

# 2022 Sanitary Sewer Overflow and Reduction Program (SSORP) CMOM Large Diameter Engineering Design Services, RFQ PS-00143

Ann Peche, P.E.

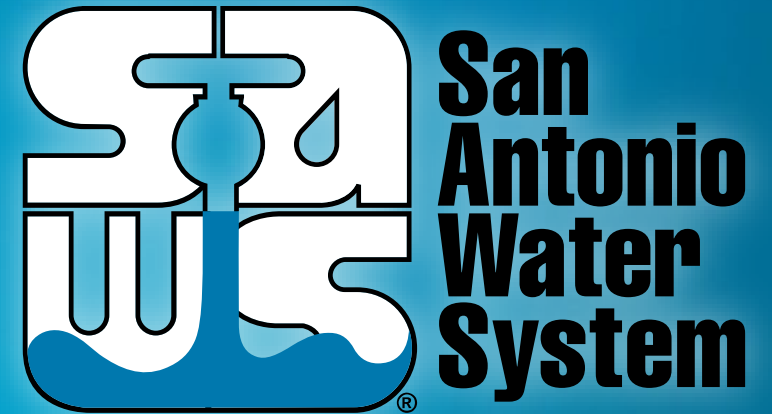
Manager- Engineering

Marisol V. Robles

Manager – SMWVB Program

Lindsay Esquivel

Contract Administrator



Non-Mandatory Pre-Submittal Meeting

January 13, 2023

MAKING SAN ANTONIO  
**WATERFUL**



# General Information and Reminders

- This is Non-Mandatory Pre-Submittal Meeting
- Attendees should sign-in via chat on WebEx
- Presentation will be posted on SAWS website along with the sign in sheet.
- Stay muted during presentation, questions may be entered in chat and will be addressed at the end.

# 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.

# Agenda

- Objective
- Additional Requirements
- Selection Process
- Evaluation Criteria
- SMWB Requirements
- Submittal Deadline
- Submission Reminders
- Communication Reminders
- Question/Addendum Deadline
- Project Charters
- Technical Information
- Key Considerations
- Questions

# Objective

- San Antonio Water System is accepting Statements of Qualifications from firms to provide professional engineering design services, as well as all associated engineering services, necessary to advance the sanitary sewer overflow and reduction program projects identified within this RFQ to the final design phase, which includes both bid and construction phase services.
  - Reference the RFQ Attachment I for CMOM project charters and maps
  - Project Scoping reports for each CMOM project is available on the SAWS website.
- SAWS anticipates awarding as many as 2 contracts
  1. 2022 CMOM Central West Sewershed Project
  2. 2022 CMOM Multiple Sewershed Project
    - As part of the ongoing CMOM component of the CD, SAWS is required to perform alternative analysis on targeted and urgent mains identified as high risk. The results of the CMOM alternative analysis are provided in the Project Scoping Reports.
- SAWS reserves to the right to combine projects and to award a contract to 1 or more consultants.

# Additional Requirements

- Respondents shall perform all project-related functions utilizing Contract and Project Management System (CPMS)
  - This includes adhering to the service levels for processing change orders, RFIs, RFPs, and scratch sheets within the contract
- Design by selected consultants shall meet all of the latest applicable federal, state, local, and SAWS standards, rules, regulations, specifications, special specifications, ordinances, codes TCEQ, and any other pertinent governing entity requirements for the development of the design plans and supporting documents.
- Respondents should be familiar with the EPA Consent Decree (CD) and the contract requirements related to the decree including record retention.
- The design schedule developed should include milestones to meet CD requirements. Failure to meet these milestones may result in CD violations to the project or subsequent projects, and if so, will be passed on to the selected consultants.

# Selection Process

- SOQs reviewed for responsiveness
- Technical Evaluation Committee scores qualification statements based on evaluation criteria published in the RFQ
- Interviews held, if necessary
- Selection Committee reviews scores and recommends firms
- Good Faith Effort Plan will be evaluated and scored
- Negotiation with selected consultants
- Board Award – June 2023

# Selection Process

- If there is a change to key team members (prime or sub-consultant) identified on Respondent's organizational chart, notify SAWS in writing as soon as possible
  - SAWS may allow Respondent to replace the key team member with an alternate member who possesses equal or better qualifications and experience
- Also, per SAWS' Ethics Policy, a former SAWS employee may not serve in a lead role as a key team member and/or participate in the negotiation of a contract for two (2) years after separating from SAWS.
  - Failure to adhere may result in the Respondent's proposal being found non-responsive or a reduction in points during the technical scoring of the proposal.



