

# Request for Competitive Sealed Proposals (RFCSP)

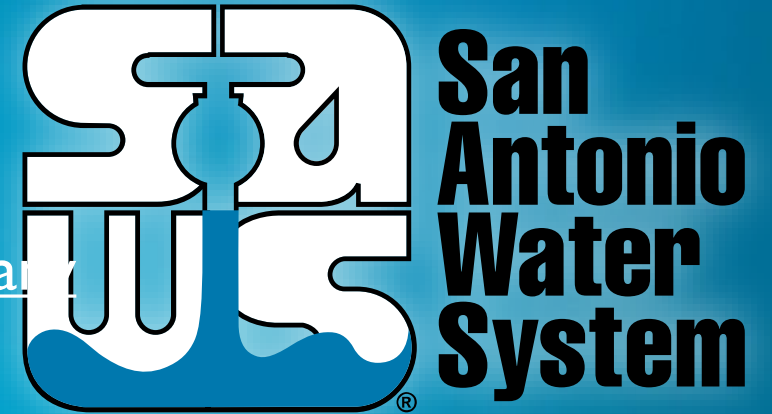
## Contractor Training

Diana L. Woltersdorf

Manager, Contract Administration

The presentation will begin momentarily.

Please sign in using the WebEx Chat feature with your company name, as well as contact information.



March 1, 2024

MAKING SAN ANTONIO  
**WATERFUL** 

# WebEx Meeting Information

- Please use the Chatbox feature in WebEx to sign in for this meeting
  - Name, company name and contact information
- You can also use this WebEx chat to submit questions
  - SAWWS will read questions aloud at the end of the meeting
- Please keep your devices muted during the meeting
- The PowerPoint presentation will be posted on the SAWWS website after this meeting.

# Agenda

- State Statute
- SMWB Requirements
- Key Documents/Supplementary Instructions to Respondents
- Required Experience
- Definitions
- Evaluation Process
- Evaluation Criteria (Typical Requested Information and Issues to Avoid)
  - Updates to Safety
- Proposal Packet Reminders
- Submitting a Proposal
- Questions



# State Statute

## Alternative Construction Delivery Methods

- Procured under Subchapter D. of Texas Government Code of Chapter 2269
- Allows governmental entities to select a contractor that can provide the best value
- Proposals are submitted with all requested information and scored on the published weighted evaluation criteria
  - Price is one criteria, but not the sole determining factor
  - Minimum is 36.9% up to 50%
- Proposals are publicly opened and ranked within 45 days
- Highest ranked offeror is notified in order to begin negotiations
  - If unsuccessful, SAWWS may formally cease negotiations and proceed to 2<sup>nd</sup> highest ranked (and so on).

# Contract-Specific Mandatory SMWB Goal is:

- Based on the availability of Minority and Woman-owned Businesses in the Local Area, and
- A direct percentage of the Price Proposal

# Minimum Qualifications for SMWB recognition:

- **SMWB Certification**

- South Central Texas Regional Certification Agency
- SBE-Certification Mandatory (included MBEs and WBEs)
- Texas Historically Underutilized Business “HUB” Program certification is recognized by SAWWS
- Local Office or Equipment Yard

- **Location**

- Counties: Bexar, Comal, Guadalupe, Hays, Kendall, Travis, and Williamson

# Good Faith Effort Plan (GFEP) FAQs

- **Q: Are RFCSP goals mandatory?**

A: Yes. If the goal is not met, proof of outreach efforts is required with the submittal.

- **Q: What if I am having trouble finding SMWB subcontractors?**

A: The SCTRCA has a search portal at [www.sctrca.sctrca.org](http://www.sctrca.sctrca.org), or you may reach out to SMWB staff for assistance.

- **Q: What if my business (as a prime contractor) is SMWB-certified? Do I need to find SMWB subs and suppliers?**

