

Mitchell Lake Audubon Center Entry Improvement Project (RFCSP) CO-00726

Julie Valadez, RA, AIA, PMP

Project Manager Architectural Services

Roxanne Lockhart

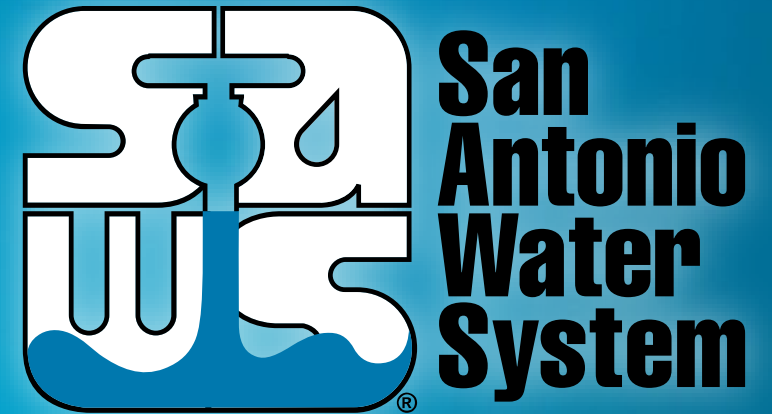
Senior Contract Administrator

Marisol V. Robles

SMWB Program Manager

Ryan Buba, LEED AP

Project Manager – Chesney Morales Partners, Inc.



Non-Mandatory Pre-Proposal Meeting

February 16, 2024

MAKING SAN ANTONIO
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WebEx Meeting Information

- 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 discussion during the pre-proposal meeting will not be binding, nor will it change or affect the terms or conditions within the Plans and Specifications for this Project. Changes, if any, will be addressed only via an Addendum

Meeting Agenda

- Project Overview
- Key Project Information
- City of San Antonio SBEDA Goal
- MWBE/AABE Scoring
- GFEP FAQs
- S.P.U.R. System
- Contract Requirements
- Required Experience
- Evaluation Process
- Evaluation Criteria
- Proposal Packet Preparation
- RFCSP Contractor Training
- Additional Reminders
- Communication Reminders
- Solicitation Schedule
- Submittal of Questions
- Submission Due Date
- Project Overview
- Questions

Project Overview

Sealed proposals are requested by the San Antonio Water System for the construction of a Grand Public Entrance for the Mitchell Lake Audubon Center Entry Improvement Project (10750 Pleasanton Rd), SAWS Job No.: 23-7708.

Key Project Information

- Procured under Chapter 2269 of Texas Government Code as a Request for Competitive Sealed Proposals (RFCSP)
- Geotechnical Reports are available on the SAWS' website with execution of a disclaimer
- Contract duration is 120 calendar days
- Estimated budget is \$491,802.00
- This project is partially funded by the City of San Antonio

City of San Antonio SBEDA Goal

Mandatory Minority and Woman-owned Business Enterprise/African American Business Enterprise Goal	
12%	
11% General MWBE	1% African American Business Enterprise

- The **mandatory** MWBE/AABE goal is expressed as the 12% of your total price proposal
- MWBEs/AABEs must have a physical location in one of the following counties: Bexar, Comal, Guadalupe, Hays, Kendall, Travis, or Williamson
- MWBEs/AABEs must also be certified as “SBE” by the South Central Texas Regional Certification Agency

MWBE/AABE Scoring

- MWBE/AABE Scoring Method: 10 Points for meeting or exceeding the stated mandatory MWBE/AABE goal.
 - Meeting the mandatory MWBE/AABE goal = 10 points.
 - Not meeting the mandatory MWBE/AABE goal = 0 points.
 - If a Respondent does not meet the mandatory MWBE/AABE goal, proof of Good Faith Outreach Efforts are required to avoid disqualification.

