

Design-Build: New Service Center Project

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January 30, 2014

Pre-Submittal Meeting



Pre-Submittal Topics

- New Service Center Project Overview
- SAWS Service Center Overview
- Additional Requirements (SOQs and DB Agreement)
- Key Elements of the Solicitation (Evaluation Criteria, Selection and Submittal Packet Preparation)
- Key Dates
- Communication Reminders
- Submission Due Date
- Questions

New Service Center Project Overview

Design and construct two (2) new separate and distinct operation centers on separate and distinct sites

- Site shall include roadways, POV parking, SAWS crew parking, outdoor supply areas, fuel islands
- Each site shall contain 3 buildings
 - Administration Building
 - Fleet Garage and offices
 - Supply Warehouse / Tool room and offices
- Design Criteria Package attached to the RFQ for more detailed information

New Service Center Project Overview

- DB will work with SAWS and the Program Manager, APSI Construction Management
- Scope of services and work consist of planning, development, design, engineering, procurement, demolition and construction
 - This includes Architectural, engineering, geotechnical, environmental and construction services
- Estimated cost is \$22,900,000
- Deliverable specifics are outlined in the RFQ

New Service Center Project Overview

Programming to Date

- Visits to similar locations (i.e. COSA, CPS, TxDOT) conducted
- SAWS facility assessments performed
- Needs workshops held with SAWS' field staff
 - Site and facility needs determined for each location
- Re-alignment location determined for staff vacating Mission Road and NWSC
- Defined method of construction /sequencing