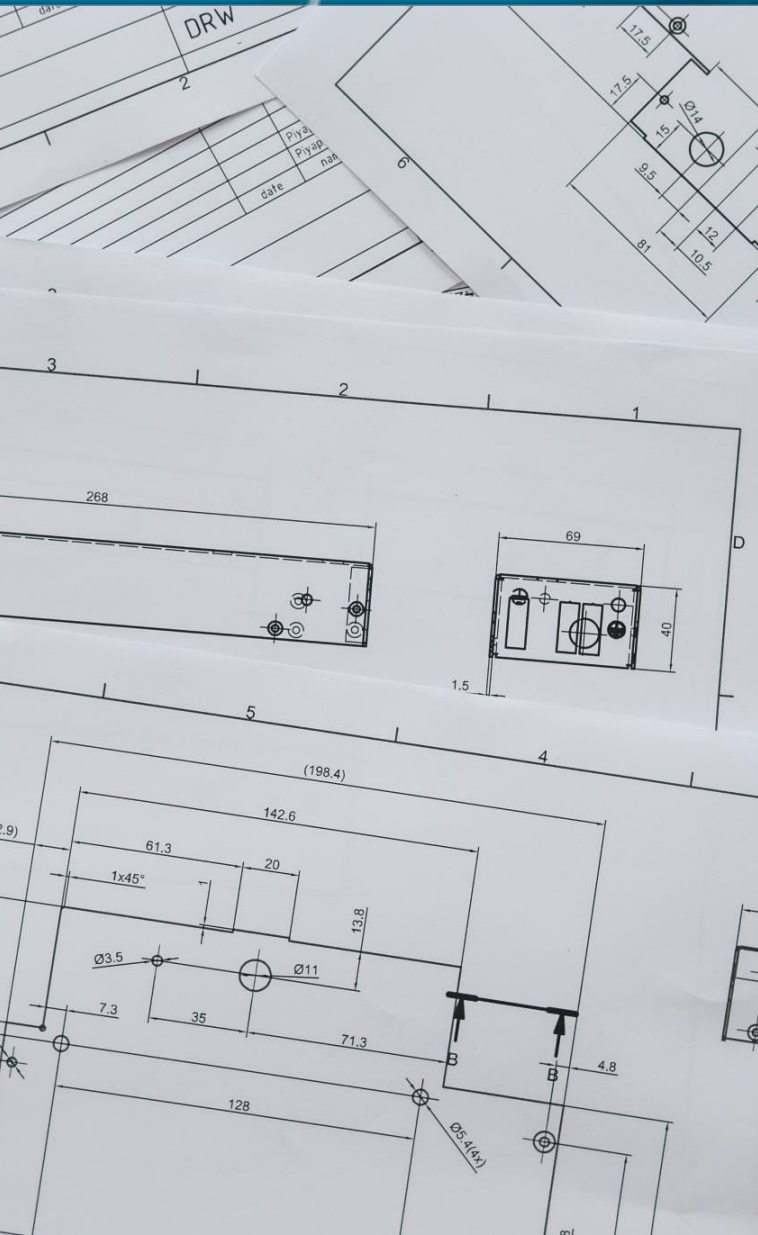
A: If your company is SMWB-certified, you will most likely meet the goal. However, the GFEP is a required document, and a good faith outreach effort is still necessary.

- **Q: Do I need to include all my subcontractors in the GFEP or just those that qualify towards the SMWB goal?**

A: **All** subcontractors and suppliers need to be included in the GFEP, even those that may not count towards the SMWB goal.

- **Q: What if I have questions about the GFEP?**

A: Please contact the SMWB Program Manager at 210-233-3420, or at [Marisol.Robles@saws.org](mailto:Marisol.Robles@saws.org). GFEP questions can be asked at any time until the submittal is due.



# Key Documents

Included with the Specifications for each Project

- Request for Competitive Sealed Proposal
- Instructions to Respondents
- Supplementary Instructions to Respondents (SIR)
- Proposal Packet Checklist
- Respondent Questionnaire
- Evaluation Criteria Forms



# Supplementary Instructions to Respondents

## SUPPLEMENTARY INSTRUCTIONS TO RESPONDENTS

The San Antonio Water System (SAWS) Board of Trustees and/or its designated representative have determined that the Competitive Sealed Proposals method of procurement will provide the best value for SAWS for this project. This procurement shall conform to Section 2269 of the Texas Government Code.

This document provides general information about the requirements and evaluation for this Request for Competitive Sealed Proposals (RFCSP).

