

# Meghan Pump Station

## RFCSP – CO-00645

Non-Mandatory Pre-Proposal Meeting

September 25, 2023 – 2:00 PM

**Kyle Harvey, P.E.**

Project Engineer

**Lindsay Esquivel**

Contract Administrator

**Susan Rodriguez**

SMWB Program Manager, SAWS

**Darren McAfee, P.E.**

Design Engineer, Quiddity



**San  
Antonio  
Water  
System**

MAKING SAN ANTONIO  
**WATERFUL**



# Oral Statements

Oral statements or discussion during the pre-proposal meeting today will not be binding, nor will it change or affect the terms or conditions within the Plans and Specifications of this Project. Changes, if any, will be addressed in writing only via an Addendum.



# Agenda

- Key Project Information
- SMWB
- Contract Requirements
- Evaluation Process
- Required Experience
- Proposal Packet Preparation
- Evaluation Criteria
- Additional Reminders
- Communication Reminders
- Key Dates
- Submission Due Date
- Project Overview
- Questions



# Key Project Information

- This is a Non-Mandatory pre-proposal meeting
- Construction duration is 730 calendar days
- Estimated Budget \$ 11,000,000.00
- Procured under Chapter 2269 of Texas Government Code as a Request for Competitive Sealed Proposals (RFCSP)
- This is also a developer project (Southerland Canyons III, LLC)
- Geotechnical Data Report is available
- **Addendum I – revision of important dates**



# Mandatory SMWB Goal

| Industry     | SMWB Goal |
|--------------|-----------|
| Construction | 21%       |

The mandatory SMWB goal is expressed as 21% of your total price proposal

# SMWVB Scoring

- SMWVB Scoring Method: 10 Points (by percentage) for meeting or exceeding the stated mandatory SMWVB goal.
- Not meeting the mandatory goal = 0 SMWVB Points. Points awarded on an all-or-nothing basis.
- If the goal is not met, proof of outreach to SMWVBs must be provided. If the goal is not met, and proof of outreach is not provided, disqualification may occur.



# Good Faith Effort Plan (GFEP) FAQs

- Q: Is the 21% SMWB goal mandatory?**  
 A: Yes. Respondents who do not meet the mandatory goal will not earn any SMWB points.
- Q: What if I am having trouble finding SMWB subcontractors?**  
 A: The South Central Texas Regional Certification Agency has a search portal at [www.sctrca.org](http://www.sctrca.org).
- Q: What if my business is SMWB-certified? Do I need to find SMWB subs?**  
 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 my subcontractors in the GFEP or just those that qualify towards the SMWB goal?**  
 A: All subcontractors and suppliers need to be included in the GFEP, even those that may not count towards the SMWB goal. We also need to see proof of your outreach if you do not meet the goal.
- Q: What if I have questions about the GFEP?**  
 A: Please contact the Interim SMWB Manager Susan Rodriguez at [Susan.Rodriguez@saws.org](mailto:Susan.Rodriguez@saws.org) . GFEP questions can be asked at any time before the submittal is due.



# Required Solicitation Methods

At least two of the following methods of outreach must be used.

Proof of outreach must be provided if the mandatory SMWB goal is not met.

- Newspaper Advertisements
- Meetings or Conferences
- Trade Association Publications
- Minority Media
- Internet & Web Postings or Other Government Publications
- Direct Contact (Phone, Fax, USPS Mail, or Email)





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

- 1. Subcontractor & Supplier Payment Tracking
- 2. Subcontractor and Supplier Additions or Substitutions
- 3. Must be Current and Accurate before Retainage is released

<https://saws.smwbe.com>



# SMWB Questions

- Questions related to the SMWB Program, completion of the Good Faith Effort Plan (GFEP) or finding certified subcontractors and suppliers may be directed to the Interim SMWB Manager until the RFCSP is due.