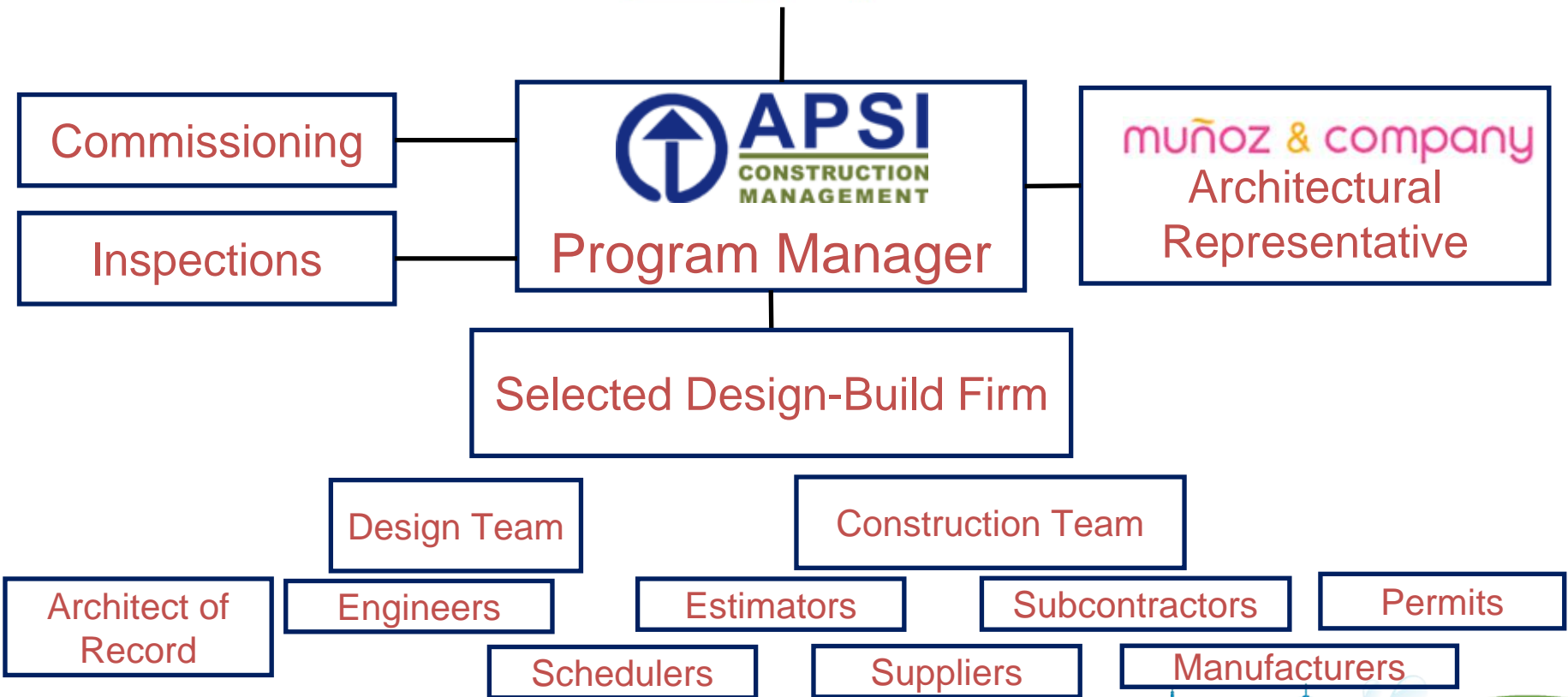
New Service Center Project Overview

Overall Project Objectives

- Complete Project without impacting ongoing SAWS operations
- Optimal locations provide for an expanded service area
- Increase operational efficiency
- Improve customer response time
- Assist in supporting SAWS' future growth

New Service Center Project Overview

Communication Plan



New Service Center Project Overview

Timeline

2014 | 2015 | 2016 | 2017

PLAN & DESIGN

CONSTRUCTION WSOC

CONSTRUCTION NSOC

Hire DB Firm

All construction and staff realignment complete first quarter 2016

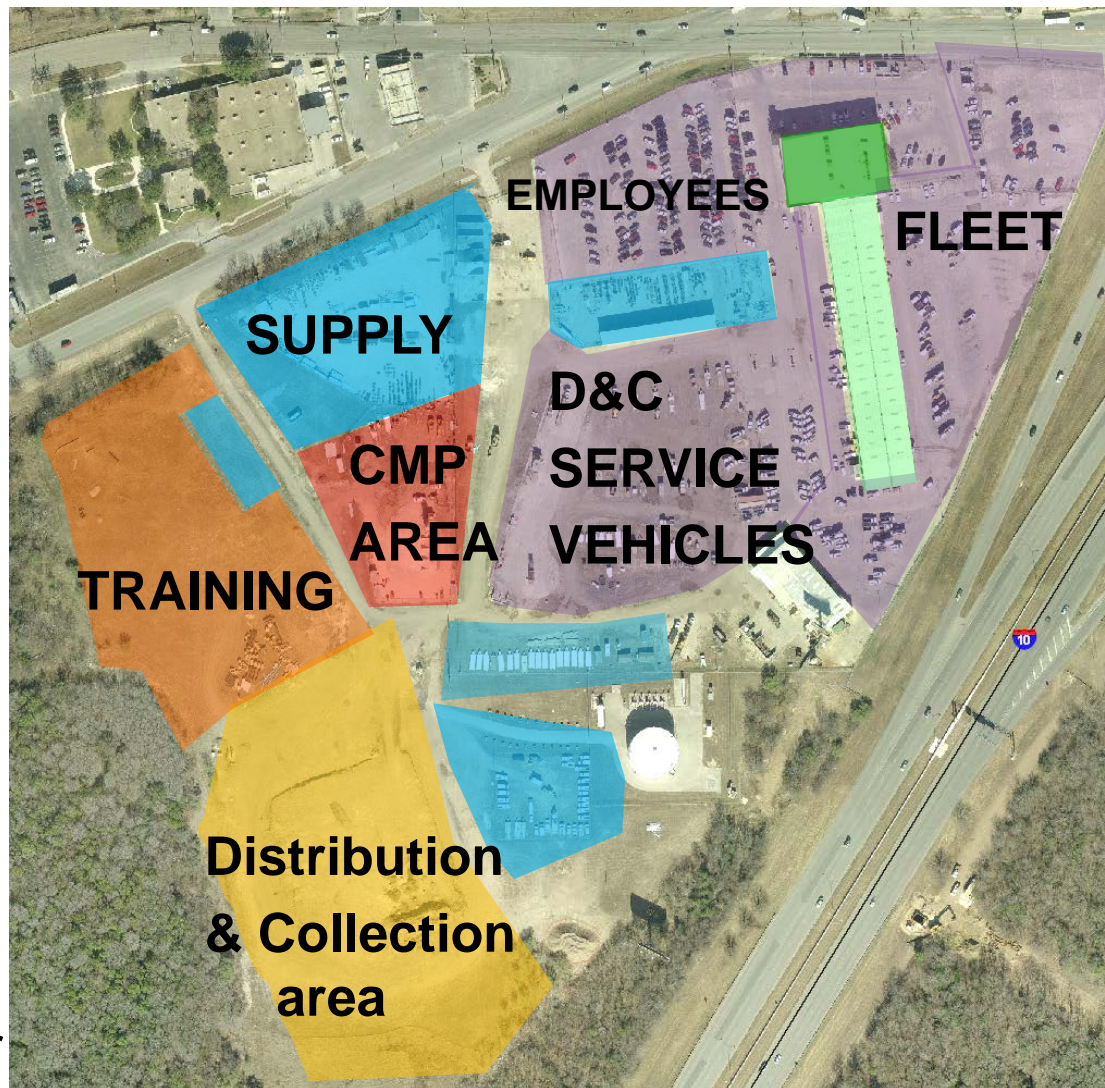
WSOC- West Side Service Operations Center
NSOC- North side Service Operations Center



