

Request for Qualifications: 2017 Pipelines Engineering Services Condition Improvements Work Order Contract

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Pre-submittal Conference



RFQ Objective

- Professional engineering design services for the rehabilitation and replacement of small and large diameter water and/or wastewater infrastructure for unspecified projects on a work order basis
- Consultants should have familiarity working on projects using trenchless technology within the City of San Antonio (COSA), Bexar County, the Texas Department of Transportation (TxDOT), and other governing agencies' right-of-way
- Estimated Engineering Costs: \$8,000,000.00. SAWS may select up to eight (8) consultants.

Types of Projects Included

Consent Decree Projects	Approximate Length (Miles)
Large Diameter under major highways	1.4
Large Diameter under major highways	1.3
Large Diameter under minor highways and other roads	4.9
Small Diameter (12-inch and larger) under major highways	1.4
Small Diameter (12-inch and larger) under minor highways	1.0
Small Diameter (< 12-inch) under major highways	4.6
Small Diameter (< 12-inch) under minor highways	4.2
Large/Small Diameter – various conditions	28.7

Types of Projects Included

Governmental Projects	Approximate Length (LF)
Water mains	11,900
Sanitary Sewer lines	19,350

Cost Estimates – Design Phase

- Consultant must develop opinions of probable construction costs (OPCC) for all phases of each project as per the recommendations of AACE International (formerly the Association for the Advancement of [Cost Engineering](#)) as described in AACE's document 56R-08: Cost Estimate Classification System – as Applied for the Building and General Construction Industries

Cost Estimates – Design Phase

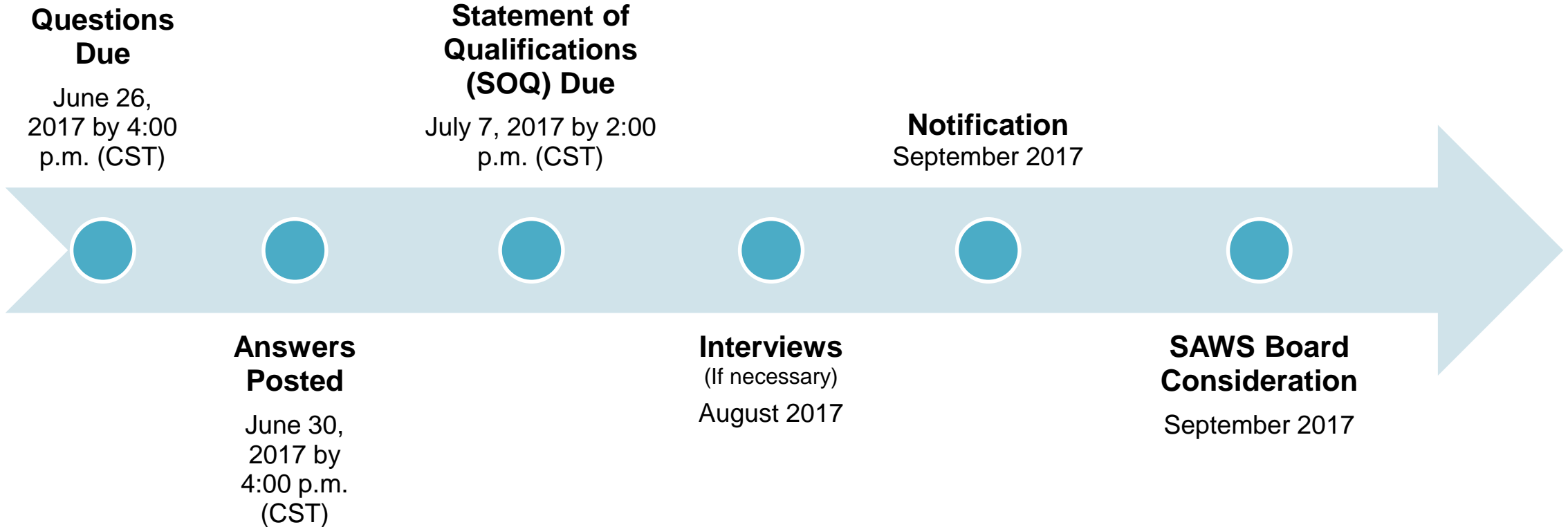
- Consultants to develop OPCCs for each phase as follows:

Design Phase	Estimate Class	Expected Accuracy Range
30% Design	Class 3	L: -5% to -15% H: +10% to +20%
60% Design	Class 2	L: -5% to -10% H: +5% to +15%
90% Design	Class 1	L: -3% to -5% H: +3% to +10%
Bid Documents	Class 1	L: -3% to -5% H: +3% to +10%

Key Considerations

- Schedule
- Methods of construction - trenchless technology
- Coordination with other agencies (e.g., COSA, Bexar County, TxDOT, USACE, TCEQ, etc.)
- Easements and ROW
- Identification of utilities (above and below ground)
- Surveys and topographic information
- Access points for construction
- Bypass plans and traffic control
- Plans, Specifications, and Cost Estimates

RFQ Schedule (Released on June 14, 2017)



*Refer to page 5 of RFQ for a detailed timeline.

