

# 30-Inch Water Main Along Lockhill-Selma to DeZavala Elevated Storage Tank

Dr. Saqib Shirazi, P.E., PMP

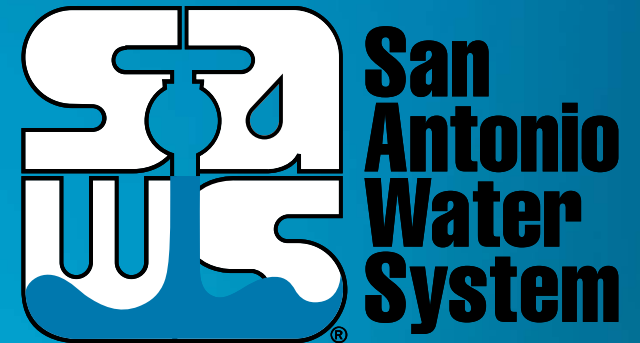
Interim-Manager – Production Engineering

Marisol V. Robles

SMWVB Program Manager

Janie Powell

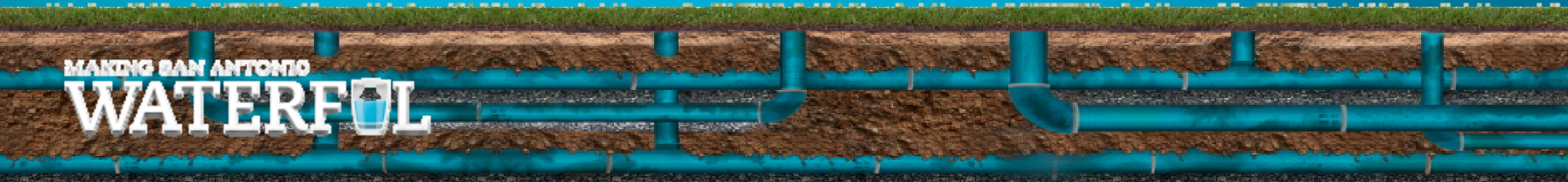
Contract Administrator



Pre-Submittal Conference

August 29, 2019

MAKING SAN ANTONIO  
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## Oral Statements

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

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# Presentation Overview

- SMWVB
- Key Dates
- Addendums
- Submittal Preparation
- Evaluation Criteria
- Selection Process
- Contract Requirements
- Communication Reminders
- Questions
- RFQ Objective
- Project Overview
- Key Considerations
- Cost Estimates

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# SMWVVB

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## Aspirational SMWVB Goal

<b>Industry</b>	<b>Aspirational SMWB Goal</b>	<b>Description</b>
Engineering and Other Professional Services	40%*	Points assessed on tiered scale

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# 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)
  - Minority Business Enterprise (MBE) (Includes ABE, AABE, HABE and NABE) (NABE)
  - Woman-owned Business Enterprise (WBEs): (Includes ABE, AABE, Caucasian, HABE and NABE)

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# Good Faith Effort Plan (GFEP) FAQs

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

A: No, but it is weighed in the selection criteria, and SAWS asks Respondents 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 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 from the SCTRCA database.

- **Q: What if my business is SMWB-certified?**

A: If your firm is SMWB-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 subconsultants in the GFEP, or just SMWB-certified subconsultants?**

A: All subconsultants need to be included in the GFEP. The GFEP and organizational chart need to match.

- **Q: What if I have questions about the GFEP?**

A: Please contact the SMWVB Program Manager at any time until the submittal is due.

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# Post Award: S.P.U.R. System

- Subconsultant Payment Tracking
- Subconsultant addition, substitution, or removal requests



The screenshot shows the homepage of the S.P.U.R. System. At the top left is the San Antonio Water System logo. To the right are links for "OUR MAIN SITE" and "CONTACT SUPPORT". The main heading is "Subcontractor Payment & Utilization Reporting System" with a "Log In" button below it. Below the heading are three columns of navigation options:

System Training	About the System	Account Access
Learn how to fully utilize our system with a live trainer	Learn more about this system and how it works today	Lookup Vendor accounts or reset user passwords
<a href="#">Training</a>	<a href="#">Information for Vendors</a>	<a href="#">Account Lookup</a>
		<a href="#">Forgot Password</a>

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## 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 until the RFQ is due.

