

# W-6 Upper Segment: Highway 90 to SW Military Drive Sewer Main Project

Pre-Submittal Meeting  
November 28, 2018

Juan Gomez, Ph.D., P.E.

Engineering Manager, SAWS

Diana L. Woltersdorf

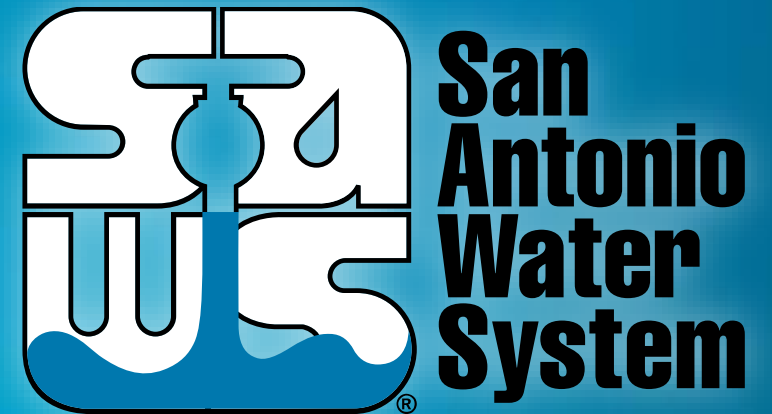
Manager, Contract Administration, SAWS

Fred Flores

Contract Administrator, SAWS

Marisol V. Robles

SMWVB Program Manager, SAWS



MAKING SAN ANTONIO  
**WATERFUL**



# Meeting Agenda

- Oral Statements
- Objective
- Solicitation Requirements
  - Additional Requirements
  - Submission Restrictions
  - Selection Process
  - Evaluation Criteria
  - SMWB
  - Submittal Preparation
  - Key Dates
  - Submittal Deadline
- Negotiations
- Communication Reminders
- Requests for Feedback
- SMWB Questions
- Solicitation Questions
- Project Overview
- Cost Estimates Design
- Cost Estimates Construction
- Key Considerations
- Questions

# 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.

# Objective

The San Antonio Water System (SAWS) is accepting Statements of Qualifications (SOQ) from firms to provide professional engineering design services, as well as all associated engineering services, necessary to advance the sanitary sewer overflow and reduction program (SSORP) project known as W-6 Upper Segment to the final design phase, which includes both bid and construction phase services. The project addresses a capacity constraint within the western sewershed, which serves approximately 500,000 residents. This project consists of replacing approximately 19,000 LF of existing 54-inch sanitary sewer main with 29,000 LF of 60-inch and 90-inch gravity sanitary sewer pipelines. The project also includes tie-ins to two other CD projects, the W-1 Lower Segment and the W-6 Middle Segment. Additionally, the project will include tie-ins to a number of existing smaller collector lines throughout the proposed alignment.

# 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 charter and Solicitation
- Understand all EPA consent decree requirements
  - Failure to meet milestones may result in monetary violations that will be passed on to the selected Consultant
  - 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, employed by HDR, 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 SAWWS' sole discretion and the sub-consultant does not contribute more than 15% of the effort based on the original contract amount.

# 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 (GFEP) will be evaluated and scored
- Selection Committee will review and recommend
- Interviews held, if necessary
- Negotiation with selected Consultant within (15) calendar days of receipt of Selection Letter
- Board Award

# Evaluation Criteria

<b>Criteria</b>	<b>Max Points</b>
Team Experience and Qualifications	30
Similar Projects and Past Performance	20
Project Approach	30
Quality Control Plan	5
Small, Minority, Woman, and Veteran-owned Business (SMWVB) Participation	15
<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 prescribed limits
- Text is restricted to Arial, 10 pt font
- Proposals may be found non-responsive if all fields are not completed

# Evaluation Criteria

- Key Personnel
  - PM, Tunnel Engineer, QA/QC Lead, Constructability Lead, Cost Estimator, OC Design Lead, Risk Manager, Structural Engineer, Geotechnical Engineer, Geologist
- Key Subconsultant
  - Tunnel design

Forms/Tables/Narratives – Should all be customized to this project. Do **not** provide boilerplate responses.

