

B-21-012-LE, Job No. 22-0109

Eastside and Westside Service Center Remodel Project

Mandatory Pre-Bid Meeting
November 12, 2021 at 9:00 AM

Lindsay Esquivel

Contract Administrator

John Powers and Sonia Gaeta

Superintendents, Facility Management

Christina Davis, P.E.

RVK Architecture



**San
Antonio
Water
System**

MAKING SAN ANTONIO
WATERFUL



Oral Statements

Oral statements or discussion during this Mandatory Pre-Bid meeting today will not be binding, nor will it change or affect the terms or conditions within the Plans and Specifications of this Project. Changes, if any, will be addressed in writing only via an Addendum.



Agenda

- Role Call
- Important Information
- General Project Information & Scope
- Small, Minority, and Woman-owned Business (SMWB Requirements)
- Contract Solicitation Website
- Contract Requirements
- Bid Packet Preparation
- Solicitation Schedule
- Bid Opening Dates/Times
- Project Overview
- Key Reminders / Questions

Important Information

- This is a Mandatory Pre-Bid meeting, followed by a Mandatory Site visit at 2 locations.
- Firms that are represented here today (verified by role call) may submit as a prime contractor for this project
 - If an interested firm attends only the Pre-Bid and not both sites they will NOT be allowed to submit for this project.
 - If an interested firm attends only the Sites but is not present for this Pre-Bid, they will NOT be allowed to submit for this project.
- Construction services for this project are being procured through low bid
- This presentation is available on the website

General Project Information

Eastside and Westside Service Center Remodel Project	
Construction Estimate	\$110,000.00
Contract Duration	90 Calendar Days



Scope of Work

Sealed bids are requested for the following:

- San Antonio Water Systems (SAWS) is soliciting bids for the purpose of retaining an experienced, license Contractor to perform to furnish all labor, materials, equipment, and supervision for the remodeling of designated areas at two (2) of SAWS Customer Service Centers located at: 403 S. W.W. White Rd. (Eastside Service Center) and 803 Castroville Rd. (Westside Service Center), San Antonio, Texas.
- Scope to include Demolition, Construction, Electrical, Cabinetry, Flooring, Bullet Resistant Panels, Store Front Framing with glass work, Data cabling, Fire alarm, Security, Cashier Pedestals
- Bidders are responsible to review each Service Center's Scope of Work, Plans, Specifications, Permits, and any needed site measurements needed for bid purposes.



Aspirational SMWB Goal

Industry	Aspirational SMWB Goal
Construction	20%

The aspirational SMWB goal is 20% of your total bid price.

Accepted SMWB Certification Agency

- **South Central Texas Regional Certification Agency**

- All SMWBs must have Small Business Enterprise certification (including Minority Business Enterprises and Woman-owned Business Enterprises)
- Texas Historically Underutilized Business (HUB) certification also recognized.

- **Local office or equipment yard in any of the following counties:**

- Atascosa, Bandera, Bexar, Comal, Frio, Guadalupe, Kendall, Kerr, McMullen, Medina, Uvalde and Wilson.



Good Faith Effort Plan (GFEP) FAQs

- Q: Is the 20% aspirational SMWB goal mandatory?**
 A: No, but we ask prime contractors to do their best with good faith outreach efforts. 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 South Central Texas Regional Certification Agency (SCTRCA) has a search portal at www.sctrca.sctrca.org. Please contact the SMWVB Program Manager with any outreach issues.
- Q: What if my business is SMWB-certified? Do I need to find SMWB subs?**
 A: If your firm is SMWVB-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 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 SMWVB Program Manager at 210-233-3420, or at Marisol.Robles@saws.org. GFEP questions can be asked at any time before the submittal is due.