**Marisol V. Robles**

SMWVB Program Manager

Email: [Marisol.Robles@saws.org](mailto:Marisol.Robles@saws.org)

Telephone: (210) 233-3420

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# CONTRACT ADMINISTRATION

30-Inch Water Main Along Lockhill-Selma to DeZavala Elevated Storage Tank



# Key Dates



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

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# Addendums

- Acknowledge receipt of all Addendum in the Respondent Questionnaire by identifying Addendum #'(s) and issue date(s).
- More than one (1) Addendum may be posted.
- Check SAWS website often and prior to submitting a proposal for this RFQ.

## Submittal Preparation

- Submit hard copies (1 original and 8 copies)
- Include a USB flash drive of the original proposal (all pages)
- Reference the RFQ to determine what additional items are required (e.g., Organization chart)
- Must submit using Evaluation Criteria Forms as indicated
- Use 8 ½ x 11 portrait format (except where indicated)
- Use Arial font, 10 pt. size. Do not change
- Pay attention to page limits (where indicated)

## Submittal Preparation

- Thoroughly read and be familiar with RFQ
- Maximize points by addressing all items identified in the RFQ
- Be very specific and avoid “boiler plate” responses for all forms, tables and narrative
- Utilize the Submittal Response Checklist
- Contact the SMWVB Program Manager (Marisol Robles) for assistance, if necessary
- Perform QA/QC on proposal prior to submitting

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# Submittal Preparation

- Submittal deadline is Sept 25, 2019 at 10:00 a.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
  - SAWS recommends submitting proposal 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.

# Evaluation Criteria

<b>Criteria</b>	<b>Max Points</b>	<b>Max Pages</b>
Team Experience and Qualifications	20	8
Similar Projects and Past Performance	25	5
Project Approach	30	5
Quality Management Plan	10	2
Small, Minority, Woman, and Veteran-owned Business (SMWVB) Participation	15	Exhibit "B"
<b>TOTAL</b>	<b>100</b>	<b>20</b>

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# Evaluation Criteria

## Team Experience and Qualifications (20 points)

1. Org. chart with proposed Key Personnel and Key Subconsultant(s) and percentage of time allocated for duration of project.
2. Describe team composition, role and responsibilities of team, teaming history, and proposed approach to ensure successful completion of project.
3. One (1) page resume each for: Project Manager (first), Design Team Lead(s), QA/QC Lead, Cost Estimator, Permitting Lead, SUE Lead, Geotechnical Lead, and Survey Lead indicating experience with projects relevant to scope of services with the RFQ.
4. Complete Sub-Consultant Table to identify role of Respondent and Subconsultant(s) (e.g., design, permitting, SUE, survey, cost estimating, QA/QC, risk management, etc.)

# Evaluation Criteria

## Similar Projects and Past Performance (25 points)

1. Using Project Table identify 5 similar projects **completed** within the past 5 years
  - Three (3) Projects for Prime Consultant (without Key Subconsultant)
  - Two (2) Projects by Prime or Key Subconsultant
2. Proposed Key Personnel that must have worked on the projects are:
  - Project Manager (Employee of Prime) – 2 of 5 Projects
  - Design Team Leads – 3 of 5 Projects
  - QA/QC Lead – 3 of 5 Projects
  - Cost Estimator – 3 of 5 Projects
3. If Key Subconsultants will perform a significant role, identify three (3) additional relevant similar projects **completed** within the past 5 years
  - Identify Key Personnel, who are part of the proposed team, and roles and responsibilities for projects listed.

