

# 2017 Sanitary Sewer Overflow and Reduction Program (SSORP) Engineering Design Contracts

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August 11, 2017

RFQ Non-Mandatory Pre-Submittal Meeting



# Oral Statements

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

# Presentation Overview

- RFQ Objectives
- Overview
- Project Matrix
- C-30 Project Charter
- C-18 Project Charter
- C-16 Project Charter
- Cost Estimates - Design Phase
- Cost Estimates – Construction Phase
- Key Considerations
- Solicitation and Submission Requirements

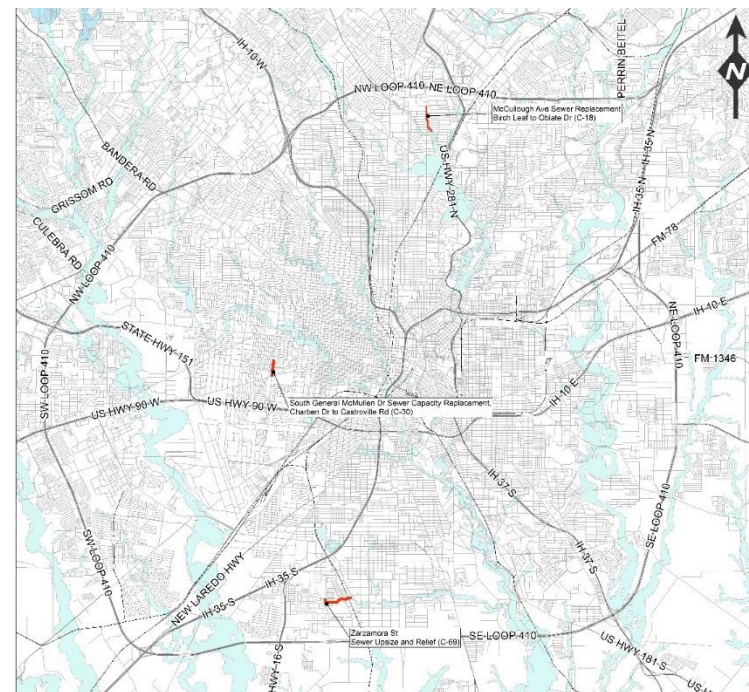
# RFQ Objective

- Professional engineering design services for the design and construction of specified projects part of the Consent Decree
- Consultants should have familiarity working on projects using trenchless technology within the City of San Antonio (COSA), Bexar County, the Texas Department of Transportation (TxDOT), and other governing agencies' right-of-way
- Estimated Engineering Costs: \$760,000.00 total. SAWS may select up to three (3) consultants, one for each project.

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## Overview

- Basin Planning Consultants (BPC) Central Sewer Shed Capacity Constraints
  - C-30, C-69, and C-18
- BPC Scope and Deliverables
  - 10%: Desktop Analysis
  - 30%: Field Analysis





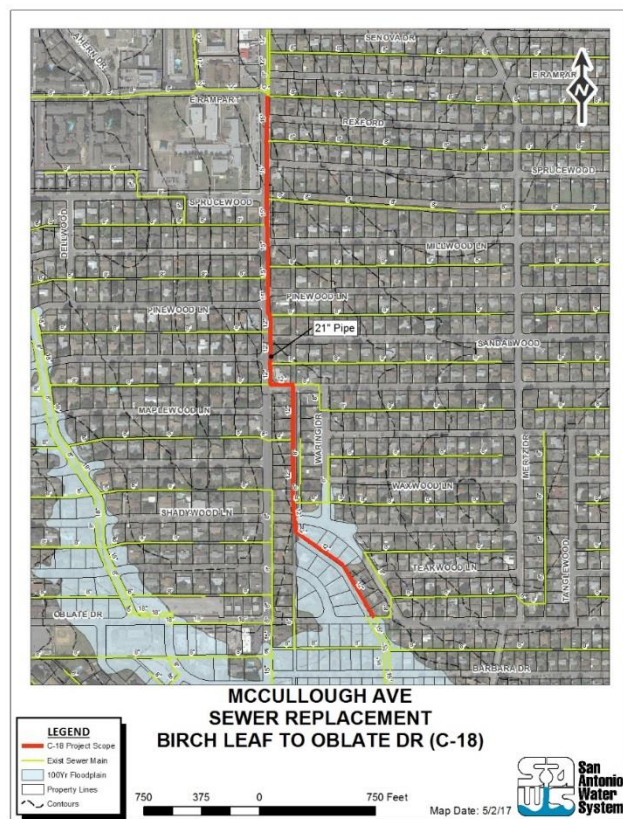
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## Project Matrix

