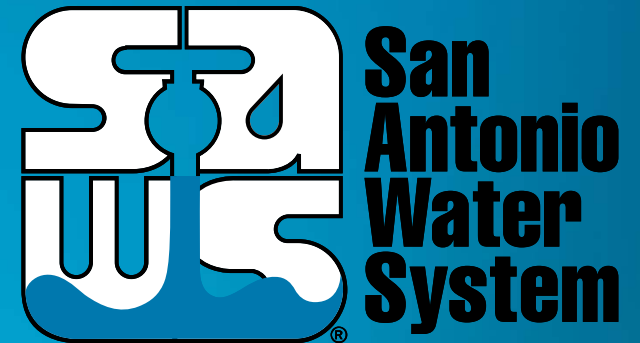


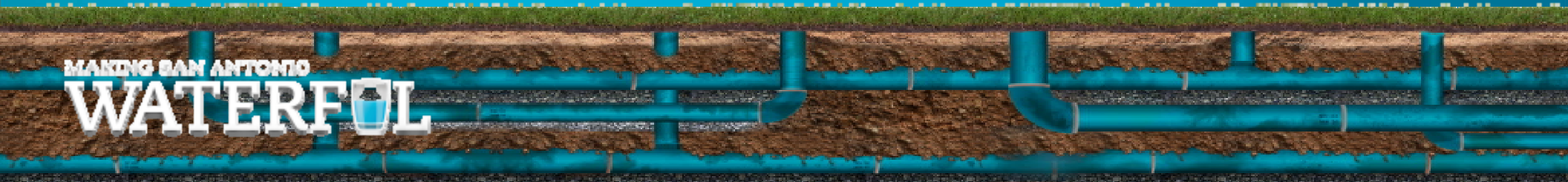
2020 SAWS Wastewater Facilities Master Plan for Water Recycling Centers RFQ Pre-submittal Conference

Ila E. Drzymala, PhD, PE
Engineer, SAWS

Janie M. Powell
Contract Administrator, SAWS



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Oral Statements

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

Aspirational SMWVB Goal

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

*40% of the value of the contract.

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*40% of the value of the contract.

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) + Woman-owned Business Enterprise (WBE)
 - Veteran-owned Business Enterprises (VBEs): Not eligible for points, but tracked for participation

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

WWW.SAWS.SMWBE.COM

San Antonio Water System

OUR MAIN SITE [CONTACT SUPPORT](#)

Subcontractor Payment & Utilization Reporting System

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The Subcontractor Payment & Utilization Reporting System is powered by B2Gnow Software © Copyright 2018.

SMWVB Questions

- Questions related to the SMWVB Program, the Good Faith Effort Plan (GFEP), or finding certified subconsultants may be directed to the SMWVB Program Manager until the RFQ is due.

Marisol V. Robles

SMWVB Program Manager

Email: Marisol.Robles@saws.org

Telephone: 210-233-3420

Communication Reminders

- No communication regarding the RFQ with the following:
 - SAWS Project Manager
 - SAWS Technical Representative
 - Any other SAWS staff, managers, directors or VPs
 - City Council member or staff
 - SAWS Board of Trustees
- No phone calls, emails, letters, direct/indirect discussion of the RFQ
 - If submitting for the RFQ and/or doing work for SAWS, indicate this when speaking with SAWS staff, but refrain from discussing the RFQ
- From release of the RFQ to Board Award

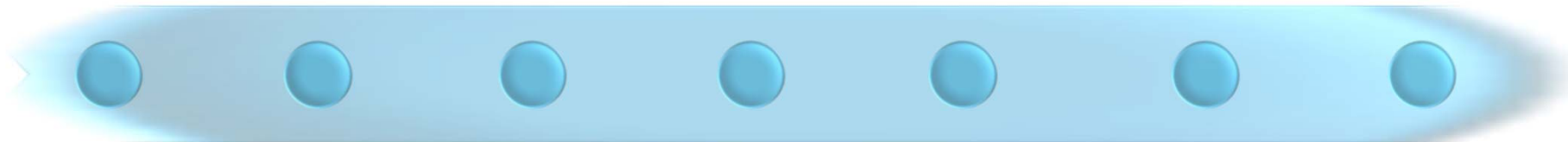
RFQ Schedule

Consultant Questions Due
November 13

Proposals (SOQs) Due
December 5

Notification of Award
January 2020

Project Notice to Proceed
February 2020



Answers Posted by SAWS
November 18

Interview with Consultants
(if necessary)
January 2020

SAWS Board Approval
February 2020

Respondent Questions

- Must be submitted in writing via e-mail no later than November 13, 2019 by 4:00 pm to:

Janie M. Powell

Contract Administration Department

San Antonio Water System

Janie.Powell@saws.org

Addenda

- Register as a vendor with SAWS Vendor Registration and Notification
- More than one addendum may be posted
- Check SAWS website often and prior to submitting your proposal
- Known addendum changes are:
 - Responses to questions

Submitting a Response

- Submit hard copies
 - 1 original and 8 copies
- Include a USB flash drive of the original proposal; include all pages
- Reference the RFQ document to determine what additional items are required
- Page limit of twenty five (25) per proposal
 - Must be securely bound by a means other than 3-ring binders
 - Use 8 ½ x 11 portrait format
 - one 11” x 17” permitted (will not count towards total page count)

Submitting a Response

Helpful Reminders

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

Submittal Deadline

- Submittal deadline is December 5, 2019 at 2:00 pm
- Solicitation number, solicitation name, date and time of the deadline should be clearly identified on the outside of the submittal package
- Deliver to 2800 U.S. Highway 281 North, Customer Service Building:
 - Deliver to Counter Services (Mailed to Contract Administration in Suite 171)
 - SAWS recommends submitting your proposal at least two (2) hours prior to the deadline
 - Make arrangements early if mailing your proposal
- Late responses will not be accepted, and will be returned unopened

Scoring Criteria

- Team Experience and Qualifications 30 pts
- Similar Projects and Past Performance 25 pts
- Project Approach 30 pts
- Small, Minority and Woman, and Veteran-Owned Business (SMWVB) Participation 15 pts

Total: 100 pts

Scoring Criteria

Team Experience and Qualifications (Refer to Attachment I)

- Org Chart: Identify all proposed “Key Personnel” and “Key Subconsultants.”
- Resumes: Not more than 1 page for each proposed Key Personnel. Project Manager resume first. Name/title/education. Describe professional qualifications/experience/expertise, years with current firm and total years of professional experience. List 3 similar projects completed in last 10 years (relevant to project scope), specifying with current firm or part of overall professional experience. List all active projects, durations, phases and percent time allocated to each project.
- Describe proposed team including Subconsultants, roles and responsibilities of team members, and teaming history.
- Availability Table Matrix: Only for “Key Personnel” and “Key Subconsultants Personnel.” Include percent time committed to project for entire duration and geographic location.
- Use Fillable Forms (Attachment II) – Forms will count towards total page limit.

Scoring Criteria

Similar Projects and Past Performance (Refer to Attachment I)

- Use Fillable Forms (Attachment II) - Forms will count towards total page limit.
- Provide minimum 3 completed projects in last 10 years. Ensure scopes are similar to the RFQ project. Make sure as many team members being proposed have been involved together.
 - Names of client and location (city and state)
 - Reference contact to include names, titles and “current” phone numbers (verify)
 - The corresponding year and duration of assignments/projects
 - Detailed description of projects; explain why projects are similar to the RFQ project
 - Key Personnel and Subconsultants’ responsibilities

Scoring Criteria

Project Approach (Refer to Attachment I)

- Explain, in detail, how your firm will execute and complete the scope. Discuss critical milestones, decision-making, methods to obtain feedback, proposed deliverables. Provide innovative approaches/ideas/recommendations.
- Provide proposed “realistic” project schedule. (Very important!)
- Provide responses to:
 - Familiarity with SAWWS facilities/infrastructure
 - Approach to becoming familiar with local/regional market conditions
 - Understanding and addressing of project related issues/risks
 - Coordination requirements, responsiveness and follow through
 - Approach to adhere to proposed schedule, schedule recovery procedures

Scoring Criteria

Project Understanding and Approach (Refer to Attachment I) (cont.)

