

Special Trilateral Projects Inspection Services RFQ Pre-Submittal Conference

Kyle Harvey, P.E.

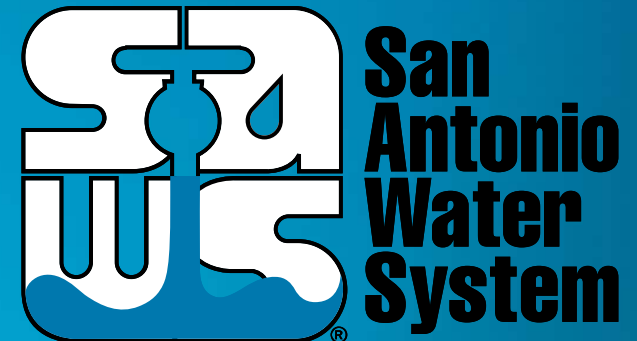
Project Engineer, Development Engineering

Marisol V. Robles

Manager – SMWVB Program

Janie M. Powell

Contract Administrator, SAWS



MAKING SAN ANTONIO
WATERFUL



WebEx Housekeeping

- Please keep devices muted during the presentation.
- Sign-in using the Chatbox feature and elect everyone from the drop-down menu.
- Ask questions at any time during the presentation utilizing the chat. Questions will be addressed at the end of the presentation. Select everyone from the drop down.
 - All formal responses to questions will be provided via an Addendum.
- Audio only attendees may follow along on the presentation that has been posted to the SAWS solicitation website.

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

- SMWB Requirements
- Communication Reminders
- RFQ Schedule
- Respondent Questions
- Addenda
- Submittal Deadline
- Objective
- Scope of Services
- Additional Requirements
- Selection Process
- Scoring Criteria
- Team Member Changes
- Submitting a Response
- Questions

Aspirational SMWB Goal

Industry	Aspirational SMWB Goal	Description
Engineering and Other Professional Services	40%*	Points assessed on tiered scale

*40% of the value of the contract.

SMWB Requirements

- SMWB Certification accepted from the following entities:
 - South Central Texas Regional Certification Agency (SBE, MBE, WBE)
 - Texas H.U.B.
- RFQ Scoring:
 - Local Office
 - Small Business Enterprise (SBE) certification required for all SMWB firms, including Minority and Woman-owned businesses.

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

WWW.SAWS.SMWBE.COM



San Antonio Water System

OUR MAIN SITE CONTACT SUPPORT

Subcontractor Payment & Utilization Reporting System

Log In

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 EDCrow Software © Copyright 2018.

- Track actual payments to all subconsultants.
- Request changes to team.
- Contractual Requirement.

Special Trilateral Projects Inspection Services

SMWVB Questions

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

Marisol V. Robles

SMWVB Program Manager

Email: Marisol.Robles@saws.org

Telephone: 210-233-3420

Communication Reminders

- Firms are restricted from communicating with the following person about this RFQ:
 - SAWS Project Manager
 - Any other SAWS staff, managers, directors or VPs
 - City Council member or staff
 - SAWS Board of Trustees
- This includes phone calls, emails, letters, direct/indirect discussion of the RFQ.
 - If submitting a proposal for the RFQ and/or under contract with SAWS, indicate this when speaking with SAWS staff, but refrain from discussing this RFQ.
- This is applicable from the release of the RFQ up until Board Award.

RFQ Schedule



The dates listed above are subject to change without notice.

Respondent Questions

Must be submitted in writing via e-mail (preferred) or fax no later than November 22, 2021 by 4:00 pm to:

Janie M. Powell

Contract Administration Department

San Antonio Water System

Janie.Powell@saws.org

Fax: (210) 233-5351

Addenda

- Register as a vendor with SAWS Vendor Registration and Notification
 - https://apps.saws.org/business_center/vendor/
- More than 1 addendum may be posted on the SAWS website.
- Check SAWS website often and prior to submitting your proposal.
- Known addendum changes are:
 - Responses to questions
 - Correct Evaluation Criteria

The screenshot shows a webpage titled "Special Trilateral Projects Inspection Services". At the top, it displays "Solicitation No. PS-00111-JP" and "Status: Currently Accepting Submissions". Below this, the "Due Date" is listed as "10:00 AM Monday, 12/6/21". A paragraph of text describes the project: "The San Antonio Water System is pursuing Requests for Qualifications (RFQs) from interested firms to provide Special Trilateral Projects Inspection Services. Qualification statements will be accepted in connection with the identified scope of services to be performed by a qualified firm to include a Registered Design Professional in Responsible Charge (RDPIRC). These services are unspecified and will be performed on an as needed basis as Individual Work Orders. Projects will consist of new potable water pump stations and may occasionally include tank construction." Below the text are three main sections: "Non-Mandatory Pre-Submittal Meeting" with a date of "2:00 PM, Wednesday Nov. 10, 2021" and a meeting link; "Notify Me" with a "Subscribe" button; and "Interested Firm List" with a "View List" button. At the bottom, there is a "Downloads" section with a link for the "Full RFQ Proposal" and a note that users will be prompted to login to access the document.

