

Water and Wastewater Facilities Land Use Assumptions Plan, Capital Improvements Plan and Maximum Impact Fees

Sam Mills, P.E.

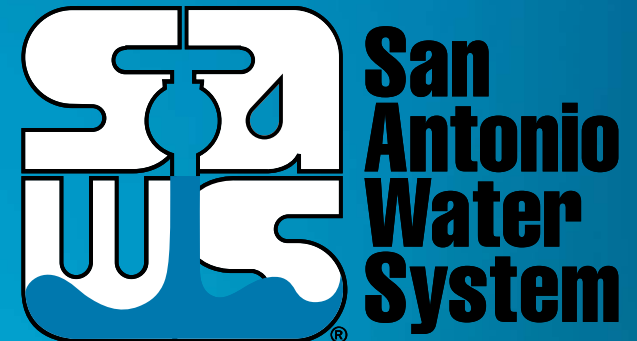
Director of Special Projects

Marisol Robles

Manager – SMWVB Program

Jonathan Miranda, MSJP

Contract Administrator



MAKING SAN ANTONIO
WATERFUL

Pre-Submittal Conference
February 2, 2018

Oral Statements

- Oral statements or discussion during this Pre-Submittal Meeting will not be binding, nor will they change or affect the RFQ or the terms or conditions of the contract. Changes, if any will be addressed in writing only via an Addendum.

SMWVB Program Goals

Industry	SMWVB Goal	Description
Engineering and Other Professional Services	40%	<ul style="list-style-type: none">• Points issued for SMWB on tiered scale

SMWVB Requirements

- **SMWVB Certification accepted from the following entities:**
 - South Central Texas Regional Certification Agency
 - Texas H.U.B.
- **RFQ Scoring:**
 - Up to 15 Points
 - Local Office
 - Small Business Enterprise (SBE)
 - Veteran-owned Business Enterprises (VBEs): Not eligible for points, but tracked for participation.

SMWVB Post-Award

- Payments made to subconsultants, subcontractors, and suppliers (SMWVBs **and** Non-SMWVBS) will be reported using SAWS' Subcontractor Payment and Utilization Reporting (S.P.U.R.) System. This is a contractual requirement.

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

San Antonio Water System: SMWB at SAWS - Windows Internet Explorer

https://saws.smwbe.com/Default.asp?

File Edit View Favorites Tools Help

Who We Are Our Water Conservation Service Infrastructure Education Environment Jobs Business Center

What makes an idea Refreshing? Find out at [RefreshingIdeas.com](#)

HOME : BUSINESS CENTER : SMWB : CONTRACT COMPLIANCE SYSTEM

IN THIS SECTION:

SAWS SMWB Contract Compliance System

SAWS SMWB Contract Compliance System

https://saws.smwbe.com

Password:

Remember username

Login

- [Forgot Password](#)
- [Account Lookup](#)
- [Help/First Time Visitors](#)

San Antonio Water System is pleased to offer our Contract Compliance System tracking SMWBE participation!

The Contract Compliance System is designed to streamline and automate your reporting requirements. The system is accessible to all firms doing business with SAWS and includes the following key features:

- Automated communication with contractors via email regarding compliance issues
- Submission of contractors' utilization reports online with automated tracking of contract goals and participation
- Automatic verification of subcontractor payments
- Immediate feedback on accuracy of certified payrolls
- Elimination of paper-based reporting and lengthy payroll validation delays

Water & Wastewater Facilities LUAP, CIP and Maximum Impact Fees



SMWVB Questions

- Questions related to the SMWVB Program, completion of the Good Faith Effort Plan (GFEP), or scoring of the GFEP may be directed to the SMWVB Program Manager, up until the RFQ is due.

Contact information:

Marisol V. Robles

SMWVB Program Manager

Email: Marisol.Robles@saws.org

Telephone: 210-233-3420

Submitting a Response

- Submit hard copies (1 original and 8 copies)
- Include a USB flash drive of the original proposal (all pages)
- Reference each RFQ to determine what additional items are required
- Page limit of thirty (30) pages per proposal
- Must be securely bound by means other than 3-ring binders
- Use 8 1/2 x 11 portrait format

Submitting a Response

Helpful Reminders

- Thoroughly read the RFQs prior to submitting a response
- Maximize points by addressing all items in the order they are identified in the RFQ
- Be very specific and avoid “boiler plate” responses
- Utilize the Submittal Response Checklist
- Contact the SMWVB Program Manager for assistance, if necessary
- Perform QA/QC on proposal prior to submitting