# Evaluation Criteria

## Project Approach (Narrative) (30 points)

- Narrative format with one (1) 11" x 17" page allowed
  1. Team's approach to managing risk between design related issues and constructability, as well as permits, coordination with stakeholders and external agencies, acquisition of easements, and maintaining schedule.
  2. Team's alternative innovative approaches to accomplish a more successful and timely project.
  3. High-level project schedule with milestones (11" x 17", if desired for clarity).

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# Evaluation Criteria

## Quality Management Plan (10 points)

- Narrative format with two (2) page limit
  - Describe QMP
  - Overview of quality control (QC) and quality assurance (QA) process
  - Plan for how design issues will be identified, tracked, and resolved
  - Describe how independent QA/QC team will review deliverables
  - QA/QC schedule
  - Respondent's role compared to SAWS' role
  - Approach to becoming familiar with local construction practices and requirements, standard products and material costs, local and regional market conditions, and conditions influencing design and construction
  - Describe process to develop accurate and complete OPCCs
  - Describe familiarity with AACE's I7R-97 and 56R-08

# Selection Process

- Statements of Qualifications received and reviewed for responsiveness
- Technical Evaluation Committee scores qualification statements based on established Evaluation Criteria
- Good Faith Effort Plan (GFEP) evaluated and scored
- Selection Committee will review scores and recommend award
  - Interviews held, if necessary
- Negotiation with selected Consultant within fifteen (15) calendar days of receipt of Selection Letter
- Board Award

# Contract Requirements

- Consultants will perform all project-related functions utilizing SAWS' Contracts and Project Management System (CPMS)
  - Including adhering to specified service levels for the processing of Submittals, RFIs RFPs, COs, and applications for payment (scratch sheet, schedule, and redlines)
- Design by selected consultant shall meet all of the latest applicable federal, state, and local rules and regulations as well as SAWS' standards and preferences.
- Basic Insurance Requirements with Professional Liability of \$1M

# Communication Reminders

- No communication regarding the RFQ with the following:
  - SAWS Project Manager
  - Any other SAWS staff, managers, directors, or VPs
  - City Council member or staff
  - SAWS Board of Trustees
- From release of the RFQ to Board Award
- Exceptions: SMWVB POC and RFQ POC
- Register as a vendor with SAWS Vendor Registration and Notification, if you have not done so already.

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## Questions

- Should be submitted no later than September 13, 2019 by 4:00 PM (CDT)
- Must be submitted in writing:

Contract Administration Department  
San Antonio Water System

**Janie Powell**

[Janie.Powell@saws.org](mailto:Janie.Powell@saws.org)

Fax: (210) 233-5351

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# PROJECT OVERVIEW

30-Inch Water Main Along Lockhill-Selma to DeZavala Elevated Storage Tank



## RFQ Objective

- To procure professional engineering services necessary to develop construction documents to construct the proposed 30-Inch Water Main Along Lockhill-Selma to DeZavala Elevated Storage Tank, part of the water master plan improvements, and transition the project to construction (bid phase, Board award, and construction).
- Project must be managed, designed and constructed with the highest regard for cost, schedule and quality.