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

1. Subcontractor & Supplier Payment Tracking
2. Subcontractor and Supplier Additions or Substitutions
3. Must be Current and Accurate before Retainage is released

<https://saws.smwbe.com>



The screenshot shows the homepage of the San Antonio Water System's Subcontractor Payment & Utilization Reporting System. The page features a blue header with the San Antonio Water System logo on the left, a link to "OUR MAIN SITE", and a "CONTACT SUPPORT" button. The main content area has a background image of industrial water treatment equipment. The title "Subcontractor Payment & Utilization Reporting System" is prominently displayed in white text, with a "Log In" button below it. Below the title, there are three columns of links: "System Training" (Learn how to fully utilize our system with a live trainer), "About the System" (Learn more about this system and how it works today), and "Account Access" (Lookup Vendor accounts or reset user passwords). The "Account Access" column includes "Account Lookup" and "Forgot Password" buttons. At the bottom, a footer states: "The Subcontractor Payment & Utilization Reporting System is powered by B2Gover Software © Copyright 2018."

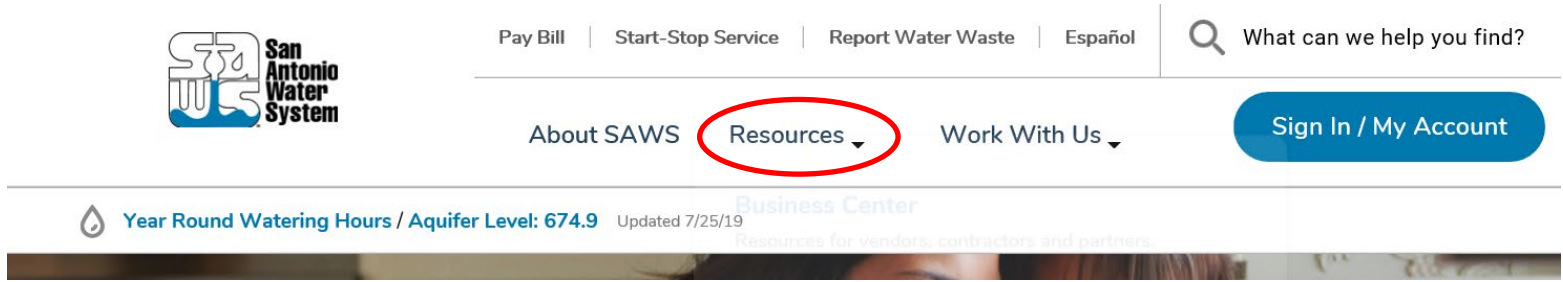
Vendor Registration & Notification (VRN)

- Please register through SAWS Vendor Registration Program on the SAWS website at [Business Center - San Antonio Water System \(saws.org\)](https://www.saws.org) to ensure access to the latest information.

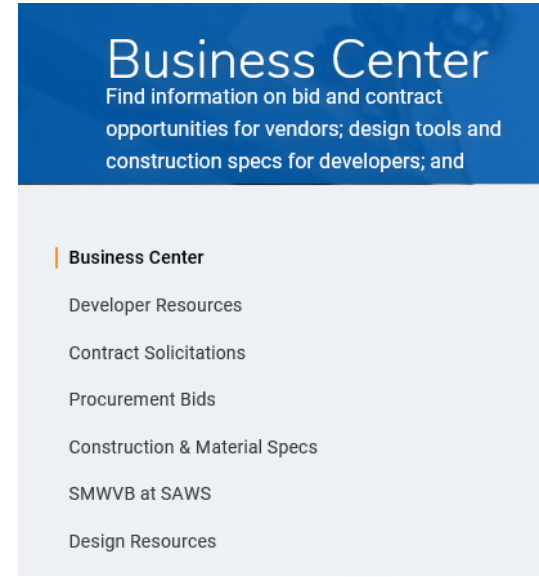
The screenshot displays the 'Contract Solicitations' section of the SAWS website. On the left, there is a heading 'Contract Solicitations' followed by a paragraph: 'Vendors are invited to submit proposals for contracts seeking goods and services. Register for access to new contract opportunities, plan holders lists and more.' Below this is a blue link 'View Current Solicitations >'. On the right, there is a 'Contract Solicitations Login' form with fields for 'Email *' and 'Password *', a 'Forgot Password | Register Now' link, and a blue 'Submit' button.