### A. EVALUATION OF PROPOSALS

- SAWS will conduct a comprehensive, fair and impartial evaluation of all Competitive Sealed Proposals received in response to this request within 45 days of receipt of the proposals. SAWS will appoint a selection committee to perform the evaluation. SAWS will evaluate and rank each proposal in relation to the following selection criteria:

<b>Team Qualifications and Experience</b>	<b>17%</b>
<b>Quality, Reputation, and Ability to Deliver Projects on Schedule and within Budget</b>	<b>15%</b>
<b>Project Approach</b>	<b>18%</b>
<b>Price</b>	<b>40%</b>
<b>Small, Minority, and Women-owned Business Participation</b>	<b><u>10%</u></b>
<b>Total:</b>	<b>100%</b>

## C. Required Experience

- First step for Prime Contractor is determining whether to submit
- SIR outlines both the Summary of Work and the Required Experience
- Review thoroughly to ensure:
  - Similar project experience
  - Prime and/or key subcontractors have similar project qualifications and experience
  - Experience not only includes primary scope of work, but additional experience identified
- Projects submitted must clearly demonstrate, completely and sufficiently the scope is similar to the scope in the RFCSP
- Services must have been performed successfully and continuously provided for the specified number of years.

## D. Definitions

- Personnel
- Key Personnel
  - Defined by SAWWS specifying Key Personnel to include on the Organizational Chart (i.e. Project Manager, Project Superintendent, Project Scheduler, Safety Manager/Coordinator, Quality Control Manager, etc.)
- Subcontractor (defined by the General Conditions)
- Key Subcontractor
  - Defined as subcontractors that are responsible for executing a significant portion of the work and deemed essential to the work performed for the project.
  - May be further defined
- Both definitions vary per project scope

# Evaluation Process

- Technical Evaluation Committee reviews the copies of the proposals based on the evaluation criteria published in the Supplementary Instructions to Respondents
  - Scores technical criteria only
- Safety information reviewed by the Safety Department
- Price calculated and added to technical scores
- SMWB points calculated and added to technical scores
- Technical, Price and SMWB score are combined which determines the rankings
- Selection Evaluation Committee reviews final scores
- Notification to highest ranked firm and negotiations
- Board award

# Evaluation Criteria – Example 1

Criteria	Weight*
Team Qualifications and Experience	17%
Quality, Reputation, and Ability to Deliver Projects on Schedule and within Budget	20%
Project Approach including Delivery Schedule	15%
Price Proposal	40%
Small, Minority, and Woman-owned Business Participation	10%
<b>TOTAL</b>	<b>100%</b>

\*Percentages may vary at SAWS discretion

# Evaluation Criteria – Example 2

Criteria	Weight*
Proposed Team Qualifications, Experience and QA/QC Internal Processes	30%
Project Approach (Including Delivery Schedule Sequencing and Logistics)	20%
Price	40%
Minority Business Enterprise, Woman-owned Business Enterprise, and African American Business Enterprise Participation	10%
<b>TOTAL</b>	<b>100%*</b>

\*Percentages may vary at SAWS discretion

# Evaluation Criteria (found in SIR)

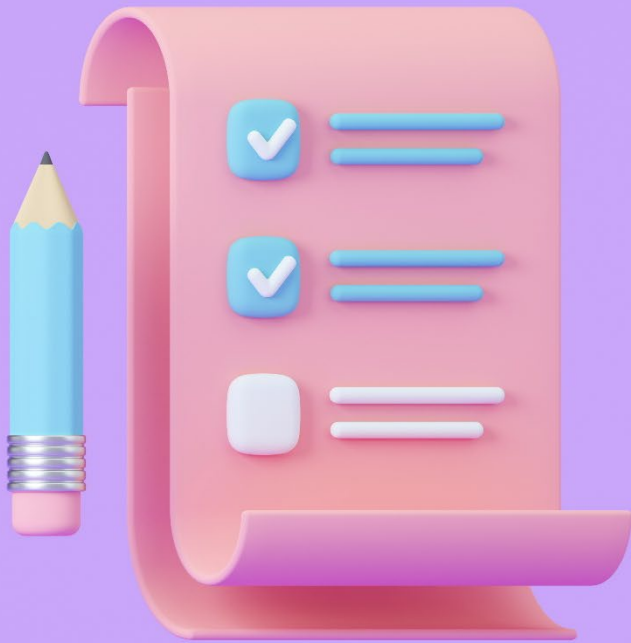
## Team Qualifications and Experience - Typical Requested Information

- Business Structure and Prime Contractor information
  - No. of employees, litigation history, years performing work, financial statement (now only last most complete year), etc.
- Proposed Team Structure and Key Personnel Roles and Responsibilities
  - 1 Page Org chart with Key Personnel (Prime and Key Subcontractors)
  - Proposed team, including Key Subcontractors, teaming history, and proposed approach for ensuring a successful project
  - Clear description of proposed team's Key Personnel roles and responsibilities
- Qualifications and Experience of Key Personnel Proposed for the Project
  - 1-page Resumes for Key Personnel identified on the Org Chart (Prime Contractor and Key Subcontractors)
- List of projects currently under construction in which Key Personnel are involved to include completion dates.