Project Name	South General McMullen Dr Sewer Capacity Replacement, Charben Dr to Castroville Rd	South Zarzamora St Sewer Upsize and Relief	McCullough Ave Sewer Replacement, Birch Leaf Dr to Oblate Dr
Project ID	C-30	C-69	C-18
Design Schedule	December 2017 - July 2018	December 2017 – January 2019	December 2017 - January 2019
Est. Design Cost	\$100,000	\$210,000	\$450,000
12"-21" diameter pipe	X		X
24"-36" diameter pipe		X	
Central Sewer Shed	X	X	X
Floodplain		X	X
Easement Acquisition		X	
Description	CD project - replacing 2,240 LF of existing pipes with larger 15" and 18" pipes	CD project - replacing 3,473 LF of existing pipe with larger 24" and 30" pipes Diversion – 171 LF, 36" pipe	CD project - replacing 3,820 LF of existing pipe with larger 21" pipe

# C-18

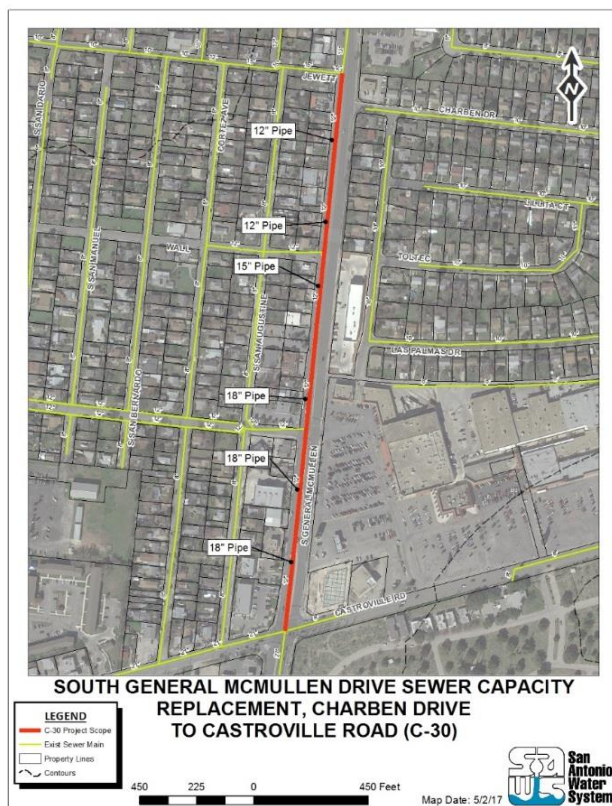
## McCullough Avenue Sewer Replacement, Birch Leaf Drive to Oblate Drive



- Location: Central Sewer Shed
  - South of NE Loop 410 & US Highway 281 North
- Pipe Diameter:
  - 12"/15" SS Replacement with Upsized Pipe
- Project Length:
  - Replacement:  $\approx$  3,820 LF
- Located within or near floodplain