Contract Solicitations Website

- To locate the Contract Solicitations website choose Resources




- 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
 - Plan Holder’s List
 - Downloads
 - Plans
 - Specs
 - Addendums
 - Geotechnical Data Report






**Non-Mandatory
Pre-Bid Meeting**
10:00 AM, Tuesday Aug. 6, 2019

San Antonio Water System Customer Service Building, 2800 U.S. Hwy 281 N, San Antonio, Texas 78212; Conference Room CR-C145



Notify Me
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Plan Holders List
View plan holders list.

[View List](#)

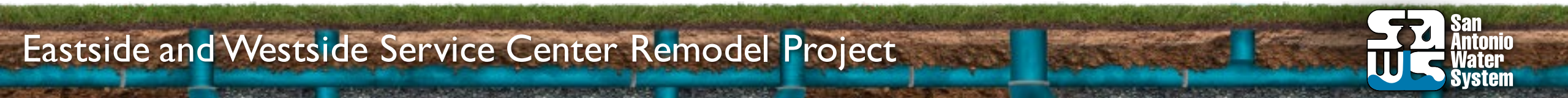
Downloads

Specifications 

Jul. 31, 2019
Note: You must be logged in to access this document.

Plans 

Jul. 31, 2019
Note: You must be logged in to access this document.



Contract Requirements

Prevailing Wage Rate and Labor Standards – Section 2.10 of the General Conditions

- Payroll records are subject to review
- Contractors to utilize LCP Tracker
- Certified payroll to be submitted on weekly basis
- Contractors are responsible for sub-contractor payroll
- Late payrolls delay contractor payments from SAWS
- Wage decisions are included within the specifications
- Site visits by SAWS staff or TWDB are random and unannounced
- Interviews will be conducted and will be private & confidential
- All apprenticeship programs will need to be approved by Department of Labor prior to starting

Contract Requirements - Supplemental Conditions

- Insurance requirements are found in Section 5.7 of the GCs
 - Builder's Risk will not be required for this project
- SAWWS will request certificates of insurance prior to Board award to expedite execution of the contract
 - All deficiencies must be corrected
- Insurance must be compliant for ALL SAWWS contracts prior to executing the contract
- Contractor must maintain insurance coverage during the term of this Project.
- Liquidated damages will be assessed at \$500.00 a day for final completion extending beyond the contract end date.



Contract Requirements - Supplemental Conditions

- Contractor shall perform the work with its own organization on at least 40% of the total original contract price which should be indicated on the Good Faith Effort Plan.

Type/s of Certification: SBE: _____ MBE: _____ VBE: _____ WBE: _____

Prime Contractor's Percentage of Participation: (Ex: 100% is the total value of the contract.) _____ %

Describe your firm's participation to be performed on this Project: _____



Bid Packet Preparation

- Double check all mathematical calculations and verify all extensions
 - “As a reminder, during the review process any extension error will be corrected, and the correct amount will be the basis for determining the bid position. The official bid tabulation will be posted to the SAWWS website within 10 business days.”
- Addendums are acknowledged on the Bid Proposals
 - Check our website regularly for addendum postings
 - It is possible to have multiple addendums during the time frame in addition to the scheduled final addendum

Initial Bid Packet Preparation

- Utilize Bid Packet Checklist within the specifications
- Only limited items are required with the initial bid packet
 - List of Bid Items
 - Signed Bid Proposal Signature Page, Acknowledgement of All Addendums and Executive Order
 - Bid Packet Checklist
 - Signed Proposal Certification
 - Bid Bond
 - Good Faith Effort Plan

Apparent Low Bidder – Post Bid Packet Preparation

- Apparent low bidder must submit additional information within 24 hours of the bid opening to include:
 - Conflict of Interest Questionnaire
 - Proof of Insurability (Letter from Insurer or Sample Certificate of Insurance)
 - Company information packet
 - Statement regarding ability to complete the project
 - W-9
- Three (3) similar projects completed within the last 5 years including the following information for a valid contact person for each project
- Name of project, amount of project, project duration, contact person's name, address, and telephone number
- Verify references prior to submitting to SAWWS
- References shall be from the Owner (city, county, etc.)