# Evaluation Criteria

## • Team Experience and Qualifications

3 pg.  
limit

- Organizational chart (proposed Key Personnel for Prime and Key Subconsultant(s) and % time allocation for duration of project) (*Ensure Subconsultants identified match those on GFEP*)
- Describe team composition, role and responsibility of team members, teaming history, and proposed approach for ensuring successful completion of the project (*Ensure key personnel identified are included in the org chart*)

7 pg.  
limit

- 1-page resumes (separate sheets) for Key Personnel only. Those include: Project Manager (first), Tunnel Engineer, QA/QC Lead, Structural Engineer, Geotechnical Engineer, Geologist, Resident Project Representative (*Resume focus on projects that are relevant to scope of services within this RFQ*)
- Using Table provided, identify the Role of the Respondent and Subconsultant(s) (*No additional narrative*)

# Evaluation Criteria

- Similar Projects and Past Performance

- Prime Consultant (*without Key Subconsultant*)
  - Identify 5 similar Projects completed within the past 15 years
  - Use Table provided, one for each representative project
  - Project Manager (Prime) - shall have participated in 1 of the 5 Projects
  - Tunnel Engineer (Prime) - shall have participated in 2 of 5 Projects
- Prime Consultant (*with Key Subconsultant*)
  - Prime - Identify 3 similar Projects completed within the past 15 years
  - Key Subconsultant - Identify 2 similar Projects completed within the past 10 years
  - Use Table provided, one for each representative project
  - Project Manager (Prime) - shall have participated in 1 of the 3 Projects
  - Tunnel Engineer (Key Subconsultant) - shall have participated in 1 of 2 Projects

# Evaluation Criteria

- Similar Projects and Past Performance (*contd.*)
  - Using Table provided
  - Provide cost information for the 5 Projects included in Section I of this Criteria
  - Provide cost information for 3 additional projects

# Evaluation Criteria

- **Project Approach (*Narrative*) - 7 page limit**
  - Describe the Team's approach to: complete the Project, manage risk, ensure constructability, and maintain schedule
  - Teams can include ONE (1) Exhibit, 11" x 17" size – summarizing the Team's understanding of the project and highlighting key items influencing project success
  - Describe the Team's approach to: develop Geotechnical Investigation Plan, implement the plan, prepare the GDR and GBR, and identify/mitigate/allocate risks
  - Identify the Team's alternative innovative approach to accomplish the project faster and/or better (more successful)
  - Describe the Team's approach to prepare deliverables based on tight schedule without compromising quality – include schedule risks and proposed mitigation measures
  - Provide a high-level Project Schedule, can be provided using 11" x 17" size paper

# Evaluation Criteria

- Quality Control Plan (QCP) (*Narrative*) - *2 Page limit*
  - Describe the Team's QCP for this Project
  - Overview of process
  - Plan to identify/track/resolve design issues
  - Independent QA/QC and how it will be implemented
  - Respondent's approach to mitigating risks associated with the GIP, GDR, and GBR
  - Plan to identify/track/manage/mitigate project risks
  - QCP schedule
  - Respondent's Role and SAWS Role
  - Accuracy of OPCCs for each phase

# SMWVVB Evaluation (Maximum 15 pts)

- Complete Exhibit “B” to show Respondent’s commitment to SAWS’ SMWVVB policy, which will be based on meeting or exceeding the minimum SMWVVB aspirational goal of 40%. All sub-consultants should be included, regardless of their SMWVVB status.
- M/WBE Scoring Method: **Up to 5 Points (By percentage) 40.00%**  
**M/WBE Goal**
  - M/WBE Participation Percentage between 1% and 9.99%: 1 Point
  - M/WBE Participation Percentage between 10% and 19.99%: 2 Points
  - M/WBE Participation Percentage between 20% and 29.99%: 3 Points
  - M/WBE Participation Percentage between 30% and 39.99%: 4 Points
  - M/WBE Participation Percentage meeting or exceeding 40.00%: 5 Points



# SMWVB Evaluation *(continued)*

- Mentor-Protégé: Utilization of a local, certified SMWB Engineering Firm for 10% of Design Services for Large Diameter (up to 60-inch) Open Cut: **10 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 Respondent's utilization of their SMWB subconsultants. 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.

## Accepted SMWVB Certification Agency

- **South Central Texas Regional Certification Agency**

(Includes the Texas Historically Underutilized Business “HUB” Program)

### Minimum Qualifications for SMWVB recognition:

- SBE-Certified (even MBEs and WBEs)
- **Local office or local equipment yard**

# Accepted SMWVB Certifications

- Minority Business Enterprise (MBE) (Includes AABE, ABE, HABE, and NABE)
- Small Business Enterprise (SBE)
- Woman-owned Business Enterprise (WBE)
- Veteran-owned Business Enterprise (Tracked, but not eligible for points)

# Good Faith Effort Plan (GFEP) FAQs

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

A: No, but weighted in selection criteria, and SAWS asks Respondents 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 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 SMWB-certified? Do I need to find SMWB 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.

