

# 2025 Recycled Water System Master Plan RFQ

## PS-00168

**Timothy Ybarra Jr, P.E.**  
Project Engineer – Engineering

**Bobby Johnson, P.E.**  
Manager – Engineering

**Marisol V. Robles**  
Manager – SMWB Program

**Rudy Martinez**  
Contract Administrator



Non-Mandatory Pre-Submittal Meeting  
February 29, 2024

MAKING SAN ANTONIO  
**WATERFUL** 

# General Information and Reminders

- This is Non-Mandatory Pre-Submittal Meeting
- Attendees should sign-in via chat on WebEx
- Presentation will be posted on SAWS website along with the sign in sheet
- Stay muted during presentation, questions may be entered in chat and will be addressed at the end

# Oral Statements

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

# Agenda

- Objective
- Selection Process
- RFQ Schedule
- Evaluation Criteria
- SMWB Requirements
- Contract Requirements
- Contract Solicitations Website and Vendor Registration
- Addenda
- Submission Requirements
- Submission Deadline
- Communication Restrictions
- Questions
- Project Overview
- Questions

# Objective

SAWS is pursuing professional services for the 2025 Recycled Water Master Plan Project. Engineering services will be to (i) evaluate the condition and performance of a recycled water (RW) production a distribution system that includes 130 miles, and provides 122 million gallons per day (MGD) of pumping and 12.1 million gallons (MG) of storage capacity; (ii) assess the future needs of the RW system that augments stream flow and currently serves 135 customers; and (iii) prepare a strategic planning document to implement near-term and long-term needs through:

- Asset management strategies
- Operational system refinements
- Future capital improvements

## Project Funding:

- SAWS Estimated Project Cost: \$1,000,000.00
- Funded over a two (2) year period, 2024 through 2025

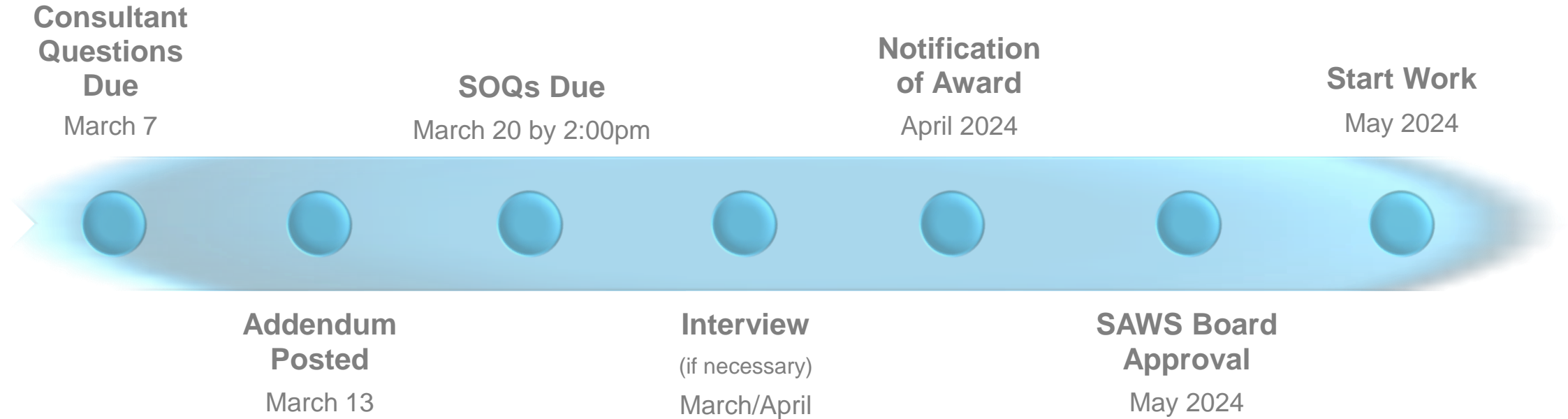
# Selection Process

- SOQs reviewed for responsiveness
- Technical Evaluation Committee scores qualification statements based on evaluation criteria published in the RFQ
- Interviews held, if necessary
- Selection Committee reviews scores and recommends firms
- Good Faith Effort Plan will be evaluated and scored
- Negotiation with selected consultants
- Board Award

