

Canyon Golf Road New Water Main, RFQ PS-00162

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Project Engineer- Engineering

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Manager- Engineering

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Manager – SMWVB Program

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Contract Administrator



Non-Mandatory Pre-Submittal Meeting

February 16, 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 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

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
- Design Considerations
- Questions

Objective

- SAWWS is accepting Statements of Qualifications from interested firms to provide engineering services entailing planning, engineering evaluations, studies, reports, preliminary engineering, design, bid, construction, and overall project management services for the design and construction of the this project.
- The project includes the construction of approximately 7,000 LF of 24-inch water main. It will add redundancy to Pressure Zone 1295 and allow SAWWS operational flexibility during periods in which other water production facilities are taken offline for maintenance or repairs.

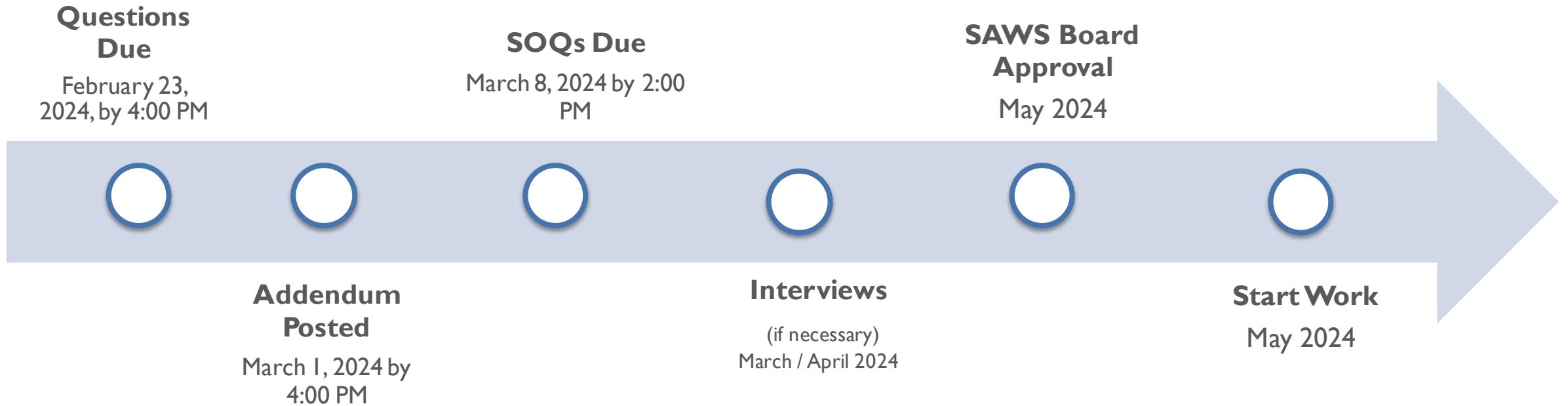
Selection Process

- 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 SAWWS in writing as soon as possible
 - SAWWS may allow Respondent to replace the key team member with an alternate member who possesses equal or better qualifications and experience
- Per SAWWS' Ethics Policy, a former SAWWS 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 SAWWS
 - 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



The dates listed above are subject to change without notice

Evaluation Criteria

Criteria	Max Points
Team Experience and Qualifications	30
Similar Projects and Past Performance	30
Project Understanding and Approach	25
Small, Minority, and Woman-owned (SMWVB) Business Participation	15
Total	100

Team Experience and Qualifications (30 pts)

Refer to Attachment II

- Organizational Chart – Identify all proposed “Key Personnel” and “Key Sub-consultants” (1 page)
- Provide a 1-page resume for up to six (6) Key Personnel
 - The Project Manager’s resume should be included first
 - Identify three (3) similar projects completed in the past ten (10) years, and provide a detailed description of capabilities and project experience and role in project relevant to the Scope of Services requested within this RFQ

Team Experience and Qualifications (cont.)