Susan Rodriguez – Interim SMWB Manager

Email: [Susan.Rodriguez@saws.org](mailto:Susan.Rodriguez@saws.org)

Telephone: 210-233-3070

# Contract Requirements

## Prevailing Wage Rate and Labor Standards – Section 2.10 of the General Conditions

- Wage decisions are included within the specifications
- Contractors shall utilize LCP Tracker to track Certified payroll
- Payrolls to be submitted on a weekly basis beginning on the start date of the Notice to Proceed, including weeks in which work is not performed,
- Be aware of all SAWS Holidays
- Contractors are responsible for sub-contractor payroll
- Late payrolls delay contractor payments, as well as the release of retainage at the end of the project
- Payroll records are subject to review
- Site visits are random and unannounced, Interviews will be conducted and will be private & confidential
- All apprenticeship programs will need to be approved by the Department of Labor prior to starting



# Contract Requirements

Continued Insurance requirements are found in Section 5.7 of the GC

- Builders Risk is required
- Contractor's insurance must be compliant with all other contracts
- SAWS will request an insurance certificate prior to the Board award to ensure insurance compliance and to assist in expediting the execution of the contract
- Contractor must maintain insurance compliance during the entire term of the contract. Failure to do so, including not providing renewal certificates of insurance, may result in the contractor being removed from the project site until the issue is resolved



# Contract Requirements

- Supplemental Conditions
  - Liquidated damages are \$1,300.00 per day
  - Contractor shall perform the Work with its own organization on at least 40% of the total original contract price confirmed in the Good Faith Effort Plan.



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# Evaluation Process

- A Technical Evaluation Committee (TEC) will score the proposals based on the evaluation criteria published in the Supplementary Instructions to Respondents (SIR) to determine the Respondent who can provide the best value to SAWS
- Price will be calculated (lowest price receives the most points)
- SMWB will be added to final scores
- Selection Evaluation Committee reviews final scores and recommends firm
- Negotiations, if any
- Board award



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# Required Experience

- Respondents submitting a proposal for this RFCSP should demonstrate, completely and sufficiently, that rehabilitation, upgrades, or construction of new pump stations and water production facilities are a primary business focus and service, and such services have been successfully provided for at least five (5) continuous years.



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# Proposal Packet Preparation

- Electronic Proposal ONLY
- Review Project Scope, Instructions to Respondents, and Supplementary Instructions to Respondents
- Utilize the Proposal Response Checklist and Evaluation Criteria forms to ensure all items are included
  - 3 files required for electronic submittal
  - Follow file naming convention

**RESPONDENT'S PROPOSAL CHECKLIST**

Project Name: Meghan Pump Station  
 SAWS Job No. 19-1006  
 SAWS Solicitation Number: CO-00645

**FILE 1**  
**Titled: PROPOSAL\_CO-00645\_FIRM NAME**

Signed Price Proposal/Acknowledgement of Addenda (BP-1)  
 General Price Proposal Items (latest versions)  
 Signed Proposal Certification Page (PC-1) Bid  
 Bond\*  
 Financial Statement

\*If proposal is submitted electronically without Bid Bond, SAWS will require check within 24 hours of proposal opening Cashier  
 Check or Certified Check

**FILE 2**  
**Titled: ORIGINAL PROPOSAL\_CO-00645\_FIRM NAME**

Proposal Checklist  
 Statement on President's Executive Orders – Page IR-10  
 Good Faith Effort Plan  
 Conflict of Interest Questionnaire – Form CIQ  
 W-9  
 Proof of Insurability (Letter from Insurer or Sample Certificate of Insurance)  
 Respondent Questionnaire  
 Evaluation Criteria Form  
 Team Qualifications and Experience with Resumes and Organizational Chart  
 Quality, Reputation, and Ability to Deliver Projects on Schedule and within Budget  
 Safety Information for Prime Contractor  
 Project Approach including Delivery Schedule  
 Safety Information for Key Subcontractor(s) on Similar Projects in the past five (5) years

**FILE 3**  
**Titled: COPY\_CO-00645\_FIRM NAME**  
**(Excludes Price Proposal and Financial Statement)**

Proposal Checklist  
 Respondent Questionnaire  
 Evaluation Criteria Form  
 Team Qualifications and Experience with Resumes and Organizational Chart  
 Quality, Reputation, and Ability to Deliver Projects on Schedule and within Budget  
 Safety Information for Prime Contractor  
 Project Approach including Delivery Schedule  
 Safety Information for Key Subcontractor(s) on Similar Projects in the past five (5) years

I certify that the proposal packet submitted includes the items as indicated above.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Firm Name

