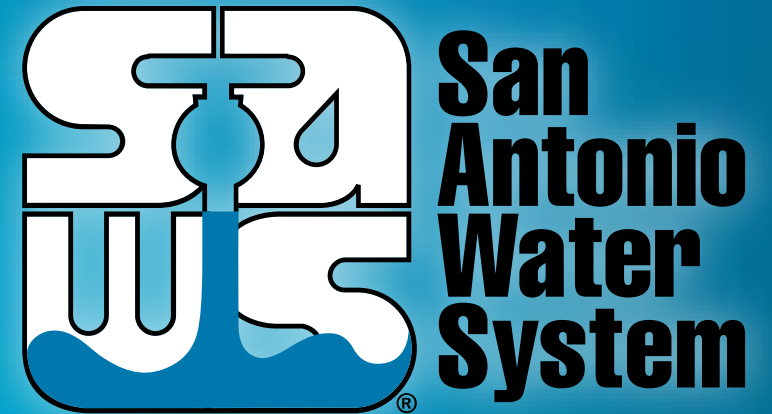


# 2020 Production Facilities Improvements Project RFQ Pre-submittal Conference

Ila E. Drzymala, PhD, PE  
Sr. Engineer, SAWS

Stella Manzello  
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.

# RFQ Objective

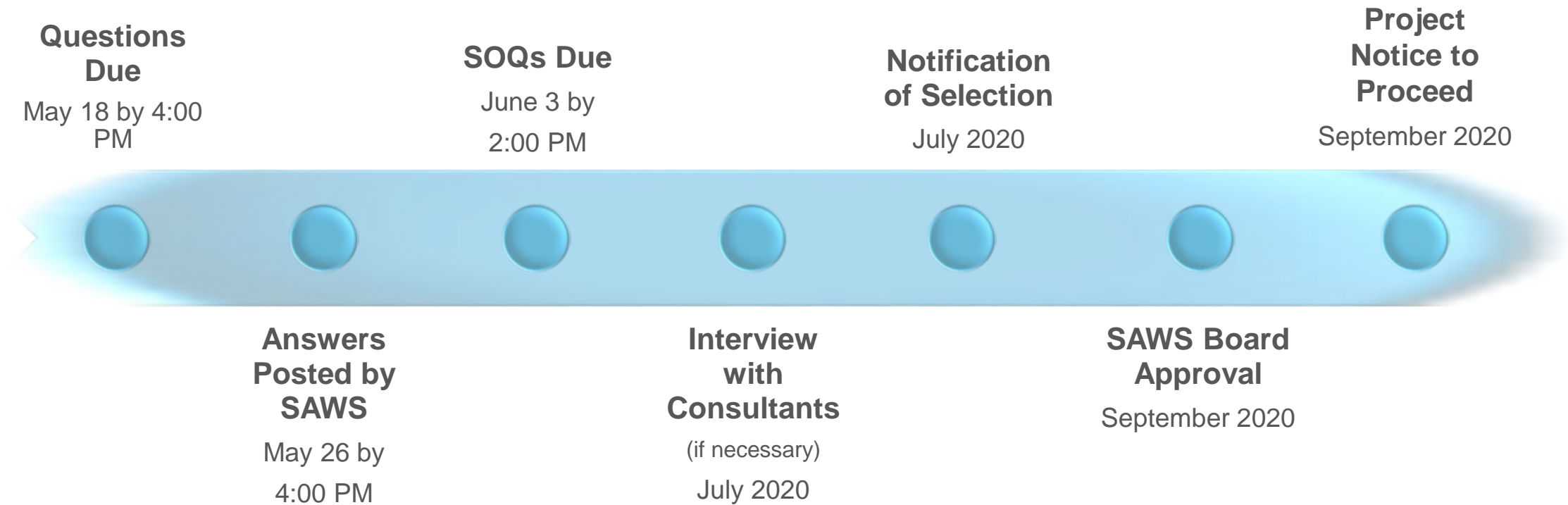
- To procure professional engineering services which will require work to be performed by qualified professional engineering firms. Selected firms shall provide project management and engineering services entailing planning, estimating, scheduling, engineering evaluations/studies, preliminary engineering reports, design, bid and construction phase services and inspections.
- Projects to be managed, designed, and constructed with highest regard for cost, schedule, and quality.
- SAWWS anticipates awarding a contract to more than one Consultant.