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

- <https://saws.smwbe.com>


The screenshot shows the homepage of the S.P.U.R. system. At the top left is the San Antonio Water System logo. To the right are links for "OUR MAIN SITE" and "CONTACT SUPPORT". The main heading reads "Subcontractor Payment & Utilization Reporting System" with a "Log In" button below it. The page is divided into three columns: "System Training" (with a "Training" button), "About the System" (with an "Information for Vendors" button), and "Account Access" (with "Account Lookup" and "Forgot Password" buttons). A footer at the bottom states: "The Subcontractor Payment & Utilization Reporting System is powered by B2Grow Software © Copyright 2018."

# Subcontractor Change Request

Any changes in subcontractors or suppliers requires prior approval from SAWS:

[http://www.saws.org/business\\_center/contractsol/forms.cfm](http://www.saws.org/business_center/contractsol/forms.cfm) or

[http://www.saws.org/business\\_center/contractsol/forms/SMWBChangeForm.pdf](http://www.saws.org/business_center/contractsol/forms/SMWBChangeForm.pdf)



Name of Contractor: \_\_\_\_\_  
 Project Name & Number: \_\_\_\_\_

Submits the following approval request of the following addition(s) and/or deletion(s) on the Affirmed List of Subcontractors, as originally submitted as part of the BID/PROPOSAL/CONTRACT.

**CHANGES**

ADD	DELETE	NAME OF SUBCONTRACTOR	SBE, MBE, VBE, WBE	DESCRIPTION OF WORK TO BE PERFORMED	PERCENT & DOLLAR AMOUNT OF CONTRACT
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
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**JUSTIFICATION**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

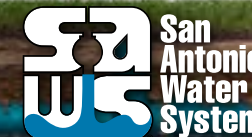
**AFFIRMATION**

*THE ABOVE IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF, I FUTHER UNDERSTAND AND AGREE THAT THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.*

Name & Title of Authorized Requestor: \_\_\_\_\_  
 Signature of Authorized Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

SMWVB PROGRAM MANAGER: _____	DATE APPROVED: _____
CONTRACTING DIRECTOR: _____	DATE APPROVED: _____

Office Use Only: \_\_\_\_\_ S.P.U.R. System \_\_\_\_\_ CPMS \_\_\_\_\_ Project Hand File \_\_\_\_\_



# Submittal Preparation

- Only Hard Copy Submittals Accepted
- Submit a CD or USB flash drive of the original submittal
- Submit 1 Original hard copy marked “ORIGINAL” on the cover and signature page
- Submit 8 copies of the submittal
- A CD or thumb drive, original, and copies should be submitted in a sealed package
- Limited to 19 pages, forms do not count toward page limit
- Cover letter, cover page, TOC, and tabs do not count



## Submittal Preparation *(cont.)*

- Teams can include One (1) Exhibit using 11” by 17” paper as part of the Project Approach
- Teams can prepare the project schedule using 11” by 17” paper also part of the Project Approach
- Ensure all required documents are submitted and signed, (i.e., Submittal Response Checklist, Respondent Questionnaire, W-9, GFEP, etc.)
- Must submit using Evaluation Criteria Forms
- Use 8 ½ x 11 portrait format

# Submitting a Response

## Helpful Reminders

- Thoroughly read the RFQ prior to submitting a response
- 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

# Key Dates

- Nov. 16
- Nov. 28, 2018 – 2:00 PM
- Nov. 29, 2018 by 4:00 PM
- Nov. 30, 2018 by 4:00 PM
- Dec. 14, 2018 by 1:00 PM
- December 2018
- January 2019
- February 5, 2019
- February 2019

**Solicitation Advertised**

**Pre-Solicitation Meeting**

**Questions Due**

**Addendum Posted to SAWS Website**

**Proposals Due**

**Proposals Evaluated**

**Negotiation**

**SAWS Board Approval and Award**

**NTP Issued**

# Proposal Submission Due Date

- Proposals are due no later than  
**1:00 PM CDT Friday, December 14, 2018**
- Follow specific delivery instructions:
  - Deliver to 2800 U.S. Highway 281 North, Suite 171, Customer Service Building, Counter Services
  - Make arrangements if mailing a response to this solicitation
  - Late responses will not be accepted and will be returned unopened