# C-30

## South General McMullen Drive Sewer Capacity Upsize, Charben Drive to Castroville Road

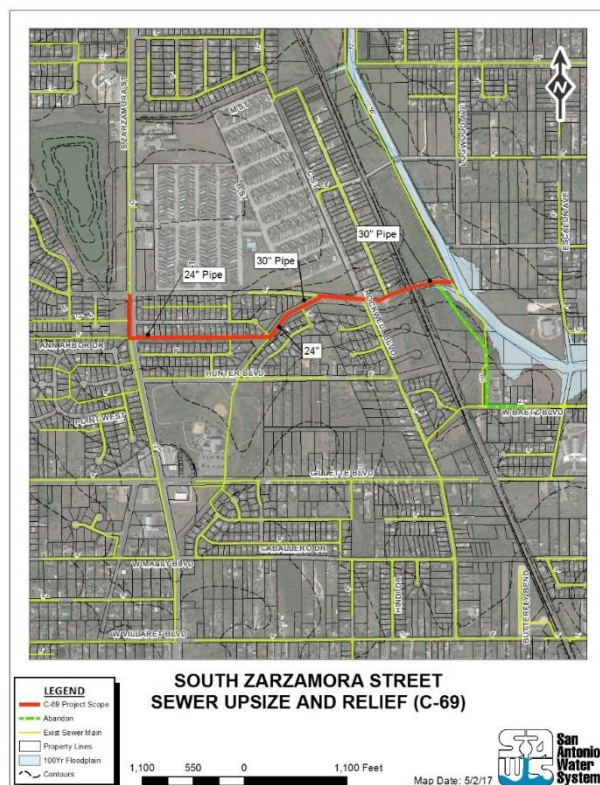


- Location: Central Sewer Shed
  - East of US Hwy 90 W and SH 151
- Pipe Diameter:
  - 12" SS Replacement with Upsized Pipe
- Project Length:
  - Replacement:  $\approx$  2,300 LF



# C-69

## South Zarzamora Street Sewer Upsize and Relief, Ann Arbor Drive to Rockwell Blvd



- Location: Central Sewer Shed
  - South of IH 35 S & Zarzamora Street
- Pipe Diameter
  - 18"/27" SS Replacement with Upsized Pipe
  - 30" SS Diversion
- Project Length
  - Replacement:  $\approx$  3,473 LF
  - Diversion:  $\approx$  171 LF
- Land Acquisition Required
- Located within or near floodplain

# Cost Estimates – Design Phase

Consultant must develop opinions of probable construction costs (OPCC) for all phases of each project as per the recommendations of AACE International (formerly the Association for the Advancement of [Cost Engineering](#)) as described in AACE's document 56R-08: Cost Estimate Classification System – as Applied for the Building and General Construction Industries

# Cost Estimates – Design Phase

Consultants to develop OPCCs for each phase as follows:

Design Phase	Estimate Class	Expected Accuracy Range
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%
Bid Documents	Class 1	L: -3% to -5% H: +3% to +10%

# Cost Estimates – Construction Phase

Consultant must provide independent cost estimates based on the RS Means method of cost estimating by using the most current RS Means publication, with the appropriate adjustments for the location cost factors and the applicable overhead and profit percentages. These cost estimates are due on or before a RFP is requested from a SAWS contractor.



# Key Considerations

- Schedule
- Methods of construction - trenchless technology
- Coordination with other agencies (e.g., COSA, Bexar County, TxDOT, USACE, TCEQ, etc.)
- Easements and ROW
- Identification of utilities (above and below ground)
- Surveys and topographic information
- Access points during construction and adequacy of easements, impacts to home owners
- Bypass plans and traffic control
- Plans, Specifications, and Cost Estimates

# Solicitation and Submission Requirements

- Additional Requirements
- Submission Restrictions
- Selection Process
- Evaluation Criteria
- Small, Minority, Woman, and Veteran-Owned Businesses (SMWVVB) Participation
- Submitting a Response
- Key Dates
- Submittal Deadline
- Negotiations
- Communication Reminders
- Requests for Feedback
- Questions

# Additional Requirements

- Consultants will perform all project-related functions utilizing SAWS' Contracts and Project Management System (CPMS)
  - Including adhering to specified service levels for the processing of change orders, RFIs, RFPs and scratch sheets
- Meet all milestones and adhere to the project schedule as indicated within the project charters
- Understand all EPA consent decree requirements
  - Failure to meet milestones may result in monetary violations that will be passed on to the selected consultants
  - A link to the CD is available on SAWS website and included as part of the RFQ

# Submission Restrictions

- The SSORP Program Manager, HDR, may not submit for this RFQ
  - Sub-consultants are eligible to serve as a sub or prime consultant
  - If serving as a prime consultant, Respondent's job functions of the sub-consultant do not propose a conflict in SAWS' sole discretion and the sub-consultant does not contribute more than 15% of the effort based on the original contract amount
- Basin Planning Consultants (BPC) are not eligible to submit for the RFQ (either as a sub or prime consultant) to design wastewater collection system projects
  - Sub-consultants on a BPC team may submit if their work did not or will not exceed 15% of the total BPC's contract value
  - Contact Marisol Robles, SMWVB Program Manager, for verification