Solicitation Schedule

Questions Due
November 18th, 2021,
by 4:00pm (CST)

FTP Request Deadline
November 29th, 2021,
by 2:00pm (CST)

Lowest Responsible
Bidder Notified
December 2021



Answers Posted
November 22nd, 2021,
by 5:00pm (CST)

Bids Due
November 30th, 2021,
by 2:00pm (CST)

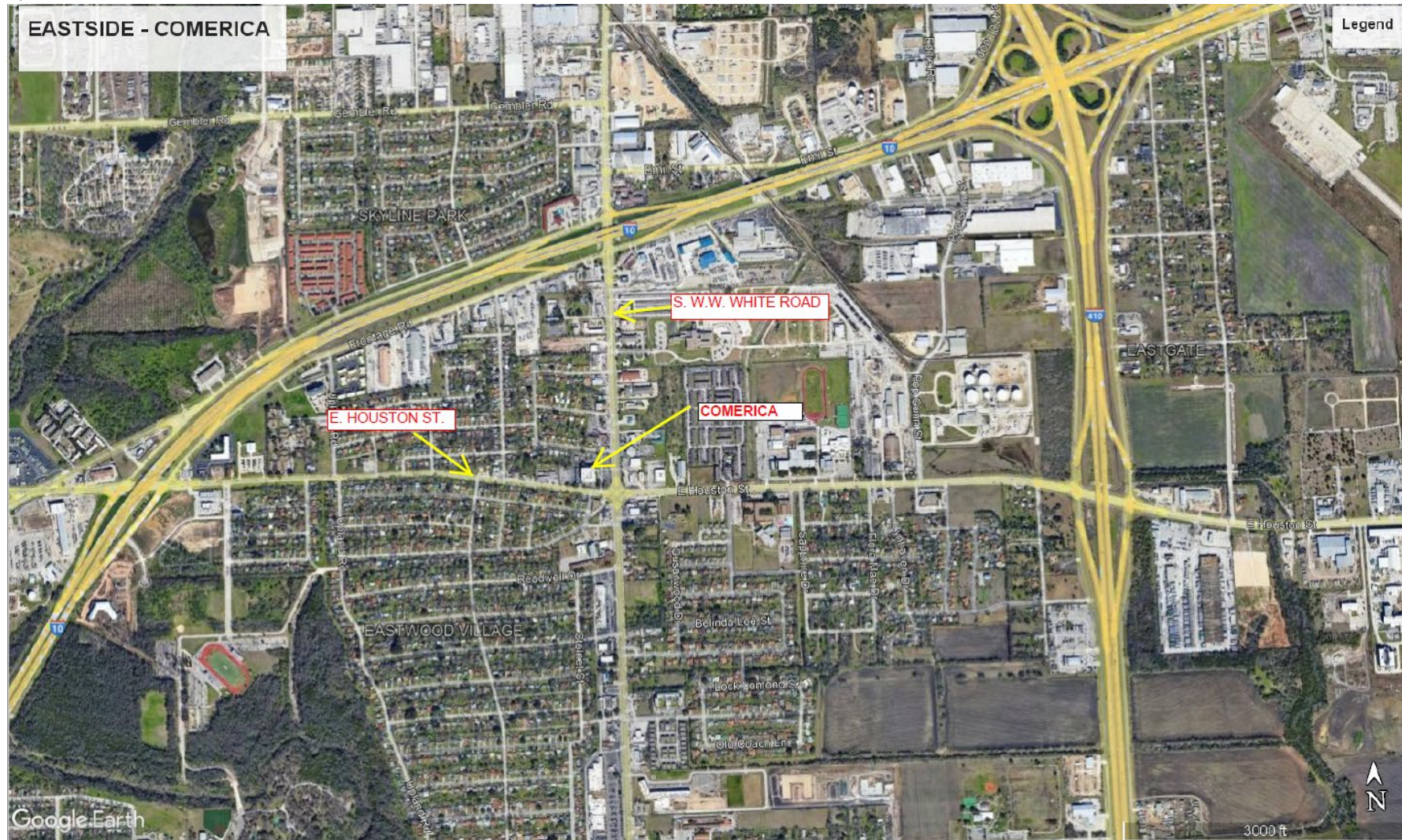
Board Award
January 11th, 2022

Bid Opening

November 30, 2021 at 2:00 PM (CST)