# Negotiations

- 30% design deliverables have been posted to the SAWWS website
- Selected Consultant will review work products and raise any concerns or issues with products, findings, or recommendations
- Selected Consultant will review and independently verify 30% design deliverables
- Negotiations must be completed within 15 days
- If an agreement cannot be reached, SAWWS will formally cease negotiations

# Communication Reminders

- There shall not be any communication with the following during the Proposal period:
  - ✓ SAWS Engineering Manager
  - ✓ SAWS Technical Representative
  - ✓ Any other SAWS staff
  - ✓ City Council member or staff
  - ✓ SAWS Board of Trustees
- This includes phone calls, emails, letters, or any direct or indirect discussion of the Proposal
  - 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

# Additional Reminders

- Please register through SAWS Vendor Registration Program on the SAWS website at [www.saws.org](http://www.saws.org) to ensure access to the latest information.
- To receive updates on specific projects, registered vendors must ‘Subscribe’ to the project by selecting the project, and clicking ‘Subscribe’ under the “Notify Me” box.

contract solicitations  
**Invitation for Bid**


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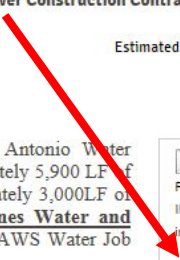
Solicitation No. **CO-00157-JP** Job No. **17-5137 & 17-5617**

**2018 Pipelines Water and Sewer Construction Contract Pkg I**

Due Date: 10:00 AM Monday, 2/5/18 Estimated Cost: \$2,000,000.00  
Status: Currently Accepting Submissions

Sealed bids are requested by the San Antonio Water System for the construction of approximately 5,900 LF of 6 to 8-inch of water main and approximately 3,000LF of 8-inch sewer main for the **2018 Pipelines Water and Sewer Construction Contract Pkg I**. SAWS Water Job No. **17-5137** and Sewer Job No. **17-5617**.

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



# SMWVB Questions

Questions related to SMWVB may be directed to SAWS' SMWVB Program Manager until the bids are due. Her contact information is as follows:

## **Marisol V. Robles**

Contract Administration Department

San Antonio Water System

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

Telephone: (210) 233-3420



# Questions

- Should be submitted no later than November 29, 2018 by 4:00 PM (CT)
- Must be submitted in writing:

**Fred Flores**

**Contract Administrator**

Contract Administration Department

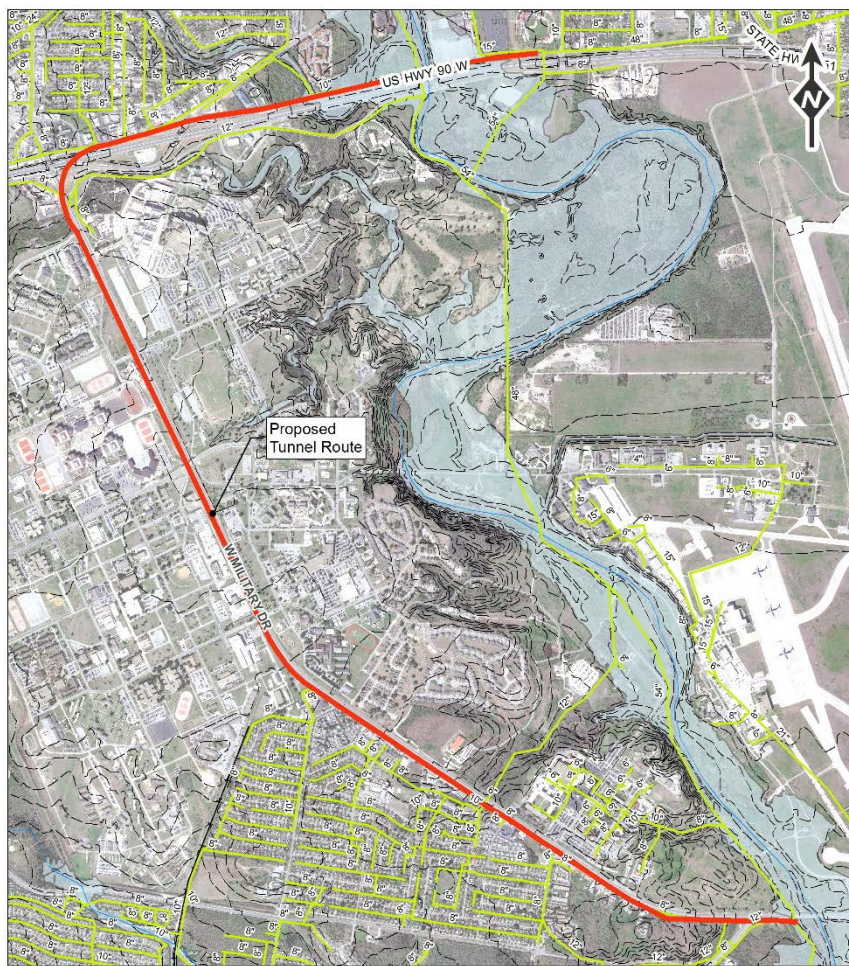
San Antonio Water System

[Fred.Flores@saws.org](mailto:Fred.Flores@saws.org)