# Selection Process

- If there is a change to key team members (prime or sub-consultant) identified on Respondent's organizational chart, notify SAWS in writing as soon as possible
  - SAWS may allow Respondent to replace the key team member with an alternate member who possesses equal or better qualifications and experience
- Per SAWS' Ethics Policy, a former SAWS employee may not serve in a lead role as a key team member and/or participate in the negotiation of a contract for two (2) years after separating from SAWS
  - Failure to adhere may result in the Respondent's proposal being found non-responsive or a reduction in points during the technical scoring of the proposal

# RFQ Schedule





# Evaluation Criteria

Criteria	Max Points
Project Team, Resumes, and Qualifications	35
Similar Project Experience	30
Project Approach and Quality Assurance/Control	20
Small, Minority, and Woman-owned Business (SMWB) Participation	15
<b>Total</b>	<b>100</b>

# Project Team, Resumes, and Qualifications (35 pts)

- Organizational Chart – Describe the composition of the team and identifying each team member and their role in providing the scope of services.
- Provide a 2-page resume per person on capabilities, experience, and qualifications.
- Resumes should include name, title, education, brief overview of professional experience highlighting similar projects performing work as is requested within the scope of this RFQ within the past 10 years, and licenses or professional affiliations of each team member.
- Provide a summary of no more than one (1) page detailing the unique qualifications of each sub-consultant.

# Similar Project Experience (30 pts)

- Provide a list of three (3) current and/or previous projects in the last five (5) years, in which the Respondent has performed services similar to those sought in this solicitation.
- This list should include:
  - Name of client
  - Client Address
  - Location (city and state)
  - Duration of assignment
  - Respondent's role in project
  - Valid point of contact to include name, phone number and e-mail address

# Project Approach & Quality Assurance/Control (20 pts)

- Provide a detailed project approach plan explaining how the Respondent and Respondent's team would complete this project as described in the Scope of Services. The plan should provide, at a minimum, itemized tasks and steps, and a proposed timeline. Emphasis should be given to maximize efficiencies in procedures to ensure that SAWS meets its goal in a timely manner.
- Provide a narrative response describing the Respondent's quality assurance (QA) and quality control (QC) procedures and other technical activities that will be implemented to demonstrate that the results of the work performed to satisfy the scope of services in this solicitation.

# Small, Minority, and Woman-Owned Business (SMWB) Participation

- **25% Mandatory Goal**
- Scoring Method: 15 Points (by percentage) for meeting or exceeding the stated *mandatory* SMWB goal
- Not meeting the mandatory goal = 0 SMWB Points. Points awarded on an all-or-nothing basis
- If the goal is not met, proof of outreach to SMWBs must be provided. If proof of outreach is not provided, disqualification may occur
- Methods of outreach prescribed in the solicitation

# SMWB Requirements

- All firms in the organizational chart must also be listed in the Good Faith Effort Plan (GFEP)
- Local-area office in one of the following counties: Bexar, Comal, Guadalupe, Hays, Kendall, Travis, or Williamson
- Must be “SBE” or “HUB” (including MBEs and WBEs), and need to be certified through the SCTRCA or the State of Texas.
- Post-award, use of the S.P.U.R. System will be contractually required to report payments to all subconsultants, both SMWB and Non-SMWB

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

[www.SAWS.SMWBE.com](http://www.SAWS.SMWBE.com)



### System Training

Learn how to fully utilize our system with a live trainer

[Training](#)

### About the System

Learn more about this system and how it works today

[Information for Vendors](#)

### Account Access

Lookup Vendor accounts or reset user passwords

[Account Lookup](#)

[Forgot Password](#)

The Subcontractor Payment & Utilization Reporting System is powered by B2Gnow Software © Copyright 2018.

