

# 2018 Pipelines Engineering Services Water Condition Improvements Work Order

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Manager-Engineering

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Contract Administrator – Contract Administration



November 20, 2017

MAKING SAN ANTONIO  
**WATERFUL**

Pre-submittal Conference

## 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
- Types of Projects
- Cost Estimates - Design Phase
- Key Considerations
- RFQ Timeline
- Solicitation & Submission Requirements
- Negotiations
- Restriction on Communications
- Request for Feedback
- Questions

## RFQ Objective

- Professional engineering design services for multiple/ unspecified water main replacement projects on a work order basis
- Consultants should have familiarity working on projects 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: \$1,000,000.00. SAWS may select up to two (2) consultants.

# Types of Projects

<b>Projects</b>	<b>Approximate Length (LF)</b>	<b>Approximate Sizes (IN)</b>
Water mains	31,500	6-16

## 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:

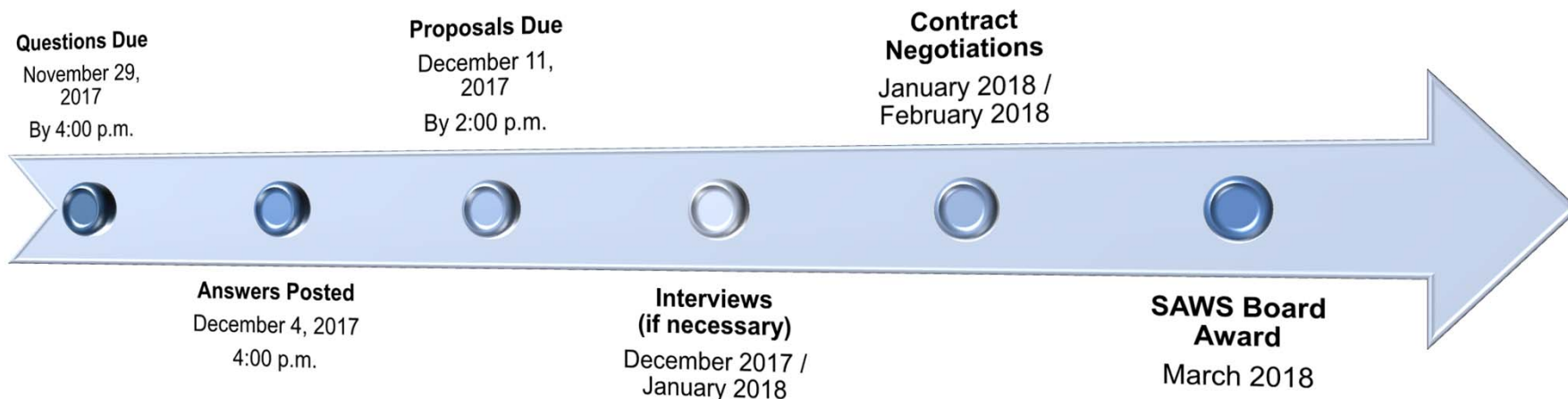
Design Phase	Estimate Class	Expected Accuracy Range
30% Design	Class 3	L: -5% to -15% H: +10% to +20%
60% Design	Class 2	L: -5% to -10% H: +5% to +15%
90% Design	Class 1	L: -3% to -5% H: +3% to +10%
Bid Documents	Class 1	L: -3% to -5% H: +3% to +10%

# Key Considerations

- Schedule
- Methods of construction
- 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
- Traffic control
- Plans, Specifications, and Cost Estimates



# RFQ Timeline



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

# Evaluation Criteria

CRITERIA	MAX POINTS
Experience and Qualifications	<input type="checkbox"/>
Similar Projects and Past Performance	<input type="checkbox"/>
Work Order Implementation Approach	<input type="checkbox"/>
Small, Minority, Woman, and Veteran-owned Business (SMWVB) Participation	<input type="checkbox"/>
<b>TOTAL</b>	<b>100</b>

# Evaluation Criteria Forms

- Evaluation Criteria Forms must be used for each of the criteria in the RFQ, unless otherwise indicated
  - Refer to Attachment C, D & E 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 the sub-consultant's relevant experience.
- Organizational chart (separate sheet)
- 1 page resumes (separate sheets) for five (5) key Team members identified in the organizational chart
- Any relevant additional skills, experience, and/or qualifications to be considered
- Description of firm's experience with San Antonio construction practices
- Experience preparing engineer's OPCC for all phases of design per AACE
- Specific examples of methods used on tight or expedited deadlines

# Evaluation Criteria

## Similar Projects and Past Performance (30 pts)

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

## Work Order Implementation Approach (25 pts)

- Describe methods to understand scope and hours required for work orders
- Approach to facilitating regulatory process
- Suggested potential alternative innovative approaches
- Work plan to include a proposed timeline
- Approach to quality management

# 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](mailto: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](mailto: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 the 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 1/2 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

contract solicitations

## Request for Qualifications

Solicitation No. **PS-00057**

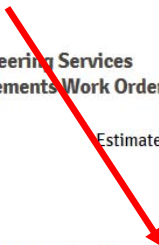
### 2018 Pipelines Engineering Services Water Condition Improvements Work Order



Due Date: 2:00 PM Monday, 12/11/17

Status: **Currently Accepting Submissions**

Estimated Cost: \$1,000,000.00

The San Antonio Water System (SAWS) is pursuing professional engineering services and accepting Statements of Qualifications (SOQ) in response to this Request for Qualifications (RFQ), for the 2018 Pipelines Engineering Services Water Condition Improvements Work Order Contract. The scope entails the rehabilitation and replacement of small and large diameter water facilities for unspecified projects as



 **Notify Me**  
Receive updates for this  
RFQ sent straight to your  
inbox.  
 **Subscribe**

2018 Pipelines Engineering Services Water Condition Improvements Work Order

# Submittal Deadline

- Submittal deadline is **December 11, 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
- 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 29, 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](mailto:Janie.Powell@saws.org)

# Questions?

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