# Evaluation Criteria

## Team Qualifications and Experience - Issues to Avoid

- Missing information re: business structure, company information, financial statement, etc.
- Teaming history not clearly described. Or, if no prior teaming history, approach to ensure successful project not provided or is missing details.
- SAWS specified Key Personnel not included on the Org Chart.
- Key Personnel percentages not included on the Org Chart (or percentages aren't clear).
- Proposed team's roles and responsibilities not indicated or missing detail.
- Key Personnel did not perform work on the projects submitted with the proposal.
- Missing resumes for Key Personnel identified on Org Chart, or some information is missing, as requested in the SIR.
  - Especially when projects that were submitted with the proposal aren't included on the resume.





# Evaluation Criteria (found in SIR)

Quality, Reputation & Ability to Deliver Projects on Schedule and within Budget - Typical Requested Information

- Prime Contractor On-Time Completion on Similar Projects
  - Number of projects ( i.e., 3-5) and allowable years (i.e. 5, 7, 10, 15) are specified of similar size, scope, and complexity
  - Key Personnel must have participated on specified number of the submitted project (i.e., 2 of 3) projects
    - Key Personnel requirements also (i.e., Project Manager 1 of 3 )
  - May also indicate, if SAWS experience, include a specified number as part of the requested maximum
- Additional projects required if Prime Contractor will self-perform work identified as Key Subcontractor work
- List of all projects currently under construction in which Key Personnel are involved



# Evaluation Criteria

Quality, Reputation & Ability to Deliver Projects on Schedule and within Budget -Issues to Avoid

- Submitted projects are not similar to scope, size, contract value or complexity of the RFCSP.
- Construction not complete on submitted projects.
- Projects weren't performed within the designated years
- Key Personnel did not participate on submitted projects
- Missing requested key information from the projects
- List of all projects currently under construction in which Key Personnel are involved is missing.
  - Not including SAWS projects, if requested.

# Safety Information for Prime Contractor and Key Subcontractors within the Last 5 Years

- Information Requested
  - Completed Safety Matrix
  - TRIR for Prime and Key Subcontractors within last 5 years
  - OSHA Complaints, Inquiries, Investigations and/or Violations or any state or local level OSHA Programs for Prime and Key Subcontractors
  - All Fatalities for Prime Contractor and Key Subcontractors and Safety History with details outlining descriptive measures, new or additional safety training, and process improvements
- **Issues to Avoid**
  - Not including all required information (or completing) the Safety Matrix
  - Not providing backup documentation, when requested

# Evaluation Criteria (found in SIR)

## Project Approach, Schedule and Availability

- Project Approach
  - Key milestones, specific critical processes and paths, construction phasing/sequencing, permits, approvals, coordination with stakeholder, etc.
  - Innovative ideas for cost savings
  - Quality Management Plan (steps, safeguards, QC processes, document control, etc.)

# Evaluation Criteria

## Project Approach, Schedule and Availability - Issues to Avoid

- **Project Approach**
  - Narrative is boilerplate, doesn't include details, and/or is missing requested information
  - Missing information or little detail on key milestones, critical processes/paths, construction phasing/sequencing, permits, approvals, coordination with stakeholder, etc.
  - Innovative ideas for cost savings not included or lacking detail
  - Quality Management Plan not included. Or, some of the requested information is missing (i.e. steps, safeguards, QC processes, document control, etc.)

# Evaluation Criteria (found in SIR)

## Project Approach, Schedule and Availability - Typical Requested Information

- **Project Schedule and Unforeseen Conditions**
  - Schedule with all milestones, specific critical processes, critical path methods, construction sequencing etc. using SAWWS' anticipated NTP.
  - Explain how Respondent will complete the SAWWS project on schedule with other active or soon to be active projects.
  - Identify long-lead time items and critical path shop drawing submittals.
  - Provide details for procurement and delivery of items including long-lead time equipment and devices (sometimes items are specified).
  - Past project experience with unforeseen conditions (resolution and/or recovery plan)
  - Project approach to mitigate and manage unforeseen conditions for the SAWWS project. (Incorporate examples.)