# SMWB Questions

Questions related to the SMWB Program, the Good Faith Effort Plan (GFEP), or finding certified subconsultants may be directed to the SMWB Program Manager until the RFQ is due.

**Marisol Robles**

SMWB Program Manager

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

Telephone: 210-233-3420

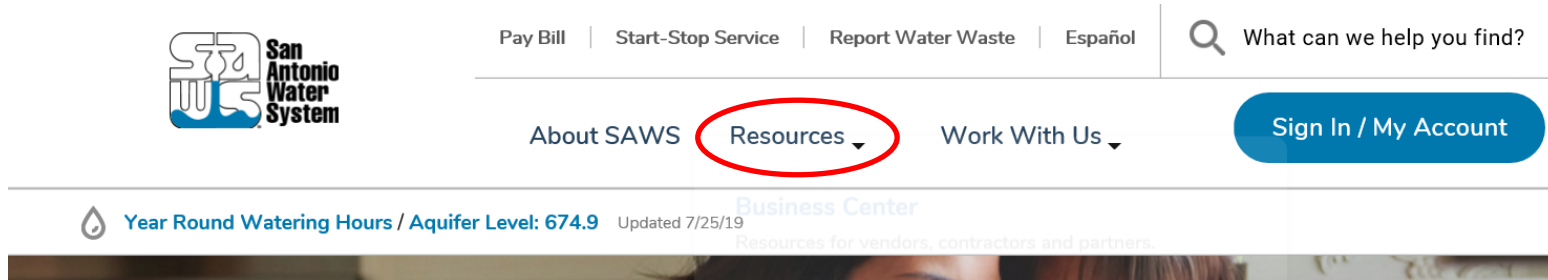


# Contract Requirements

- Insurance requirements found in Exhibit A of the RFQ
  - Includes \$1,000,000.00 of Professional Liability coverage
  - SAWWS will request insurance certificates prior to Board award to ensure insurance compliance and to assist in expediting execution of the contract
  - Selected firm's insurance must be compliant with all other SAWWS contracts
  - Selected contractor must ensure insurance is compliant for the duration of the contract
- Respondent's team shall include a Professional Engineer(s) licensed in the State of Texas to perform the design for the project.
- The Consultant's Project Manager must be a licensed Professional Engineer in the State of Texas and shall be available to meet with SAWWS staff at the SAWWS Headquarters and/or the Project site with minimal advance notice, if requested.

# Contract Solicitations Website

- To locate the Contract Solicitations website, choose Resources




- Click on Business Center
- At the drop-down menu choose Contract Solicitations




# Contract Solicitations Website

- Choose the specific project
- The following buttons are now located under the advertisement:
  - Notify Me
  - Interested Firm List
  - Downloads
    - Full RFQ
    - Evaluation Forms
    - Addendums






**Non-Mandatory  
Pre-Submittal Meeting**  
2:00 PM, Friday Feb. 16, 2024  
<https://saws.webex.com> Meeting Number (access code):  
2481 467 1578 Meeting Password: PS-00162 Audio  
Connection: (210) 233-2090



**Notify Me**  
Receive updates sent straight to your inbox.

[Subscribe](#)



**Interested Firm List**  
Firms who have obtained the RFQ proposal.

[View List](#)


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**Downloads**


[Full RFQ Proposal](#)  
Note: You will be prompted to login to access the full proposal document.

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[Evaluation Criteria Forms in WORD](#)  
Feb. 6, 2024




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# Vendor Registration & Notification (VRN)

- 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

[https://apps.saws.org/Business\\_Center/Contractsol/](https://apps.saws.org/Business_Center/Contractsol/)



Notify Me

Receive updates sent straight to your inbox.



