

**New Service Center Program
Phase III**

**San Antonio Water System
Design Criteria Package (DCP)
RFQ**

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I. OVERVIEW

This Design Criteria Package, also referred to as the “DCP,” sets forth a comprehensive and definitive description of SAWS’ design criteria for the Project to be completed in Phase III of SAWS’ New Service Center Program. Definitions throughout this DCP shall be as defined in the Design-Build Services Agreement, of which this DCP is an Exhibit.

Please refer to the Supporting Requirements, beginning on page 8, for the criteria describing the Scope of Work for which the successful Design-Build Firm is to prepare its design. This DCP contains sufficient information to specify the criteria SAWS considers necessary to describe the Project, including the legal description of the site (a Preliminary Site Concept), survey information concerning the site, interior space requirements, special material requirements, material quality standards, conceptual criteria for the project, special equipment requirements, cost or budget estimates, time schedules, quality assurance and quality control requirements, site development requirements, applicable codes and ordinances, provisions for utilities, parking requirements, and any other requirements for the Project, as required by the Texas Government Code, Chapter 2269.306. The facility assessment reports, space program, and design performance requirements for each facility are functionality essential to SAWS’ operations and must be met by the successful Design-Build Firm.

A. STANDARD ABBREVIATIONS

AR – Architectural Representative
CCB - Change Control Board
CD – Construction Document
DB – Design Build
D&C – SAWS’ Distribution and Collections Department
DCP – Design Criteria Package
DD – Design Development
DPOR - Design Professional of Record
ESOC – East Side Operations Center
FF&E – Furniture, Fixtures, and Equipment
GMP - Guaranteed Maximum Price
NEOC – Northeast Operations Center
NESC – SAWS’ Existing Northeast Service Center
PMP - Project Management Plan
POV – SAWS’ employee Personal Owned Vehicles
SAWS – San Antonio Water System
SD – Schematic Design

B. PROGRAM GOALS/OVERVIEW OF SCOPE

This Project (Phase III of the Service Center Program) includes one (1) new service center site in Bexar County, which is referred to as the New Northeast Operations Center (NEOC). At the completion of all new work at the NEOC site, the selected DB Firm will demolish and remediate Fuel and Pumps, and the old Admin Building (circa 1980) at SAWS existing Northeast Service Center (NESC) at SAWS’ Naco Pump Station site on O’Conner Rd. SAWS will award the design and construction for this work in a single contract to one (1) DB firm to design and construct all items at both sites. The location of the New Northeast Operations Center (NEOC) is 18000 Judson Road, just north of Hwy 1604.

The detailed scope of services and work at the NEOC is contained in this document and shall include:

Three new buildings and site work at a green field site. New buildings include: Administration, Fleet, and Supply Buildings. The Administration Building is the only facility in this Project that shall be designed and constructed in accordance with the current USGBC LEED standards to achieve EQUIVALENCY to a LEED Silver rating. In addition to building works, the NEOC site also has civil works in its scope to provide for multiple modes of ingress/egress, primary drive lanes, employee parking (personal owned vehicles-POVs), SAWS Fleet and SAWS Operations parking, outdoor supply areas, Ice and Water refilling station, outdoor bulk material storage and concrete silo pad areas, truck scale, site drainage and fuel areas (for pumps and AGTs), as required.

The detailed scope of services and work for the demolition and remediation at the existing site (Naco pump Station) is contained in this document. In summary this shall include:

At the existing NESC, located at the Naco Pump station at 13655 O'Conner Rd.: Demolition of two below grade diesel UGT tanks in accordance with all codes and TCEQ, and all associated utilities, pumps, diesel fuel island, and the installation of clean backfill and complete replacement of all pavement. Existing unleaded fuel island and UGT have been previously removed and remediated by others. Demolition of existing administration building and all lean to shed structures and canopies adjacent to or connected to the building, and demo of concrete bulk material bins, and complete replacement of all pavement, restoration of any retaining walls that may be compromised during the demo. The installation of guardrails, bollards, railing and any other safety items and associated signage and traffic striping as required, as well as the demo of the existing 2 marquee signs and the installation of a new marquee with signage designating the site as the Naco Pump Station.