# Evaluation Criteria

## Project Approach, Schedule and Availability - Issues to Avoid

- **Project Schedule and Unforeseen Conditions**
  - Missing Project Schedule
  - Schedule is missing key milestones, critical processes, critical path methods, etc.
  - Project schedule exceeds calendar days and/or doesn't reflect anticipated NTP date
  - Missing specific details how Prime Contractor will complete project on schedule with active or soon to be active project.
  - Failure to identify long-lead time equipment and critical path shop drawing submittals (and/or not reflected in the schedule or doesn't match project schedule).
  - Examples from *past* project experience with unforeseen conditions (including resolution and/or recovery plan) not included or lacking details requested
  - Description on how Prime Contractor will mitigate and manage unforeseen conditions for the SAWWS project missing or lacking detail

# Evaluation Criteria

## Project Approach, Schedule and Availability

- Availability of Key Personnel and Equipment
  - Prime and Key Subcontractors for this Project
  - Specialty Equipment and/or Facilities for this Project
  - Per Org Chart, available workforce for various disciplines, number of crews, etc.
- **Issues to Avoid**
  - Availability of personnel or equipment not indicated or not sufficient per scope of work
  - Equipment and facilities not identified and/or is missing
  - Workforce not identified for specific key disciplines or missing and/ or proposed team not sufficient per the scope





# Evaluation Criteria (found in SIR)

## Price

- Lowest total price will receive the maximum points
  - Remaining proposals will receive points based on comparison to the lowest price proposal
- **Issues to avoid**
  - **Incorrect total or subtotal (double check extensions for each line item)**
  - **If applicable, ensure line items for mob and prep of ROW don't exceed the maximum percentage (don't exclude or include line items, rather reference what is designated)**
  - **Using the incorrect Price Proposal (if revised via Addendum)**

# Proposal Packet Reminders -SMWVB

- Are the Prime Contractor and Subcontractors certified? And, if so, are they up to date on certifications?
- Have all key subcontractors been included on the organizational chart identified on the Good Faith Effort Plan (GFEP)?
- Does the Prime Contractor meet the required performance percentage identified in the Supplemental Conditions?
  - And is this line completed on the GFEP?
- Has back up documentation of Good Faith Efforts been provided with the proposal?

# Proposal Packet Reminders - References

- Projects submitted must include a reference from the project Owner (city, county, state, etc.) with all the requested information
- Confirm contact information for project references to include POC, phone numbers and email addresses prior to submitting a proposal
- Construction of the project must be complete (unless stated otherwise)
- Projects must be performed with the designated time period in the SIR (5, 7, 10 years, etc.)
- The minimum number of projects indicated in the SIR must be submitted by the Prime Contractor (and Key Subcontractor)
  - If Prime Contractor will self perform the scope of work identified for a key subcontractor, additional projects will be required.

# Proposal Packet Reminders - Proposal Cohesiveness

- Proposal should be one (1) complete cohesive packet that clearly, completely and sufficiently demonstrates the following:
  - Prime Contractor and team have the Required Experience
  - Submitted Projects are similar in scope, size, contract value and complexity
  - Project Team experience and capabilities (Org chart, projects participated on, and resumes for Key Personnel and Key Subcontractors) are similar in scope, size and complexity
    - And Key Personnel have participated on the submitted projects and is noted on the resume
- Team members are identified for all essential work as identified by SAWWS

# Proposal Packet Reminders

- Thoroughly review key documents of the RFCSP early to become familiar with requirements
  - Goal is to address all required information and maximize points so as to not leave any points "on the table"
- Provide detailed, thorough responses highlighting your company and what it can offer to SAWWS for the project
- Ask questions ahead of the deadline!
- Reach out to the SMWB Program Manager for assistance anytime until the due date
  - List of subcontractors in the specified discipline
  - Assistance in completing the GFEP or understanding the point structure

# Proposal Packet Reminders

- Complete Respondent Questionnaire (#1-11) completely, ensuring there aren't any items left unanswered, and then sign

### GENERAL INFORMATION

1. **Respondent Information:** Provide the following information regarding the Respondent. (NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: \_\_\_\_\_  
 (NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Social Security Number or Federal Employer Identification Number: \_

2. **Contact Information:** List the one person who SAWS may contact concerning your proposal or setting dates for meetings.