Good Faith Effort Plan (GFEP) FAQs

- **Q: Is the 21% MWBE/AABE goal mandatory?**
A: Yes. Respondents that meet the goal may earn all MWBE/AABE Points. If the goal is not met, proof of outreach efforts is required with the submittal.
- **Q: What if I am having trouble finding MWBE/AABE subcontractors?**
A: The South Central Texas Regional Certification Agency (SCTRCA) has a search portal at www.sctrca.org.
- **Q: What if my business is MWBE and/or AABE-certified? Do I need to find MWBE/AABE subs?**
A: If your firm is MWBE and/or AABE-certified, you will most likely meet the goal. The GFEP is a required document and needs to be submitted even if you, as the prime, fulfill the goal.
- **Q: Do I need to include all my subcontractors in the GFEP or just those that qualify towards the 12% MWBE/AABE goal?**
A: All subcontractors (and suppliers) need to be included in the GFEP, even those that may not count towards the MWBE/AABE goal.
- **Q: What if I have questions about the GFEP?**
A: Please contact the SMWB Program Manager at Marisol.Robles@saws.org or Senior SMWB Specialist at Susan.Rodriguez@saws.org. GFEP questions can be asked at any time until the submittal is due.

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

1. Subcontractor & Supplier
Payment Tracking
2. Subcontractor and Supplier
Additions or Substitutions
3. Must be Current and Accurate
before Retainage is released

<https://saws.smwbe.com>

The screenshot shows the homepage of the San Antonio Water System's Subcontractor Payment & Utilization Reporting System. The header includes the San Antonio Water System logo, a link to "OUR MAIN SITE", and a "CONTACT SUPPORT" button. The main content area features a large blue-tinted image of industrial water treatment equipment with the title "Subcontractor Payment & Utilization Reporting System" and a "Log In" button. Below this are three columns of links: "System Training" (Learn how to fully utilize our system with a live trainer), "About the System" (Learn more about this system and how it works today), and "Account Access" (Lookup Vendor accounts or reset user passwords). The footer contains the text: "The Subcontractor Payment & Utilization Reporting System is powered by B2Gnow Software © Copyright 2022."

Mitchell Lake Audubon Center Entry Improvement Project

Contract Requirements

- Prevailing Wage Rate and Labor Standards – Section 2.10 of the General Conditions
 - Certified payroll to be submitted on weekly basis for the duration of the project including weeks in which work is *not* performed
 - Wage decisions are included within the specifications
 - Contractors to utilize LCP Tracker
 - Site visits are random and unannounced
 - Interviews will be conducted and will be private & confidential
 - Payroll records are subject to review
 - All apprenticeship programs will need to be approved by Department of Labor prior to starting
 - Contractors are responsible for sub-contractor payroll
 - Late payrolls may delay contractor payments and release of retainage from SAWS

Contract Requirements

- Insurance requirements are found in Section 5.7 of the GCs
 - Pollution Liability Coverage is not required (see Supplemental Conditions)
 - Builder's Risk Coverage is not required (see Supplemental Conditions)
- SAWWS will request insurance certificates prior to Board award to ensure insurance compliance and to assist in expediting execution of the contract
- Selected contractor's insurance must be compliant with all other contracts
- Selected contractor must ensure insurance is compliant for the duration of the contract or may be asked to stop work at the project site

Contract Requirements

- Contractor shall perform the Work with its own organization on at least 40% of the total original contract price which should be indicated on the Good Faith Effort Plan (Supplemental Conditions)

1.	Prime Contractor's Percentage of Participation (may not be less than 40%): (Ex: 56% is the total value of the contract.)				<u> </u> %
	Legal Name of Subcontractor/Supplier (including "doing business as", if applicable).	Address of Office Location to Perform Project Work or Provide Supplies. (Only Local firms will be counted for SMWB credit):	Scope of Work/Supplies to be Performed/Provided by Firm:	Estimated Contract (dollar) Amount on this Project:	Certification Type & Agency. (Only SCTRCA or HUB certifications are recognized):
1				\$	

- Liquidated Damages will be assessed at \$832.10 per day (Supplemental Conditions)
- Contractor shall allow for reasonable access to the site for representatives from SAWS, the City of San Antonio, and representatives of the Mitchell Lake Audubon Center, which shall be coordinated through SAWS as the Owner. (Special Conditions)

Required Experience

Respondents submitting a proposal for this RFCSP should clearly demonstrate experience in associated site/civil work, demolition, landscape wall and sign/marquee construction, landscaping and active worksite conditions. Experience should include coordinating multiple modes of egress, and phased construction to accommodate continuous use of the site by the Owner or the public. Such services have been successfully provided for at least five (5) continuous years.