# 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



The dates listed above are subject to change without notice.

# 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

- Submittals only electronically
- Include all pages
- Reference the RFQ (section IV. Submitting a Response) document to determine what additional items are required.
- Page limit of twenty-five (25) per proposal

# 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 June 3, 2020 at 2:00 pm local time
- Electronic Submittals Accepted Only
- Address a PDF of your submittal to [contracting@saws.org](mailto:contracting@saws.org)
- Entitle the subject line of the submission email with “PS-00097 – 2020 Production Facilities Improvements RFQ Response” and name of Respondent.
- The file size limitation for submission is 10MB.
- Only one (1) file with all required response information shall be submitted.
- Late responses will not be accepted, and will be returned

# Scoring Criteria

Team Experience and Qualifications	25 pts
Similar Projects and Past Performance	25 pts
Project Understanding and Approach	35 pts
Small, Minority and Woman, and Veteran-Owned Business (SMWVVB) Participation	15 pts
<b>Total:</b>	<b>100 pts</b>

# Scoring Criteria

## Team Experience and Qualifications (Refer to Attachment II)

- Org Chart: Identify all proposed “Key Personnel” and “Key Sub-consultants.”
  - Availability Table Matrix: include the percentage of time each proposed team member shown on the chart will be committed to the Project, as well as their role.
  - Describe the composition of the proposed team including Sub-consultants, roles and responsibilities of team members and teaming history.
  - Resumes: Up to 1 page for the requested Key Personnel only. Project Manager resume first. Name/title/education. Describe professional qualifications/experience/expertise, years with current firm and total years of professional experience. List 5 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 % time allocated.
  - Respondent’s and Proposed Sub-consultants Role on this project (table)
- \* Use Fillable Forms (Attachment III) – Forms will count towards total page limit.

# Scoring Criteria

## Similar Projects and Past Performance (Refer to Attachment II)

- Provide minimum 5 relevant completed projects in last 10 years. Ensure all project scopes are similar to this RFQ project. Make sure as many team members being proposed have been involved together in the projects and are identified in your submittal.
    - 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 Sub-consultants’ responsibilities
  - OPCC Table. Provide cost information for the 5 projects as well as 3 additional similar projects as it relates to accuracy of the OPCC.
- \* Use Fillable Forms (Attachment III) - Forms will count towards total page limit.



# Scoring Criteria

## Project Understanding and Approach (Refer to Attachment II)

- 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 responses to:
  - Familiarity with project areas
  - 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

- Describe the QMP for this project
  - Overview of QA/QC
  - Plan to identify, track and resolve issues
  - Role of independent QA/QC team
  - Roles for firm and SAWS
  - Respondents approach to changes that impact cost
  - Description of OPCC calculations and familiarity with AACE's recommended practices

\* Please refer to the RFQ for all detailed requirements of all of the Evaluation Criteria

# Respondent Questions

- Must be submitted in writing via e-mail no later than May 18, 2020 by 4:00 pm to:

**Stella Manzello**

Contract Administration Department

San Antonio Water System

[Stella.Manzello@saws.org](mailto:Stella.Manzello@saws.org)

# 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

\*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)

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

[WWW.SAWS.SMWBE.COM](http://WWW.SAWS.SMWBE.COM)