# Evaluation Criteria

CRITERIA	MAX POINTS
Team Experience and Qualifications	20
Similar Projects and Past Performance	25
Project Approach	30
Quality Management/Quality Control Plan	10
Small, Minority, and Woman-owned (SMWB) Business Participation	15
<b>Total</b>	<b>100</b>

# Evaluation Criteria

## Team Experience and Qualifications (20 pts)

- 1) Organizational Chart – 1 Page
  - Should include all key team members (including key sub-consultants)
    - Project Manager, Cost Estimator, Quality Assurance and Quality Control Review Lead, Technical Reviewers, and all Design Team Leads required
  - Role and percentage of time each key team member will be committed
    - Ensure all sub-consultants match those listed on the Good Faith Effort Plan
- 2) Resumes for Key Personnel Only (including any key sub-consultants if needed)
  - 8 page limit of 1-page resumes
  - Key Personnel are Project Manager, Cost Estimator, Quality Assurance and Quality Control Review Lead and Reviewer, and Design Team Leads (no more than 2 QA/QC and 3 Design Team Leads)
  - Project Manager's resume should be first
  - Resumes should not include exhaustive list of projects, but rather projects with as similar as the scope of services in the RFQ and their role in that project along with all required requested information
- 3) Describe the prime firm's and sub-consultants' most relevant experience using Subconsultant Table provided in the RFQ

# Evaluation Criteria

## Similar Projects and Past Performance (25 points)

- I) Identify 5 Relevant Projects, of Similar Size and Scope to the Scope of Services and Additional Requirements identified in the RFQ that were completed within the last 10 years.
  - Use forms provided in RFQ
    - No additional narrative is required
  - Similar projects are considered wastewater/ SSO projects of similar scope, pipe diameter and contract value
  - Identify key personnel and their roles and responsibilities for at least 3 of the 5 projects
  - A minimum of 3 projects identified must be performed by Respondent
  - Ensure contact information for references is current

# Evaluation Criteria

## Similar Projects and Past Performance (25 points) Continued

- 2) Complete OPCC Table included in the Evaluation Criteria Forms in the RFQ
  - Provide information for the five (5) completed projects submitted in section I) of this criteria, as well as three (3) additional projects, as it relates to the accuracy of the Opinions of Probable Construction Cost (OPCC) and change orders, comparing the 100% design phase estimate to approved construction awards.
  - No additional narrative is required

# Evaluation Criteria

## Project Approach (30 points)

- Narrative format
- This criteria is weighted the heaviest
- Response shall apply to any of the projects; Respondents are not choosing a project from the 2.
- Narrative format limited to 6-pages (which may include one (1) 11" x 17" page schedule) response for 3 questions to include:
  - 1) Describe team's approach to complete the project managing risk between design related issues, coordination with agencies, constructability, schedule, and budget;
  - 2) Identify team's suggested alternative innovative approaches to accomplishing the scope of services identified;
  - 3) Describe team's approach to preparing deliverables to meet deadlines
    - Include schedule risks and mitigation measures, schedule recovery approach and other issues relative to schedule maintenance on similar projects

# Evaluation Criteria

## Quality Management/Quality Control Plan (10 points)

- Narrative format limited to 2 pages
- Respondents shall include:
  - Familiarity with the scope of services identified in this RFQ
  - Overview of the QCP process and schedule
  - Plan identifying, tracking and resolving design issues
  - Description on how independent quality review team will confirm documents
  - Respondent's role compared to SAWWS' role
  - Approach to becoming familiar with local construction practices and requirements
  - Outline how accuracy and completeness of independent cost estimates are derived for each phase of design