Scoring Criteria

Criteria	Points
Experience and Qualifications	30
Similar Past Projects and Performance	30
Work Order Implementation Approach	25
Small, Minority, Woman, and Veteran-Owned Business (SMWVB) Participation	15
Total	100

Scoring Criteria

Experience and Qualifications

- Identify key staff to be assigned to the project and describe their professional qualifications (to include licenses, certifications, and associations) and relevant experience.
- Identify any sub-consultants that are included as part of the proposed team, their role, and related experience for this Project.
- Describe your experience relevant to the Scope of Services requested by this RFQ.
- Provide an organizational chart of the firm and the personnel who will be assigned to this Project.

* Refer to page 9 and 10 of RFQ for the full description of the Scoring Criteria. It is the consultant(s) or consulting firm(s) responsibility to include all of the requested Scoring Criteria information as outlined in the RFQ.

Scoring Criteria

Experience and Qualifications (continued)

- Provide resume no more than two (2) pages per person on the capabilities, experience and qualifications of each team member. Resumes should include the team member's:
 - Name
 - Title
 - Education
 - Brief overview of professional experience, licenses, and professional affiliations
- Identify any additional skills, experience, qualifications of your firm or team you wish to be considered
- * Refer to page 9 and 10 of RFQ for the full description of the Scoring Criteria. It is the consultant(s) or consulting firm(s) responsibility to include all of the requested Scoring Criteria information as outlined in the RFQ.

Scoring Criteria

Experience and Qualifications (continued)

- Describe experience with San Antonio construction practices including examples of how your firm has successfully coordinated with key stakeholders and met all construction requirements.
- Describe experience preparing engineer's opinion of probable costs for all phases (30%, 60%, 90%, 100%) of each project as per the recommendations of ACE International (formerly the Association for the Advancement of Cost Engineering). Provide information on past performance comparing 100% design estimate to approved construction awards. Include data on change orders as a percentage of total cost as well as total amount for all change orders in each project for which information is provided.

* Refer to page 9 and 10 of RFQ for the full description of the Scoring Criteria. It is the consultant(s) or consulting firm(s) responsibility to include all of the requested Scoring Criteria information as outlined in the RFQ.

Scoring Criteria

Experience and Qualifications (continued)

- Provide information about your firm's ability to complete work according to schedule, more specifically for projects in which the deadline was tight and/or expedited - **Projects associated with the Consent Decree have tight deadlines.**

* Refer to page 9 and 10 of RFQ for the full description of the Scoring Criteria. It is the consultant(s) or consulting firm(s) responsibility to include all of the requested Scoring Criteria information as outlined in the RFQ.

Scoring Criteria

Similar Past Projects and Performance

- List and describe relevant projects of similar size and scope performed over the past five (5) years. Include contract value and identify project owner, contact name, current phone number, facsimile number, and e-mail address.
- Demonstrate record of performance, including completion schedule and quality of work product.
- List record of terminations for cause and defaults; disciplinary action, including suspension; safety record; client references; awards, and commendations.

* Refer to page 9 and 10 of RFQ for the full description of the Scoring Criteria. It is the consultant(s) or consulting firm(s) responsibility to include all of the requested Scoring Criteria information as outlined in the RFQ.

Scoring Criteria

Work Order Implementation Approach

- Describe the methods you will implement to quickly understand the scope of an assigned Work Order as issued by a SAWS Project Manager and the steps to quickly determine the hours required to complete Work Order and deliver a lump sum price per task.
- Identify your approach to facilitating the regulatory process, including county, state, and federal agencies as may be required by SAWS projects.
- Describe any potential alternative innovative approaches to accomplishing the assigned Work Order(s).

* Refer to page 9 and 10 of RFQ for the full description of the Scoring Criteria. It is the consultant(s) or consulting firm(s) responsibility to include all of the requested Scoring Criteria information as outlined in the RFQ.

Scoring Criteria

Work Order Implementation Approach (continued)

- Describe your firm's approach for providing engineering services when multiple Work Orders are issued concurrently – ability to manage concurrent schedules and prioritize.
 - Provide a detailed work plan explaining how the Respondent would complete this project as described in this Scope of Services. The work plan should include a proposed timeline. Emphasis should be given to maximize efficiencies in procedures in order for SAWS to meet its goals in a timely manner.
 - Describe how your firm will adhere to and monitor the service levels identified in the Additional Requirements section.
- * Refer to page 9 and 10 of RFQ for the full description of the Scoring Criteria. It is the consultant(s) or consulting firm(s) responsibility to include all of the requested Scoring Criteria information as outlined in the RFQ.