As each building or facility at each site is completed, SAWS along with the SAWS' Program Manager Consultant, will coordinate and relocate personnel and equipment from SAWS' other Operation Center sites, as required. This may result in staff being relocated while the DB firm is still onsite completing another building. DB shall accommodate and cooperate with such moves, as well as staff that are currently located at the existing site that will be present throughout construction (Refer to item G. below). The DB firm shall coordinate and update the Project Schedule with the Owner's Program Manager Consultant to provide for tasks related to the relocation and eventual occupancy of the facilities. Relocation of staff and equipment will

provide for a more efficient response of SAWS operations to their customers. Timely completion of each design and construction milestone is important: time is of the essence.

C. ESTABLISHED SPACE PROGRAM

A space program has been developed for each site using standard room sizes and efficiency factors. This space plan has been internally reviewed by SAWS. Therefore, the count and area requirements of each room may not be changed or revisited by the DB firm's Design Professional of Record (DPOR) without review meetings and Approval by SAWS. These are the minimum count and space requirements. SAWS' reserves the right to interchange rooms, area square footages, and spaces during the design phase, as it develops as long as the total square footage is not exceeded.

As the DB firm further develops the design, each site and associated buildings, the Design –Build Firm must ensure that the Project meets the Approved scope, and that the Project Schedule, and GMP are not exceeded, as required by the Design Build Services Agreement.

D. FACILITY TEMPLATE/ PRELIMINARY SITE CONCEPT

An Operations Center “campus” layout, of 3 buildings and a spine road, as well as the room adjacencies, palette of materials/colors/exteriors has been developed and approved by SAWS. This template was established in the Phase I and Phase 2 Construction Documents for the site concept, arrangement of buildings, egress/parking, general building plan layout, hardware, trim, and a template and color palette established for both the exterior facades and the interior finishes. These previously completed operations centers and the template and concepts developed as part of the Service Center Program, shall be utilized by the DB Firm and their Design Professional of Record (DPOR) for all of the Phase III Project. The goal is to provide a presentable, clean, functional appearance from the street, but one of efficiency and functionality with no excess and is also economical to maintain and operate over time. The DB firm must also provide common finishes, fixtures and product selections to allow SAWS to maintain the buildings efficiently. In order to achieve this goal, the DB firm shall thoroughly investigate the Phase I and Phase 2 facilities and As-Built construction documents, specifications and submittals, as well as all concepts developed to date for the Phase 3 Project, including the Preliminary Site Concept, to familiarize themselves with the previously utilized floorplan and site plan arrangements of spaces, room adjacencies, equipment, materials, and finish selections. The DB Firm may recommend deviations from these, but in doing so any deviations and recommendations shall be clearly communicated to SAWS. While these building standards are in place from previous Phases, the DB firm shall nonetheless, participate in Schematic Design and Design Development Phases in order to adjust floorplans in order to meet SAWS' operational needs for Phase 3. The DB firm must also establish aesthetic review presentations of the exterior facades and interior spaces to ensure that the materials and color palette aligns with the previously specified materials from previous phases, and must present/highlight any deviations from such. These presentations shall include colored site and floor plans, elevations, as well as perspective and 3D renderings and material boards that adequately represent the materials and aesthetics as required to communicate to SAWS.

SAWS intends to use the Phase 1 NSOC building plans as a template with no increase to the square footage and minimal office/usage changes within the footprint of each building. For example, Phase 1 did not have a Fitness Room but instead had

a bullpen area that is not needed for Phase 3, so these rooms have been interchanged for Phase 3. The room counts are listed in the Established Space program.

SAWS intends to provide the CAD and Revit files from the previous Phases of the Service Center Project, to the DB Firm. These files are subject to the language of the Contract regarding use of item provided by SAWS. The Design Build Firm can incorporate and use these files for reference only, and at their own risk. While prior design information may be useful, Design-Build Firm shall exercise its independent professional judgment to fulfill its responsibility to prepare a total and independent design for this Project. The DPOR of the DB firm/team will be required to develop and provide all design deliverables drawings utilizing a BIM model environment, as well as have the ability to convert such BIM models into AutoCAD (*.dwg) format for SAWS' facilities use.

