

# 2019 Small Capacity Constraints – Engineering Design Services

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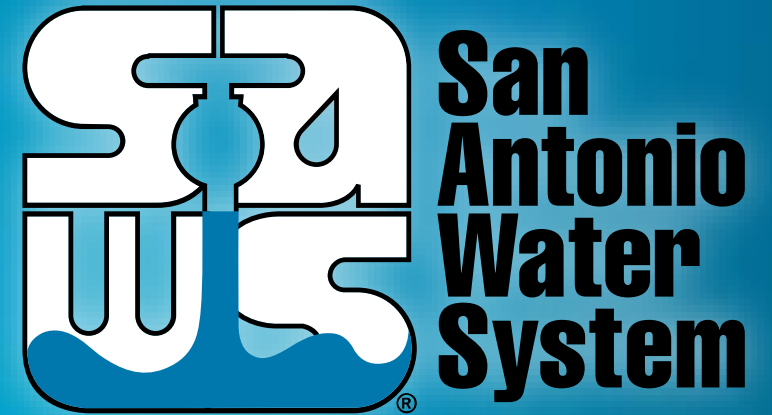
Contract Administrator

Diana Woltersdorf

Manager – Contract Administration

Marisol Robles

SMWVB Program Manager



MAKING SAN ANTONIO  
**WATERFUL**

Pre-Submittal Meeting  
Friday February 22, 2019

# Presentation Overview

- Oral Statements
- Objectives
- Project Overview:
  - Project Matrix
  - Project Charters
- Key Considerations
- Solicitation Requirements:
  - Additional Requirements
  - Submitting a Response
  - Submission Restrictions
  - Key Days
  - Selection Process
  - Submittal Deadline
  - Evaluation Criteria
  - Communication Reminders
  - SMWB
  - Questions

