

2024 Geotechnical Professional Services Contract RFQ PS-00171

William Guzman Jr.

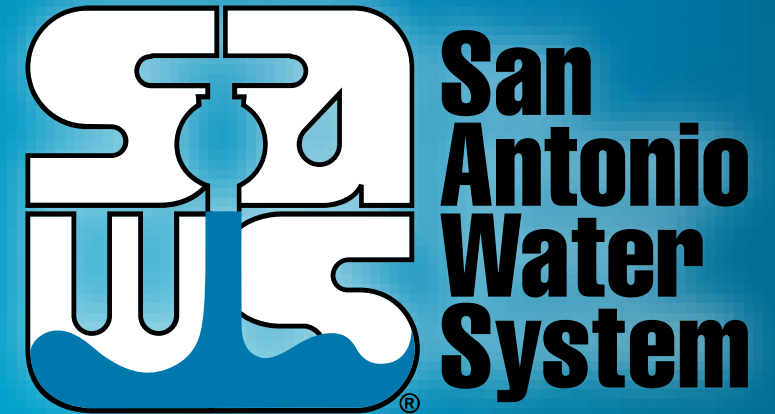
Interim Manager – Construction Management Inspection

Marisol V. Robles

Manager – SBOP

Rudy Martinez

Contract Administrator



Non-Mandatory Pre-Submittal Meeting

April 10, 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
- SBOP Requirements
- Contract Requirements
- Contract Solicitations Website and Vendor Registration
- Addenda
- Submission Requirements
- Submission Deadline
- Communication Restrictions
- Questions
- Project Overview
- Questions

Objective

SAWS is pursuing RFQs for professional engineering services for 2024 Geotechnical Professional Service Contract. Statements of Qualifications from interested firms are being accepted in connection with the identified scope of services to be performed by a qualified Consultant or consulting firm. These services are unspecified and will be performed on an as needed basis as individual Work Orders.

SAWS will award as many as four (4) contracts (\$400,000.00 per contract) to selected Consultants for geotechnical and construction materials testing and reporting services.

Project Funding:

- SAWS Estimated Project Cost: \$1,600,000.00

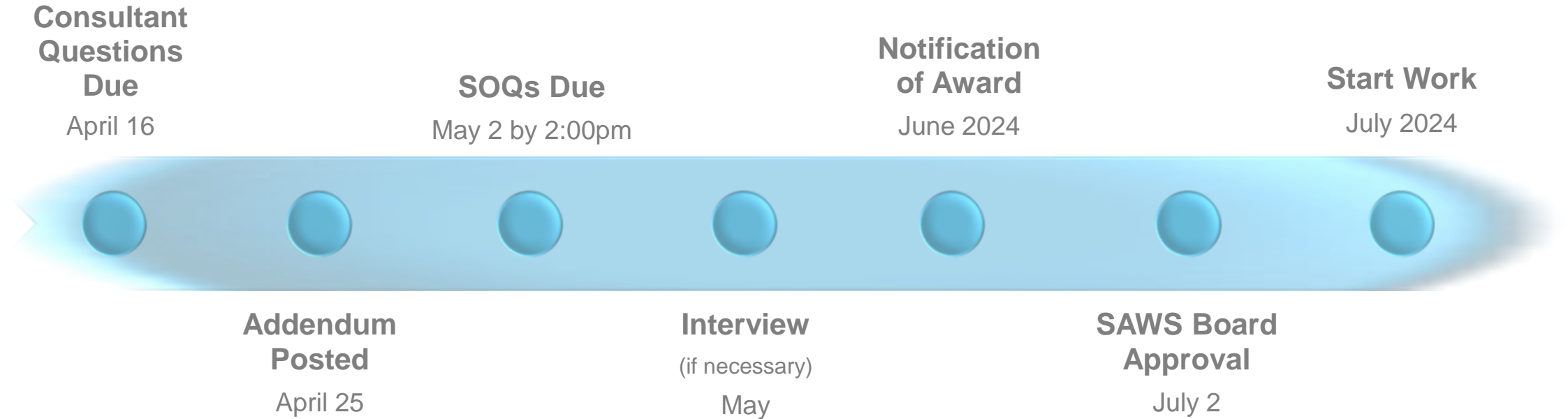
Selection Process

- 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



Evaluation Criteria

Criteria	Max Points
Understanding of Requirements	15
Work Order Project Approach	10
Commitment to Quality	10
Key Personnel Qualifications and Experience	15
Resources and Facilities	10
Similar Prior Experience	15
Past Performance	10
Small Business Opportunities Program (SBOP) Participation	15
Total	100

Understanding of Requirements (15 pts)

- Provide a summary of the Respondent's firm/team's understanding of the scope of services outlined within this RFQ.
- Provide your firm's approach to ensure the successful completion of work orders, as assigned.
- Explain how your firm/team will assist SAWS in ensuring compliance with the requirements of the scope of services outlined within this RFQ.
- Identify any changes to the scope of services which may improve or enhance cost or schedule efficiencies when handling assigned work orders.
- Provide copies of required testing certifications

Work Order Project Approach (10 pts)

- Provide a detailed work plan explaining how the Respondent would approach and complete each individual work order as described in the Scope of Services. The work plan should provide steps to complete the work order and an explanation on how Respondent will adhere to the schedule.
- Describe the Respondent's proposed methods of communication with Subconsultants including schedule recovery methods necessary to endure timely completion of each assigned work order.
- 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

Commitment to Quality (10 pts)

- 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.
- 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?