# Small, Minority, and Woman-owned Business (SMWB) Participation

- M/WBE Scoring Method: **Up to 15 Points (By percentage) 40.00% M/WBE Goal**
  - M/WBE Participation Percentage between 1% and 9.99%: **2 Points**
  - M/WBE Participation Percentage between 10% and 19.99%: **4 Points**
  - M/WBE Participation Percentage between 20% and 29.99%: **6 Points**
  - M/WBE Participation Percentage between 30% and 39.99%: **8 Points**
  - M/WBE Participation Percentage meeting or exceeding 40.00%: **10 Points**
- Utilization of a local SMWB Engineering Firm, that has not worked with SAWS as a prime consultant in the past five years, for 10% of Sewer Design Services: **5 Points**

# Small, Minority, and Woman-owned Business (SMWB) Participation

- Payments made to subconsultants, subcontractors, and suppliers (SMWBs *and* Non-SMWBS) will be reported using SAWS' Subcontractor Payment and Utilization Reporting (S.P.U.R.) System. This is a contractual requirement.
- All firms listed in the organizational chart must also be listed in the Good Faith Effort Plan.
- SMWB-certified firms need to have a local-area office, must be "SBE" (including MBEs and WBEs), and need to be certified through the SCTRCA or Texas HUB.
- Post-award, use of the S.P.U.R. System will be contractually required to report payments to all subconsultants, both SMWB and Non-SMWB.



Questions related to the SMWB Program, completion of the Good Faith Effort Plan (GFEP), or SMWB scoring may be directed to the SMWB Program Manager until the RFQ is due. Her contact information is:

**Marisol V. Robles**

SMWB Program Manager

Contracting Department

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

# Submittal Deadline

- **Electronic submittals only**
- **DUE by February 1, 2023, by 2:00 p.m. CST**
- refer to RFQ for instructions to e-mail your submissions.
- Allow sufficient time to upload submittal ahead of the deadline to allow for any technical difficulties.
- Respondents shall indicate **PS-00143, 2022 SSORP CMOM Large Diameter Eng. Design Services**, date and time of the deadline clearly on both the electronic proposal file and email as noted in the RFQ.
- Late responses will not be accepted and will not be opened.

# Submission Requirements

- File size limitation is 10 MB and shall be no greater than 17 pages
- Submit proposal using Evaluation Criteria Forms, where indicated
- Use 8 ½ x 11 portrait format
- Thoroughly read the RFQ to become familiar with scope
  - Including the review of maps, charters, and scoping reports for each project
- Ensure references provided are valid and previously verified
- Be specific and avoid “boiler plate” responses where narrative is requested

# Submission Requirements Continued...

- Required forms do not count toward the page limit.
  - Refer to the RFQ for definition of required forms
  - The cover page and tabs do not count towards the page limit.
- The 17-page limit includes the following:
  - Org Chart (1 page)
  - Resumes (8 pages)
  - Project Approach (6 pages)
  - Quality Management Plan (2 pages)

# Submission Requirements Continued...

- Similar Projects submitted should be of similar size, scope and contract value to the Scope of Services and Additional Requirements identified within the RFQ.
  - Projects must be completed
  - Key staff on the org chart should ideally have worked on the example projects submitted
- Contact the SMWB Program Manager for assistance, if necessary
- Perform QA/QC on proposal prior to submitting and reference SAWS
- Refer to the Solicitation Submittal Tips found at the following link:  
[https://apps.saws.org/business\\_center/ContractSol/SNO\\_Drill.cfm?id=1980&View=Yes](https://apps.saws.org/business_center/ContractSol/SNO_Drill.cfm?id=1980&View=Yes)

# Communication Restrictions

- Respondents or their representatives are prohibited from communicating with any City of San Antonio 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 regarding the RFQ from the time the solicitation is released until it has been acted upon by the Board of Trustees.
- Respondents or their representatives are prohibited from communicating with SAWS employees regarding this RFQ, except as provided under “Technical Questions,” from the time the solicitation is released until the contract is awarded.
- This includes “thank you” letters, phone calls, emails, and any contact that results in direct or indirect discussion of the RFQ and/or proposal submitted by Respondents.

# Communication Reminders

- If your firm has a contract with SAWWS already and needs to discuss that contract specifically, Respondent shall indicate such during the conversation.
- This is in place from release of the RFQ to Board Award
- Violation of this provision by the Respondent and/or their agent may lead to disqualification of the Respondent's proposal from consideration.