E. FURNITURE, FIXTURES, AND EQUIPMENT (F&FE)

These items are defined within this DCP. Each item is clearly indicated whether it is Owner Furnished Owner Installed (OFOI), Owner Furnished Contractor Installed (OFICI) or Contractor Furnished Contractor Installed (CFCI). The DB firm will coordinate the delivery of these items with the Project Schedule and identify these items on FF&E sheets produced by the DPOR and included in the final set of Construction Documents. The DB firm shall ensure that all drawings have been coordinated with the SAWS furniture vendor. At a minimum this shall include furniture and shelving.

F. UTILITY SERVICES

The DB firm shall confirm adequacy and shall locate all available utilities and shall provide connections to the site accordingly. All utilities must be installed underground. Any and all associated fees must be included within the GMP. The DB firm must also consider and coordinate any impacts to the existing utility conditions and neighboring customers who could be impacted, such as storm water and drainage, electrical, and water and sewer.

G. INTERFACE WITH EXISTING/ONGOING SAWS OPERATIONS

SAWS will continue operations during construction activities at all sites. SAWS Operations is currently using the New NEOC site on Judson Road for pipe supply, material storage, and heavy equipment training. SAWS may continue operations at this site during construction activities. The Naco Pump Station is a significant water Production site in Northeast Bexar County. Remediation of the fuel and demolition of the existing administration building (circa 1980) at this location will only occur after all SAWS staff at this location have been completely relocated to the New Northeast Operation Center on Judson Road. Once the staff has been relocated and the building is vacant, the Naco Pump Station will remain an active water Production site. SAWS production staff may occasionally be present on the pump station side of the site for ongoing pump station activities and operations. The DB firm shall develop and include appropriate staging plans, working in conjunction with SAWS' Project Manager and Program Manager Consultant to finalize an approach that will allow continuing operations. The DB firm shall show access, work zone perimeters, and other site limitations for each stage clearly on work staging drawings on their submittals and shall show milestones in their accompanying Project Schedule showing move-in/out dates with allowances for move and turnover events subject to SAWS acceptance. The DB firm shall also allow for staggered occupancy and partial occupancy where SAWS may

need to occupy a structure and portions of the site that have been completed and accepted, prior to the overall site being complete.

H. PROJECT MANAGEMENT PLAN

The Project Management Plan (PMP) is an overall management plan for the Project, developed by the Program Manager, which describes all protocols, processes and plans Design-Build Firm shall use on this Project. The PMP defines the stakeholders' methods for data transmission and issue communication, as well as the process for change management., which is implemented only by a written Construction Change Directive (CCD) signed by Owner directing a change in the scope of the Services and/or Work, or granting an equitable adjustment to the Project Schedule and/or the GMP following consideration of the Design Build Firm's Proposal Request for such adjustment. .

I. PHASE III PROGRAM SCHEDULE

2021 1st Quarter

- SAWS staff takes selection of DB Firm and GMP to SAWS Board for approval. Pending Board approval:
- Notice to Proceed (NTP) into Design Phase issued (including New NEOC, and Existing NESC items)

2021 4th Quarter

- SAWS staff briefs SAWS Board on Project status, schedule:
- Notice to Proceed (NTP) into Construction phase issued for the new NEOC

2022 4th Quarter

- Notice to Proceed (NTP) into Construction phase Issued for the NESC Demolition/Remediation at the Naco Pump Station Site

**** Note SAWS reserves the right to adjust proposed schedule in coordination with selected DB Firm, length of procurement process and SAWS' Board available dates**

II. SUPPORTING REQUIREMENTS

The supporting requirements are provided in the following pages of this section.

Northeast Operations Center

SCOPE SHEET

OVERVIEW:

The existing SAWS property will become known as the Northeast Operations Center location and will be a completely new facility. The site is approximately 36 acres and will include a 10,640 SF Administration Building, a 6,862 SF Fleet Building, and a 6,088 SF Supply Building.