Rev. 9/5/2023 CH-1





# Proposal Packet Preparation

- Double-check all mathematical calculations and verify all extensions
- Ensure Mobilization Line Item does not exceed the percentage allowed **(Max 10% of Subtotal of lines 1-5)**
- Ensure Preparation of Right of Way Line Item does not exceed the percentage allowed **(Max 5% of Subtotal of lines 1-5)**
- Addendums are acknowledged on the Price Proposal Signature Page
  - Check the SAWS website regularly for addendum postings
  - It is possible to have multiple addendums



# Proposal Packet Preparation

- Respondent's Proposals submitted for this RFCSP should clearly demonstrate, completely and sufficiently that:
  - Respondents have the Required Experience
  - Respondent's Project Team has the required experience and qualifications (Org chart with roles and responsibilities of the proposed team)
- Thoroughly review evaluation criteria and respond with all required information to maximize points
  - Detailed, thorough responses are recommended
  - Avoid "boilerplate" responses

# Proposal Packet Preparation

- References and contact information must be valid
  - Confirm phone numbers and email addresses prior to submitting a proposal
  - Project references must be project owners, not consultants, or other contractors
  - If valid contact information is not provided for the Utility/Owner, the project may not be considered and the Respondent's score for this criterion may be reduced, and/or the Respondent's proposal may be deemed non-responsive.



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# Evaluation Criteria

## Refer to Supplementary Instructions to Respondents (SIR)

| Criteria   | Weight            | Pg. No. |
|--|-------------------|---------|
| Team Qualifications and Experience   | 17 points         | SIR-3   |
| Quality, Reputation, and Ability to Deliver Projects on Schedule and within Budget | 15 points         | SIR-5   |
| Project Approach including Delivery Schedule                                       | 18 points         | SIR-8   |
| Price Proposal   | 40 points         | SIR-9   |
| Small, Minority, and Women-owned Business Participation                            | 10 points         | SIR-9   |
| <b>TOTAL</b>   | <b>100 points</b> |         |



# Evaluation Criteria

## Team Qualifications and Experience (17 points)

- Organization Structure and Key Information of the Prime Contractor
  - Total No. of employees, debarment history for last ten (10) years, litigation/arbitration/claims history for last three (3) years and any with SAWS regardless of the year they occurred, years performing work, Annual company revenues as of **December 31, 2022**.
  - One (1) page organization chart and clear description of the proposed team identifying Key Personnel (Prime and Subs)
  - Include a clear description of the proposed team’s Key Personnel roles and responsibilities
- Qualifications and Experience of Key Personnel Proposed for this Project
  - 8 1/2” X 11” sheets, provide resumes, one per person and not to exceed one (1) page for each, for Key Personnel for the Prime Contractor and Key Sub Contractors identified in the Org Chart

# Evaluation Criteria Cont.

## Quality, Reputation, and Ability to Deliver Projects on Schedule and within Budget (15 points)

- Prime Contractor On-time Completion on Similar Projects in the past fifteen (15) Years:
  - List and describe three (3) completed projects within the last fifteen (15) years of similar size, scope, and complexity.
  - At minimum one (1) of the three (3) projects listed MUST have been performed by the proposed Key Personnel \*If the respondent has experience with SAWS at minimum one (1) of the three (3) projects should be included
  - List all current and recently completed rehabilitation, upgrades and new construction of pump station and production facility projects performed in the last five (5) years for all Utility Owners in the State of Texas.



# Evaluation Criteria Cont.

## Quality, Reputation, and Ability to Deliver Projects on Schedule and within Budget (Cont.)

- Key Subcontractor Performance on Similar Projects in the past fifteen (15) Years:
  - Provide two (2) completed projects within the last fifteen (15) years of similar size, scope, and complexity, that identify the Key Subcontractors' Project Manager or Project Superintendent participation.
    - 2 projects for Tank Design and Construction Subcontractor
    - 2 projects for the Electrical Subcontractor
    - 2 projects for the Process Control and System Integration Subcontractor
- Respondent shall provide a list of two (2) additional projects, for each Key Subcontractor role being replaced, that were of similar scope to the Work that would have been performed by the Key Subcontractor being replaced and that have been completed within the last fifteen (15) years. Prime Contractor's Key Personnel shall have participated in at least one (1) of the two (2) projects listed for each Key Subcontractor role being replaced.