Submittal Deadline

- Submittal deadline is December 6, 2021, at 10:00 am (CST)
- “PS-00111_Special Trilateral Projects Inspection Services RFQ Response” and name of Respondent should be clearly identified on the subject line of the email and/or fax.
- Submit electronic copy only to contracting@saws.org
 - Email size limit is 10MB
 - Only one (1) pdf searchable file with bookmarks
 - SAWS recommends submitting proposals at least two (2) hours prior to the deadline
- Late responses will not be accepted or opened

Objective

- SAWS is seeking Statements of Qualifications from firm(s) to provide Special Trilateral Projects Inspection Services. Scope includes a Registered Design Professional in Responsible Charge (RDPIRC). These services are unspecified and will be performed on an as-needed basis as individual Work Orders. Projects will consist of new potable water pump stations and occasionally include tank construction.
- Estimated contract value: \$600,000.00
- Contract Term: Three (3) years

Scope of Services

SAWS and the Engineer of Record (EOR) will work together to identify when inspection services will be required. These inspections may be continuous or periodic as outlined in Chapter 17 of the International Building Code. For each Project proposed by SAWS and the EOR, SAWS shall provide the Consultant with a proposed Work Order through the SAWS' Contract and Project Management System (CPMS) detailing:

- a. The name, location and Scope of Work for the Proposed Project;
- b. Conformed Project Plans;
- c. The name of the SAWS Representative; and
- d. Anticipated cost of work

Scope of Services

The General Requirements for Special Inspections include, but are not limited to the following:

- a. Maintain a file of test reports and certifications.
- b. Inform the contractor and the SAWS representative of deficiencies so corrections can be made and any required retesting performed prior to covering any substandard work with additional material. Consultant shall document these occurrences.
- c. Document any re-inspecting and retesting work hours and invoice SAWS separately from one-time inspection services.
- d. Document quantities of materials used on the project by actual measurements and computations and upload into CPMS. For materials paid for on a weight basis, Consultant shall keep a summary of the material placed each day in the field notebook. The notebook and/or computer printout, supported by the original set of weight tickets, is the basis for payment.

Scope of Services

General Requirements for Special Inspections (Continued)

- f. Maintain a set of working drawings on the jobsite that can be used to prepare “as-built” drawings.
- g. Maintain a project directory with names, addresses, and telephone numbers of the contractor, their subcontractors, and the major suppliers of material.
- h. Maintain a photo log of pertinent construction progress, issues and milestones, which shall be uploaded to CPMS at the completion of the project. h. Construction progress and inspection reports to SAWS on a weekly basis by the end of the day on the following Tuesday.
- i. Upload to CPMS a final test and quality control report at the completion of each inspection, documenting the results of all test performed, highlighting those tests that failed or that did not meet the applicable test standard.

Additional Requirements

- Submitting firm shall ensure that their team includes a Professional Engineer licensed in Texas to serve as the Registered Design Professional in Responsible Charge (RDIPRC).
- The use of an inspector shall not diminish the responsibility of the Engineer of Record (EOR). The EOR must be present at the start of all critical operations to ensure contractor compliance.
- The Special Inspector may assist the EOR with construction observation, but shall not assume the overall responsibility of the EOR.

Selection Process

- Technical Evaluation Committee (TEC) will score the proposals based on the evaluation criteria published in the RFQ.
- SMWVB Scores are added.
- Selection Evaluation Committee reviews final combined scores and recommends firm(s).
- Interviews held, if necessary
- Contract Negotiations
- Board award

Scoring Criteria

- Understanding of Requirements 15 pts
- Work Order Project Approach 10 pts
- Commitment to Quality 10 pts
- Key Personnel Qualifications and Experience 15 pts
- Resources and Facilities 10 pts
- **Similar Prior Experience and Performance 25 pts**
- Small, Minority, and Woman-Owned Business (SMWB) Participation 15 pts

Total: 100 pts

Scoring Criteria

Understanding of Requirements (15 points)

- a. Provide a summary of the firm/team's understanding of the scope of services as outlined within this RFQ.
- b. Explain how your firm/team will assist SAWS in ensuring compliance with the requirements of the scope of services outlined within this RFQ.
- c. Identify any changes to the scope of services which may improve or enhance cost or schedule /efficiencies when handling assigned work orders.
- d. Describe the reporting structure as it pertains to the general contractor, consultant/Engineer of Record, and SAWS' Construction Inspections.

Scoring Criteria

Work Order Project Approach (10 points)

- a. Provide a detailed work plan explaining how your firm would approach and complete each individual work order as described in the Scope of Services.
 - The work plan should include the steps to complete the work order and an explanation on how adhering to the schedule.
- b. Describe the proposed methods of communication with subconsultants including schedule recovery methods necessary to endure timely completion for each assigned work order.
- c. Describe your firm's project management review of project schedule and budget. How would your firm approach a deviation of the approved budget or schedule for each work order? Describe protections SAWS should consider.