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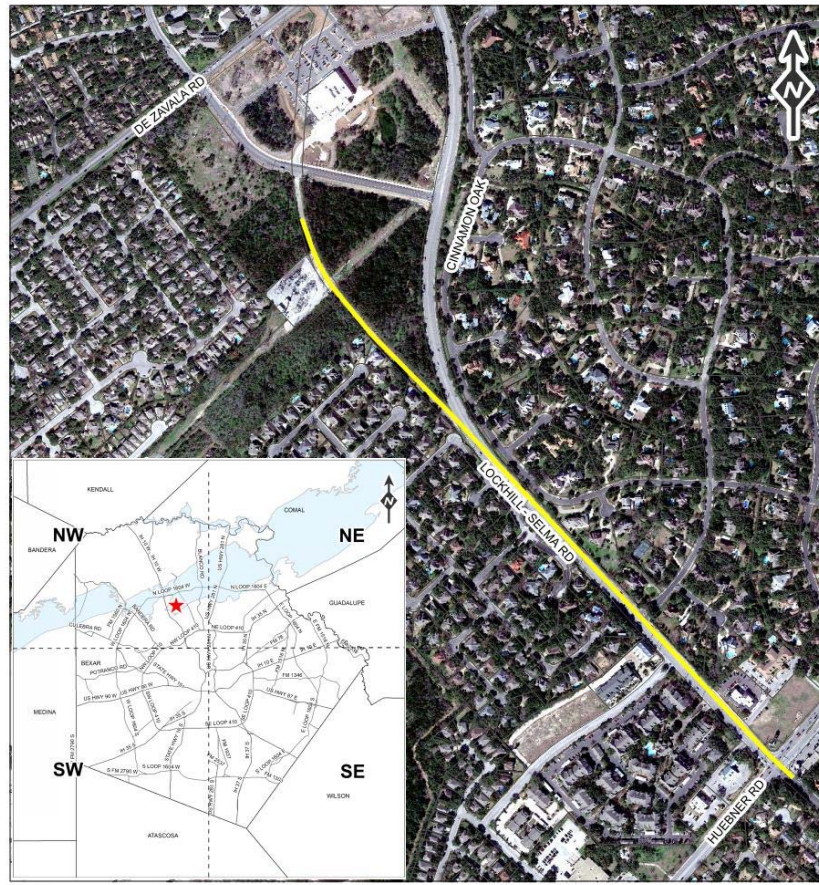
## RFQ Objective

- The selected consultant will provide construction management and related inspection services to achieve the following:
  - Ensure quality construction in accordance with the plans and specifications;
  - Apply and integrate comprehensive projects controls to manage critical issues of schedule and budget; and
  - Manage and mitigate project risk.

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# Overview



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# Key Considerations

- Quality of Plans, Specifications, and Cost Estimates
- Schedule and effective project delivery
- Methods of construction
- Coordination with other agencies (e.g., COSA, Bexar County, TxDOT)
- ROEs, Easements, and ROW, as needed
- SUE - Identification of utilities (above and below ground)
- Surveys and topographic information (QA/QC)
- Contractor Access, Project Sequencing, and Construction Milestones
- Impacts to residents and businesses
- Pavement and surface restoration, as needed

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## Cost Estimates – Design Phase

Consultant must develop Engineer's Opinion of Probable Construction Costs (OPCC) for each phase (30%, 60%, 90%, and 100%) of the project as per the recommendations of AACE International as described in Recommended Practices No. 17R-97 and 56R-08.

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# Cost Estimates – Design Phase

Consultants to develop OPCCs for each design 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%

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## Cost Estimates – Construction Phase

Consultants must provide independent cost estimates (ICEs) based on the RSMeans method of cost estimating by using the most current RSMeans publication, with the appropriate adjustments for the location cost factors and the applicable overhead and profit percentages.

These cost estimates are due on or before a Request for Proposal (RFP) is required from the SAWWS contractor.

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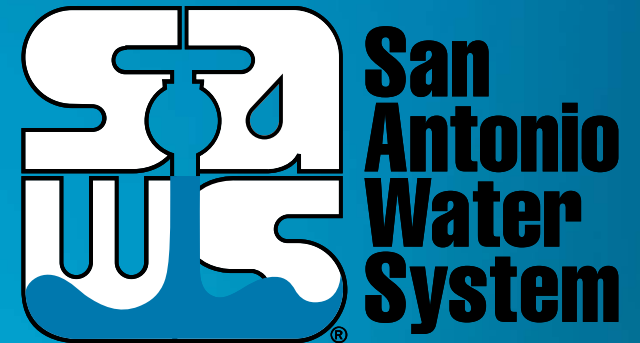
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