- Describe composition of the team (Prime, Key Subconsultants, and other Subconsultants), describe role and responsibility of proposed team members and teaming history. Ensure respondent has worked with subs in the past (1 page limit)
- Availability Table Matrix* – include the percentage of time each proposed team member shown on the organizational chart will be committed to the Project, as well as their proposed role, geographic location, and years of experience

* Use Evaluation Criteria/Fillable Forms (Attachment III)

Similar Projects and Past Performance (30 pts)

- Provide 3 relevant and similar **completed** projects in last 10 years
- All of the three (3) projects shall have been performed by the Respondent.
- The proposed Project Manager, as well as other Key Personnel shall have participated in at least two (2) of the three (3) projects submitted.

* Use Evaluation Criteria/Fillable Forms (Attachment III)

Similar Projects and Past Performance (cont.)

- Project references, at a minimum, shall include:
 - Names of clients and location (city and state)
 - Reference contact to include names, titles, and “current” phone numbers
 - Key contract dates – year and duration of projects (Contract NTP & Completion Date)
 - Detailed description of project – include specific aspects that Respondents want considered in the evaluation
 - Provide an explanation for why each project is relevant and similar to the Project included in this RFQ
 - Key Personnel and Sub-consultants’ responsibilities
 - Ensure contact information for references is correct and has been verified
- OPCC Table – Provide cost information for the three (3) completed projects submitted as it relates to the accuracy of the OPCCs
 - Compare the Engineer’s 100% Bid Design estimate to approved construction contract awards

* Use Evaluation Criteria/Fillable Forms (Attachment III)

Project Understanding and Approach

Refer to Attachment II

- Provide a detailed approach explaining how your firm would technically execute and complete the services sought in this RFQ on time and within budget (4-page limit)
- Provide innovative approaches, ideas, and recommendations
- Responses should clearly demonstrate Respondent's familiarity with the Scope of Services identified within this RFQ

Project Understanding and Approach (cont.)

- Provide Responses to the following: (2-page limit)
 - Understanding of Project related issues and difficulties (design and construction), and solutions proposed
 - Describe Respondent's approach for coordinating with property owners, business owners, HOAs, and the general public
 - Describe Respondent's approach for coordinating with regulatory and permitting agencies to ensure buy-in and approval
 - Describe Respondent's approach to becoming familiar with local and regional market conditions influencing the design and construction decisions that will affect or influence project cost
 - Discuss Respondent's approach for raising the visibility of the project and attracting qualified contractors
 - Discuss Respondent's schedule recovery approach relative to schedule maintenance.
 - Discuss Respondent's approach for coordinating with SAWS staff and other Consultants on concurrent projects directly related within the RFQ
 - Discuss Respondent's approach for identifying risk items from design documents provided by SAWS and describe your proposed approach for mitigating potential impacts from those items

Project Understanding and Approach (cont.)

- Provide a specific and unique QA/QC plan for this project (2-Page Limit)
 - Plan to identify, track, and resolve issues
 - Role of independent QA/QC team
 - Describe accuracy and completeness of the OPCCs and how they are derived for each design phase, Respondent's familiarity with AACEs Recommended Practices 17R-97 and 56R-08
 - Describe how estimates will be prepared to ensure they reflect the procurement method, current market trends conditions including price escalation and volatility, labor shortages, supply chain issues, and contractor and subcontractor availability

Project Understanding and Approach (cont.)

- QA/QC plan (cont.)
 - Describe the methods for validating prices for equipment, materials, and specialized labor for projects
 - Describe the methods for validating construction duration for proposed improvements
 - Describe familiarity with the use of RS Means for developing independent cost estimates for construction change orders

* Please refer to the RFQ for detailed requirements for all Evaluation Criteria

Small, Minority, and Woman-Owned Business (SMWOB) Participation

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

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” (including MBEs and WBEs), and need to be certified through the SCTRCA or Texas HUB
- 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: 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

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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