DEPARTMENTS:

The following departments will be located at the new NEOC:

- Distribution and Collection Department:
 - Twenty (20) four person crews
 - Director, Managers, Superintendents, Foremen, Field staff & Inspections
 - Tool room technician
- Construction and Maintenance Department:
 - Manager, Superintendents, Foremen & Field staff
- Supply Department:
 - 2 Supply warehouse technicians
- Fleet:
 - Manager and up to 4 mechanics
 - Parts technician

FACILITY NEEDS:

10,640 SF Admin building

- D&C Director, Manager, Superintendent Offices
- Training, Safety, and HR
- Security, IT, Elec, and Mech
- Crew Quarters, Locker Rooms, and Showers
- Multi-Purpose Rooms
- Fitness room

6,862 SF Fleet (4 bays) + office/ restrooms/tool/supply room/roof will extend to provide outdoor covered area at each end for equipment and wash bay

6,088 SF Supply + office/ restrooms / tool room/ roof will extend to provide outdoor covered storage area

SITE NEEDS:

POV, Ops and Fleet parking (see attached spreadsheet and summary this page)

Primary Spine road

Ice and water refilling building in Ops Parking

Two points of vehicular Ingress and Egress

“Main “entry with:

Lighted monument sign, separate visitor/ employee entry lanes, access pedestals, electric gates, pedestrian gate with card reader, designated area for future guard station with all required utilities at main entry, landscaping, and POV parking in close proximity to main entry (immediately after gate access)

Fuel island with canopy (air, water, grease, DEF, diesel and unleaded) – in close proximity to Fleet and to the Main entry (immediately after gate access)

Area designated as D&C Ops yard with bulk material bins. This area must include water and power and be well lit with a minimum of 1 foot candle in the evening.

Are designated as D&C concrete yard. This area must include water and power provided by thee DB Firm, and be well lit. The concrete silo in this area will be provided and installed by SAWS.

Truck scale with easy on/off from spine road and visibility to Tool Room office/ window

Area designated for AGTs to include proper spill containment and access for fuel truck delivery – in close proximity to Fleet and to the Main entry (immediately after gate access)

Area designated for trash bins/ dumpsters with access and concrete approach aprons – a minimum of 2 dumpsters located near each building – walkable by Janitorial staff

Area designated for recycle metal containers with access and concrete approach aprons – near Supply and Ops Bulk yard to be well lit and within view of security cameras

NEOC PARKING AND STAFF COUNT

Staff Counts	Totals
Admin building	120
Supply building	4
Fleet Building	5
Total staff	129

SAWS Owned Equipment and Vehicle Parking Counts						
				Space size: 10'x20'	Equip space size: 10'x20'	Space size: 16'x55'
SAWS Primary Operations Parking Area (Ops Parking)				70	6	24
SAWS Fleet garage parking area (for vehicles under repair)				14	0	15
SAWS Supply				6	0	2

