition:

- **South Central Texas Regional Certification Agency**
 - SBE-Certification Mandatory (included MBEs and WBEs)
 - Texas Historically Underutilized Business “HUB” Program certification is recognized by SAWS
 - Local Office or Equipment Yard
- **Local**
 - Counties: Atascosa, Bandera, Bexar, Comal, Frio, Guadalupe, Kendall, Kerr, McMullen, Medina, Uvalde and Wilson

Good Faith Effort Plan (GFEP) FAQs

- **Q: Is the 20% SMWB aspirational 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: The South Central Texas Regional Certification Agency (SCTRCA) has a search portal at www.sctrca.sctrca.org, or you may reach out to the SMWVB Program Manager for assistance.

- **Q: What if my business is SMWB-certified? Do I need to find SMWVB 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 SMWVB Program Manager at 210-233-3420, or at Marisol.Robles@saws.org. GFEP questions can be asked at any time before the submittal is due.

SMWB Scoring

Proposed SAWS Construction Alternative Delivery Method SMWB Scoring:

All respondents may earn the maximum number of SMWB points (10 points). Firms may use any combination of points below when attempting to meet the SMWB goals. Self-performance and subcontracting may be used to achieve the aspirational goals and earn points. SMWB prime contractors and/or subcontractors must be certified by the South Central Texas Regional Certification Agency, and must have a local presence in the San Antonio Metropolitan Statistical Area in order to be eligible for SMWB points.

1. M/WBE Scoring Method: 10 Points (By percentage) 20.00% M/WBE Goal

- MBE Participation Percentage between 1% and 4.99%: 1 Point
- MBE Participation Percentage between 5% and 9.99%: 2 Points
- MBE Participation Percentage between 10% and 14.99%: 4 Points
- MBE Participation Percentage between 15% and 16.99%: 5 Points
- MBE Participation Percentage between 17% and 19.99%: 8 Points
- MBE Participation Percentage meeting or exceeding 20.00%: 10 Points

2. SBE (Non-M/WBE) Scoring Method: 5 Points (By percentage) 5% SBE Goal

- SBE Participation Percentage between 1% and 1.99%: 1 Point
- SBE Participation Percentage between 2% and 2.99%: 2 Points
- SBE Participation Percentage between 3% and 3.99%: 3 Points
- SBE Participation Percentage between 4% and 4.99%: 4 Points
- SBE Participation Percentage meeting or exceeding 5.00%: 5 Points

Proposal Packet Reminders -SMWVB

- Are the Prime Contractor and Subcontractors certified? And, if so, are they up to date on certifications?
- Have all key subcontractors been included on the organizational chart identified on the Good Faith Effort Plan (GFEP)?
- Does the Prime Contractor meet the required performance percentage identified in the Supplemental Conditions?
 - And is this line completed on the GFEP?
- Has back up Good Faith Efforts been provided with the proposal?

Proposal Packet Reminders - References

- Projects submitted with the proposal must include a reference from the project owner (city, county, state, etc.) with all the requested information
- Confirm contact information for project references to include POC, phone numbers and email addresses prior to submitting a proposal
- Construction of the project must be complete (unless stated otherwise)
- Projects must be performed with the designated time period in the SIR (5, 7, 10 years, etc.)
- The minimum number of projects indicated in the SIR must be submitted by the Prime Contractor (and Key Subcontractor)
 - If Prime Contractor will self perform the work of key subcontractor, additional projects will be required.

Proposal Packet Reminders - Proposal Cohesiveness

- The proposal should be one (1) complete cohesive packet that clearly, completely and sufficiently demonstrates the following:
 - Prime Contractor and the team have the Required Experience
 - Submitted Projects are similar in scope, size, contract value and complexity
 - Project Team experience and capabilities (Org chart, projects participated on, and resumes for Key Personnel and Key Subcontractors) are similar in scope, size and complexity
 - And Key Personnel have participated on the submitted projects and is noted on the resume
- Team members are identified for all essential work as identified by SAWWS

Proposal Packet Reminders

- Thoroughly review key documents of the RFCSP early on to become familiar with what is required
 - Goal is to address all required information and to maximize points and not leave any points "on the table"
- Provide detailed, thorough responses that highlight your company and what you can offer to SAWS
- Ask questions ahead of the deadline!
- Reach out to the SMWVB Program Manager for assistance anytime until the due date
 - List of subcontractors in the specified discipline
 - Assistance in completing the GFEP or understanding the point structure

Proposal QA/QC

Ensuring a Responsive Proposal

- Have the extensions for each of the line items been verified on the Price Proposal?
- Is there any missing information on the Respondent Questionnaire?
- Are all required items included in the original?
- Are all required items included in the copy?
- Are project references correct and specific to the RFCSP?
- Are all documents requiring signatures signed?
- Is the bid bond included with the Price Proposal?