# Evaluation Criteria Cont.

## Quality, Reputation, and Ability to Deliver Projects on Schedule and within Budget (Cont.)

- Safety Information for Prime Contractor
  - Provide records showing Total Recordable Incident Rate (TRIR) for each year for the past five (5 ) years
  - Provide records detailing all formal Complaints, Inquiries, Investigations, and/or Violations by OSHA or any state or local level OSHA program for the past five (5) years
  - List any fatalities in the company’s safety history
  - Backup documentation verifying all safety information shall be included





# Evaluation Criteria Cont.

## Project Approach Including Delivery Schedule (18 points)

- Project Approach, please provide the following:
  - Provide narrative of the project approach describing how Respondent will complete this project include key milestones, specific critical processes and critical path items, phases and/or sequencing, permits, approvals, coordination with stakeholders, and procurements anticipated to complete the project work. Identify potential risks and describe proposed mitigation measures to ensure on-time completion of the Project.
  - Describe availability of equipment
  - Provide innovative ideas for cost savings (due to method, duration, or availability)
  - Provide Quality Management Plan (QMP) describing how the Prime Contractor will ensure that the necessary steps, safeguards, subcontractor oversight, QA/QC processes, and document controls will be implemented to ensure accuracy and successful completion of the Project.



# Evaluation Criteria Cont.

## Project Approach Including Delivery Schedule (Cont.)

- Project Schedule, Procurement of Long-Lead Items, and Unforeseen Conditions:
  - Provide critical path method (CPM) schedule in Primavera or Microsoft Project. The anticipated **NTP is February 5, 2024.** \*Addendum I
  - Identify long-lead times and critical path shop drawings submittals
  - Provide details for the procurement of long-lead items including pumps, pipe, and other equipment.
  - Provide a description of the approach to address critical path items in a timely matter
  - List and describe any previous instances in which the Contractor has encountered unforeseen conditions.
    - Identify whether a recovery plan was required.
    - Describe the nature of the issue and whether it was promptly resolved or resulted in the Respondent being asked to demobilize.



# Evaluation Criteria

## Project Approach, Schedule and Availability (Cont...)

- Describe the Respondent’s approach towards mitigating and managing unforeseen conditions should they be encountered during the construction of this Project.
- Provide a list of ALL projects currently in construction in which Key Personnel are involved, including expected completion, identifying the respondent’s ability to start work required by this project.



# Evaluation Criteria

## Safety Information for Key Subcontractor(s):

- Provide records showing Total Recordable Incident Rate (TRIR) for each year for the past five (5) years
- Provide records detailing all formal Complaints, Inquiries, Investigations, and/or Violations by OSHA or any state or local level OSHA program for the past five (5) years
- Backup documentation verifying all safety information provided by the Key Subcontractors.



# Evaluation Criteria

## PRICE/SMWB

- Lowest total price will receive 40 points
  - Remaining proposals will receive points based on comparison to the lowest price proposal, see example in SIR

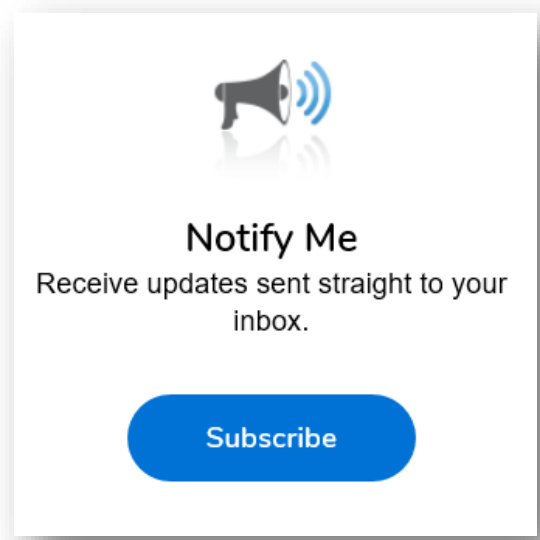
| Proposal | Price        | Calculation                         | Points Earned |
|----------|--------------|-------------------------------------|---------------|
| A        | \$36,250,100 | $(36,250,100/36,250,100) \times 40$ | 40.00         |
| B        | \$54,295,855 | $(36,250,100/54,295,855) \times 40$ | 26.71         |
| C        | \$41,890,450 | $(36,250,100/41,890,450) \times 40$ | 34.61         |
| D        | \$46,790,900 | $(36,250,100/46,790,900) \times 40$ | 30.99         |
| E        | \$49,265,750 | $(36,250,100/49,265,750) \times 40$ | 29.43         |

- Complete the GFEP (reference SIR) will receive 10 points based on meeting or exceeding the mandatory 21% SMWB goal.