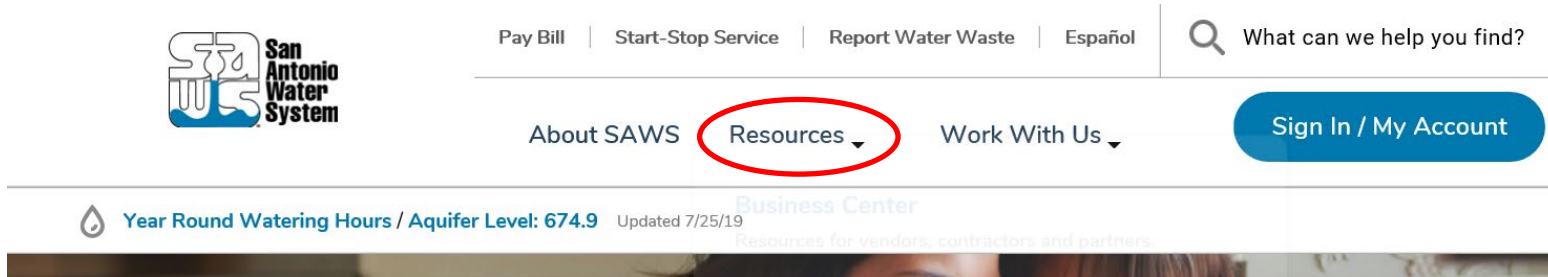
Telephone: 210-233-3420

Contract Requirements

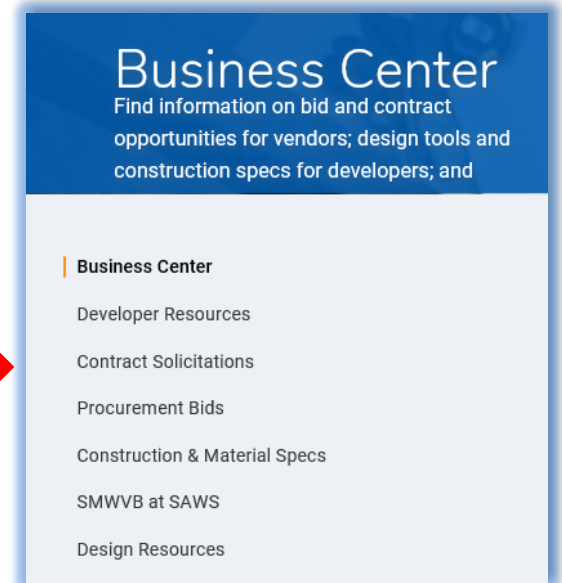
- Insurance requirements found in Exhibit A of the RFQ
 - Includes \$1,000,000.00 of Professional Liability coverage
 - SAWS will request insurance certificates prior to Board award to ensure insurance compliance and to assist in expediting execution of the contract
 - Selected firm's insurance must be compliant with all other SAWS 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 SAWS staff at the SAWS 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



The screenshot displays a web interface for a contract solicitation. At the top, there is a calendar icon with the number 31. Below it, the text reads: "Non-Mandatory Pre-Submittal Meeting 2:00 PM, Friday Feb. 16, 2024". A URL is provided: "https://saws.webex.com Meeting Number (access code): 2481 467 1578 Meeting Password: PS-00162 Audio Connection: (210) 233-2090". To the right of this text are two buttons: "Notify Me" (with a megaphone icon) and "Interested Firm List" (with a group of people icon). Below the "Notify Me" button is the text "Receive updates sent straight to your inbox." and a blue "Subscribe" button. Below the "Interested Firm List" button is the text "Firms who have obtained the RFQ proposal." and a blue "View List" button. Below these elements is a section titled "Downloads" with two links: "Full RFQ Proposal" (with a PDF icon) and "Evaluation Criteria Forms in WORD" (with a DOC icon). A note below the first link states: "Note: You will be prompted to login to access the full proposal document." The date "Feb. 6, 2024" is shown below the second link.

Vendor Registration & Notification (VRN)

- Please register through SAWS Vendor Registration Program on the SAWS website at 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/



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: Canyon Golf Road New Water Main 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
- Organizational Chart – 1 Page limit
- Project Team and resumes – 6 Page limit
- Team Roles and responsibilities, 1 Page limit
- Team Experience Attachment III, Fillable Forms
- Similar Projects and Past Performance, Attachment III, Fillable Forms
- Project Approach – 8 Page limit
- 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 16 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
 - Including the review of the map, charter, and scope of the project
- Be specific and avoid “boiler plate” responses where narrative is requested

Submission Requirements (cont.)

