

2018 Pipelines Engineering Services Boerne Stage Road, West Avenue, and Highway 90 & General McMullen

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November 16, 2017

RFQ Non-Mandatory Pre-Submittal Meeting



Oral Statements

Oral statements or discussion during this 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.

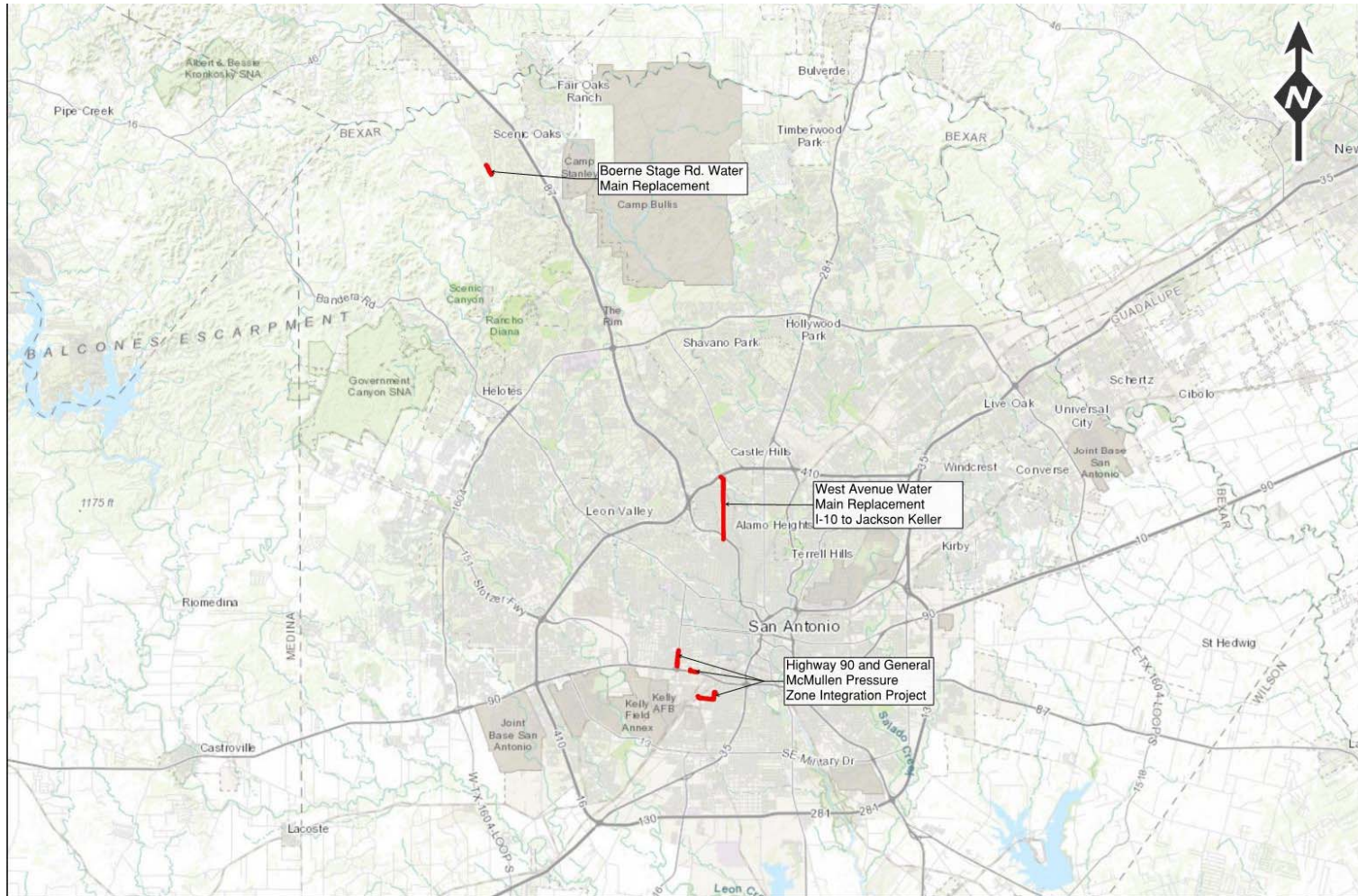
Presentation Overview

- RFQ Objectives
- Project Locations & Project Charters
- Cost Estimates - Design Phase & Cost Estimates-
Construction Phase
- Key Considerations
- RFQ Timeline
- Solicitation & Submission Requirements
- Negotiations
- Restriction on Communications
- Request for Feedback
- Questions