Submitting a Proposal

- SAWS only accepts electronic proposals
- Request access to the FTP site from the designated Contract Administrator sooner than later
- Ensure the 3 files are titled as indicated on the Respondent Proposal Checklist
- Allow sufficient time to upload all 3 files
- SAWS will not accept late responses and will not be opened
- SAWS will publicly read aloud the prices of the submitting Prime Contractors
 - The final evaluation scores and bid tab will not be posted until after Board award

Contact Information

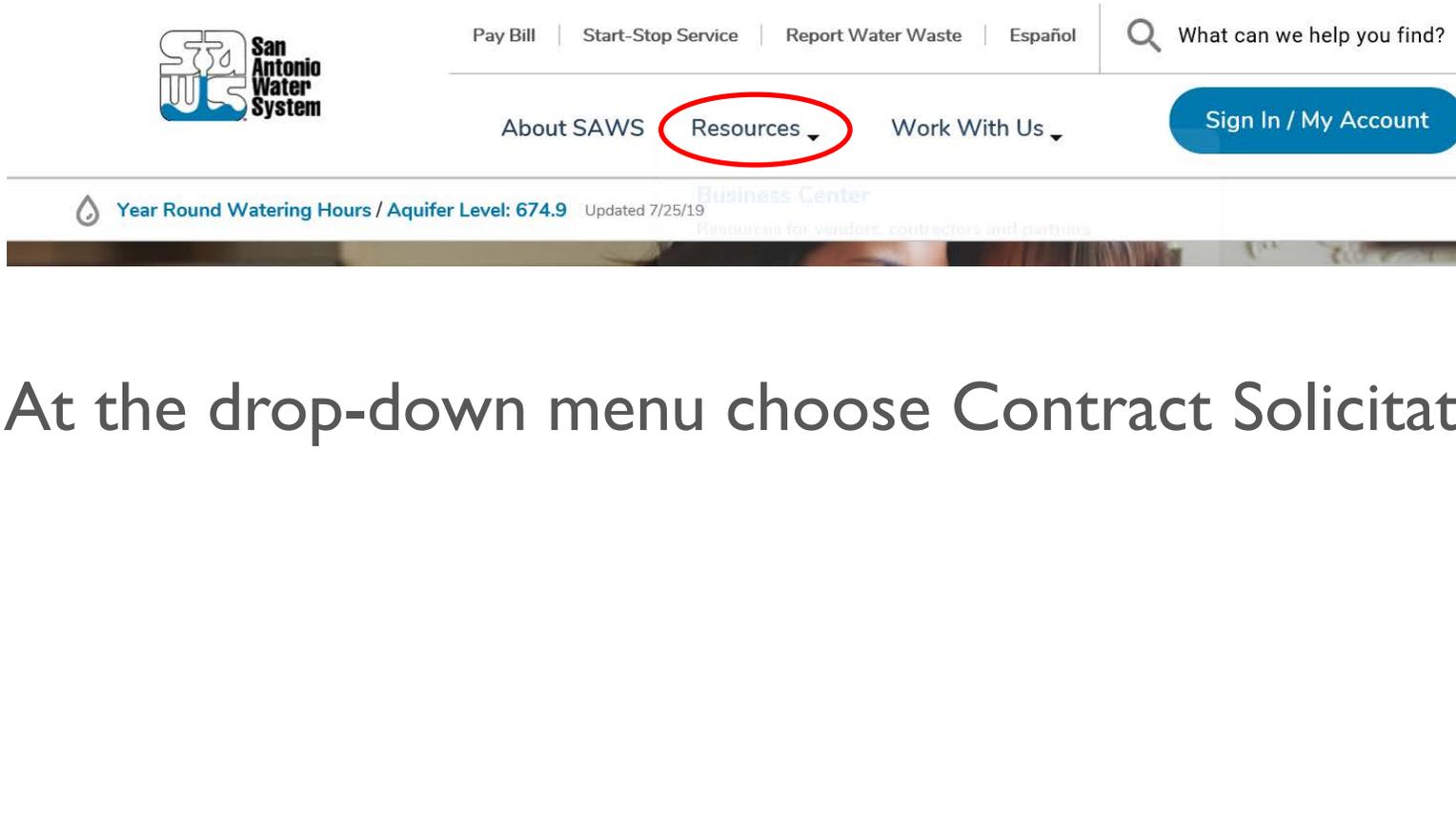
Contact Name	Title	Telephone Number	Email address
Diana L. Woltersdorf	Manager, Contract Administration	210-233-3372	Diana.Woltersdorf@saws.org
Marisol V. Robles	SMWVB Program Manager	210-233-3420	Marisol.Robles@saws.org

QUESTIONS?