# Selection Process

- Statements of Qualifications received and reviewed for responsiveness
- Technical Evaluation Committee will score qualification statements based on established evaluation criteria
- Good Faith Effort Plan will be evaluated and scored
- Selection Committee will review and recommend up to 3 firms
- Interviews held, if necessary
- Negotiation with selected consultants
- Board Award

# Evaluation Criteria Forms

<b>CRITERIA</b>	<b>MAX POINTS</b>
<b>Experience and Qualifications</b>	<b>35</b>
<b>Similar Projects and Past Performance</b>	<b>25</b>
<b>Project Approach</b>	<b>25</b>
<b>Small, Minority, Woman, and Veteran-owned Business (SMWVB) Participation</b>	<b>15</b>
<b>TOTAL</b>	<b>100</b>

# Evaluation Criteria

- Evaluation Criteria Forms must be used for each of the criteria in the RFQ, unless otherwise indicated
- Respondents must:
  - Use the space provided in the form
    - Indicating “see attached” is not acceptable
  - Adhere to character limits, which includes spaces
- Text is restricted to Arial, 10 pt font
- Proposals may be found non-responsive if all fields are not completed

# Evaluation Criteria

- Experience and Qualifications
  - Describe: relevant experience, role of sub-consultants, experience with San Antonio construction practices
  - Identify additional skills, experience, and/or qualifications to be considered
  - Experience preparing engineer's OPCC for all phases of design per AACE
  - Organizational chart (separate sheet)
  - 1 page resumes (separate sheets) for each key member identified in the organizational chart



# Evaluation Criteria

- Similar Projects and Past Performance
  - Demonstrate record of performance
  - Provide past performance as it relates to accuracy of the OPCC
  - Describe: relevant projects over the past 5 years and experience preparing independent cost estimates
- Project Approach
  - Describe and/or identify the teams approach to: complete the Project, facilitate regulatory process, develop OPCCs and ensure completeness and accuracy
  - Explain how updates, and revisions and reports will be produced to meet the CD
  - Suggested potential alternative innovative approaches
  - Team's availability

# SMWVB Evaluation (Maximum 15 pts)

- Complete Exhibit “A” to show Respondent’s commitment to SAWS’ SMWVB policy, which will be based on meeting or exceeding the minimum SMWVB goal of 40%. All sub-consultants should be included, regardless of their SMWVB status.
- M/WBE Scoring Method: **Up to 10 Points (By percentage) 40.00% M/WBE Goal**
  - M/WBE Participation Percentage between 1% and 9.99%: 2 Points
  - M/WBE Participation Percentage between 10% and 19.99%: 4 Points
  - M/WBE Participation Percentage between 20% and 29.99%: 6 Points
  - M/WBE Participation Percentage between 30% and 39.99%: 8 Points
  - M/WBE Participation Percentage meeting or exceeding 40.00%: 10 Points

# SMWVB Evaluation *(continued)*

- Utilization of a local SMWB Engineering Firm, who has not worked with SAWS before, for 10% of Sewer Design Services: **5 Points**
- **Optional:** Prior subconsultant utilization compliance averages for the past 2 years may be considered when totaling the SMWB score, based upon data from the Subcontractor Payment & Utilization Reporting (SPUR) System. This applies to SMWB and Non-SMWB Prime Consultants' utilization of their SMWB sub-consultants. Up to 3 points may be deducted from the SMWB score for discrepancies between the pledged SMWB goal, and the current/ongoing actual utilization of SMWB subconsultants on recent SAWS projects. This option does not apply to work order/unspecified contracts.
  - Total SMWB Subconsultant compliance discrepancy between 3.00% - 4.00%:  
Deduct 1 Point
  - Total SMWB Subconsultant compliance discrepancy between 4.00% - 5.00%:  
Deduct 2 Points
  - Total SMWB Subconsultant compliance discrepancy greater than 5.00%: Deduct 3 Points

# SMWVB Evaluation (*continued*)

- Payments made to subconsultants, subcontractors, and suppliers (SMWVBs *and* Non-SMWVBS) will be reported using SAWS' Subcontractor Payment and Utilization Reporting (S.P.U.R.) System. This is a contractual requirement.
- For the RFQ, SMWVB-certified firms need to have a local-area office or equipment yard, must be "SBE", and need to be certified through the SCTRCA or Texas HUB.



