

18-18015 – REQUEST FOR PROPOSAL
SANITARY SEWER CLEANING AND INSPECTION OF ASSETS AT THE LEON
CREEK WRC
CONSENT DECREE RELATED
Mandatory Pre-Proposal Meeting
February 20, 2018

1. **Sign in Sheets**
2. **Introductions**
3. **Mandatory Pre-Proposal Meeting**
 - a. In order to be considered for an award, bidder shall attend the Mandatory Pre-Proposal Conference in-person.

4. **Timetable**

Following is a list of projected dates/times for this Request for Proposal	
Mandatory Pre-Proposal Conference	February 20, 2018; 10:00 am
Final Questions Due	February 23, 2018; 4:00 pm
Q & A Posted to Website	February 28, 2018; 4:00 pm
Proposal Due Date	March 7, 2018; 3:00 pm
Board Meeting to consider Award	April 3, 2018
Proposed Start of Contract	TBD

5. **Questions**

- a. Everyone is encouraged to ask questions as we cover the contract terms and conditions and scope. Any oral responses given at the Pre-Bid Meeting shall not be official or binding on SAWS until followed up in writing. Questions asked during the Pre-Bid Meeting must be followed up in writing. SAWS to follow up with an official response via an Addendum.
- b. **Final Questions Due Date** – Friday, February 23, 2018; 4:00 pm -- No other questions will be entertained after the deadline.
- c. **COMMUNICATION Pg 16**

Restrictions

1. Bidders 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 bid from the time the bid is released until it has been acted upon by the Board of Trustees.

2. Respondents or their representatives are prohibited from communicating with SAWS employees regarding this bid, except as provided under QUESTIONS, from the time the bid is released until the contract is awarded.
 3. This includes “thank you” letters, phone calls, emails, and any contact that results in the direct or indirect discussion of the bid response submitted by Bidder.
 4. Violation of this provision by the Bidder and/or their agent may lead to disqualification of the Bidder’s bid response from consideration.
6. **Proposal Due Date** – Wednesday, March 7, 2018 at 3:00 pm – Late Proposal will not be accepted;
7. **Contract Terms and Conditions – Advised to read all terms and conditions in their entirety!**
- a. **Period of Performance:**

The Vendor shall provide the equipment and workforce to accomplish the work within the four month period of the contract.

- i. Penalty for non-performance. Time is of the essence for the performance of all work by the Vendor. For each day and fraction thereof beyond the period of the contract that the work is not complete and the final invoice is not submitted, the Vendor shall pay SAWS a penalty for non-performance in the amount of \$500 per day, unless SAWS elects to pursue other action as allowed by law or the contract.
- b. **Start Date:** Scheduled for TBD
 - c. **Evaluation Criteria Summary**

Respondents not providing a response to each of the criteria listed in this RFP shall be considered non-responsive and ineligible for consideration.

Evaluation criteria are listed in order of priority:

Evaluation Criteria	Points
a. Pricing	35
b. Project Approach	25
c. Similar Prior Experience and References	15
d. Resources	15
e. Adherence to Small, Minority, Woman and Veteran Owned Business (SMWB) Participation (Exhibit “B” Good Faith Effort Plan)	10
TOTAL	100

8. PROPOSAL SUBMISSION AND MINIMUM REQUIREMENTS

1. Submission of Proposals – Submit the proposal on a Flash Drive and in hard copies. The Flash Drive should contain the entire Proposal as submitted in PDF format along with Appendix A- in Excel and PDF format, and be clearly marked with the RFP information.
2. **One (1) complete original proposal (marked as “Original”) and seven (7) complete copy (marked as “Copy”)** placed in a sealed package must be submitted. Original proposal must be signed by a representative that is authorized to bind the organization. **The Flash Drive, original and all copies should be submitted in a sealed package, with the project information and due date and time clearly identified on the outside of the package.**

San Antonio Water System
Attn: Purchasing Department
Administrative Building
2800 U.S. Hwy 281 North
San Antonio, Texas 78212

3. Responses submitted via any form of electronic transmission, such as electronic mail, or facsimile, will not be considered.
4. If the submittal to this RFP is by any means other than personal delivery, then it is the Respondent’s sole responsibility to ensure the submittals are delivered to the exact location by the time specified.
5. If submission is by personal delivery, allow fifteen (15) minutes for check-in with the guard.
6. Responses should be clear, concise, and complete. They should be submitted using an 8 ½” by 11” portrait format. Illustrations, if required, may be submitted on 11” by 17” sheets.
7. Responses must be **securely** bound by any means **except** by 3-ring binders and paper/binder clips.
8. By submission of a response, the Respondent acknowledges that it has read and thoroughly understands the Scope of Services, agrees to all terms and conditions stated herein, and acknowledges that it can perform all tasks as required.

9. Response Format:

1. Submittal Response Checklist
2. Respondent Questionnaire
3. W-9 Form
4. Bid Bond for Request for Proposal
5. Project Team and Resumes including Organizational Chart
6. Past Experience with Similar Projects
7. Project Approach
8. Quality Assurance /Control
9. Compensation Proposal
10. Exhibit “A” – Proof of Insurability
11. Exhibit “B” – Good Faith Effort Plan

12. Exhibit “C” – Disclosure of Interested
 13. Exhibit “D” – Conflict of Interest Questionnaire
 14. Exhibit “E” – Security Procedures
 15. Exhibit “F” – Sample Contract (Review Only)
 16. Exhibit “G” – Compensation Proposal
 17. Exhibit “H” – Consent Decree Notice Provision
 18. Exhibit “I” – Bond Samples
- Appendix “A” – Plans
Appendix “B” – Sonar inspection reports
Appendix “C” – As built drawings
Appendix “D” – Flow Data

10. Insurance Requirements: (page no. 32-38) Insurance requirements will have to full compliant before awarded respondent will begin work on SAWS facility.
11. **SMALL, MINORITY AND WOMAN-OWNED BUSINESS PROGRAM COMPLIANCE:** (page no. 39-44) Complete, sign and submit the attached Good Faith Effort Plan.
12. Security Procedures (**page no. 47**): Respondent will be required to get background checks and employees will have to wear a SAWS contractor’s badge.
13. **SCOPE OF SERVICES: (Jerome Iltis)** – Cleaning & Inspection of Sanitary Sewer Assets at the Leon Creek WRC as required and provided for in this RFP.
14. Any other questions.
15. Sign-in sheet will be posted to SAWS website.
16. Thank you for your interest and attendance.
17. Adjourn