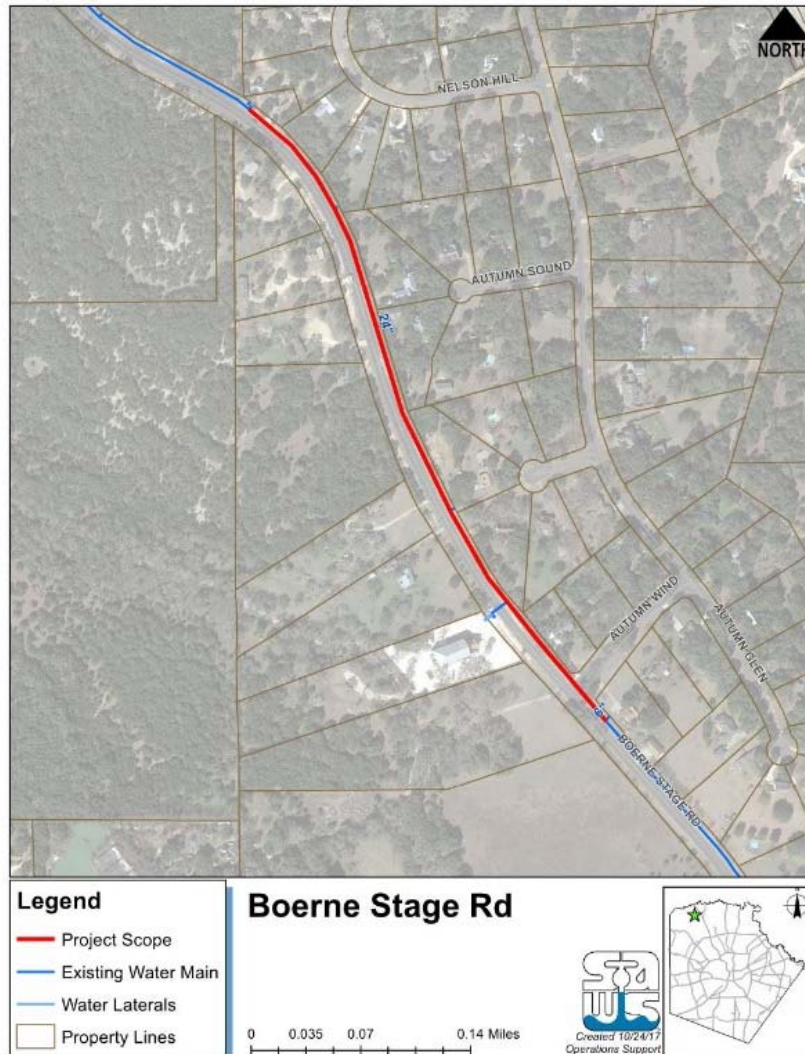
RFQ Objective

- Professional engineering design services for three (3) water main replacement projects which include Boerne Stage Road, West Avenue and Hwy 90 at General McMullen
- 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: \$1,300,000.00 total. SAWS may select up to three (3) consultants, one for each project.