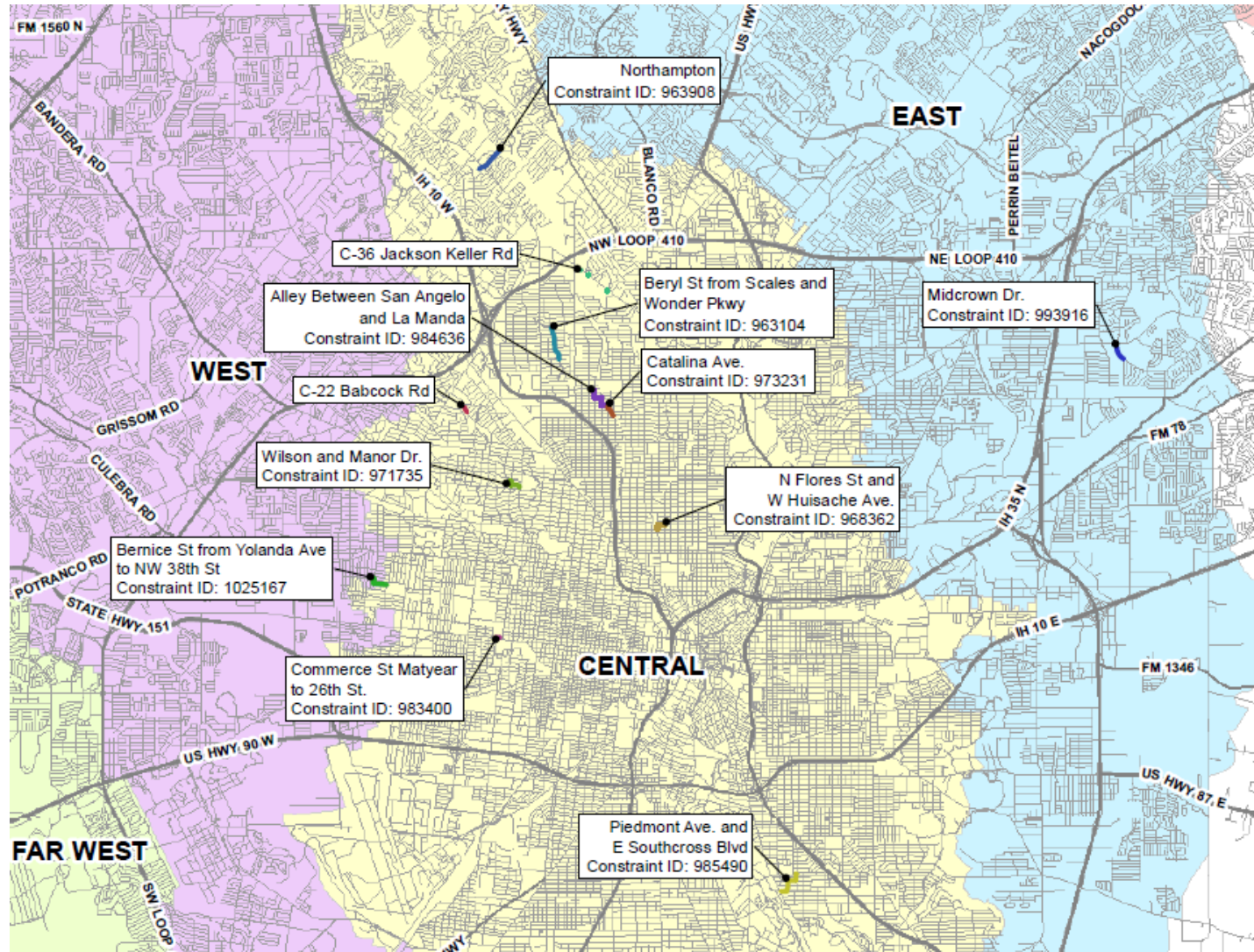
# Oral Statements

- 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.

# RFQ Objective

- To procure professional engineering services necessary to advance the small capacity constraint projects, part of the SSORP, identified within this RFQ to the final design phase and transition to construction (bid and Board award).
- SAWWS will provide Respondents with 30% design deliverables prepared by the Basin Planning Consultants (BPC) or alternative analysis report(s) as part of this RFQ.
- SAWWS will select one (1) or more firms to perform the services referenced in this solicitation.

# Overview



# Project Matrix

Table 1. Small Capacity Constraints Summary

Project	Pipe Material	Pipe Size (in)	Length (LF)	Depth of Installation (VF)	CoSA ROW	Drainage ROW	Floodplain	Work in Alley	Siphon	Pavement Restoration	Pipe Bursting	Open Cut
C-22 Babcock Rd.	HDPE	12	560	5 - 7	X					X	X	
C-36 Jackson Keller Rd.	PVC	10, 15	100	12 - 20	X		X			X		X
Catalina Ave.	HDPE	10	1,080	5 - 8	X			X		X	X	
Commerce St - Matyear to 26th St.	HDPE	12	280	7 - 9	X		X			X	X	
Midcrown Dr.	PVC	12	1,200	6 - 10	X		X			X		X
N. Flores and W. Huisache Ave.	HDPE	10, 15	1,100	5 - 14	X			X		X		X
Alley between San Angelo and La Manda	HDPE	10	832	4 - 8	X			X		X	X	
Beryl St from Scales St and Wonder Pkwy.	HDPE	15, 18	2,900	7 - 11	X	X	X			X		X
Wilson and Manor Dr.	PVC	8, 15	1,140	7 - 12	X			X		X		X
Northampton Dr.	HDPE	10	2,500	4 - 13	X	X	X	X	X	X	X	
Piedmont Ave. and E Southcross Blvd.	HDPE	12, 15	2,750	3 - 11	X				X	X	X	X
Bernice St. - Yolanda to NW 38th	PVC	10, 12, 18	1,600	6 - 27	X				X	X		X
<b>Total Footage</b>			<b>16,042</b>									

# Cost Estimates – Design Phase

Consultant must develop Engineer's Opinions of Probable Construction Costs (OPCC) for each phase of each project as per the recommendations of AACE International as described in Recommended Practices No. 17R-97 and 56R-08

# Cost Estimates – Design Phase

Consultants to develop OPCCs for each design 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 (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.

These cost estimates are due on or before a Request for Proposal (RFP) is requested from the SAWWS contractor.