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

b. Are you, Contractor, held or controlled by a company or other entity, including a governmental entity, that is owned or controlled by citizens of or directly controlled by the government of China, Iran, North Korea, Russia or a country designated by the Governor of the State of Texas pursuant to Texas Government Code Chapter 2274?

Yes  No

c. Are you, Contractor, headquartered in China, Iran, North Korea, Russia or a country designated by the Governor of the State of Texas pursuant to Texas Government Code Chapter 2274?

Yes  No

11. **Addendums:** Respondent is required to acknowledge receipt of all addendums.

None  Yes  If "Yes", Identify.

\_\_\_\_\_

The information provided above is true and accurate to the best of my knowledge. Furthermore, we understand that failure to complete the Respondent Questionnaire may subject this firm to elimination from the selection process.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Proposal Packet Reminders

- Use Evaluation Criteria forms to ensure all sections/items are provided as part of the proposal (posted in Word on the SAWS website)

### Evaluation Criteria Form

*The intent of this document is to provide Respondents a structure for their responses. While there are page limits for this solicitation, there are no character limitations.*

*Respondents should provide answers to the questions below in the order and spaces provided to ensure continuity between Respondent's submissions.*

*When responding to the questions below, Respondents should use the space provided in this form, unless otherwise indicated.*

**If all fields are not completed and/or requested information is not provided to SAWS, their may be a reduction in the points or the proposal may be deemed non-responsive**

**1. Background/Experience and Past Performance (29 Points)**

**a. Organizational Structure and Information of the Prime Contractor**

- i. Provide current business organizational structure, type of business structure, and stability of organization.
- ii. Provide Debarment history for the company for the last ten (10) years.
- iii. Provide any litigation, arbitration, and claims history for the last three (3) years and any litigation, arbitration, and claims history with SAWS regardless of the year they

<b>Project Name:</b>	
Utility/Owner name:	
Utility/Owner Project Manager's name and contact information to include a valid, recently verified email and telephone number:	
Proposed Contractor's Key Personnel who participated on this project:	
Key Personnel's role on this project:	
Project is within the last seven (7) years:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project has similar size, scope, and complexity to the work described in the Contract Documents:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detailed project description and explanation for why it is comparable to the size, scope and/or complexity for this item:	
Original bid/price and final construction in place costs:	
Total costs for all change orders, as well as an explanation regarding the reason for specific change orders:	
Construction Contract Notice to Proceed (NTP) Date:	
Identify whether the project was completed on-time and within budget:	On-time: <input type="checkbox"/> Yes <input type="checkbox"/> No Within budget: <input type="checkbox"/> Yes <input type="checkbox"/> No
Original Contract Time (specify Calendar Days)	

# Submitting a Proposal

## Respondent QA/QC

- Have extensions for the for each of the line item on the Price Proposal been verified?
- Are all sections of the Respondent Questionnaire completed?
- Are all required documents/information included in the original and the copy per the Respondent Proposal Checklist?
- Are project references correct, verified and specific to the scope in the RFCSP?
- Are all documents requiring signatures signed?
- Is bid bond included with the Price Proposal (File 1)?
- Is the Financial Statement with the Price Proposal (File 1)? (If required)



# Submitting a Proposal

- SAWS only accepts electronic proposals for RFCSPs
- Request access to the FTP site from the designated Contract Administrator asap
- Ensure the 3 files are titled per the Respondent Proposal Checklist
- Allow sufficient time to upload all 3 files
  - SAWS will not accept late responses and they will not be opened
- SAWS will publicly read aloud the prices of the submitting Prime Contractors
  - The final evaluation scores and bid tab will not be posted until after Board award



# Contact Information

Contact Name	Title	Telephone Number	Email address
Diana L. Woltersdorf	Manager, Contract Administration	210-233-3372	<a href="mailto:Diana.Woltersdorf@saws.org">Diana.Woltersdorf@saws.org</a>
Marisol Robles	SMWB Program Manager	210-233-3420	<a href="mailto:Marisol.Robles@saws.org">Marisol.Robles@saws.org</a>
Susan Rodriguez	Sr. SMWB Program Specialist	210-233-3070	<a href="mailto:Susan.Rodriguez@saws.org">Susan.Rodriguez@saws.org</a>
Roxy Eguia	SMWB Program Specialist	210-233-3980	<a href="mailto:Roxanne.Eguia@saws.org">Roxanne.Eguia@saws.org</a>

# QUESTIONS?

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