Addendums

- Register as a vendor with SAWWS Vendor Registration and Notification
- More than 1 Addendum may be posted
- Check SAWWS website often and prior to submitting a proposal for the RFQ's
- Known Addendum changes are:
 - Question responses

Key Dates

- January 26, 2018
- February 6, 2018 by 4:00 p.m.
- February 9, 2018 by 4:00 p.m.
- February 16, 2018 by 2:00 p.m.
- February/March 2018
- March 2018
- March/April 2018
- May 2018
- May 2018

RFQ's Released

Written Questions Due

Q & A Posted to Website

Proposals Due

Proposals Evaluated

Interviews, if necessary

Negotiations

SAWS Board Consideration and Award

Start Work

**The dates listed above are subject to change without notice*

Submittal Deadline

- Submittal deadline is February 16, 2018 at 2:00 p.m.
- Solicitation number, solicitation name, date and time of the deadline should be clearly identified on the outside of the package
- Deliver to 2800 U.S. Highway 281 North, Customer Service Building
 - Deliver to Counter Services not Suite 171
 - SAWWS recommends submitting proposals at least two (2) hours prior to the deadline
 - Make arrangements early if mailing a response
- Late responses will not be accepted and will be returned unopened

Communication Reminders

- There should not be any communication regarding these solicitation with the following:
 - SAWWS Project Manager
 - SAWWS Technical Representative
 - Any other SAWWS staff, managers, directors, or VPs
 - City Council member or staff
 - SAWWS Board of Trustees
- This includes phone calls, emails, letters, direct or indirect discussion of the RFQ
 - If submitting for the RFQ and doing work for SAWWS, indicate this when speaking with SAWWS staff, but refrain from discussing the projects
- From release of the RFQ to Board Award

Request for Feedback

- New policy implemented
 - Requests for score analysis and/or debriefings shall be submitting in writing
 - Respondents may request one (1), thirty (30) minute debrief
 - Per calendar year
 - Will be provided after the SAWS Board of Trustees has approved the contract awards

Respondent Questions

- Must be submitted in writing no later than February 6, 2018 by 4:00 PM, via e-mail, to:

Jonathan Miranda

Contract Administration Department

San Antonio Water System

Jonathan.Miranda@saws.org

Impact Fees

- Please visit the SAWS Impact Fee website at:

https://www.saws.org/business_center/Developer/ImpactFees/

Estimated Project Schedule

- June 2018 (30 days) Review, Confirm, and Update EDU definition
- June 2018 (45 days) Review, Confirm, and Update LUAP and Impact Fee CIP
- August 2018 (90 days) Draft Memo with Maximum Impact Fee Calculation
- September 2018 (120 days) Draft Report from Consultant
- June-December 2018 CIAC Presentations, Review, Deliberations, & Findings
- January 2019 Final Report from Consultant
- January/February 2019 SAWS Board of Trustees Briefing & Consideration
- March/April 2019 San Antonio City Council Public Hearing and Consideration
- April 2019 Updated Impact Fees in Effect

**The dates listed above are subject to change without notice*

Evaluation Criteria Summary

- Past Performance and Relevant Experience 30 pts
- Understanding of the Project Scope 20 pts
- Key Personnel 15 pts
- Project Management Ability & Commitment to Quality of Work 20 pts
- Small, Minority and Woman, and Veteran-Owned Business (SMWVVB) participation (Good Faith Effort Plan) 15 pts
- TOTAL 100 pts

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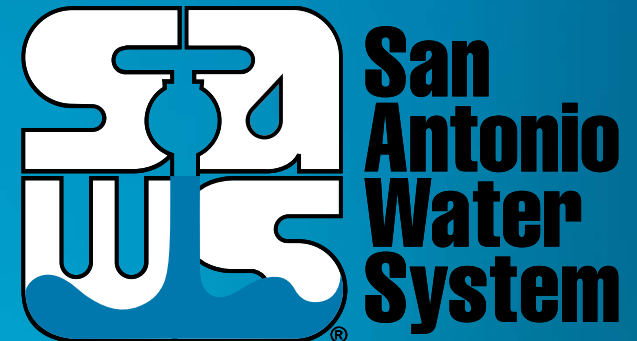
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