Subscribe

# Addenda

- More than one (1) addendum may be posted
- Addendums are acknowledged on the Respondent Questionnaire
- Check SAWS website often and prior to submitting your proposal

# Submission Requirements

- Utilize the Submittal Response Checklist to ensure the Submittal is complete
- Double check page limits
- Use the Evaluation Criteria forms found in Word on the SAWS website for this project

**SUBMITTAL RESPONSE CHECKLIST**

Project Name: 2025 Recycled Water System Master Plan (RFQ)

Firm Name: \_\_\_\_\_

Use the checklist to ensure that the proposal is complete by checking off each item included with your response. Sign and date this form and include this page with each proposal.

- Respondent Questionnaire
- Completed and signed W-9 Form, and include email address or fax [number](#)
- Project Team, Resumes, and Qualifications (including Organizational Chart)
- Similar Project Experience
- Project Approach and Quality Assurance/Control
- Copy of Current Certificate of Liability Insurance or Letter from Insurance Agent
- Exhibit B – Good Faith Effort Plan
- Exhibit C – Conflict of Interest Questionnaire

I certify that the proposal submitted includes the items as indicated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## Submission Requirements, (cont.)

- File size limitation is 10 MB and shall be no greater than **30** pages
- Use 8-1/2" x 11" portrait format (up to 11" x 17" will be permitted for drawings, where warranted)
- Thoroughly read the RFQ to become familiar with scope
- Be specific and avoid “boiler plate” responses where narrative is requested

# Submission Requirements (cont.)

- Similar Projects submitted should be of similar size, and scope to the Scope of Services and Additional Requirements identified within the RFQ
  - Projects must be current and/or completed (already constructed)
- Contact the SMWB Program Manager for assistance, if necessary
- Perform QA/QC on proposal prior to submitting and reference SAWS
- Refer to the Solicitation Submittal Tips found at the following link:  
[https://apps.saws.org/business\\_center/ContractSol/SNO\\_Drill.cfm?id=1980&View=Yes](https://apps.saws.org/business_center/ContractSol/SNO_Drill.cfm?id=1980&View=Yes)



# Submittal Deadline

- **Electronic submittals DUE by March 20, 2024, by 2:00 p.m. CST**
- Refer to RFQ for instructions to e-mail your submissions
- Allow sufficient time to submit ahead of the deadline to allow for any technical difficulties
- Respondents are strongly encouraged to submit their proposals at least two (2) hours prior to the Proposal deadline
- Respondents shall indicate **PS-00168, 2025 Recycled Water System Master Plan**, date and time of the deadline clearly on both the electronic proposal file and email as noted in the RFQ
- Late responses will not be accepted and will not be opened

# Communication Restrictions

- Respondents or their representatives are prohibited from communicating with any City of San Antonio officials to include:
  - City Council members (as defined by the City of San Antonio Ethics Code),
  - City Council member’s staff, and
  - San Antonio Water System (SAWS) Board of Trustees regarding the RFQ from the time the solicitation is released until it has been acted upon by the Board of Trustees
- Respondents or their representatives are prohibited from communicating with SAWS employees regarding this RFQ, except as provided under “Technical Questions,” from the time the solicitation is released until the contract it is awarded by the Board

# Communication Restrictions *(cont.)*

- This includes “thank you” letters, phone calls, emails, and any contact that results in direct or indirect discussion of the RFQ and/or proposal submitted by Respondents
- If your firm has a contract with SAWS and needs to discuss that contract specifically, Respondent shall indicate such during the conversation
- Violation of this provision by the Respondent and/or their agent may lead to disqualification of the Respondent’s proposal from consideration

# Questions

- Must be submitted in writing by March 7, 2024, by 4:00 P.M. CST via e-mail to:

**Rudy Martinez**

**Contract Administrator**

Contract Administration Department

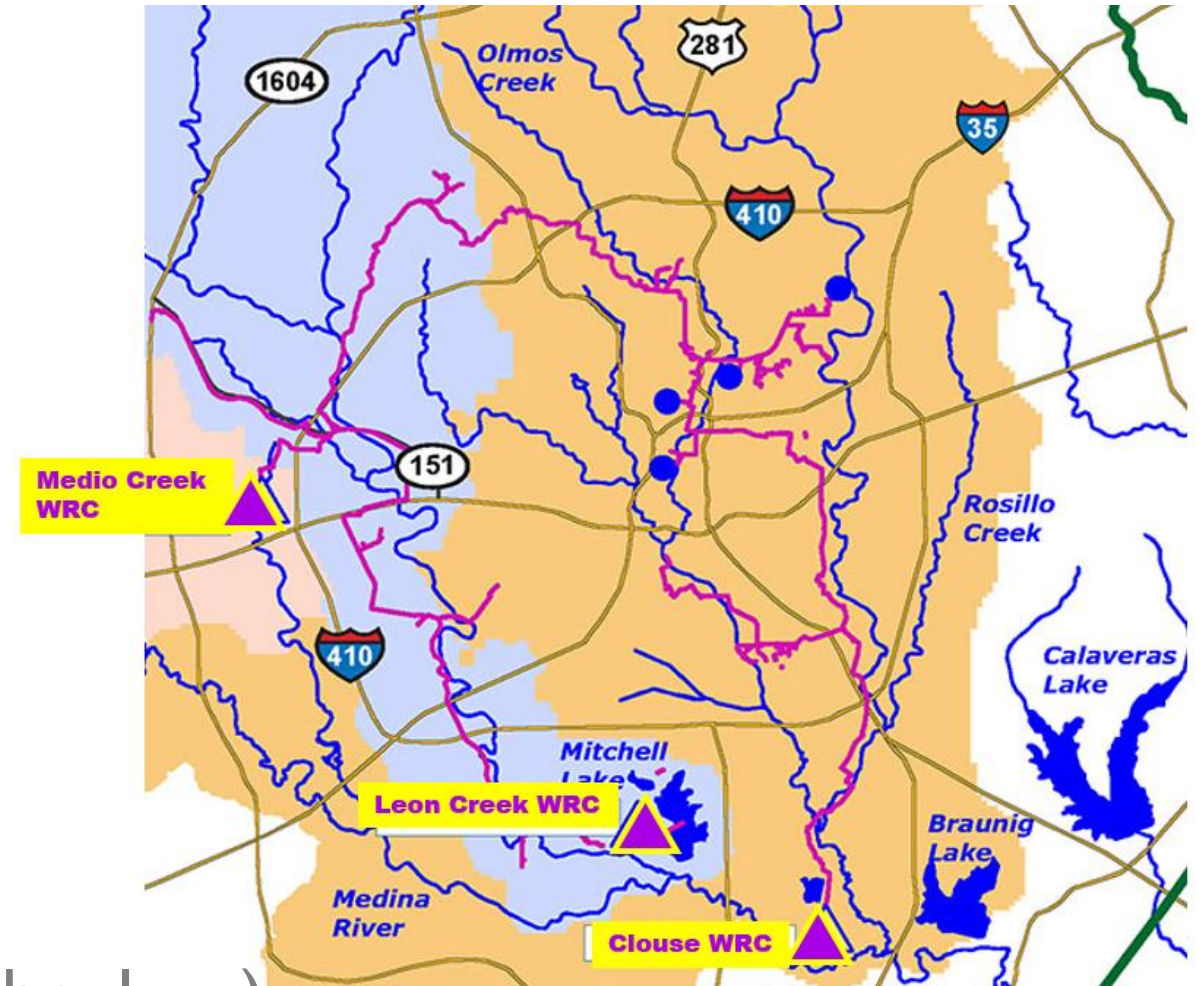
San Antonio Water System

[Rodolfo.martinez@saws.org](mailto:Rodolfo.martinez@saws.org)

- Questions will be formally answered via Addendum and posted to the SAWS website by March 13, 2024, by 2:00 p.m. CST