- Bids opening will be held via WebEx, link found on SAWWS website
- Bids will be received either electronically or hard copy sealed bids
- SAWWS encourages electronic bids via the secure SAWWS FTP site.
 - Request to submit the bid electronically through SAWWS FTP site must be submitted **no later than 2:00 PM (CST) on November 29, 2021.**
- Or, Sealed bids will be received by Contract Administration, 2800 U.S. Hwy 281 North, Tower II, Customer Service Building, via a black drop box located on the left wall when walking through the first set of double glass doors of the main Tower II entry on the north side of the building.
 - If delivering in person to SAWWS, Bidders should allow for sufficient travel time
- Late bids will **NOT** be accepted and will not be opened.

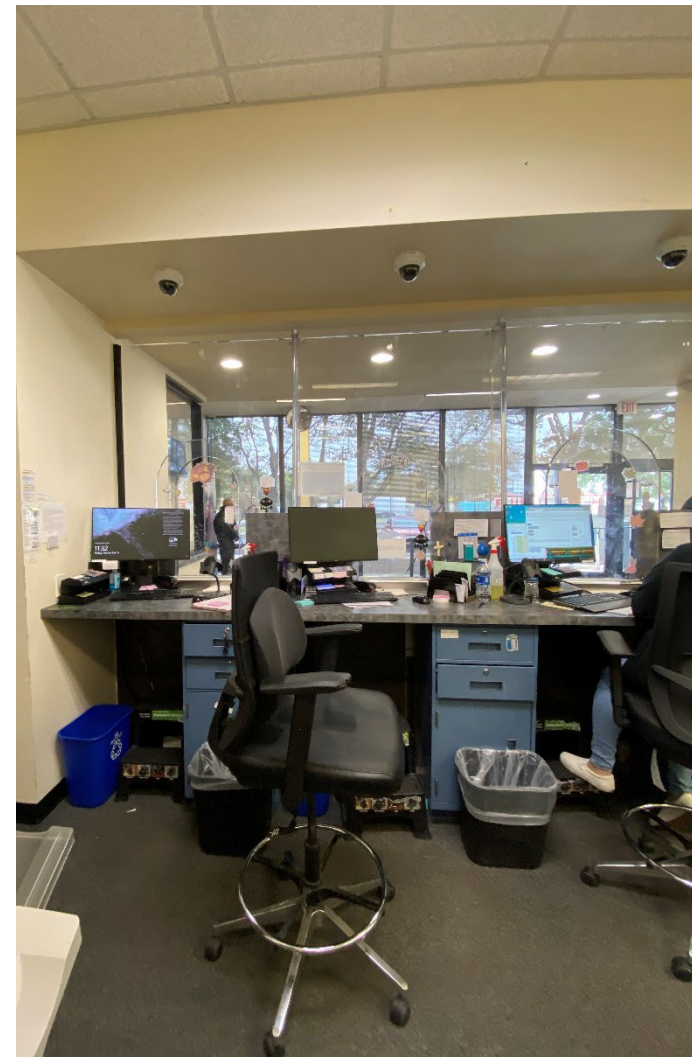
Project Overview



Eastside and Westside Service Center Remodel Project



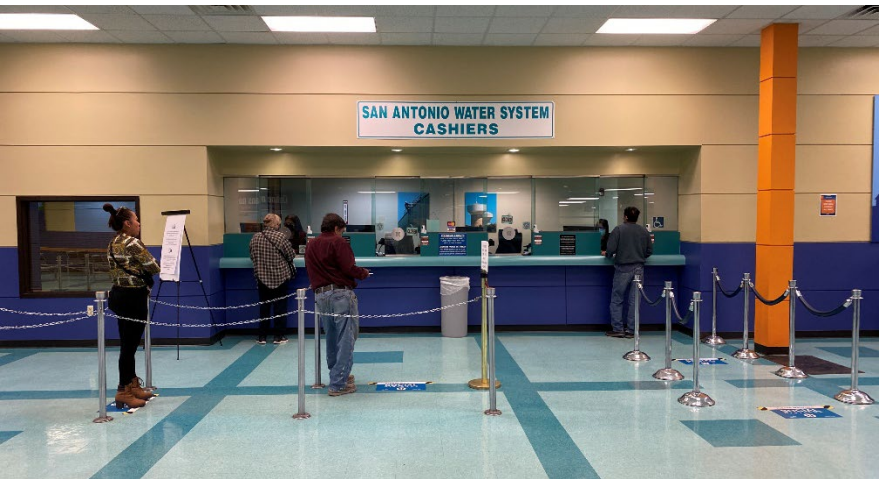
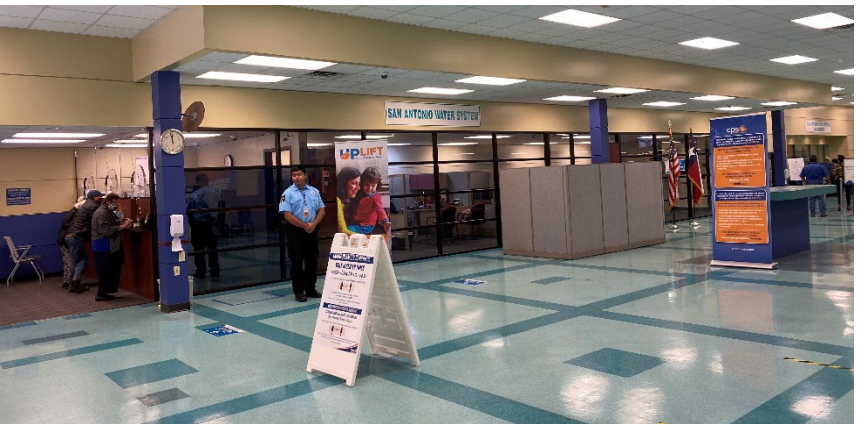
Eastside Customer Service Center



Project Overview



Westside Customer Service Center



Project Scope Highlights

- Contractor shall provide storage pod for materials, paints, tools, and equipment, if deemed necessary. There are no areas in building for storage of materials, tools, or equipment.
- Customer Service Center Hours are Monday – Friday from 8:00 am to 5:00 pm. **All work shall be performed daily after the closing of each Service Center, 5:30 PM (CST).**
- All work shall be completed, and the Service Centers must be cleaned daily in order for Service Center to resume normal operations the next business day.

Key Reminders

- All questions should be sent in writing before the deadline to Lindsay Esquivel via email Lindsay.Esquivel@saws.org or fax, 210-233-4236.