Evaluation Process

- Technical Evaluation Committee (TEC) will score the proposals based on the evaluation criteria published in the Supplementary Instructions to Respondents to determine the Respondent who can provide the best value to SAWS
- Price will be calculated (lowest price receives the highest points) and SMWB will be added to final scores
- Selection Evaluation Committee reviews final scores and recommends firm
- Interviews, if necessary
- Negotiations, if any
- Board award

Evaluation Criteria

Criteria	Weight	Page No.
Proposed Team Qualifications, Experience and QA/QC Internal Processes	30%	SIR-3
Project Approach (Including Delivery Schedule Sequencing and Logistics)	20%	SIR-5
Price Proposal	40%	SIR-7
Minority Business Enterprise, Woman-owned Business Enterprise, and African American Business Enterprise.	10%	SIR-7
TOTAL	100%	

Proposed Team Qualifications, Experience & QA/QC Internal Processes (30 pts)

a. Information and Organizational Structure of the Prime Contractor

- i. History of company
 - Current business organizational structure
 - Stability of Organization
- ii. Total # of employees and annual company revenues (as of Dec 2023)
- iii. Litigation, lawsuits, mediation and arbitration history for the last five (5) years.
(Ensure to provide any & all claims history w/SAWS)
- iv. Number of years performing services (including period under previous names)
- v. Organizations experience relevant to the scope of services and work

Proposed Team Qualifications, Experience & QA/QC Internal Processes (30 pts) cont.

b. Proposed Team Structure, Key Personnel Roles and Responsibilities

- i. Organizational Chart showing composition of team for this Project
 - Key Personnel (including Key Subcontractor(s))
 - Proposed role and availability in percents for each
- ii. Description of the **Prime Contractors** Key Personnel's experience, roles and responsibilities
 - Number of years in their assigned roles
 - Tasks each person will be responsible for
 - "Team Member" table is provided and can be modified

Proposed Team Qualifications, Experience & QA/QC Internal Processes (30 pts) cont.

- iii. Description of the proposed **Key Subcontractor(s)**
 - Their role for this project and teaming history
 - If Prime Contractor has not worked previously with Key Sub, describe the proposed approach of ensuring successful completion of the project.
 - “Team Member” table is provided and can be modified
- iv. Provide the process for subcontracting-competition, selection and inclusion in project schedule development, administration processes and closeout

Proposed Team Qualifications, Experience & QA/QC Internal Processes (30 pts)

c. Qualifications and Experience of Key Personnel Proposed for this Project

- i. Resumes for Prime Contractor personnel identified on the org chart
 - 8 1/2” x 11” sheets (see example)
 - One per person, not to exceed one page
 - Checklist provided for reference

d. Past Project Experience

- i. Provide three (3) past projects of similar scope/size, within the last five (5) years
 - Include all items requested
 - See example

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 submission	

Proposed Team Qualifications, Experience & QA/QC Internal Processes (30 pts) cont.

e. Quality Assurance / Quality Control Established Process

i. Describe step by step from start of project through completion

- QA/QC processes specific for oversight and management of all subs
- Internal QA/QC process for ensuring the work meets the drawings and specifications provided

Project Approach (20 pts)

a. Project Approach

- i. Provide a narrative of the project approach
 - Include key milestones, specific critical processes and phases or sequencing
 - List potential risks and describe proposed mitigation measures
- ii. Explain the process of contacting and coordinating with key stakeholders throughout the project.
 - Including property or business owners being impacted by the Project.
- iii. Provide a description of the approach specifically addressing the procurement of long-lead equipment, devices or materials

Project Approach (20 pts) cont.