# Additional Reminders

- Register with Vendor Registration Program on the SAWS website at [www.saws.org](http://www.saws.org) to ensure access to the latest information.
- To receive updates on specific projects, registered vendors should subscribe to the project by selecting the project, and clicking ‘Subscribe’ under the Notify Me box



# Communication Reminders

- There shall not be any communication with the following during the Proposal period:
  - ✓ Design Engineer
  - ✓ Developer
  - ✓ SAWS Project Manager or Project Engineer
  - ✓ Any other SAWS staff
  - ✓ City Council member or staff
  - ✓ SAWS Board of Trustees
- This includes phone calls, emails, letters, or any direct or indirect discussion of the Proposal
- Questions should be directed to [Lindsay.esquivel@saws.org](mailto:Lindsay.esquivel@saws.org) in writing by the deadline in the RFCSP



# Key Dates

- October 6, 2023, by 4:00 PM
- October 17, 2023, by 4:00 PM
- October 23, 2023, by 4:00 PM
- October 24, 2023, 2:00 PM
- October/November 2023
- November 2023
- January 9, 2024
- February 5, 2024

- Questions Due
- Addendum Posted
- Deadline to request FTP Site
- Proposal Opening
- Proposals Evaluated
- Selected Contractor Notified
- SAWS Board Approval/Award
- NTP Issued

\* Addendum I





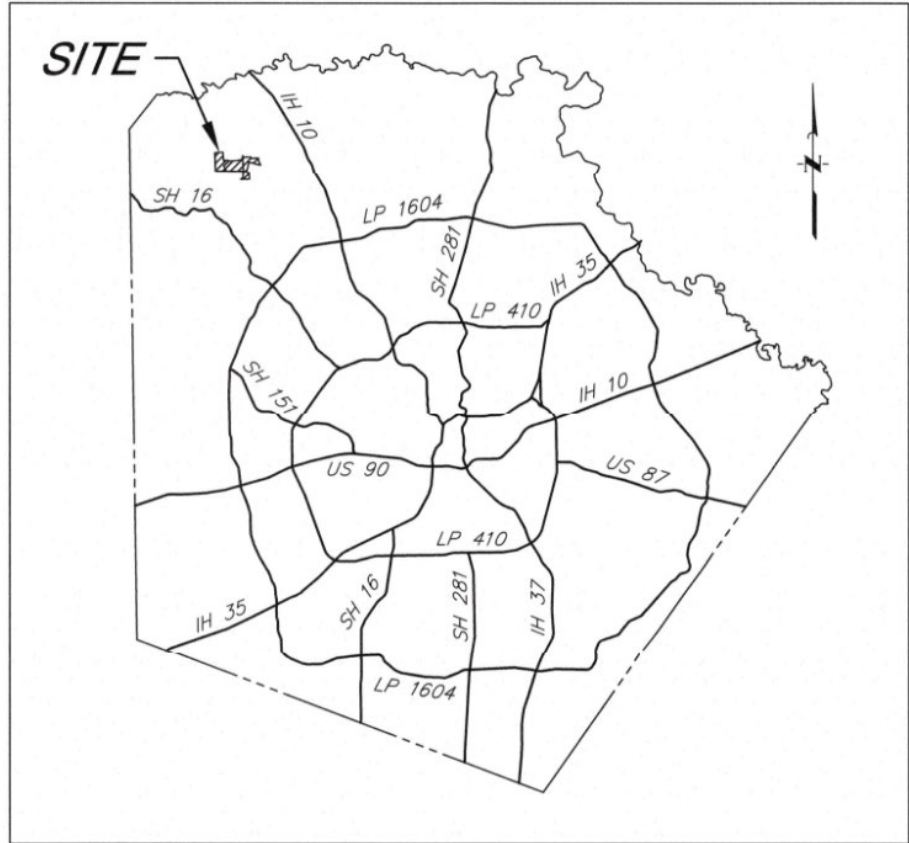
# Submission Due Date

- **Electronic Proposals Only**, due no later than **2:00 PM CDT October 24, 2023**
- Follow specific electronic proposal delivery instructions:
  - Request the FTP Site for Upload no later than **2:00 PM on October 23, 2023**
  - Follow the naming convention provided in the Respondent Proposal Checklist for all 3 files
  - Late responses will not be accepted and will not be opened
  - Proposal Opening via Webex on **October 24, 2023 at 2:00 PM**