# Questions

- Must be submitted in writing by January 18, 2023, by 2:00 P.M. (CST) via e-mail to:

**Lindsay Esquivel, Contract Administrator**

Contract Administration Department

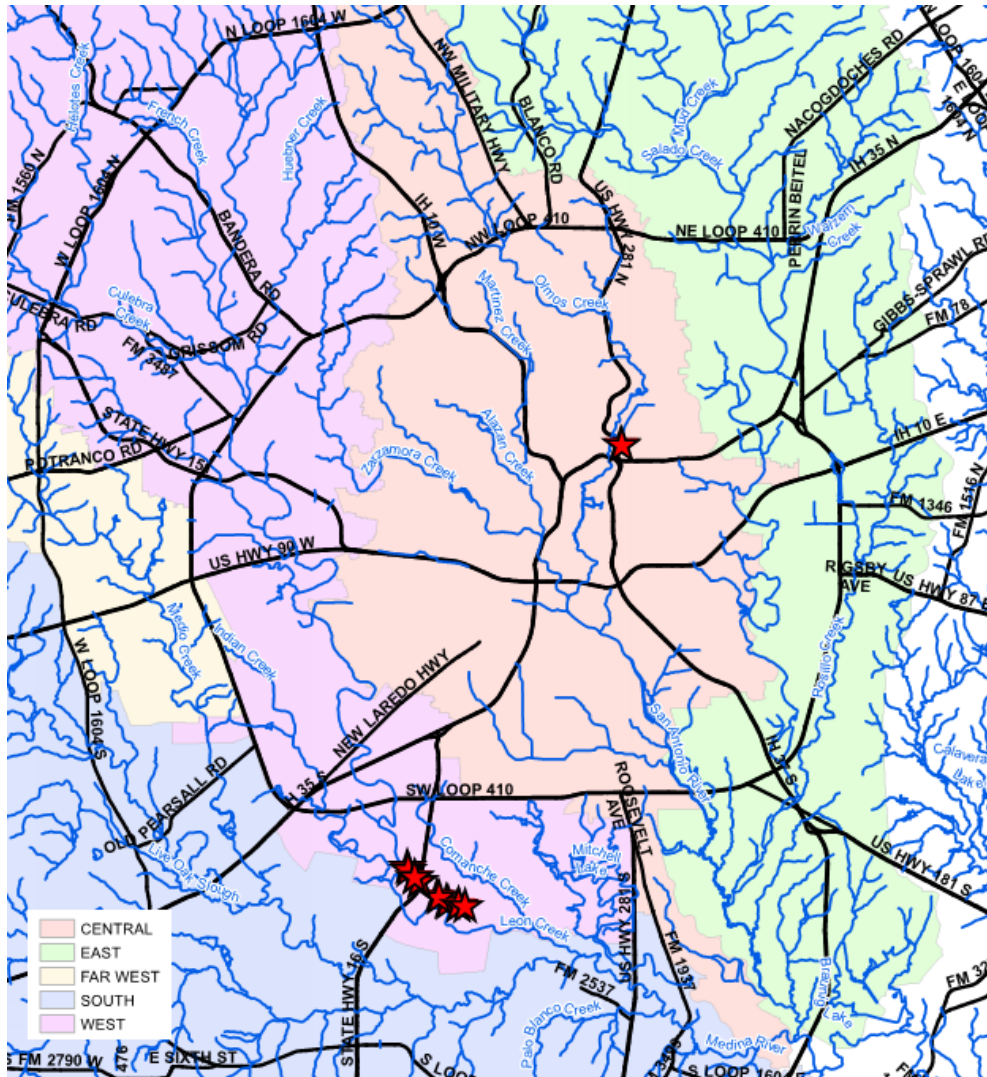
San Antonio Water System

[Lindsay.Esquivel@saws.org](mailto:Lindsay.Esquivel@saws.org)

- Questions will be formally answered via Addendum posted by January 25, 2023, by 2:00 p.m. CST