- iv. Describe your construction management approach to coordinate work with all subs and suppliers
- v. Describe your team's understanding and approach to address the various permitting and AHJs requirements
 - How will these be managed, tracked and communicated to the Owner
- vi. Provide the contingency plan for addressing any unanticipated delays
- vii. Describe your plan to handle the delicate nature at the worksite

Project Approach (20 pts) cont.

b. Project Schedule and Unforeseen Conditions

- i. Provide a project schedule
 - 11"x17" digital, landscape permitted
 - Provide name of scheduling software used
 - Include milestones, specific critical processes and critical path items, construction sequencing, permits and approvals, and procurements anticipated for work.
- ii. Explain how the schedule will be achieved considering other active or soon to be active projects for your company
- iii. Identify any expected long-lead items and critical path shop drawing submittals
- iv. Describe approach towards mitigating and managing unforeseen conditions should they be encountered during construction (can provide examples).

Project Approach (20 pts) cont.

c. Coordination / Communication

- i. Describe how task will be coordinated with the architect-of-record, subs and SAWS's Program Manager.
 - Process for addressing and communicating unexpected issues

d. Availability of Key Personnel and Equipment

- i. Describe the availability of the Prime Contractors Executive and Key Personnel that will be specifically assigned to this Project
 - List any limitations or unavailability during this project.
- ii. Describe any specialty equipment and/or vendor that will be specifically utilized for this Project

Safety Information for Prime Contractor

- Complete and include the Safety Matrix within the Evaluation Criteria forms with backup documentation
 - Provide records showing Total Recordable Incident Rate (TRIR) past 5 years for the Prime Contractor
 - All formal Complaints, Inquiries, Investigations, and/or Violations by OSHA or any state or local level OSHA program for the past five (5) years.
 - List fatalities in company's safety history for prime and sub(s)
 - A detailed description of the corrective measures taken
 - New or additional safety training provided
 - Process improvements made to prevent near-miss incidents and fatalities
 - Backup documentation verifying safety information must be included with proposal

Safety Information Key Subcontractors

- Complete and include the Safety Matrix within the Evaluation Criteria forms with backup documentation
 - Provide records showing Total Recordable Incident Rate (TRIR) past 5 years for the Key Subcontractor(s)
 - All formal Complaints, Inquiries, Investigations, and/or Violations by OSHA or any state or local level OSHA program for the past five (5) years.
 - List fatalities in company's safety history for prime and sub(s)
 - A detailed description of the corrective measures taken
 - New or additional safety training provided
 - Process improvements made to prevent near-miss incidents and fatalities
 - Backup documentation verifying safety information must be included with proposal

Price (40 pts)

- Lowest total price will receive 40 points
- Remaining proposals will receive points based on comparison to the lowest price proposal

Proposal	Price	Calculation	Points Earned
A	\$9,350,000	$(7,750,665/9,350,000) \times 40$	33.16
B	\$10,125,800	$(7,750,665/10,125,800) \times 40$	30.62
C	\$7,750,665	$(7,750,665/7,750,665) \times 40$	40.00
D	\$8,565,450	$(7,750,665/8,565,450) \times 40$	36.20
E	\$12,700,000	$(7,750,665/12,700,000) \times 40$	24.41

Proposal Packet Preparation

- Proposal page limits do apply
 - Maximum 25 pages
 - Refer to Required Document Matrix
- Review Instructions to Respondents & Supplementary Instructions to Respondents thoroughly
- Utilize the Proposal Response Checklist
 - 3 files required for electronic submittal
 - Follow file naming convention
- Utilize Evaluation Criteria Forms as indicated:
 - Available in MS Word on the SAWS website where required

Mitchell Lake Audubon Center
Entry Improvement Project

SAWS Job No. 23-7708
Solicitation No. CO-00726

EVALUATION CRITERIA FORM

The intent of this document is to provide Respondents a structure for their responses. While there are page limits for this solicitation, there are no character limitations.