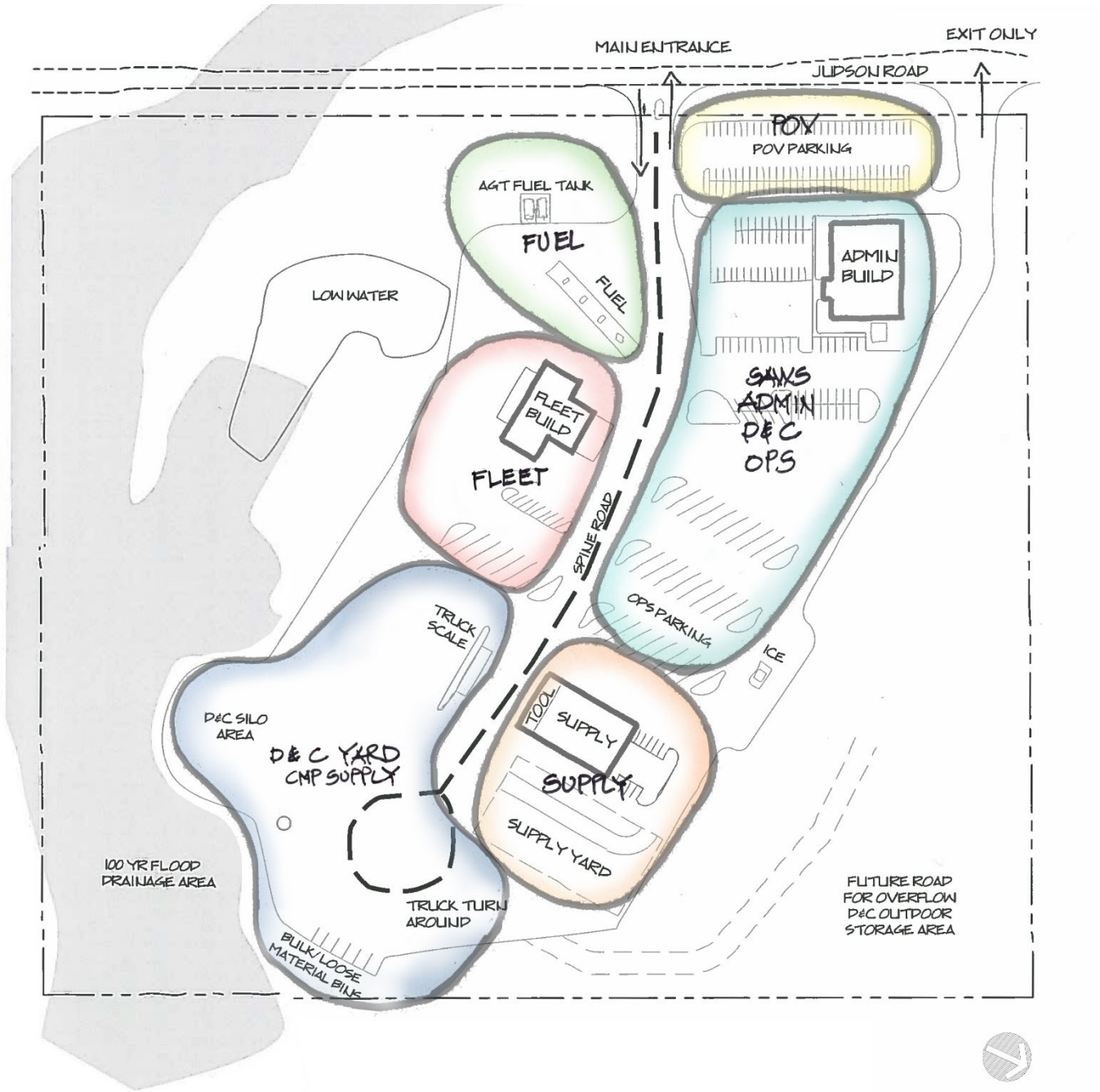
Personal Owned Vehicle Parking Counts (POVs)					
				Space size: 9'x 18'	Space size: 3' x 18'
Employee parking				116	
Visitor parking				5	
Employee motorcycle parking					6

SAWS Fleet Heavy Equipment Info - TRUCKS	
Description	Size
Honey Wagon	69' L w/Trailer
Lo Boy #1	65' L w/Trailer
Lo Boy #2	74' L w/Trailer
Combo	38' L
Pressure cleaner	24'L
10 yard Dump truck	38' - 6" L w/Trailer
7 yard Dump truck	53' - 9" w/Trailer
F550 crew truck	25' 10"

NEOC - AERIAL VIEW OF SITE



NEOC – BUBBLE DIAGRAM



The DB firm is free to arrange the buildings, drives, and site features subject to review meetings and Approval by SAWS and change the building massing or flow patterns as per their professional practice. Any deviations shall be done with consideration and with adherence to the adjacencies as represented on this bubble diagram. However, the Operations Center must stay within the Approved scope, Project Schedule, and GMP. SAWS will not allow an overrun of the GMP.

Northeast Service Center at SAWS' Naco Pump Station

SCOPE SHEET

OVERVIEW:

This is an existing service center that will be taken out of service and demolished once the new NEOC is complete. The existing Administration Building attached shed/structures, material storage bins, and fuel shall be completely demolished and removed. The fuel facility shall be remediated as required by all AHJ's. Pavements shall be replaced, and installed in the footprint of the Admin Bldg. A new retaining wall and railing shall also be installed in the footprint of the Admin. Bldg. and installation of guardrails, bollards, railing and any other safety items and associated signage and traffic striping as required, as well as the demo of the existing 2 marquee signs and the installation of a new marquee with signage designating the site as the Naco Pump Station.