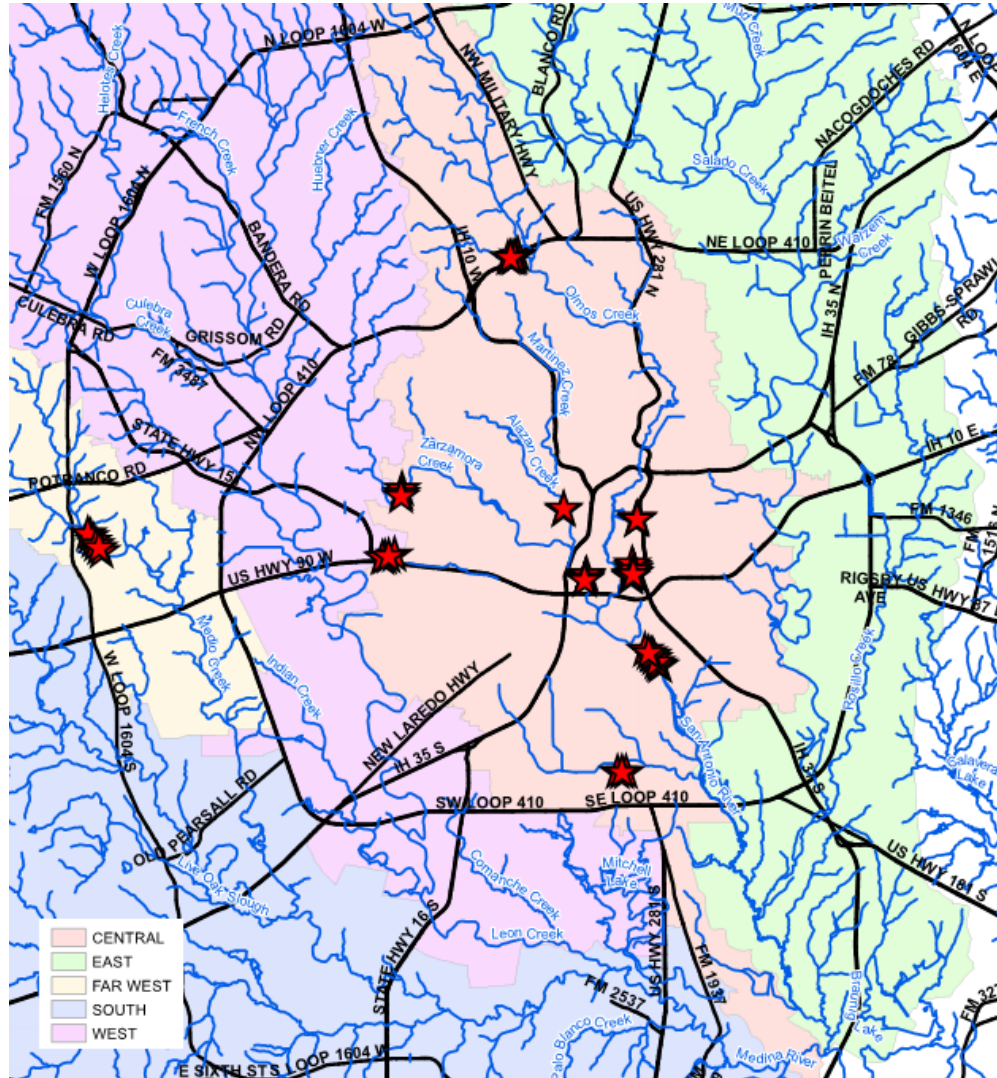


# 2022 CMOM Central West Sewershed Project



- Location:
  - Multiple locations throughout the Central and Western Basins
- Pipe Diameter:
  - 24-inch thru 72-inch
- Project Length:
  - Approximately 14,431 feet
- Rehab Method:
  - CIPP and Open Cut
- Estimated Construction Cost:
  - \$24,932,700

# 2022 CMOM Multiple Sewershed Project



- Location:
  - Multiple locations throughout the City of San Antonio
- Pipe Diameter:
  - 24-inch thru 60-inch
- Project Length:
  - Approximately 13,334 feet
- Rehab Method:
  - CIPP and Open Cut
- Estimated Construction Cost:
  - \$11,823,500

# 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 as described in AACE's document 56R-08: Cost Estimate Classification System – as Applied for the Building and General Construction Industries

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%
100% Design and Bid Documents	Class 1	L: -3% to -5% H: +3% to +10%

# Cost Estimates – Construction Phase

- Consultant must provide independent cost estimates based on the RS Means method of cost estimating by using the most current RS Means 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 an RFP is requested from a SAWS Contractor.