# Recycle Water Background

- More than 20 years old
- TCEQ Approved – 1997
- First Pipes laid – 1998
- Calibration – 2010
  - Outside firm
  - SCADA & Pressure gauges
- Calibration 2022
  - Inhouse staff
  - SCADA & Water pigeons (OCR technology)



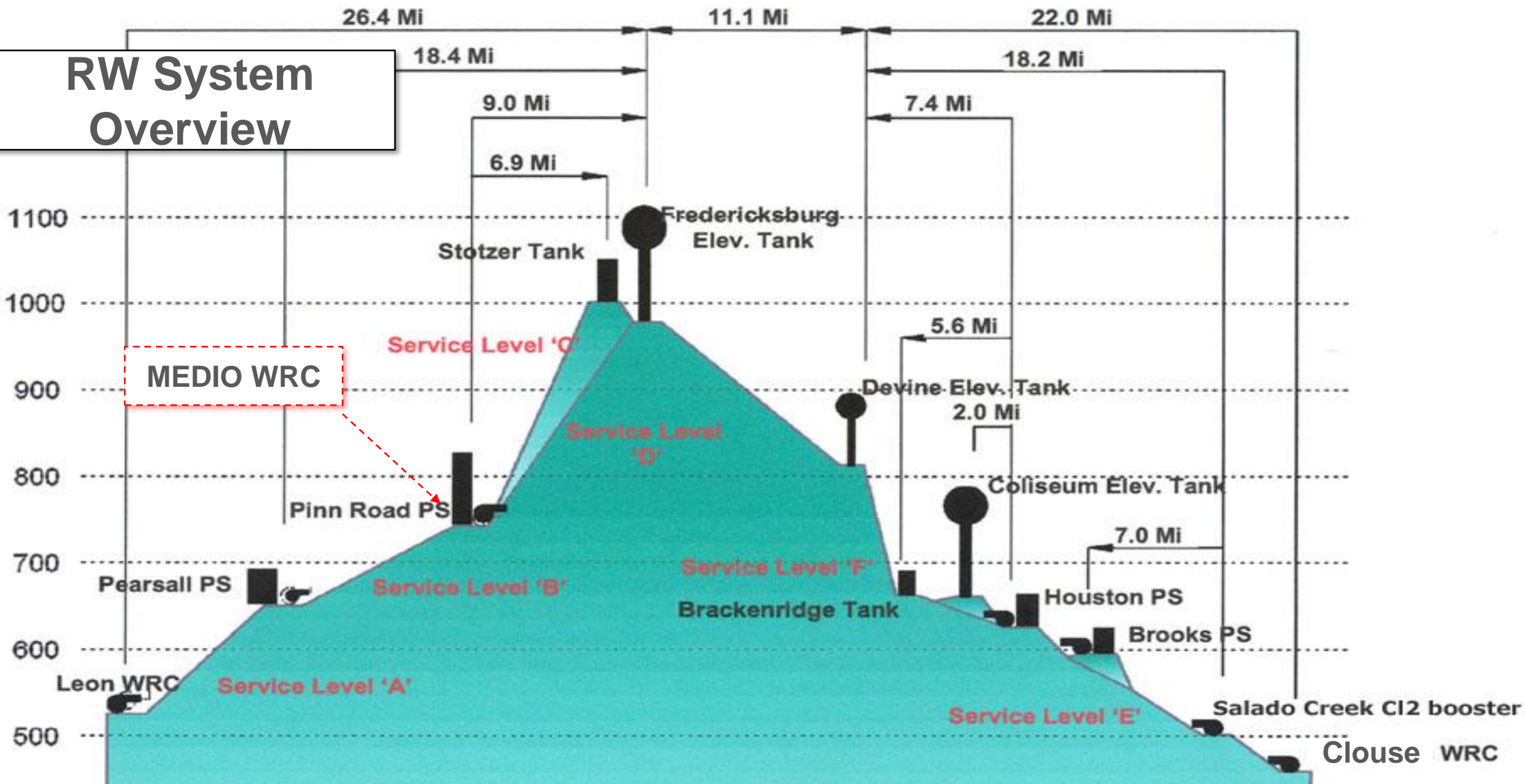
# Recycled Water Background (cont.)