Scoring Criteria

Work Order Implementation Approach (continued)

- Describe how your firm will adhere to creating Independent Cost Estimates during the construction phase of the project derived through RS Means as identified in the Additional Requirements section.
- Describe innovative ways in which your firm can expedite the execution of change orders.

* Refer to page 9 and 10 of RFQ for the full description of the Scoring Criteria. It is the consultant(s) or consulting firm(s) responsibility to include all of the requested Scoring Criteria information as outlined in the RFQ.

Additional Requirements

- Disclosure of Interested Parties (Form 1295). For further information, please go to the following link: https://etics.state.tx.us/whatsnew/elf_info_form_1295.htm
 - San Antonio Water System (SAWS) entered into a consent decree (CD) with the State of Texas and the United States of America which requires certain actions to rehabilitate the wastewater collection system to reduce sanitary sewer overflows (SSOs). Work shall conform to the requirements of the Consent Decree, including its appendices, and planning guidelines issued by SAWS. The full Consent Decree document may be found at the following link on the SAWS at:
http://www.saws.org/infrastructure/epa/docs/20130723_SAWS_EPA_FinalDecree.pdf
 - The selected consultants shall perform all Project-related functions utilizing SAWS' Contract and Project Management System (CPMS).
- * Refer to page 4 and 5 of RFQ for the full description of the Additional Requirements. It is the consultant(s) or consulting firm(s) responsibility to understand and ensure they meet all Additional Requirements.

Additional Requirements (continued)

- Create cost estimates for all phases (30%, 60%, 90%, 100%) of each project as per the recommendations of AACE International (formerly the Association for the Advancement of Cost Engineering). For more information please refer to AACE's document 56R-08: Cost Estimate Classification System – as Applied for the Building and General Construction Industries. If the Project is a governmental (e.g., TxDOT, COSA, etc), Consultant shall complete the Work by adhering to the following design phases: 40%, 70%, 95%, and Bid Documents.
 - Estimated Engineering Costs: \$8,000,000.00. SAWS may select up to eight (8) consultants.
 - The contracts will remain in full force for a period of two years (730 days) or until funds are exhausted from issuance of the Authorization to Proceed, whichever comes first. If a Work Order is issued prior to the expiration of the contract, the Work Order will remain in effect until completion of the work.
- * Refer to page 4 and 5 of RFQ for the full description of the Additional Requirements. It is the consultant(s) or consulting firm(s) responsibility to understand and ensure they meet all Additional Requirements.

Response Format

- Accepting Hard Copies of SOQ Only
 - 8 copies
 - 1 original
 - 1 CD with original SOQ in PDF format
- Include all required forms
- 20 page limit
 - Should be submitted using an 8 ½” by 11” portrait format
 - Up to 11”x17” will be permitted for drawings, where warranted
 - Required forms, cover page, table of contents, forms, tabs do not count toward page
- Once issued, RFQ is subject to revision via written Addenda any time before the submittal deadline. Any such Addenda will be available through the SAWS website.

Other Required Forms

- Submittal Response Checklist
- Respondent Questionnaire
- W-9 Form
- Exhibit “A” – Insurance Requirements and Proof of Insurability
- Exhibit “B” – Good Faith Effort Plan (GFEP)
- Exhibit “C” – Conflict of Interest Questionnaire
- Exhibit “D” – Security Procedures Acknowledgement
- Exhibit “E” – Sample Contract Acknowledgement

Reminders

- Complete the Respondent Questionnaire in its entirety including but not limited to:
 - Question number 13. **Contract Terms and Conditions** and listing contract exceptions, if any.
 - Question number 14. **Addendums** and identifying all addendums that are being acknowledged.

Communication Restrictions

- Respondents or their representatives are prohibited from communicating with any City of San Antonio/SAWS 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
 - SAWS employees, except as provided under "Technical Questions," and for SMWVB questions
- Applies to time the solicitation is released until the contract is awarded.
- Violation of this provision by the Respondent and/or their agent may lead to disqualification.

SAWS Point of Contact for Questions

Jessica Goforth

Contract Administrator

Contract Administration

Jessica.Goforth@saws.org

SMWVB Goal

Industry	SMWVB Goal
Engineering/Professional Services	40%



Accepted SMWVB Certifications

- Minority Business Enterprise (MBE) (Includes AABE)
- Small Business Enterprise (SBE)
- Woman-owned Business Enterprise (WBE)
- Veteran-owned Business Enterprise (Tracked)

Accepted Certification Agency



- South Central Texas Regional Certification Agency



- Texas Historically Underutilized Business (HUB) Program

SBE-Certified (even MBEs and WBEs)

**Local office **

Good Faith Effort Plan (GFEP) FAQs

- **Q: Is the 40% SMWVB goal mandatory?**

A: No, but we ask prime consultants 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 SMWVB subconsultants?**

A: Please email the SMWVB Program Manager with the scopes of work you are seeking. You will receive lists of local SMWVB-certified firms to contact.

- **Q: What if my business is SMWVB-certified? Do I need to find SMWVB 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: 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.

Questions