SAWS Service Center Overview

Anatomy of a Service Center

- Admin/Supply Building
- Fleet Building
- Distribution and Collection area
- Parking Areas
- Outdoor supply area
- Concrete and Asphalt
- Training



Eastside Service Center

SAWS Service Center Overview



SAWS Service Centers Overview





•Northwest

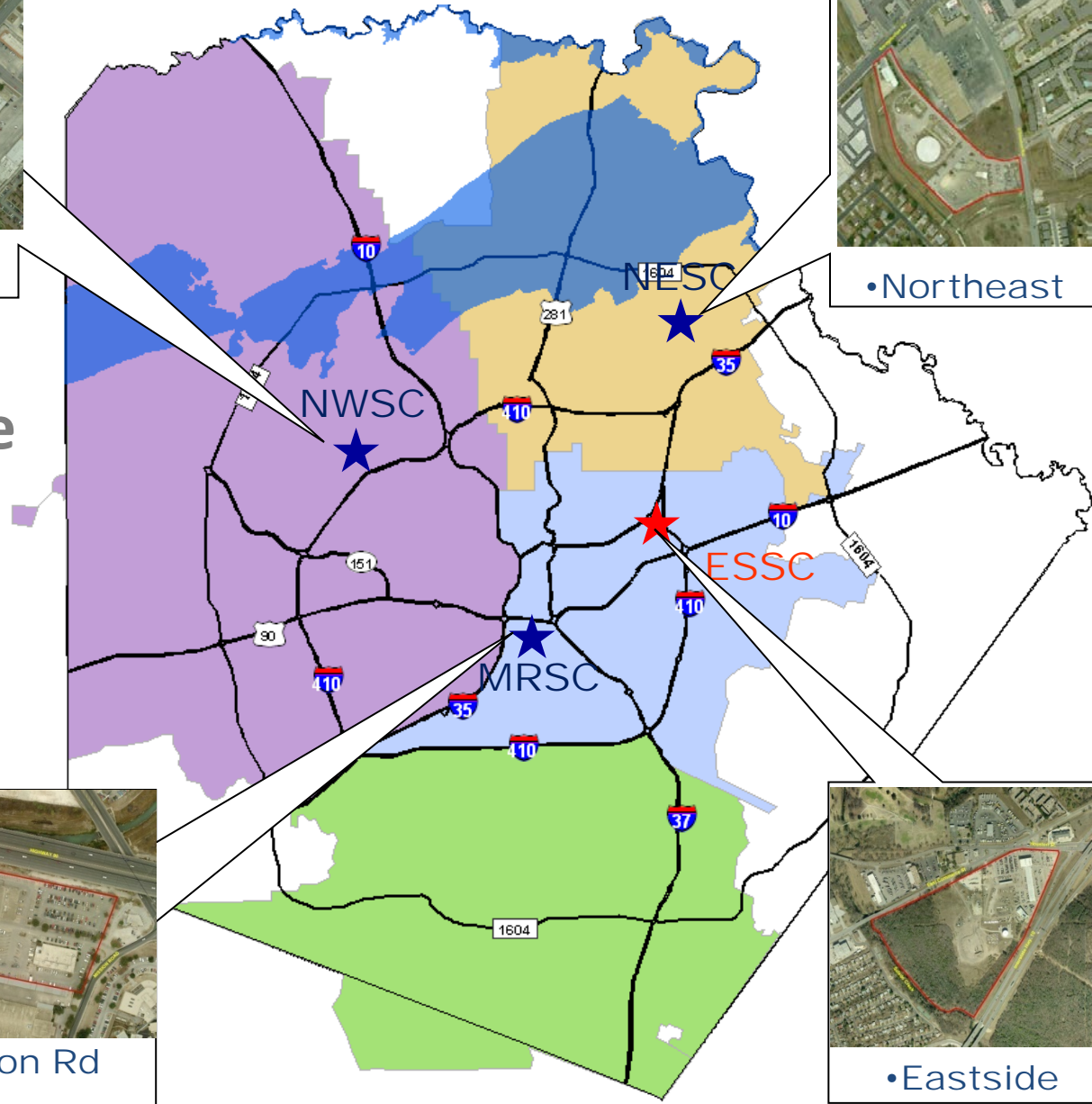


•Northeast

Existing SAWS Service Center Locations:

★ Full sized Service Ctr

★ Mid-sized Service Ctr



•Mission Rd



•Eastside

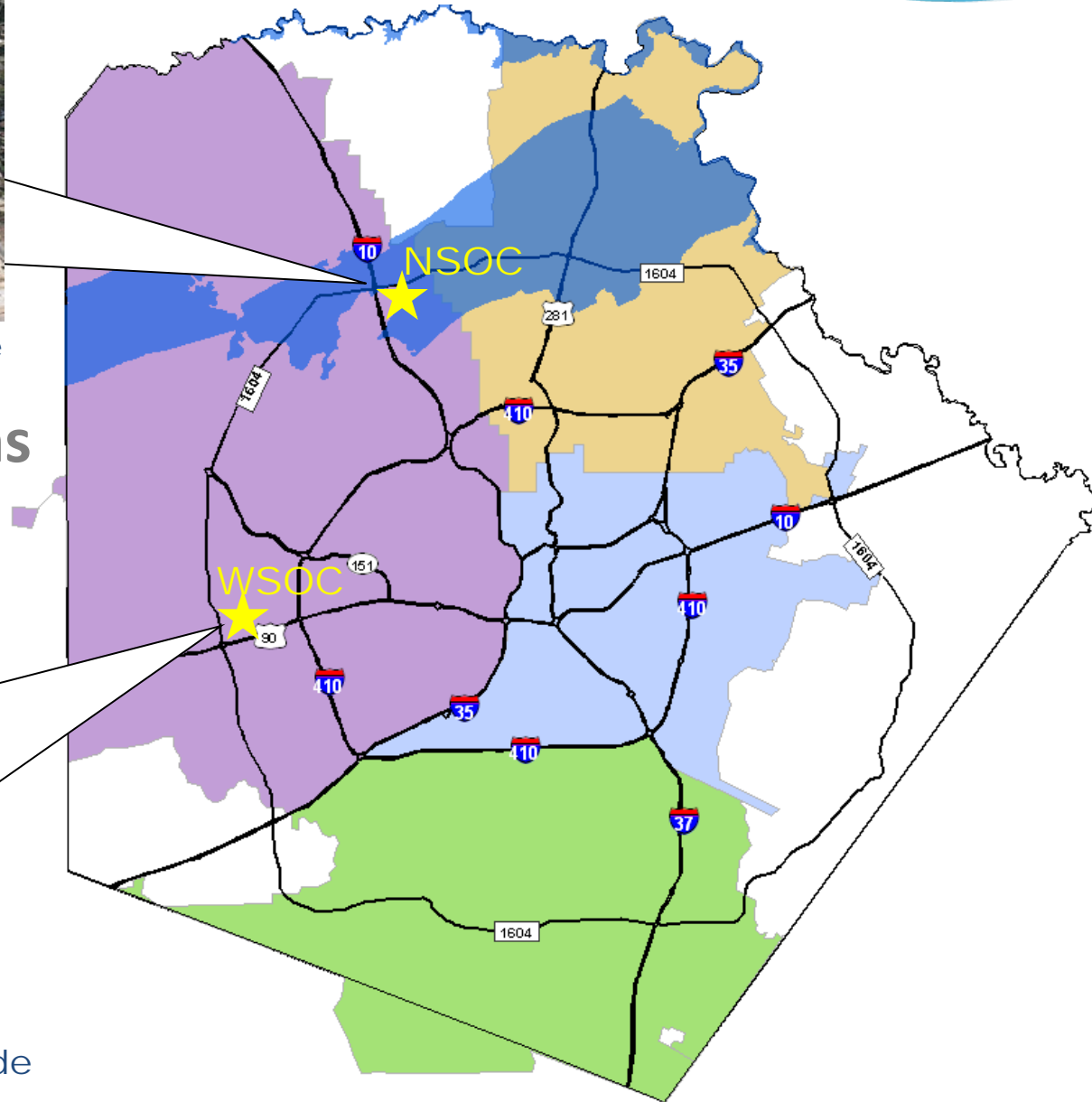


•North Side

SAWS' New Operations Center Locations



•West Side



Additional Requirements

- Respondents must have previous design-build experience
- Team must include A/E members licensed to practice in Texas including USGBC LEED certified
- Scheduler must be identified and proficient in CPM analysis
- Purchase, maintain and keep in force required insurance coverage
 - Short-listed firms will verify review of insurance requirements