Respondents should provide answers to the questions below in the order and spaces provided to ensure continuity between Respondent's submissions.

When responding to the questions below, Respondents should use the space provided in this form, unless otherwise indicated. Stating "See Attached" or "See Following Pages" are not acceptable responses. If the Response Forms provided here are not utilized, the information provided by the Respondent will not be considered and the Respondent's score for the evaluation criteria in question may be reduced and/or Respondent's proposal may be deemed non-responsive.

If all fields are not completed, the proposal may be deemed non-responsive.

1. Proposed Team Qualifications, Experience and QA/QC Internal Processes (30 Points)

a. Organizational Structure and Information of the Prime Contractor

- i. Provide history of the company, current business organizational structure, type of business structure, and stability of organization.**
(Provide answer here)

- ii. Provide total number of employees and annual company revenues as of December 31, 2023.**
(Provide answer here)

Proposal Packet Preparation (Cont...)

- Respondent's entire proposal should create a clear picture of Project Team experience and capabilities (Org chart, projects, and resumes for Key Personnel and Key Subcontractors)
- Thoroughly review scope and ensure project examples and key personnel resumes clearly show similar experience
- Thoroughly review evaluation criteria and respond with all required information to maximize points (and to avoid deduction in points if there is missing information that can't be evaluated)
- For sections that require narrative, be specific; avoid “boiler plate” responses

Proposal Packet Preparation (Cont...)

- Verify contact information for all project references prior to submitting with the proposal, if SAWWS is unable to contact a reference, points may be deducted, or the proposal may be deemed non-responsive
- Ensure all required documents are submitted and signed
- Price Proposal
 - Ensure to utilize latest Price Proposal
 - Acknowledge Addendums on Proposal Signature Page
 - More than one Addenda may be posted for this project
 - Verify all line-item extensions
 - Ensure mobilization does not exceed the **maximum of 10%**
 - **This RFCSP includes Additive Alternates for Hog Wire Fence and Landscaping the North and South areas, which SAWWS reserves the right to award with or without these alternates**

RFCSP Contractor Training

- RFCSPs require submitting significantly more information than low bid projects
- Therefore, SAWS is providing training to assist interested Respondents in submitting a proposal for this RFCSP
- The training will cover the following:
 - Evaluation Process
 - Detailed Proposal Packet Preparation
 - Helpful reminders
- Firms interested in submitting a proposal for this RFCSP are strongly encouraged to attend; though it is not required.
- You are not required to RSVP
- Training is scheduled for:

Wednesday, February 21, 2024
2:00 p.m.

Link to SAWS website for additional information:

https://apps.saws.org/business_center/contractsol/SNO_Drill.cfm?id=4320&View=Yes

Additional Reminders

- Register with Vendor Registration Program on the SAWS website at www.saws.org to ensure access to the latest information
- To receive updates on specific projects, registered vendors should subscribe to the project by selecting the project, and clicking ‘Subscribe’ under the Notify Me box



Notify Me

Receive updates sent straight to your
inbox.

Subscribe

Communication Restrictions

- No communication regarding the RFCSP with the following:
 - Design Engineer
 - SAWS Project Manager or Project Architect
 - 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 RFCSP
 - If submitting for the RFCSP and/or doing work for SAWS, indicate this when speaking with SAWS staff, but refrain from discussing the RFCSP
- From release of the RFCSP to Board Award

Solicitation Schedule

MILESTONE	DATE / TIME
Questions Due	February 23, 2024 at 4:00 PM CST
Answers Posted	March 1, 2024 at 4:00 PM CST
FTP Requests Due	March 7, 2024 at 1:30 PM CST
Proposals Due	March 8, 2024 at 1:30 PM CST
Notification of Award	April 2024
Board Award	May 7, 2024
Start Work	May 14, 2024

Submittal of Questions

- Submitted no later than February 23, 2024 at 4:00 PM (CST)
- Identify solicitation number
- Must be submitted in writing:

Roxanne Lockhart

Senior Contract Administrator

Contract Administration Department

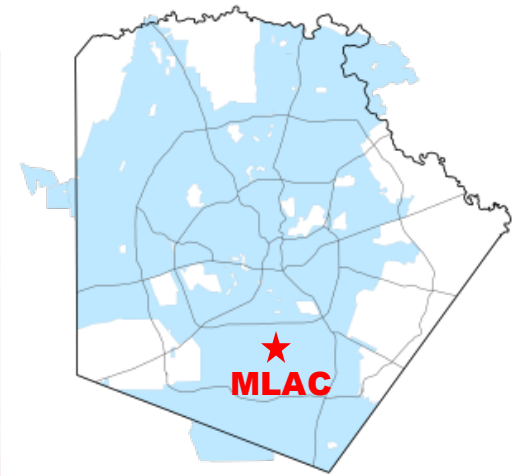
San Antonio Water System

Roxanne.Lockhart@saws.org

Submission Due Date

- Proposals due no later than **1:30 PM CST on March 8, 2024**
- **Electronic Proposals Only**
- Follow specific electronic proposal delivery instructions:
 - Request FTP Site no later than March 7, 2024 at 1:30 PM
 - Late responses will not be accepted and will not be opened
 - WebEx proposal opening meeting

Project Overview



- Construction of a new Grand Public entrance at the Mitchell Lake Audubon Center (MLAC), located at 10750 Pleasanton Rd, that will highlight the site as a world-class birding location.

Project Overview



- Scope of Work to include:
 - Demolition of all existing entry gate components
 - Modify and remove existing vegetation to accommodate new entry design
 - Portions of existing interior roads to be removed to accommodate design

Project Overview

- Scope of Work to include:
 - New paved entrance and exit lanes
 - Portions of the interior paved road and dirt road will be rerouted to accommodate design
 - New marquee sign with a landscaped island
 - Area lighting
 - Dual ornamental entry and exit gates (with gate operators)
 - Security podium with card access
 - Sections of gabion walls and wire fence flanking the entrance
 - Planting of native trees and plants with native grass seed w/wildflower mix