# 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](mailto:Marisol.Robles@saws.org)

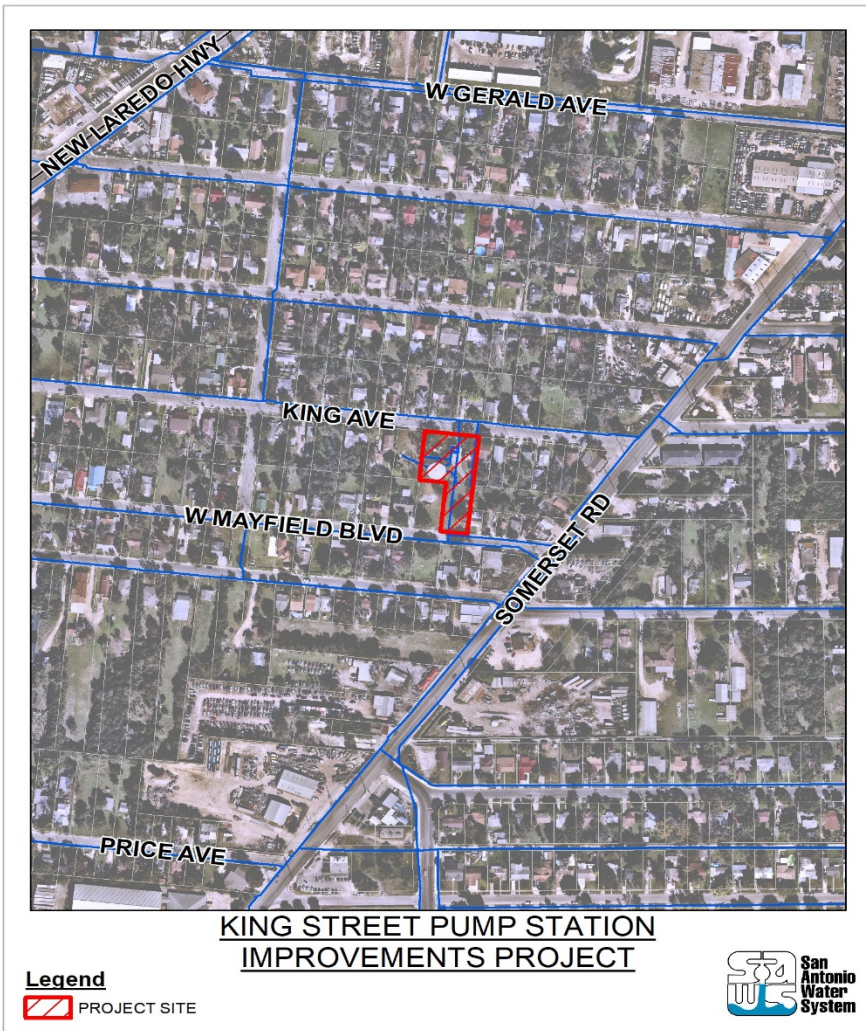
Telephone: 210-233-3420

# RFQ Projects

- King Street Pump Station Improvements
- Ranch Town No. 2 Pump Station Improvements
- Mission Pump Station Well No. 9
- 2020 Production Facilities Engineering Work Order Contract