# Quality Management Plan (QMP)

- Consultant will be required to develop a QMP
- QMP reviews to be performed by staff not involved in day to day project tasks
- QMP reviews are at different intervals during the design phases
- Constructability reviews with experienced personnel are required in the QMP to ensure project is buildable
- A QMP Certification Letter will be required with the QMP submitted with the contract and the 100% Design Phase Submittal

# TCEQ 217.6

## Chapter 217.6 Transmittal Letter

- Ensures compliance with §217.6(c)
- Requests any variances from Chapter 217 and provides technical justification for said variance
- Discloses any innovative or nonconforming technologies in use
- Required to be signed and sealed

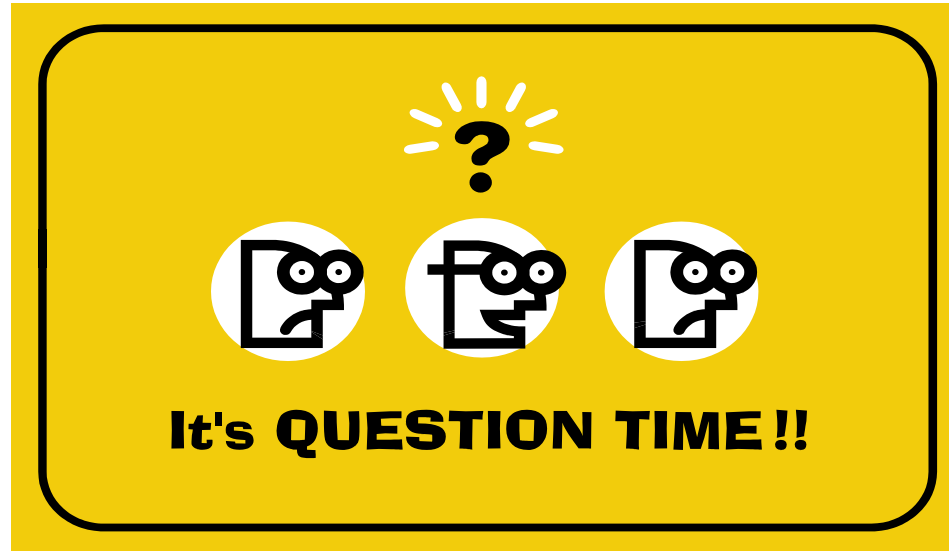
# Key Considerations

- Adherence to design phase implementation schedules Methods of construction
- Coordination with other agencies (e.g., COSA, TxDOT, USACE, TCEQ, etc.)
- Easements and ROW
- Identification of utilities (above and below ground)
- Environmental Site Assessment
- Surveys and topographic information
- Access points for construction and adequacy of easements
- Bypass plans and traffic control
- Contract Documents – Quality and attention to detail
- Quality and accuracy of OPCCs

# Key Considerations

- Confirm all requirements met of each section in the RFQ
- Use relevant experience
  - Both Resumes and Past Performance
- Avoid using “Cookie Cutter” submissions





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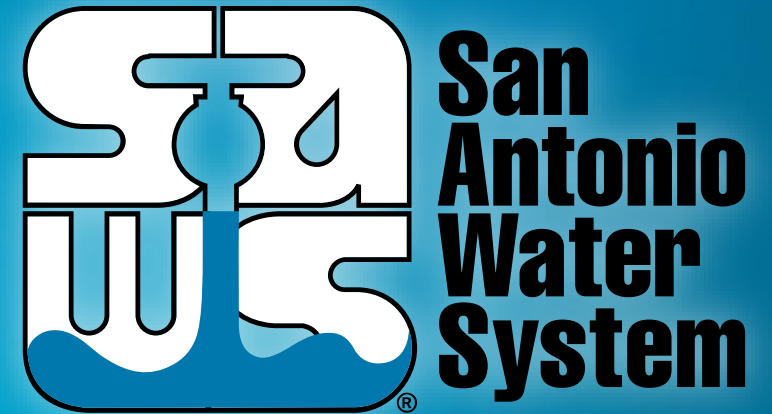
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