# Project Overview

## Meghan Pump Station



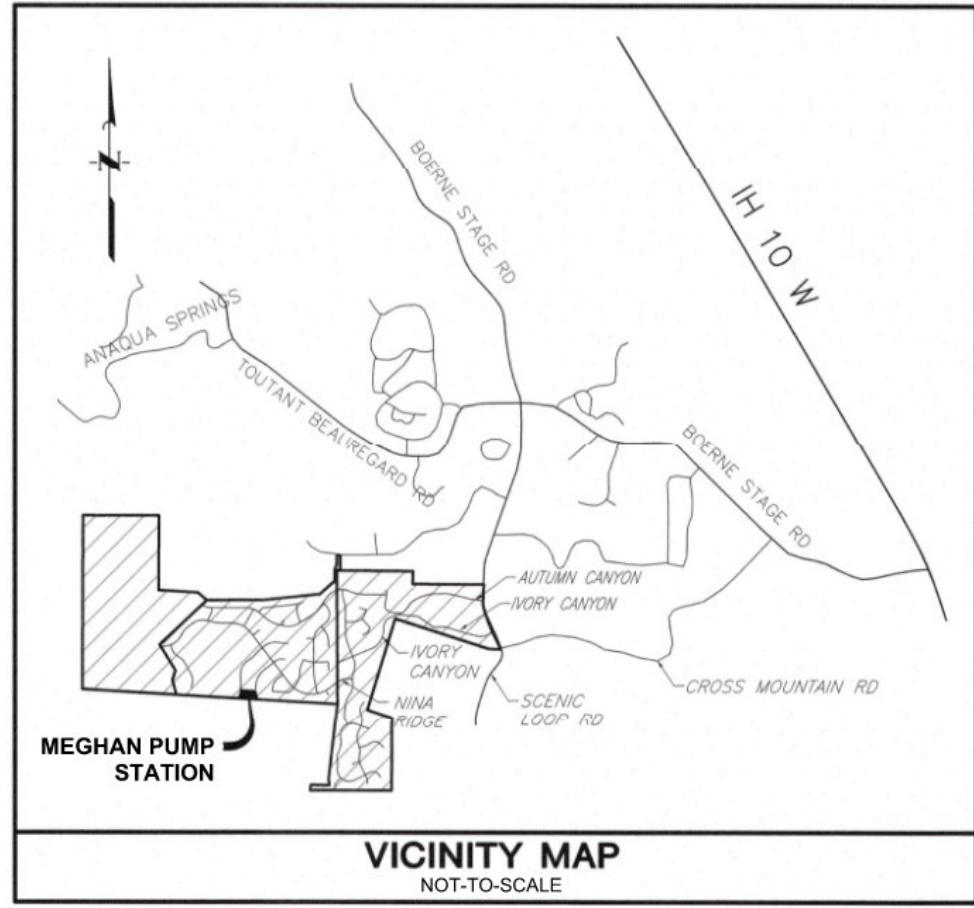
BEXAR COUNTY AREA MAP

- Project located in northwest Bexar County, south of Boerne Stage Rd. & Scenic Loop Rd.

Meghan Pump Station, CO-00645



# Project Overview



- Site Location
  - Site is located at 10606 Meghan Ridge, San Antonio, TX 78255.
  - Site is located within The Canyons at Scenic Loop Subdivision.