Key Elements of the Solicitation

- Additional Requirements of the DB Agreement
- Evaluation Criteria
- Selection Process
- Submittal packet preparation and reminders
- Communication Reminders
- Key Dates
- Submittal Due Date
- Questions

Additional Requirements

Design-Build Agreement

- Firms must be familiar with Exhibit “A” – Owner’s Requirements of Insurance
- Selected DB firm will need to submit Performance and Payment Bonds
- Prevailing Wage Rates included with RFP and a requirement of the DB Agreement
 - DB firm will need to utilize LCP Tracker software
- CPMS Software
 - Specifics provided to short-listed firms
- SMWB and Affirmative Action
 - Subcontractor Reporting Utilization Reporting System (SPURS)

Evaluation Criteria

| CRITERIA | MAX POINTS | MAX PAGES |
|--|------------|-----------|
| Project Team (Design Team and Construction Team) | 20 | 30 |
| Project Approach | 20 | 15 |
| Comparable Design Experience | 20 | 10 |
| Comparable Construction Experience | 20 | 10 |
| Quality Assurance/Quality Control | 5 | 5 |
| Small, Minority and Woman Business (SMWB) | 15 | 5 |
| TOTAL | 100 | 75 |

Selection Process

Two Step Selection

- Requests for Qualifications (RFQ)
 - Technical Evaluation Committee
 - Will score submittals based on published evaluation criteria
 - Short list no more than five (5) firms
- Request for Proposals (RFP) issued to short-listed firms
 - Scored from published criteria in the RFP
 - Interviews
- Selection Committee

Submittal Packet Preparation

- Utilize the Submittal Response Checklist
 - Required information differs for copies
 - 1 original and 8 copies required, as well as CD
- Review evaluation criteria and prepare narrative for each item identified to maximize points (5 ½ pages)
- Include Organizational Chart identifying Key Personnel
 - Reference Exhibit “E” Staffing Plan
 - Include resumes for Key Personnel
- Complete Exhibit “D”, Project Reference Form
 - Critical to SAWS verifying references
- Ensure required documents are submitted and signed (i.e. Respondent Questionnaire, Conflict of Interest Questionnaire, etc.)

Submittal Packet Preparation

Helpful Reminders

- Register through the SAWS website to ensure access to the most current information (addendums, supplemental information, etc.
- Be specific in response and avoid “boiler plate” responses, when possible
- Responses are limited to 75 pages (required forms and dividers tabs do not count towards limit)
- Perform QA/QC on the SOQ prior to submission

Communication Reminders

- There should not be any communication with the following: :
 - SAWS Project Manager
 - SAWS Program Manager (APSI)
 - Any other SAWS staff
 - City Council member or staff
 - SAWS Board of Trustees
- This includes phone calls, emails, letter, or any direct or indirect discussion of the RFQ
- Release of RFQ- Board Award
 - Including when the RFP is issued to short-listed firms

Key Dates

- February 3, 2014 by 4:00 p.m. **Receipt of Written Questions Due**
- February 7, 2014 by 4:00 p.m. **Addendum Posted to Website**
- February 18, 2014 by 2:00 p.m. **Submittals Due**
- February 2014 **Submittals Evaluated**
- February 2014 **RFP Issued**
- April 2014 **Proposals Due**
- April 2014 **Proposals evaluated**
- April 2014 **Interviews**
- April 2014 **Selected Firm Notified**
- April 2014 **Negotiations**
- June 2014 **SAWS Board Approval and Award**
- June 2014 **Non-Selection Notices Mailed**
- July 2014 **Start Work**

Please note that dates are subject to change without notice

Submission Due Date

- Responses are due no later than 2:00 p.m. CST Tuesday, February, 18, 2014
- Follow specific delivery instructions
 - Deliver to 2800 U.S. Highway 281 North, Suite 171, Customer Service Building
 - Make arrangements if mailing a response to this RFQ
 - Late responses will not be accepted and will be returned unopened

SMWB Questions

- Questions related to SMWB may be directed to SAWS' SMWB Program Manager, up until the RFQ is due. Her contact information is as follows:

Marisol V. Robles

Contract Administration Department

San Antonio Water System

Email Address: Marisol.Robles@saws.org

Telephone No.: 210-233-3420

Questions

- Deadline to submit questions no later than 4:00 p.m. CST on Monday, February 3, 2014
- Must be in writing, by email or fax to:

Diana Dwyer

Contract Administration Department

San Antonio Water System

Diana.Dwyer@saws.org

Fax No.: 210.233.5218

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