Key Personnel Qualifications and Experience (15 pts)

- 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.
- Identify your team's key technical experts. Provide a resume of not more than one (1) page per person on the capabilities, 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. (Half page resumes are allowed.)
- Identify any additional skills, experiences and qualifications that distinguish your firm/team related to the specific scope of services contained in this RFQ.

Resources and Facilities (10 pts)

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

Similar Prior Experience (15 pts)

Provide a list of at least three (3) current and/or previous projects, including those performed on a work order basis, 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

Past Performance (10 pts)

Provide a list of past projects Respondent has executed in particular with SAWS, including those performed on a Work Order basis.

Small Business Opportunities Program (SBOP) Participation

25% Aspirational Goal

SBOP SCORING METHOD: Up to 15 Points (by percentage) for meeting or exceeding the 25% aspirational SBOP goal. Points will be assessed on a tiered scale:

- SMWB Participation between 1.00 % - 12.99%: 3 points
- SMWB Participation between 13.00 % - 19.99%: 5 points
- SMWB Participation between 20.00 % - 24.99%: 10 points
- SMWB Participation meeting or exceeding the 25%: 15 points

SBOP 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
- “SBE”-certified or “HUB”-certified (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-certified and Non-SMWB-certified.

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

www.SAWS.SMWBE.com



SBOP Questions

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

Marisol V. Robles

SBOP Manager

Email: Marisol.Robles@saws.org

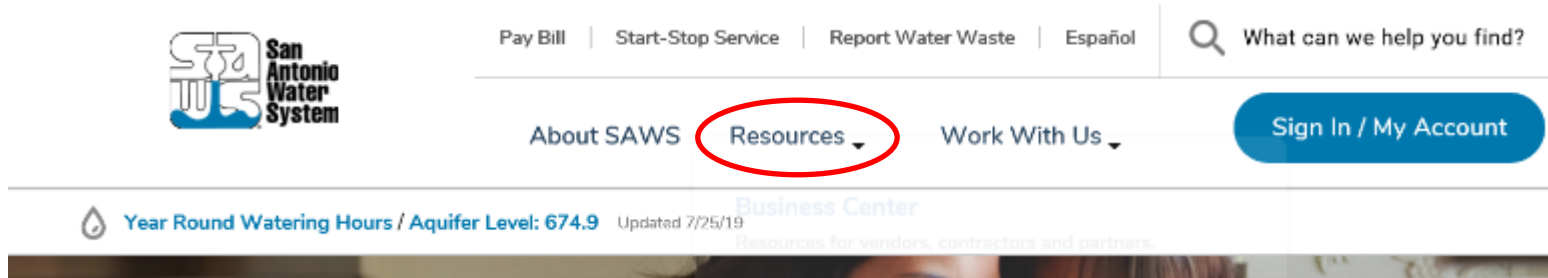
Telephone: 210-233-3420

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 provide guidance and direction of testing.
- 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 user interface for a contract solicitation website. It features three main sections:

- Non-Mandatory Pre-Submittal Meeting:** Includes a calendar icon with the number 31, the text "Non-Mandatory Pre-Submittal Meeting", the time "2:00 PM, Friday Feb. 16, 2024", and a URL: "https://saws.webex.com Meeting Number (access code): 2481 467 1578 Meeting Password: PS-00162 Audio Connection: (210) 233-2090".
- Notify Me:** Includes a megaphone icon, the text "Notify Me", and the subtext "Receive updates sent straight to your inbox." Below this is a blue "Subscribe" button.
- Interested Firm List:** Includes an icon of three people, the text "Interested Firm List", and the subtext "Firms who have obtained the RFQ proposal." Below this is a blue "View List" button.

Below these sections is a "Downloads" section with two items:

- Full RFQ Proposal:** Includes a PDF icon, the text "Full RFQ Proposal", and a note: "Note: You will be prompted to login to access the full proposal document."
- Evaluation Criteria Forms in WORD:** Includes a Word document icon, the text "Evaluation Criteria Forms in WORD", and the date "Feb. 8, 2024".

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

- Addendum I released April 5, 2024 (Updated SBOP Info)
- More than one (I) 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

SUBMITTAL RESPONSE CHECKLIST

Project Name: 2024 Geotechnical Professional Services 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.