# Key Considerations

- Quality of Plans, Specifications, and Cost Estimates
- Schedule and effective project delivery
- Methods of construction (open cut, pipe bursting, other)
- Coordination with other agencies (e.g., COSA, Bexar County, TxDOT)
- ROEs, Easements, and ROW, as needed
- SUE - Identification of utilities (above and below ground)
- Surveys and topographic information (QA/QC)
- Contractor Access, Project Sequencing, Milestones
- Impacts to residents and businesses
- Bypass plans and traffic control
- Pavement restoration

# 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 Submittals, RFIs, RFPs, and COs, and scratch sheets
- Design by selected consultant(s) shall meet all of the latest applicable federal, state, local, and SAWS standards, rules, regulations, specifications, special specifications, ordinances, TCEQ codes, and any other pertinent governing entity requirements for the development of the design.

# Additional Requirements

- Respondent shall be familiar with the consent decree (CD) which requires certain actions to rehabilitate the wastewater collection system to reduce sanitary sewer overflows (SSOs).
  - A link to the CD is available on SAWS website and included as part of the Solicitation

# Additional Requirements

- Final design by selected consultants shall be consistent with the recommended alternative described in work products provided by SAWWS and may not deviate in size, layout, or length without SAWWS written approval.
- Each project charter contains a project schedule. The dates identified within the schedule are set to meet CD requirements and minimize impact to SAWWS. Failure to meet these milestones may result in CD violations to the project or subsequent projects, and if so, will be passed on to the design consultants.

# 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 SAWWS' sole discretion and the sub-consultant does not contribute more than 15% of the effort based on the original contract amount
- Basin Planning Consultants (BPCs) 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 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 SOQs based on established evaluation criteria.
- Good Faith Effort Plan will be evaluated and scored.
- Interviews held, if necessary.
- Negotiation with selected Consultant(s) within fifteen (15) calendar days of receipt of Selection Letter.
- Board Award.

# Evaluation Criteria

Criteria	Max Points
Team Experience and Qualifications	20
Similar Projects and Past Performance	25
Project Approach	30
Quality Management Plan	10
Small, Minority, Woman, and Veteran-owned Business (SMWVB) Participation	15
<b>TOTAL</b>	<b>100</b>



# Evaluation Criteria

- Team Experience and Qualifications:
  - Organizational Chart (1 page limit)
    - Include Key Personnel (Project Manager, Design Team Leads, QA/QC Lead, Cost Estimator, Permitting Lead, SUE Lead, Geotechnical Lead, and Survey Lead) and % of time proposed.
  - Describe composition of the proposed team, roles, history, and approach (1 page limit)
  - Resumes (6 page limit)
  - Use Table provided within the Evaluation Criteria Forms to describe the role of the Respondent and proposed subconsultants.

# Evaluation Criteria

- Similar Projects and Past Performance:
  - Use **Project Table provided within the Evaluation Criteria Forms** to identify five (5) relevant projects, of similar size, scope, and complexity (**5 page limit**)
    - Projects completed within the past five (5) years
    - Key Personnel shall have participated in at least three (3) of the projects
    - Project Manager shall have participated in at least two (2) of the projects
    - A minimum of three (3) projects have been performed by the Respondent
    - A maximum of two (2) of the projects have been performed by a subconsultant
  - Use **Table provided within the Evaluation Criteria Forms** to provide cost information for the five (5) projects submitted as well as three (3) additional and similar projects

# Evaluation Criteria

- Project Approach (5 page limit):
  - Describe team's approach to complete the project on-time and within budget
    - Be specific. Cover items such as risk management and mitigation, identification of design related issues and project constructability, as well as permits, coordination with stakeholders and external agencies, acquisition of easements and JUAs, schedule maintenance, and overall project delivery to ensure completion
    - Use one (1) of the projects identified within RFQ and in answering, address the unique circumstances for that specific project
  - Identify suggested alternative innovative approaches

# Evaluation Criteria

- Describe approach to preparing deliverables to meet deadlines.
  - Include schedule risks and mitigation measures, schedule recovery approach, and other similar issues relative to schedule maintenance
- Provide a high-level sample project schedule for delivering this type of pipeline capacity projects part of the CD and in accordance with proposed milestones
  - Can use one (1) 11" x 17" paper, landscape format
  - Include all of the phases of the project (award of design contract to construction completion and project closeout)
  - Use Authorization to Proceed date of June 15, 2019