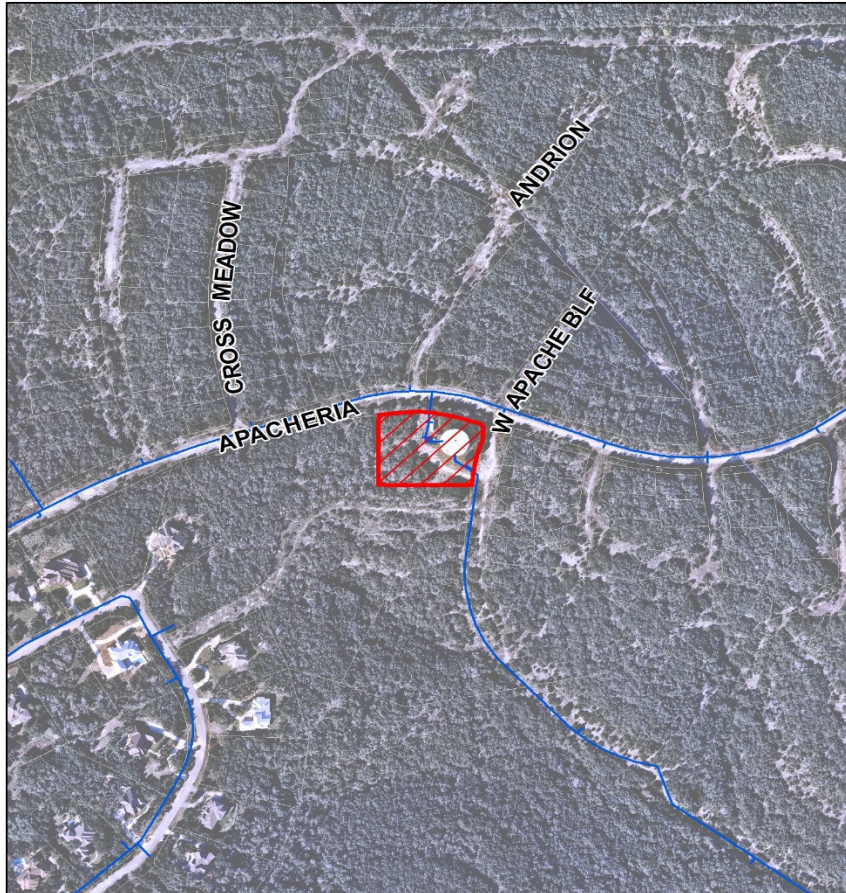
# King Street Pump Station Improvements



- Located at 140 King Ave. San Antonio, TX 78211
- Evaluate/replace well pumps
- Replace electrical and I&C systems; install new electrical building
- Replace disinfection system
- Various demolition and other site improvements
- Design Scope:
  - Preliminary Engineering Assessment and Report
  - Design Phase, Cost Estimates & Construction Schedules
  - Bid Phase
  - Construction Phase Services
  - Closeout



# Ranch Town No. 2 Pump Station Improvements



RANCH TOWN NO. 2 PUMP STATION  
IMPROVEMENTS PROJECT

**Legend**

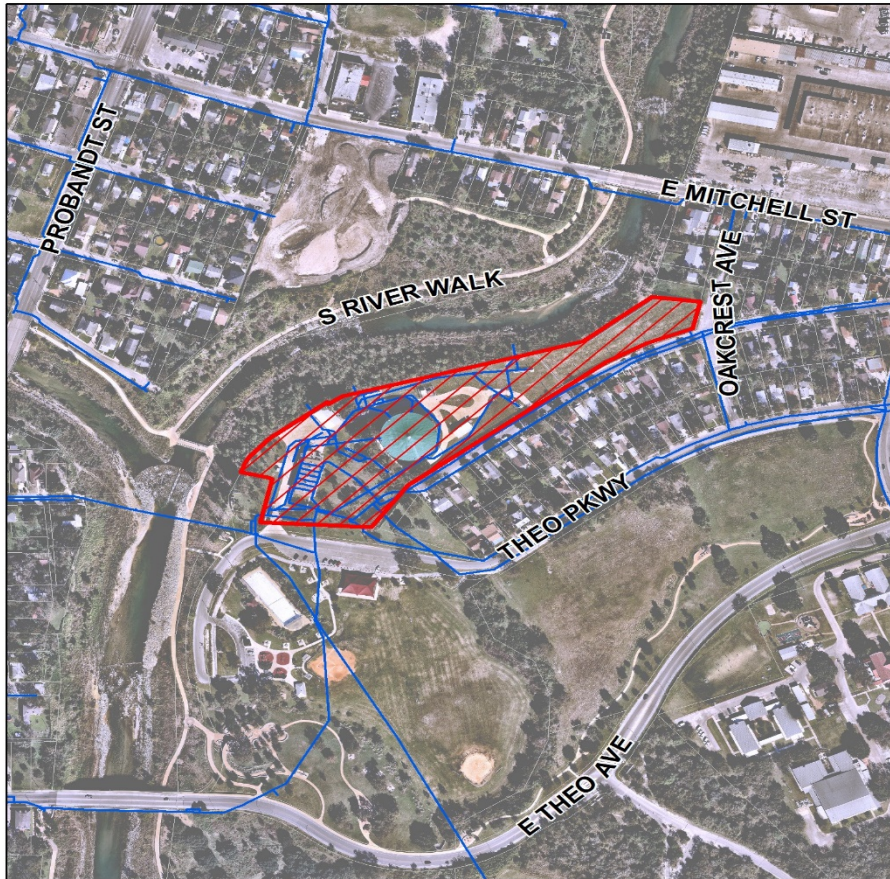
 PROJECT SITE



- Located at 17715 W. Apache Bluff Helotes, TX 78023
- Replace booster pumps and motors
- Replace electrical and I&C systems
- Various other site improvements
- Design Scope:
  - Preliminary Engineering Assessment and Report
  - Design Phase, Cost Estimates & Construction Schedules
  - Bid Phase
  - Construction Phase Services
  - Closeout