- Project Submittal Identification Form
- Respondent Questionnaire
- Completed and signed W-9 Form, and include email address or fax number
- Understanding of the Requirements
 - Copies of Required Testing Certifications
- Work Order Project Approach
- Commitment to Quality
- Key Personnel Qualifications and Experience
- Resources and Facilities
- Similar Prior Experience
- Past Performance (particularly with SAWS contracts)
- 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

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 SBOP 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 May 2, 2024, by 2:00 p.m. CDT**
- 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-00171 2024 Geotechnical Professional Service Contract**, 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 April 16, 2024, by 4:00 P.M. CDT via e-mail to:

Rudy Martinez

Contract Administrator

Contract Administration Department

San Antonio Water System

Rodolfo.martinez@saws.org

- Questions will be formally answered via Addendum and posted to the SAWS website by April 25, 2024, by 2:00 p.m. CDT

Geotechnical Scope of Services

The Consultant shall perform the following Scope of Work (also referred to herein as a “Scope of Services”) as required for Geotechnical and Construction Materials Testing to be performed on an "as needed" basis.

GEOTECHNICAL ENGINEERING AND TESTING SERVICES

May include, but not limited, to the following:

- Subsurface exploration and sampling
- On-site field investigation and observation of construction activities
- Laboratory testing
- Geotechnical engineering analysis and evaluation of the field and laboratory test data
- Groundwater Studies
- Concrete/Grout/Flowable Fill design mixes
- Written reports and recommendations

Additional as-needed testing services may include the following:

- Soils
- Base Materials
- Aggregate
- Concrete
- Asphaltic Concrete
- Coring Services
- Structural Steel
- Welding
- Rebar Inspections
- Non Destructive Testing
- Flexible Membrane Liner Testing Services

GEOTECHNICAL QUALITY ASSURANCE TESTING

- CONSULTANT shall represent SAWS as a quality assurance agent during the water and/or sewer project construction work performed by a Contractor and the CONSULTANT shall conduct quality assurance testing and reporting.
- As a requirement of SAWS Standard Specification No. 804, Excavation, Trenching and Backfill, SAWS shall have such tests and inspections as desired performed by a nationally-accredited, independent testing laboratory for guidance and control of work involving soil compaction. SAWS may test any lift of fill at any time, location, or elevation. Such tasks as described will be requested by Work Order.

QUALITY ASSURANCE REPORTING

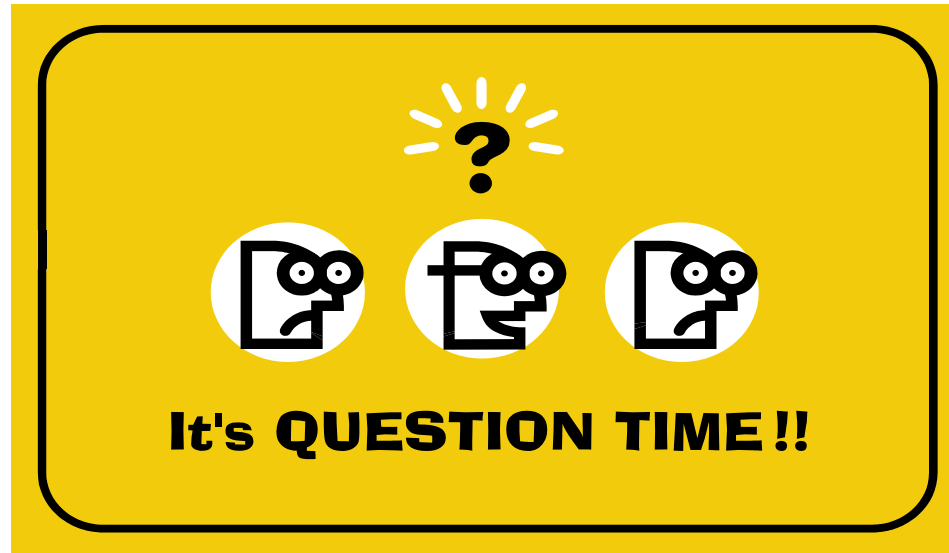
All tests will be conducted under the guidance and direction of a registered Professional Engineer or licensed professional, as required by State law. Testing reports are deliverable to SAWS and shall include the following information and account of services:

- Report Date.
- Date of Service.
- Name and location/limits of Project.
- Testing Lab Letterhead with Authorized Signature - Professional Engineer sealed, or appropriate licensed Professional required by law in charge or his delegated assistant.
- Report Identification Number (Sequential Numbering), SAWS Job No., Description, Price Agreement Service Number(s) of items performed, Quantity Performed and Location.
- Test Results.
- Contract Standards Controlling the Test(s).
- Compliance or noncompliance with the specifications.

QUALITY ASSURANCE REPORTING

All tests will be conducted under the guidance and direction of a registered Professional Engineer or licensed professional, as required by State law. Testing reports are deliverable to SAWWS and shall include the following information and account of services:

- Any extenuating circumstances affecting the test(s) or results.
- Observations to include service time chargeable to delays, rescheduling and overtime premiums.
- If Manpower is involved, provide representative names, classification, clearly marked start and end hours on both field and PDF reports.
- Required signature of the assigned SAWWS Representative on consultant field report.
- Numbers of trips with work performed on the Project.
- Name of person/entity requesting.
- One electronic copy to SAWWS.
- Identification of any and all required retesting of services.



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