# Evaluation Criteria

- Quality Management Plan (2 page limit):
  - Overview of quality control and quality assurance process
  - Plan for how design issues will be identified, tracked, and resolved
  - Describe how independent QA/QC team will review deliverables
  - QA/QC schedule
  - Respondent's role compared to SAWWS' role
  - Approach to becoming familiar with local construction practices and requirements, standard products and material costs, local and regional market conditions, and conditions influencing design and construction
  - Describe process to develop accurate and complete OPCCs
  - Describe familiarity with ACEC's 17R-97 and 56R-08

# Evaluation Criteria

- SMWVB Evaluation (Maximum 15 pts)
  - Complete Exhibit “B” 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
  - Firms must have an office in the local area
  - Firms must have Small Business Enterprise (SBE) Certification to be counted for SMWVB Points (even Minority and Woman-owned firms)
  - Firms must be certified by the South Central Texas Regional Certification Agency or the State of Texas Historically Underutilized Business (HUB) Program
  - Please contact the SMWVB Program Manager at [Marisol.Robles@saws.org](mailto:Marisol.Robles@saws.org) for assistance with finding certified subconsultants

# S.P.U.R. System

- Subconsultant Payment Tracking
- Subconsultant addition, substitution, or removal requests

The screenshot shows the homepage of the S.P.U.R. System. At the top left is the San Antonio Water System logo. To its right are links for "OUR MAIN SITE" and "CONTACT SUPPORT". The main heading is "Subcontractor Payment & Utilization Reporting System" with a "Log In" button below it. Below the heading are three columns of navigation options:

- System Training**: Learn how to fully utilize our system with a live trainer. Button: Training
- About the System**: Learn more about this system and how it works today. Button: Information for Vendors
- Account Access**: Lookup Vendor accounts or reset user passwords. Buttons: Account Lookup, Forgot Password

# Submitting a Response

- Submit hard copies (1 original and 8 copies).
- Include a CD or USB flash drive of the original proposal (all pages).
- Reference the RFQ to determine what additional items are required (e.g., Organization chart).
- Must submit using Evaluation Criteria Forms when indicated.
- Use 8 ½ x 11 portrait format (except where indicated).
- Pay attention to page limits (where indicated).



# 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, Marisol Robles, 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.

# Key Dates

- February 11, 2019
- February 25, 2019 by 4:00 p.m.
- February 28, 2019 by 4:00 p.m.
- March 26, 2019 by 2:00 p.m.
- March/April 2019
- April 2019
- April 2019
- June 4, 2019
- June 2019

**RFQ Released**

**Written Questions Due**

**Q & A Posted to Website**

**Proposals Due**

**Proposals Evaluated**

**Interviews, if necessary**

**Negotiations**

**SAWS Board Consideration and Award**

**Start Work**

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

# Submittal Deadline

- Submittal deadline is March 26, 2019 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
  - 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.

# 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 listed in this Solicitation
- This is in place from release of the RFQ to Board Award.

# Respondent Questions

- Must be submitted in writing no later than February 25, 2019 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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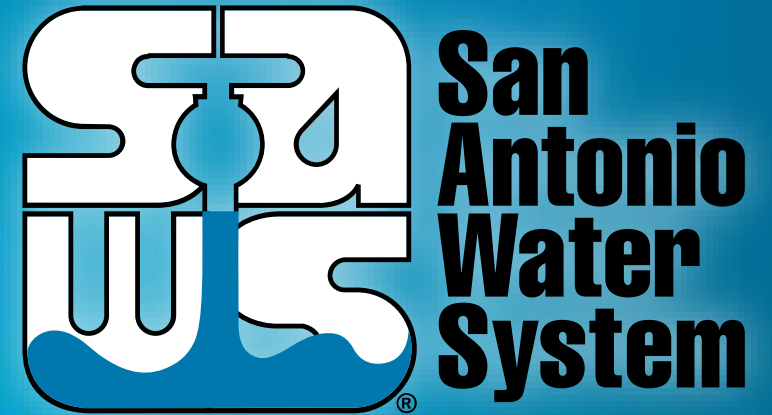
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