# Mission Pump Station Well No. 9



MISSION PUMP STATION  
WELL NO. 9 PROJECT

**Legend**

 PROJECT SITE



- New 36-inch diameter artesian water well in Edwards Aquifer
- Install well pump, motor, yard piping, and electrical and I&C systems
- Design Scope:
  - Preliminary Engineering Assessment and Report
  - Design Phase, Cost Estimates & Construction Schedules
  - Bid Phase
  - Construction Phase Services
  - Closeout

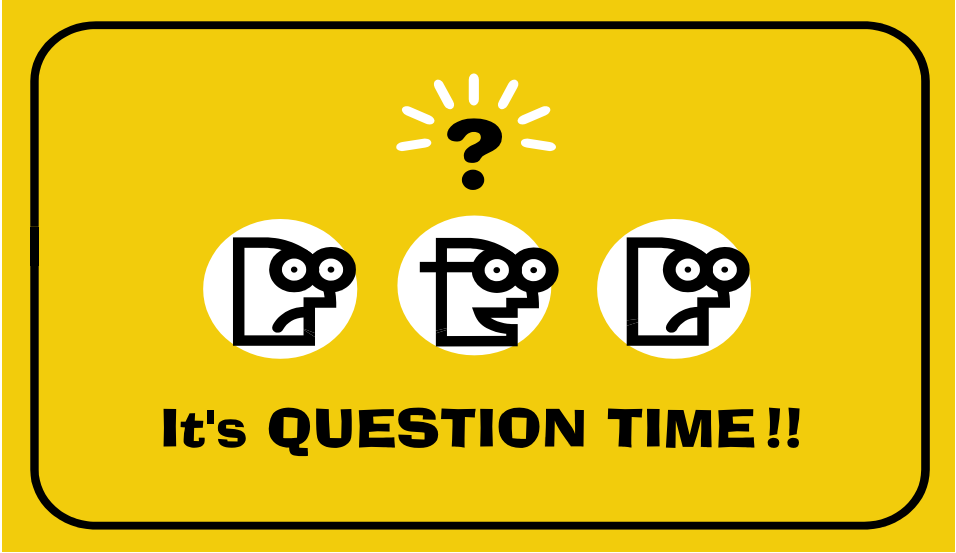
# 2020 Production Facilities Engineering Work Order Contract

- Production facilities: Well sites, primary, secondary and booster pump stations, elevated and ground storage tanks, pressure reducing and pressure sustaining valves, and other pressure discharge points throughout SAWWS service areas
- Scope of work: Potholing/subsurface utility investigation, drainage, grading, civil, mechanical, electrical, and structural design, geotechnical and environmental services, permitting assistance, coordination with other utilities/agencies/consultants, preparation of cost estimates and schedules, engineering reports, design plans and specifications, bid and construction phase services as requested
- Design services to be assigned as-needed and work order basis



# Requirements

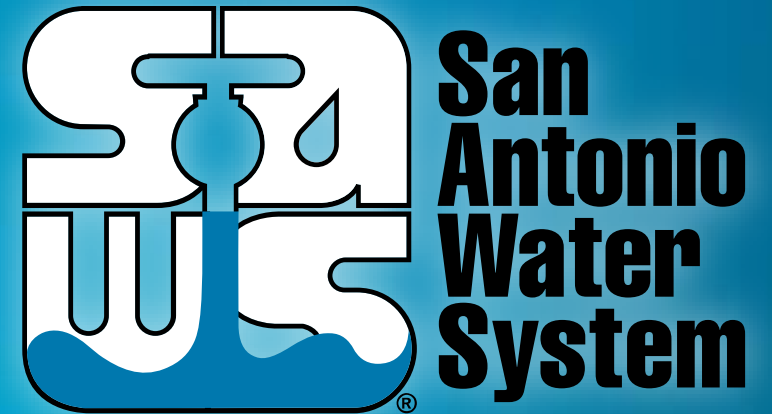
- Consultant shall develop Engineer's Opinion of Probable Construction Costs (EOPCC) for each phase (30%, 60%, 90%, and Bid) as per the recommendations of AACE International as described in Recommended Practices No. 17R-97 and 56R-08.
- RFP/CO cost estimates shall use RS Means where applicable
- Design Schedule is to be established and followed
- Quality Management Plan (QMP) is required to be maintained and followed through



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