Project Locations

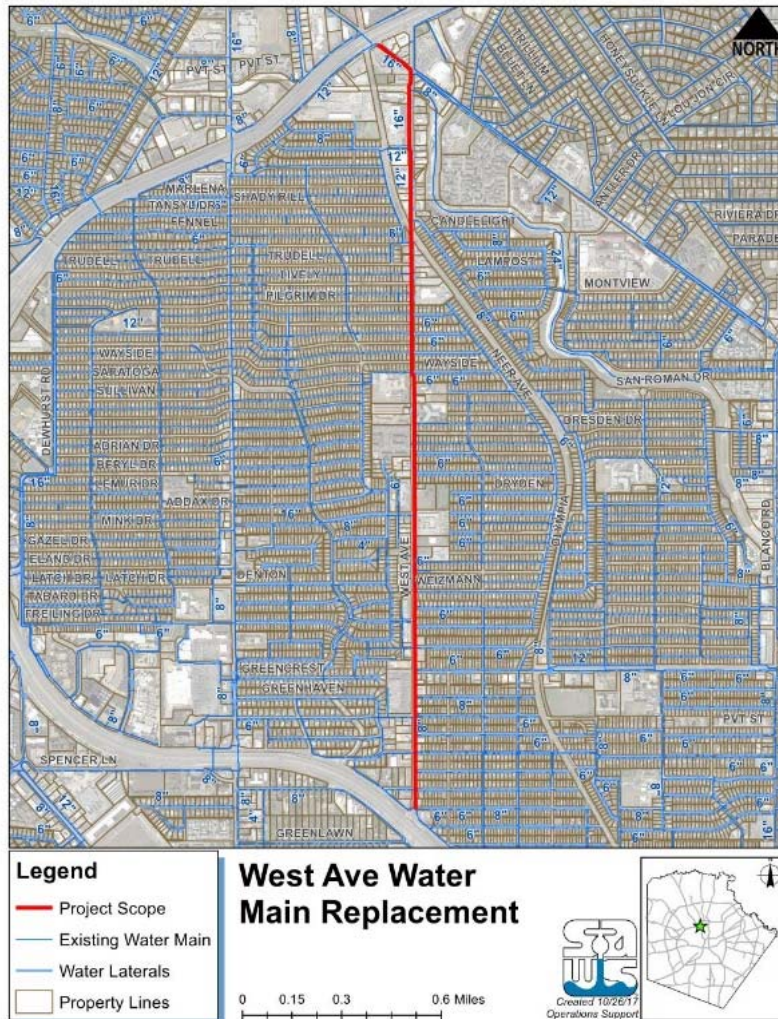


Boerne Stage Road



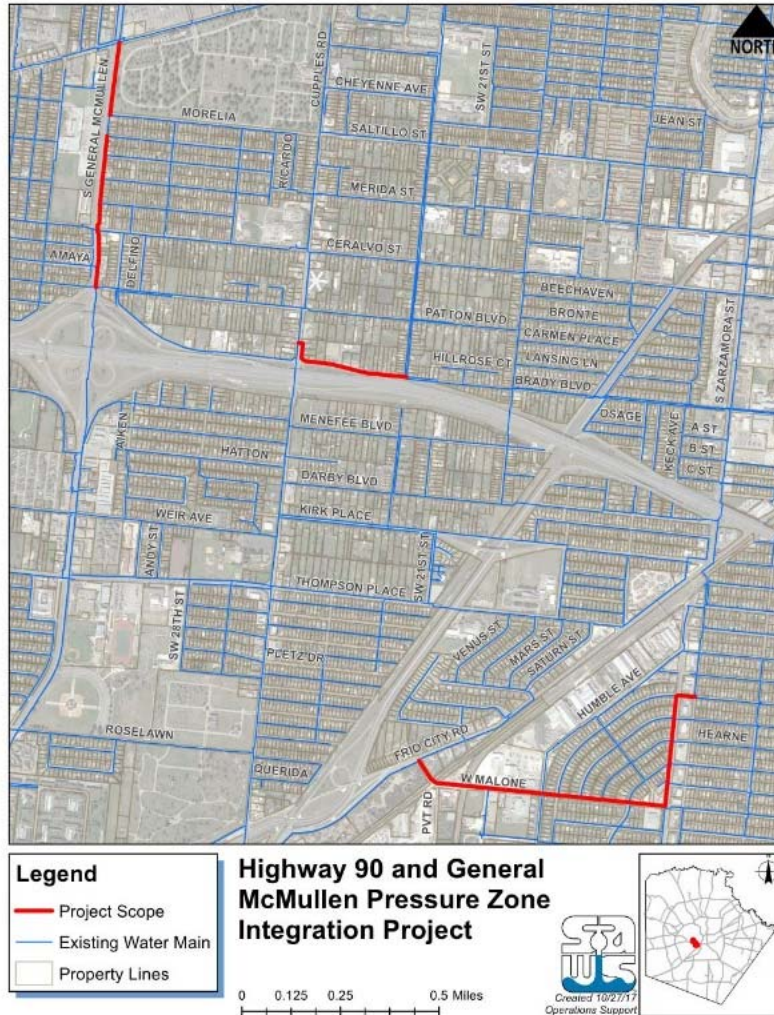
- **Location:**
 - 26700 Block of Boerne Stage Road
 - (Valve Unit ID 483961 through valve Unit ID 483958)
- **Pipe Diameter:**
 - 24-inch PVC
- **Project Length:**
 - Replacement: Approximately 2,500 LF
- **Estimate Design Cost:**
 - Not to exceed \$500,000

West Avenue Water Main Replacement



- **Location:**
 - The intersection of IH-10/West Ave north to the intersection of West Ave/Jackson Keller
- **Pipe Diameter:**
 - 8-inch to 16-inch
- **Project Length:**
 - Replacement: Approximately 12,000 feet
- **Estimate Design Cost:**
 - Not to exceed \$350,000

Highway 90 & General McMullen



- Location:
 - Pressure Zone Integration at General McMullen & Hwy 90
- Pipe Diameter
 - 6-inch to 12-inch
- Project Length
 - Replacement: Approximately 9,300 LF
 - Installation: Approximately 1,200 LF
- Estimate Design Cost:
 - Not to exceed \$450,000