- Similar Projects submitted should be of similar size, scope and contract value to the Scope of Services and Additional Requirements identified within the RFQ
 - Projects must be completed (already constructed)
 - Key staff on the org chart should ideally have worked on the example projects submitted
- 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

Submittal Deadline

- **Electronic submittals DUE by March 8, 2024, by 2:00 p.m. CST**
- Refer to RFQ for instructions to e-mail your submissions
- Allow sufficient time to upload submittal 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-00162, Canyon Golf Road New Water Main**, 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 SAWWS 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 February 23, 2024, by 4:00 P.M. (CST) via e-mail to:

Lindsay Esquivel

Contract Administrator

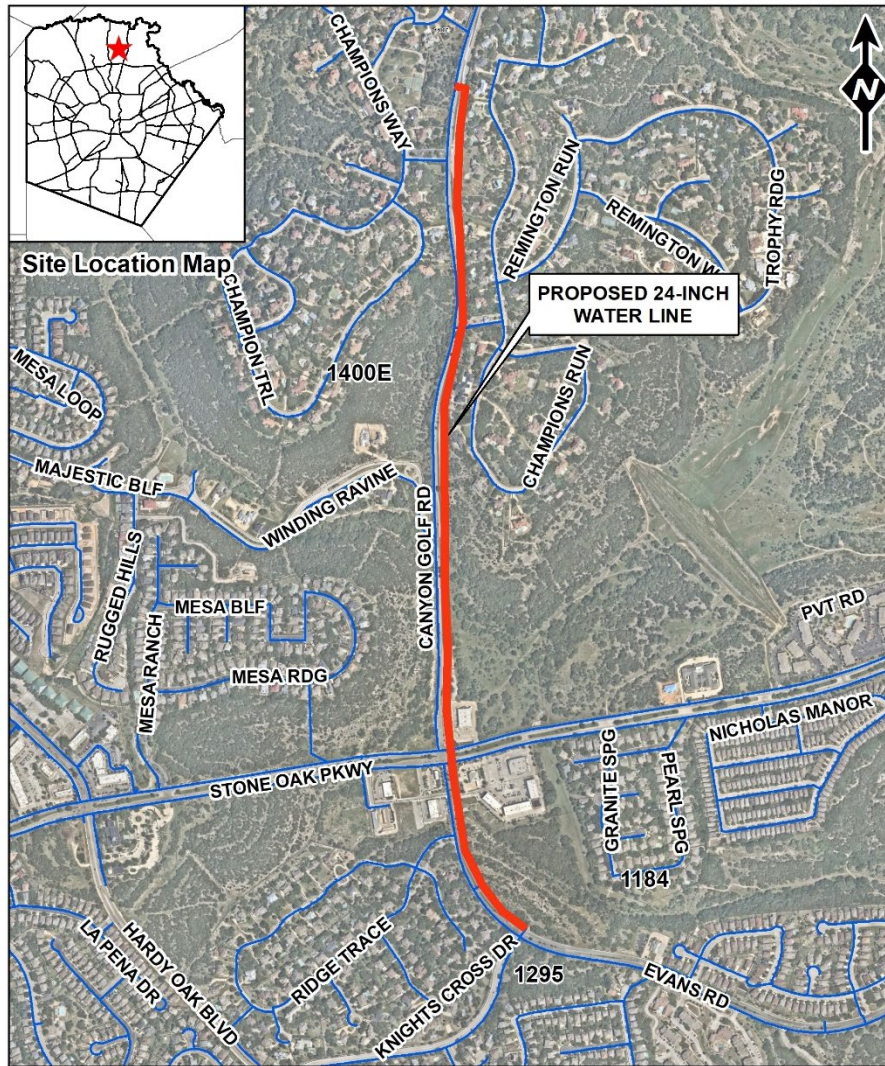
Contract Administration Department

San Antonio Water System

Lindsay.Esquivel@saws.org

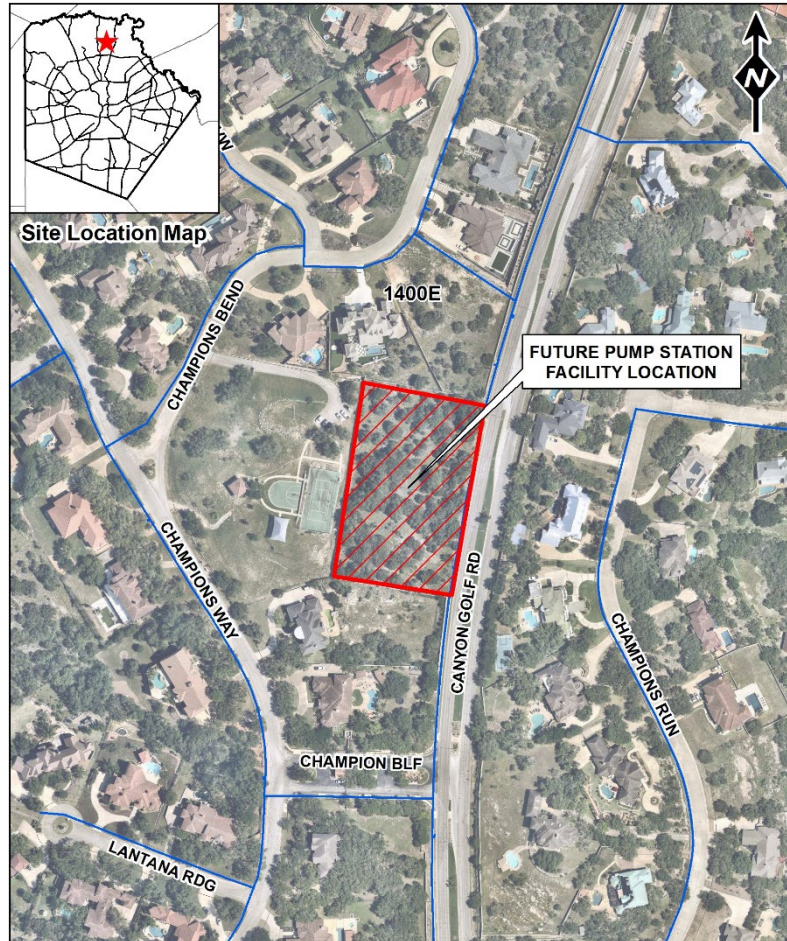
- Questions will be formally answered via Addendum and posted to the SAWWS website by March 1, 2024, by 4:00 p.m. CST

Project Overview – Canyon Golf Road New Water Main



- Canyon Golf 24” Water Main
- Approx. 7,000 L.F. – Facility to the Intersection of Evans Road and Knights Cross Drive
- Coordination throughout Design and Most Importantly Advertisement and Construction Phases
- Construction Contract for Facility awarded first
- Estimated Construction Cost: \$8,000,000

Project Overview – Canyon Golf Pump Station Facility



- Separate RFQ
- Location:
 - Far North San Antonio off Canyon Golf Rd.
- Elevated Storage Tank
 - 3.0 MG
 - Dual Service
 - PZ 1295
- 20 MGD Booster Pump Station
 - PZ 1400

Design Services

- Selected Consultant will provide the following design services
 - Project Management, Subconsultant Management and Coordination
 - 30% Design
 - 60% Design
 - 90% Design
 - 100% Design / Bid Phase Services
 - Construction, As-builts, and Project Closeout Phase
 - Field Investigations (survey, SUE, geotechnical, environmental, etc.)
 - Supplemental Services
- Other services: Permitting, constructability reviews, cost estimating, and scheduling

Design Considerations

- Contract Documents – Quality and attention to detail (QA/QC of self- and sub-consultant work)
- Coordination and feedback – SAWS End Users and other Groups
- Engineer of Record responsible for compliance with existing rules and regulations - Coordination with regulatory agencies
- Review workshops and walk-throughs
- Cost estimating
- Contractor outreach
- Adherence to design schedule