- Specific and unique quality control/quality assurance and risk management
 - Plan to identify, track and resolve issues
 - Role of independent QA/QC team for “high quality and implementable” project

Key Objectives of Master Plan

- Evaluate capacity/capability of existing facilities to meet current and anticipated near-future (within the next permit renewal cycle) permitting and regulatory requirements.
- Assess current plant conditions, existing processes, equipment and operations to determine any modifications and/or upgrades needed for continued compliance.
- Provide recommendations for improvement and/or expansion needs to proactively address growth while complying with anticipated future regulatory and permitting requirements for the planning period (2022-2042).
- Establish a flexible capital improvements program (for the planning period) to effectively implement proposed improvements and expansions in a timely manner.
- Develop an interactive decision-making tool to facilitate implementation of proposed improvement(s) in a flexible manner whereas SAWS can consider alternatives depending on actual criteria (e.g. flows, regulatory). Types of alternatives need to be defined as part of the tool development process.

Considerations

- SAWS WRCs encompass:
 - Steven M. Clouse WRC (former Dos Rios WRC) and associated infrastructure
 - Leon Creek WRC and associated infrastructure
 - Medio Creek WRC and associated infrastructure
 - Salado Creek Headworks and associated infrastructure (in conjunction with siphons)
- Steven M. Clouse WRC is the centralized location for all biosolids processing.
- Up-to-date investigation results on Salado Creek WRC siphons shall be provided by SAWS when available.

Considerations

- SAWS has ongoing projects, and will continue to implement other projects during the Master Plan period. Consultant shall consider/coordinate with these projects as part of the evaluations/preparation of the Master Plan.
- SAWS shall provide:
 - the most recent population projections as available. Consultant is expected to validate projected growth/land development within SAWS service area and prepare independent flow projections.
 - the most recent plant influent, effluent and biosolids data as requested/as available. If data is not available or deemed inaccurate, Consultant shall exercise engineering judgment to fill in the data gaps and/or estimate the missing data.

Considerations

- For liquids/solids process calibrations, alternative simulations and evaluations, the latest version of BioWin shall be utilized. The mass balance sheets shall be included in the reports. Consultant may utilize an in-house modeling software for internal comparison/verification purposes only.
- For hydraulic evaluation, latest version of Visual Hydraulics shall be utilized. The model output sheets shall be included in the reports. Consultant may utilize an in-house software if the package has been proven to correctly estimate plant hydraulics for other projects.
- Surveying the structures may be required instead of relying on the as-built documents.

Considerations

- When selecting and establishing future process alternatives, the following shall be considered:
 - Optimizing the use of existing tankage through re-configuration to minimize the addition of new tankage as structurally possible;
 - Site constraints and constructability;
 - Construction with minimal process and operation disruptions;
 - Cost-benefit analysis for alternatives being considered, including 20-year life cycle costs;
 - Biological nutrient removal;
 - Chemically enhanced treatment, where justified;
 - Integrated side stream treatment versus separate side stream treatment; and,
 - Redundancy and contingencies.

Considerations

- Complete liquids and solids process flow diagrams for each alternative shall be developed. The location of modified or newly added facilities may also need to be shown on plant aerials for ease of review.
- Biosolids alternatives shall mostly focus on biosolids reduction, Class A cake and disposal options including landfilling and selling. Class B and disposal options may also be investigated if deemed to be more cost-effective and/or as back up options to Class A.
- Sensitivity analyses shall include flows and loads increase/decrease based on likelihood of varying growth rates.
- For ease of presentation and review, Consultant may choose to present the proposed/recommended facilities using 3-D models.

Considerations

- Evaluations shall include carbon footprint, energy, chemical, and manpower savings/optimization.
- Proposed recommendations shall consider SAWS contract with Ameresco on biogas.
- Capital and life-cycle costs shall be developed for each alternative for comparison and recommendation. Cost-benefit analyses shall include payback times. Consultant shall also specify the level of accuracy for estimates prepared as well as clearly list all assumptions made.