- **TYPE 1\* RECYCLED WATER:**
- Residential irrigation
- Irrigation: parks, golf courses, school yards
- Fire protection
- Irrigation pastures for milking animals
- Natural water bodies
- Toilet or urinal flushing



\*30 TAC/TCEQ Rules and Regulations

# RW System Overview



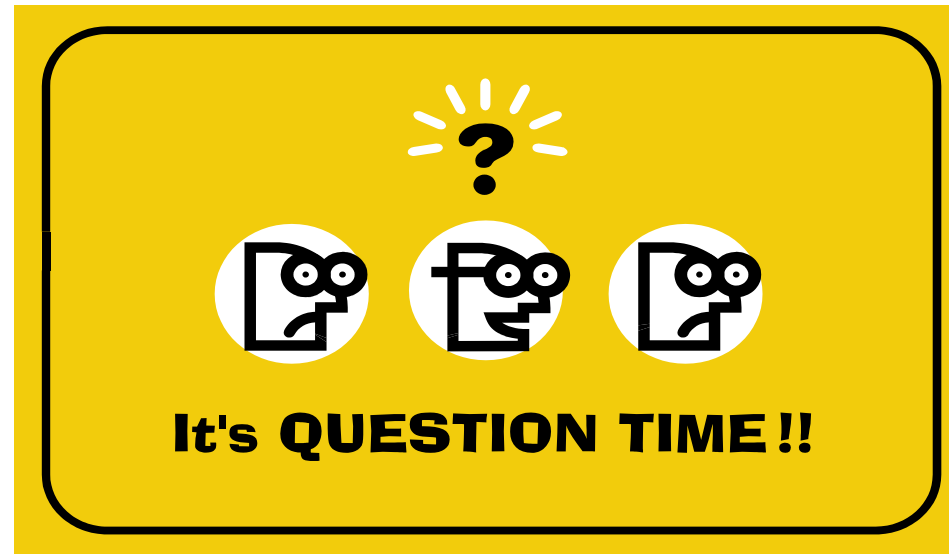
MEDIO WRC

# Key Recycled Water Master Plan Objectives

- Project Initiation and Data collection
- Facility site visits
- Condition and Performance Assessment
- Future needs analysis
- Master Plan report
- Capital Improvement Plan
  - Scope, justification and cost estimates
  - Milestones: 2026, 2039, 2050
- Data visualization tool for assets and future improvements
- Estimated Project Cost: \$1,000,000







# 2025 Recycled Water System Master Plan RFQ

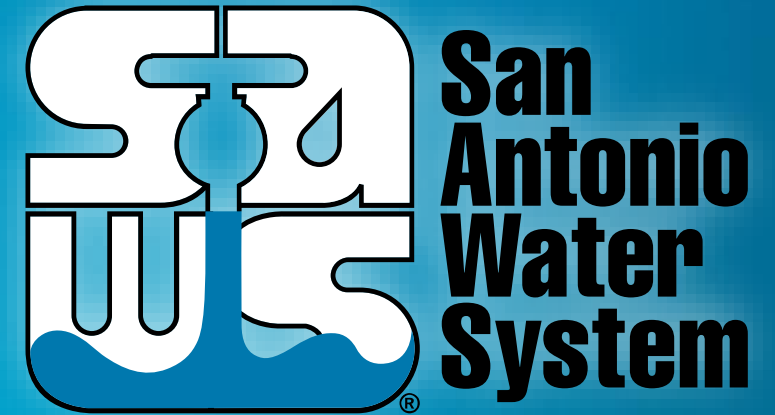
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