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
- 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 for construction and adequacy of easements
- Traffic control
- Plans, Specifications, and Cost Estimates

RFQ Timeline

November 10, 2017RFQ Released
November 16, 2017 at 2:00 pm (CT)	Pre-Submittal Conference
November 28, 2017 by 4:00 p.m (CT).	Receipt of Written Questions Due
December 1, 2017 by 4:00 p.m (CT).Q & A Posted to Website
December 8, 2017 by 2:00 p.m. (CT)SOQs Due
December 2017	SOQs Evaluated
December 2017/January 2018	Interviews, if necessary
January 2018/February 2018.....	Contract Negotiations
March 2018.....	SAWS Board Consideration and Award
March 2018.....	Non-Selection Notices Mailed
March 2018.....	.Start Work

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

Evaluation Criteria

CRITERIA	MAX POINTS
Experience and Qualifications	30
Similar Projects and Past Performance	25
Project Approach	30
Small, Minority, Woman, and Veteran-owned Business (SMWVB) Participation	15
TOTAL	100

Evaluation Criteria Forms

- Evaluation Criteria Forms must be used for each of the criteria in the RFQ, unless otherwise indicated
 - Refer to Attachment E, F & G of the RFQ
- 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 & Qualifications (30 pts)

- Relevant experience, role of sub-consultants, and experience with San Antonio construction practices
- Additional skills, experience, and/or qualifications to be considered
- Experience preparing engineer's OPCC for all phases of design per AACE
- Experience with water pipe design and construction of 8 inch to 24 inch pipe material section, hydraulic analysis, hydraulic modeling, transient analysis and pipe fatigue analysis
- 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 (25 pts)

- Demonstrate record of performance
- Provide past performance as it relates to accuracy of the OPCC
- 5 relevant projects over the past 5 years performed by Respondent

Project Approach (30 pts)

- 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 Goal

Industry	SMWVB Goal
Engineering/Professional Services	40%

Accepted SMWVB Certifications

- Minority Business Enterprise (MBE) (Includes AABE)
- Small Business Enterprise (SBE)
- Woman-owned Business Enterprise (WBE)
- Veteran-owned Business Enterprise (Tracked)

Accepted Certification Agency



- South Central Texas Regional Certification Agency



- Texas Historically Underutilized Business (HUB) Program

SBE-Certified (even MBEs and WBEs)

**Local office **

Good Faith Effort Plan (GFEP) FAQs

- **Q: Is the 40% SMWVB goal mandatory?**

A: No, but we ask prime consultants 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 SMWVB subconsultants?**

A: Please email the SMWVB Program Manager with the scopes of work you are seeking. You will receive lists of local SMWVB-certified firms to contact.

- **Q: What if my business is SMWVB-certified? Do I need to find SMWVB subs?**

A: If your firm is SMWVB-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: 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.

SMWVB Post-Award

- Payments made to subconsultants (SMWVBs *and* Non-SMWVBS) will be reported using SAWS' Subcontractor Payment and Utilization Reporting (S.P.U.R.) System. This is a contractual requirement.

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

Telephone: 210-233-3420

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
- Refer to page 19 & 20 of RFQ for additional requirements/details

Submitting a Response

- Submit hard copies (1 original and 8 copies)
 - No electronic submissions will be accepted
- Include a USB flash drive or CD of the original proposal
- Reference the RFQ and Submittal Response Checklist to ensure all required information is submitted
- Must submit using Evaluation Criteria Forms
 - No maximum page limit
 - No other documents are permitted with the exception of the cover/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 needed
- More than 1 Addendum may be posted
- Check SAWS website often and prior to submitting a proposal for this RFQ

Submittal Deadline

- Submittal deadline is **December 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

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 firms
- Board award and execution of contract

Negotiations

- Scope of work, rates and contract terms
- Negotiations must be completed within 30 days
- If an agreement cannot be reached, SAWS will formally cease negotiations

Communication Reminders

- No 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
- Includes phone calls, emails, letters, or any direct or indirect discussion of this RFQ
- May result in disqualification if in violation
- Applies from release of the RFQ to Board Award
- Exceptions
 - Contacting SMWVB Manager
 - Submitting Questions by deadline to the RFQ POC
 - SAWS may request additional information

Request for Feedback

- Requests for score analysis and/or debriefings shall be submitting in writing to the RFQ POC, within 15 calendar days of date on non-selection letter
 - 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 SAWS Board approval

Respondent Questions

- Must be submitted in writing no later than November 28, 2017 by 4:00 PM, via e-mail, to:

Janie M. Powell

Contract Administrator

Contract Administration Department

San Antonio Water System

Janie.Powell@saws.org

Questions?

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