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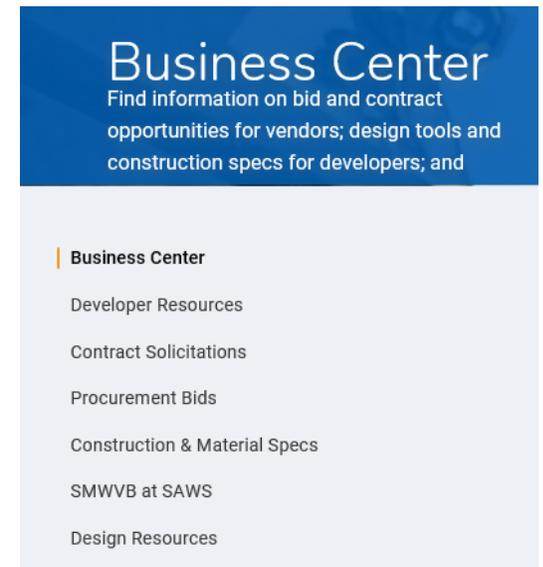
Contract Solicitations Website – Recent Changes

- To locate the Contract Solicitations website choose Resources



The screenshot shows the San Antonio Water System website header. The navigation menu includes 'About SAWS', 'Resources' (circled in red), and 'Work With Us'. A search bar is present with the text 'What can we help you find?'. Below the navigation, there is a section for 'Year Round Watering Hours / Aquifer Level: 674.9' updated 7/25/19. A blue box labeled 'Business Center' is partially visible, containing the text 'Resources for vendors, contractors and partners'.

- At the drop-down menu choose Contract Solicitations



The screenshot shows the 'Business Center' dropdown menu. The menu is titled 'Business Center' and contains the following items: 'Developer Resources', 'Contract Solicitations', 'Procurement Bids', 'Construction & Material Specs', 'SMWVB at SAWS', and 'Design Resources'. A red arrow points from the 'Resources' menu in the previous screenshot to this dropdown menu.

Contract Solicitations Website – Recent Changes

- 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 displays a project advertisement for a "Non-Mandatory Pre-Bid Meeting" on August 6, 2019. The advertisement includes the following details:

- Calendar Icon:** 31
- Title:** Non-Mandatory Pre-Bid Meeting
- Date:** 10:00 AM, Tuesday Aug. 6, 2019
- Location:** San Antonio Water System Customer Service Building, 2800 U.S. Hwy 281 N, San Antonio, Texas 78212; Conference Room CR-C145

Below the advertisement, there are three main sections:

- Notify Me:** Includes a megaphone icon and a "Subscribe" button. Text: "Receive updates sent straight to your inbox."
- Plan Holders List:** Includes an icon of three people and a "View List" button. Text: "View plan holders list."
- Downloads:** Lists two PDF documents:
 - 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.

Vendor Registration & Notification (VRN)

- Please register through SAWS Vendor Registration Program on the SAWS website at www.saws.org to ensure access to the latest information
- To receive updates, including Addendums, for specific projects, registered vendors must 'Subscribe' to the project by selecting the project, and clicking 'Subscribe' under the Notify Me box

https://apps.saws.org/Business_Center/Contractsol/



Notify Me

Receive updates sent straight to your inbox.



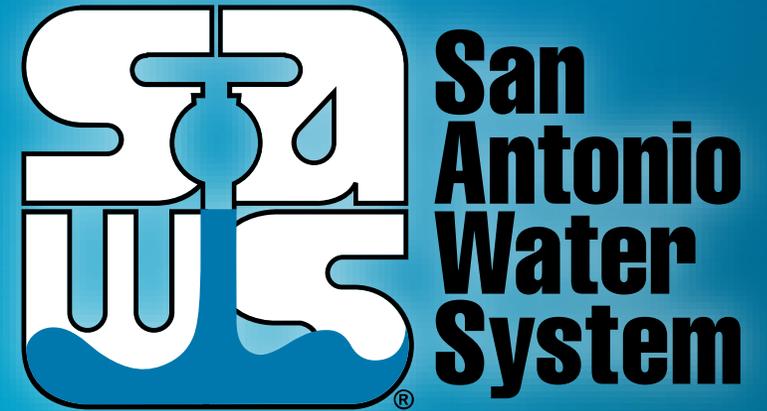
Subscribe

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