# SMWVB Questions

- Questions related to the SMWVB Program, completion of the Good Faith Effort Plan (GFEP), or scoring of the GFEP may be directed to the SMWVB Program Manager, up until the RFQ is due. Her contact information is:

**Marisol V. Robles**

SMWVB Program Manager

Contracting Department

Email: [Marisol.Robles@saws.org](mailto:Marisol.Robles@saws.org)

Telephone: 210-233-3420

# Submitting a Response

- Submit hard copies (1 original and 7 copies)
- Include a USB flash drive of the original proposal (all pages)
- Reference the RFQ to determine what additional items are required (i.e. Organization chart)
- Must submit using Evaluation Criteria Forms
  - No maximum page limit
  - No other documents are permitted with the exception of the front page, transmittal page, table of contents, tabs, and any required forms
- Use 8 ½ x 11 portrait format

# Submitting a Response

## Helpful Reminders

- Thoroughly read the RFQ prior to submitting a response
- Submissions for this RFQ are for all three (3) projects
- Maximize points by addressing all items in the order they are identified in the RFQ
- Be very specific and avoid “boiler plate” responses
- Utilize the Submittal Response Checklist
- Contact the SMWVB Program Manager for assistance, if necessary
- Perform QA/QC on proposal prior to submitting

# Addendums

- Register as a vendor with SAWS Vendor Registration and Notification, if you have not done so already
- More than 1 Addendum may be posted
- Check SAWS website often and prior to submitting a proposal for this RFQ
- Known Addendum changes are:
  - Solicitation number will change to PS-00045
  - Submissions are to be delivered to Counter Services (not suite 171)
  - Submission due date will change from 9/1/17 to 9/8/17
  - Negotiations are to take place in November 2017 and Board Award in January 2018

# Key Dates

- July 26, 2017 **RFQ Released**
- August 16, 2017 by 4:00 p.m. **Written Questions Due**
- August 23, 2017 by 4:00 p.m. **Q & A Posted to Website**
- September 8, 2017 by 2:00 p.m. **Proposals Due**
- September 2017 **Proposals Evaluated**
- September 2017 **Interviews, if necessary**
- November 2017 **Negotiations**
- January 2018 **SAWS Board Consideration and Award**
- January 2018 **Start Work**

*\*The dates listed above are subject to change without notice*



# Submittal Deadline

- Submittal deadline is September 8, 2017 at 2:00 p.m.
- Solicitation number, solicitation name, date and time of the deadline should be clearly identified on the outside of the package
- Deliver to 2800 U.S. Highway 281 North, Customer Service Building
  - Deliver to Counter Services not Suite 171
  - SAWS recommends submitting proposals at least two (2) hours prior to the deadline
  - Make arrangements early if mailing a response
- Late responses will not be accepted and will be returned unopened

# Negotiations

- 30% design deliverables will be provided
- Selected Consultant(s) will review work products and raise any concerns or issues with products, findings, or recommendations
- Selected Consultant(s) will review and independently verify 30% design deliverables
- Negotiations must be completed within 30 days
- If an agreement cannot be reached, SAWS will formally cease negotiations

# Communication Reminders

- There should not be any communication regarding this solicitation 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
- This includes phone calls, emails, letters, or any direct or indirect discussion of the RFQ
  - If submitting for this RFQ and doing work for SAWS, indicate this when speaking with SAWS staff, but refrain from discussing the projects
- This is in place from release of the RFQ to Board Award

# Request for Feedback

- New policy implemented
  - Requests for score analysis and/or debriefings shall be submitting in writing to the point of contact
  - Identify request with solicitation number and name
  - Respondents may request one (1), thirty (30) minute debrief
    - Allowed 1 debriefing per calendar year
  - Will be provided after the SAWS Board of Trustees has approved the contract awards

# Respondent Questions

- Must be submitted in writing no later than August 16, 2017 by 4:00 PM, via e-mail, to:

**Jessica Goforth**

Contract Administration Department

San Antonio Water System

[Jessica.Goforth@saws.org](mailto:Jessica.Goforth@saws.org)



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RFQ Non-Mandatory Pre-Submittal Meeting