Scoring Criteria

Commitment to Quality (10 points)

- a. Describe 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 will satisfy the Scope of Services in this RFQ.
- b. Describe Respondent's existing internal Quality Assurance (QA) process. Which team member(s) will perform the quality reviews and how often will they be conducted?

Scoring Criteria

Key Personnel Qualifications and Experience (15 points)

- a. Provide an organizational chart of the key personnel of the team, detailing how each will be assigned and the component or tasks to which they will be assigned.
- b. Identify your team's key technical experts. Provide a resume of no more than one (1) page per person (half page is allowable) on the capabilities, years of applicable experience and qualifications of each team member identified on the organizational chart.
 - Resumes should include the team member's name, title and education, brief overview of professional experience, and team member licenses/professional affiliations and applicable certifications.
- c. Identify any additional skills, experiences and qualifications that distinguish your firm/team related to the specific scope of services contained in this RFQ.
- d. Provide copies of required testing certifications.

Scoring Criteria

Resources and Facilities (10 points)

- a. Provide an overview of the availability of key resources and facilities that will enable the Respondent to successfully complete the tasks outlined in the scope of services within this RFQ

Scoring Criteria

Similar Prior Experience and Performance (25 pts)

- a. Provide a list of 3 current and/or previous projects that clearly demonstrate inspections performed under the IBC, Chapter 17 in the last five (5) years, in which the Prime has performed services similar to those sought in this solicitation. This list should include:
- Name of client/utility
 - Client/utility 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
- b. Provide a list of past projects Respondent has executed with SAWWS, including those performed on a Work Order basis.

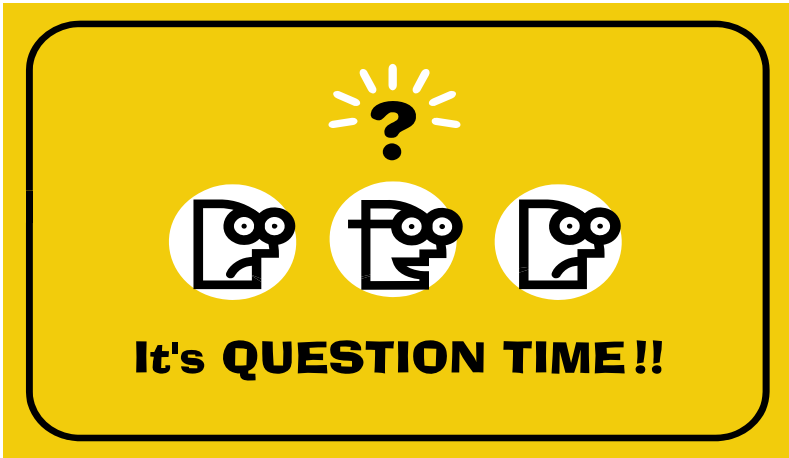
Submitting a Response

Helpful Reminders

- Thoroughly read the RFQ document prior to submitting your proposal.
- Utilize the Submittal Response Checklist
- Maximize points by addressing all items in the order they are identified in the RFQ.
- Be specific in responding to requested information (avoid “boiler plate” responses).
- Contact the SMWVB Program Manager for assistance, if necessary.
- Perform a thorough QA/QC on your proposal prior to submitting.
- Page limit of **fifty (50)**
 - Cover page/letter, divider pages do not count towards page limit.

Team Member Changes

- Changes to a key team member identified in the org chart (prime's employee or subconsultant) should be avoided.
 - Should this occur, the firm should notify the SAWS' point of contact in writing as soon as possible.
 - SAWS may allow the key team member to be replaced 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 or participate in the negotiation of the contract for 2 years from termination from SAWS.
 - Respondent's proposal being found non-responsive or there may be a reduction in points during the technical scoring of the proposal.



Special Trilateral Projects Inspection Services



Special Trilateral Projects Inspection Services RFQ Pre-Submittal Conference

Kyle Harvey, P.E.

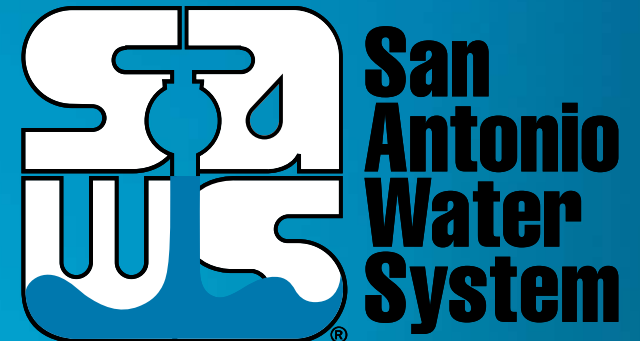
Project Engineer, Development Engineering

Marisol V. Robles

Manager – SMWVB Program

Janie M. Powell

Contract Administrator, SAWS



MAKING SAN ANTONIO
WATERFUL