Project Overview

PHASE I SITE PLAN

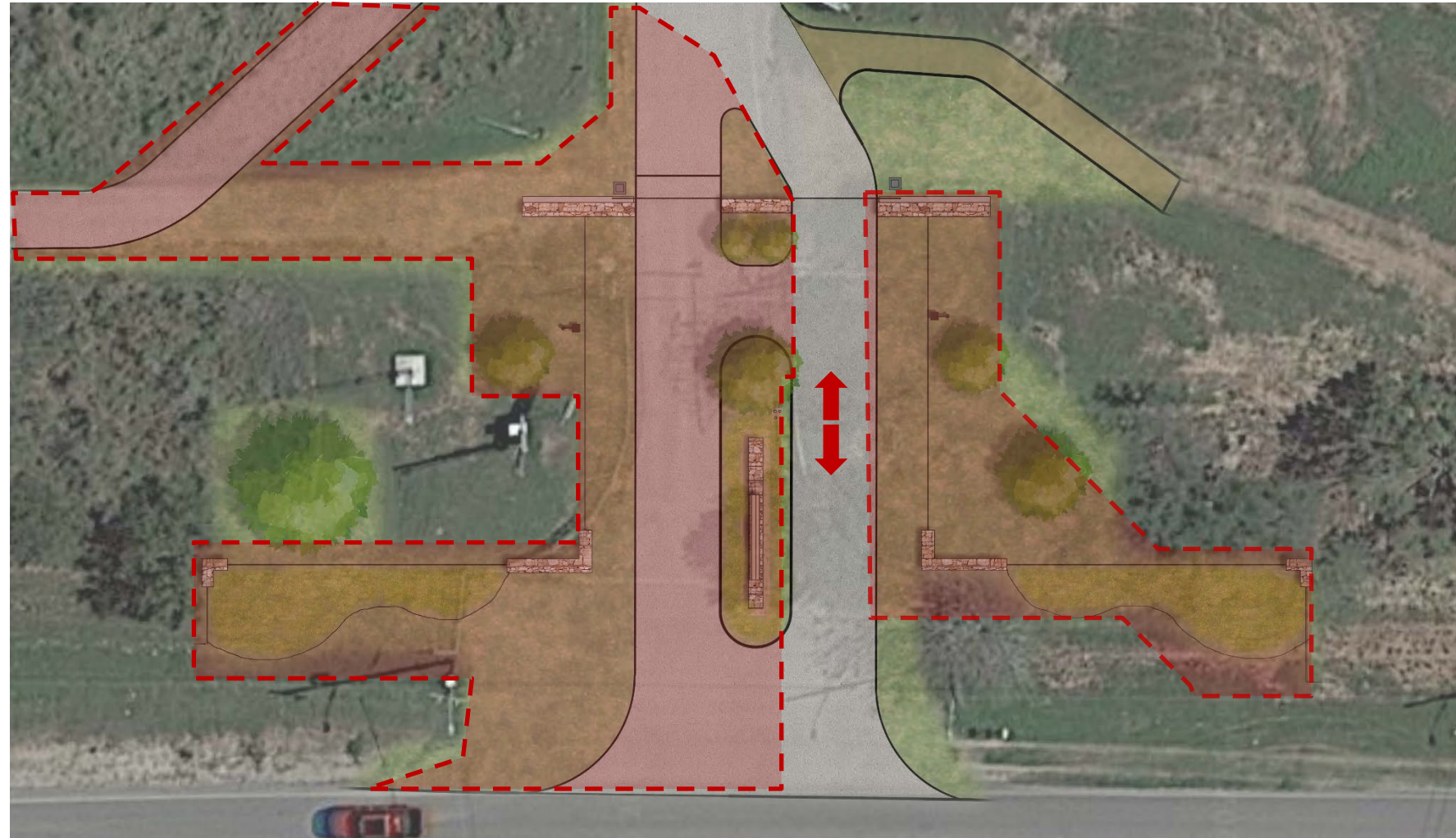
- Existing entry remains operational
- Existing entry gate will be removed – temp gate installed
- GC to work on new entry lane / grading / base / asphalt / entry gate components
- Earth road rerouted, base for new asphalt road to RV site laid



Project Overview

PHASE 2 SITE PLAN

- New entry lane will be used for entry & exit, controlled traffic
- Temporary gate will be in use
- GC to work on new exit and turnaround lanes with islands
- Marquee sign, gabion walls and new fence installed
- Landscape
- Decorative gate installed last



Project Overview



QUESTIONS?

Mitchell Lake Audubon Center Entry Improvement Project (RFCSP) CO-00726

Julie Valadez, RA, AIA, PMP

Project Manager Architectural Services

Roxanne Lockhart

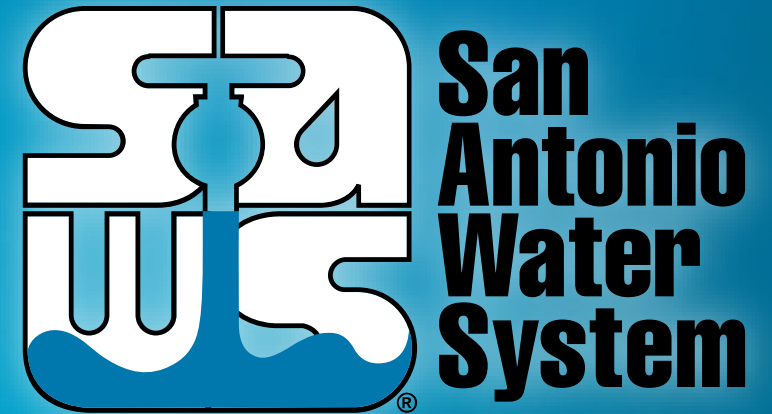
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