OPCCs – Design Phase

- Consultant must develop Engineer's Opinion of Probable Construction Costs (OPCC) for each phase (30%, 60%, 90%, and 100%) of the project as per the recommendations of AACE International as described in Recommended Practices No. 17R-97 and 56R-08
- Document assumptions and adjustment factors

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%
100% Design and Bid Documents	Class 1	L: -3% to -5% H: +3% to +10%

Independent Estimates – Construction Phase

- Consultant must provide independent cost estimates (ICEs) for RFPs and change orders 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 an RFP is requested from a SAWS Contractor

Quality Management Plan (QMP)

- Consultant will be required to develop a QMP
- QMP reviews to be performed by staff not involved in day-to-day project tasks
- QMP reviews are at different intervals during the design phases
- Constructability reviews with experienced personnel are required in the QMP to ensure project is buildable
- A QMP Certification Letter will be required with the QMP submitted with the contract and the 100% Design Phase Submittal

Key Submittal Considerations

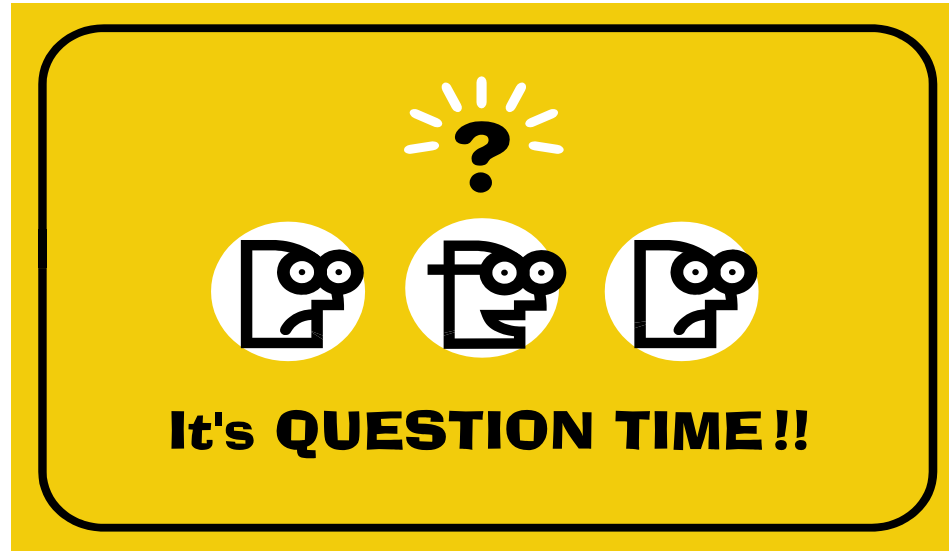
- Confirm all requirements are met for each section in the RFQ
- Use relevant experience similar to the Scope of Services in this RFQ
 - Both Resumes and Past Performance
- Avoid using “Cookie Cutter” responses



Project Schedule and Budget

Activity	Date
NTP for Design	May 2024
Advertise for Bid	August 2026
NTP for Construction	January 2027

Project Cost Center	Cost Forecast
Construction Budget	\$8,000,000



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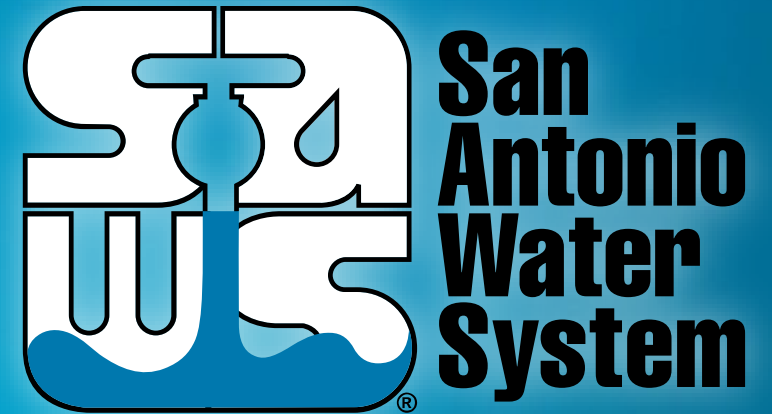
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