- Please identify the project by its associated solicitation number.(B-21-012-LE)

Contact Information

<u>Contact Name</u>	<u>Title</u>	<u>Telephone Number</u>	<u>Email address</u>
Lindsay Esquivel	Contract Administrator	210-233-3409	Lindsay.Esquivel@saws.org
Marisol Robles	SMWVB Program Manager	210-233-3420	Marisol.Robles@saws.org

REMINDER

Please be advised that Bidders are prohibited from communicating with any other SAWWS staff, the Consultant, or City of San Antonio officials regarding this Invitation to Bidders up until the contract is awarded as outlined in the Instructions to Bidders.



QUESTIONS



Reminder: Oral statements or discussion during the pre-bid meeting today will not be binding, nor will it change or affect the terms or conditions within the Plans and Specifications of this Project. Changes, if any, will be addressed in writing only via an Addendum.

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Site Visits

- Attendees from this mandatory pre-bid will be split up into two (2) smaller groups
- One group will go to the Eastside Customer Service Center (SC) and the other to the Westside Customer Service Center
- Upon completion of the assigned SC, they will then proceed to their 2nd location
- Attendees must check in at each site with the SAWS POC at:
 - Diana Woltersdorf at Eastside Customer Service Center
 - Lindsay Esquivel at Westside Customer Service Center
- **Failure to check in may result in the firm not being able to bid the project**
- Each smaller group will be escorted into the building. Questions may be asked but will not be answered at the sites.
- Please call Lindsay Esquivel if you get lost at 210-233-3409.
- SAWS also has maps to both sites that will be given to each firm.
- Are there any questions?