Fax: (210) 233-4293

# W-6 Upper Segment Project

## Highway 90 to SW Military Drive Sewer Main



- Location: Western Sewershed
  - Along Highway 90 and SW Military Dr
- Pipe Diameter and Segment Length
  - 60" Open Cut, 2,250 LF
  - 90" Deep Tunnel, 26,750 LF
- Extensive Coordination with Entities
- Coordination with Other Projects
- Land Acquisition Required
- Located within or near floodplain
- Tight Schedule for Design and Construction

# W-6 Upper Segment Project

## Highway 90 to SW Military Drive Sewer Main

<b>Project Phase</b>	<b>Proposed Duration (months)</b>
30% Design Validation and Supplementary Field Investigation	3
60% Design	5
90% Design	2
100% Design and Bid Documents	1
Bid Phase and Construction Contract Award	3
Construction Phase and Closeout	36

## Cost Estimates – Design Phase

Consultant must develop opinions of probable construction costs (OPCC) for each design phase (30%, 60%, 90%, and 100%) of a project as per the recommendations of AACE International (formerly the Association for the Advancement of [Cost Engineering](#)) as described in AACE's Recommended Practices I7R-97 and 56R-08.

# Cost Estimates – Design Phase

Consultants to develop Opinions of Probable Construction Costs (OPCCs) for each phase as follows:

<b>Design Phase</b>	<b>Estimate Class</b>	<b>Expected Accuracy Range</b>
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%

## CO Cost Estimates – Construction Phase

Consultant must provide independent cost estimates (ICEs) 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 as allowed by the Contract. These cost estimates are due on or before an RFP is requested from a SAWS contractor.

# Key Considerations

- Project Schedule – design and construction
- Methods of construction
- Extensive Coordination with other agencies (e.g., CoSA TCI, CoSA Parks, CoSA Arborist, TxDOT, USACE, 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 and property owners
- Bypass plans and traffic control
- Plans, Specifications, and Cost Estimates

# Key Considerations

- Geotechnical Investigation (GIP, GDR, GBR)
- Risk Allocation and Mitigation
- Constructability
- Permits
- Connection to W-1 Lower Segment and W-6 Middle Projects
- Design of shafts and access points
- O&M Considerations and Coordination
- Design for tie-ins from existing sewer collector lines
- Ventilation requirements - construction
- Adequate level of service



# QUESTIONS?

Reminder: 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.

Submit all technical questions in writing to: [Fred.Flores@saws.org](mailto:Fred.Flores@saws.org)

Submit all SWMVB questions to: [Marisol.Robles@saws.org](mailto:Marisol.Robles@saws.org)

# W-6 Upper Segment: Highway 90 to SW Military Drive Sewer Main Project

Pre-Submittal Meeting  
November 28, 2018

Juan Gomez, Ph.D., P.E.

Engineering Manager, SAWS

Diana L. Woltersdorf

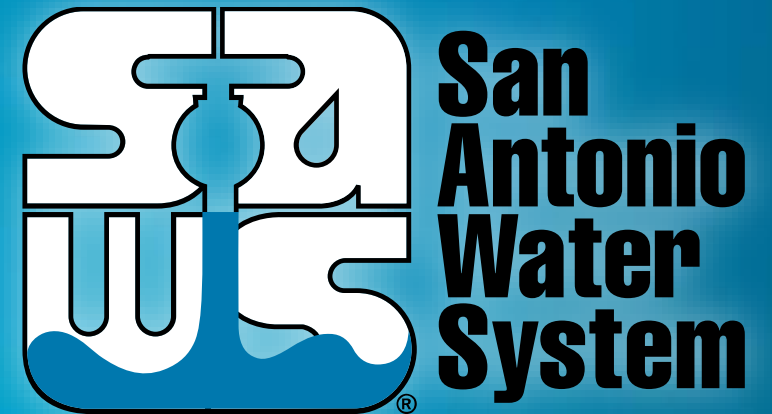
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