Scope

- Conduct a Project kick-off/chartering workshop with SAWS team. Prepare meeting agenda and meeting summary documenting discussion items, considerations, issues, recommendations and decisions.
- Conduct site visits, as many as needed, to become familiar with the SAWS WRCs. Consultant is expected to develop an in-depth understanding of the current treatment processes, equipment, ancillary infrastructure, and their condition and operation.

Scope

- Prepare a detailed Project baseline schedule indicating all milestones and dates. Request in writing a list of data, documents, and information needs.
- Review all relevant documents provided by SAWS for informational purposes, where available.
- Prepare a Quality Management Plan (QMP). Consultant agrees to perform QA/QC and constructability reviews for all work products/deliverables in accordance with the QMP. A certified statement signed by a Principal of the Consultant Firm shall be provided at the final submittal that verifies compliance with the QMP.

Scope

- Conduct:
 - interim milestone meetings/workshops as necessary to review submittal documents. Respond to comments, prepare meeting agendas and summaries.
 - regular coordination meetings, at least bi-weekly, with SAWS team to track and monitor progress, identify critical items, and address project needs in a timely manner.
 - working sessions with SAWS Master Planning Department to gain understanding of population/growth projections, collection system models, ongoing/recently completed condition/capacity projects that are part of the USEPA Consent Decree, remaining projects as part of the CD, Infiltration and Inflow assumptions, and ongoing efforts.

Scope

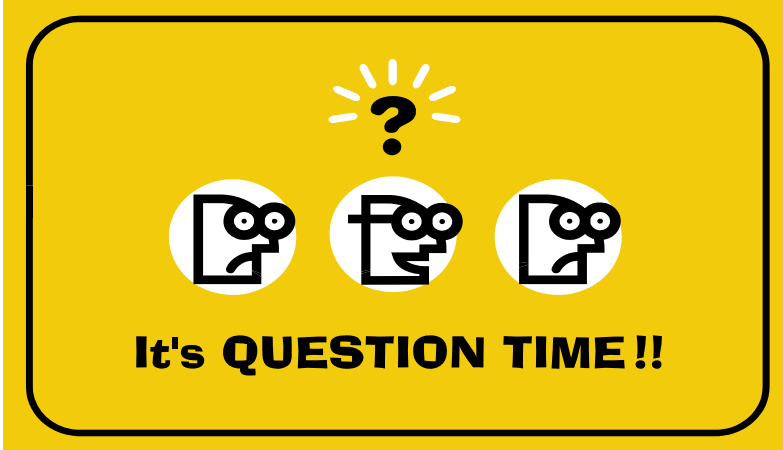
- Validate growth projections for the Project for consistency with the wastewater collection master plan.
- Submit a draft and final Wastewater Facilities Master Plan Report with all associated documentation. The report shall be signed and sealed by a professional engineer licensed in the State of Texas.
 - Refer to RFQ for report details

Scope

- Conduct review workshop(s) with SAWS team upon submitting the draft/final Wastewater Master Plan. Prepare agenda that includes Consultant's questions requiring responses and items needing decisions. Prepare workshop summary to document all questions, concerns, comments, decisions, outstanding issues and action items.
- Provide written responses to review comments.
- Conduct a review workshop(s) on the interactive tool for purposes of demonstrating the use of the tool for planning/decision making needs. Review the criteria on sensitivity analysis to confirm SAWS needs.

Project Funding

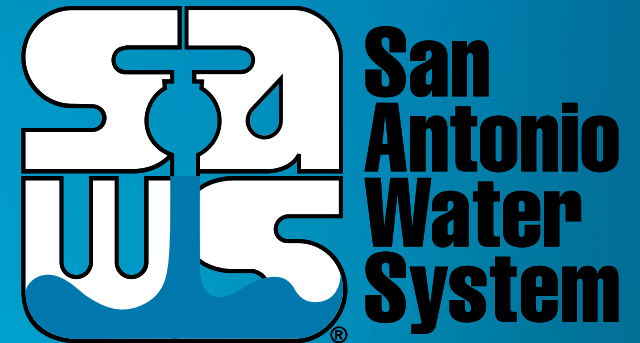
- SAWS Estimated Project Cost: \$2,500,000
- Funded over a two (2) year period, 2020 through 2021



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