# Project Overview

## Scope

- 0.5 MG pre-stressed ground storage tank
- 5.5 MGD pump capacity
- CBU control building
- Disinfection equipment
- Site paving & drainage
- SCADA Tower
- Associated electrical, I&C, and yard piping
- SWPPP



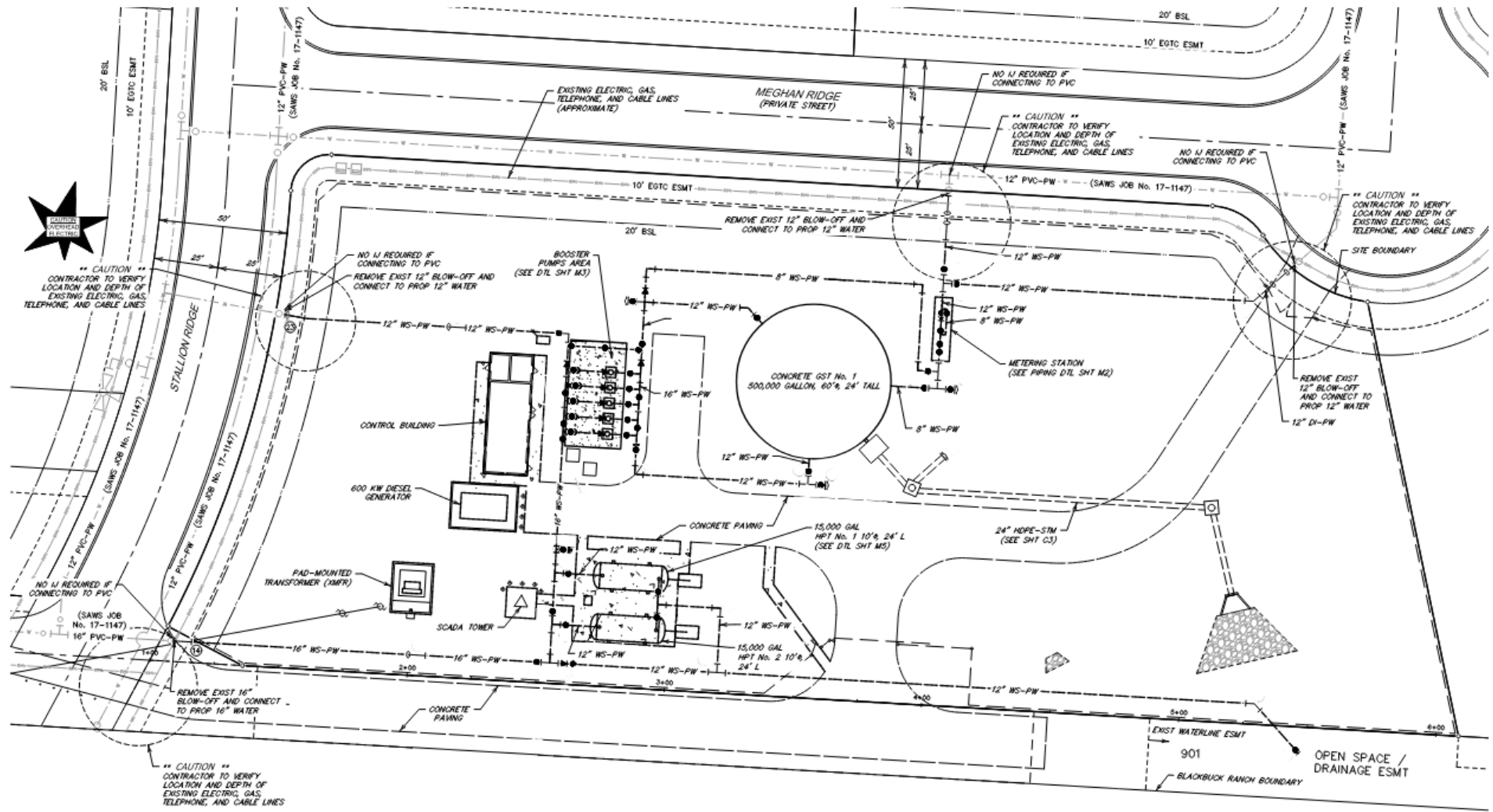
# Project Overview

## Special Conditions

- SC 3.0 Tree Removal, whether single trees or heavily wooded areas (consisting of multiple trees and associated understory within a concentrated area), shall be considered as incidental to Line Item No. 12 of the Bid Quotes for this project. Contractor shall remove only those trees necessary to install the proposed improvements; protective fencing per the tree protection fencing detail shall be installed around all trees 24-inches and within twenty (20) feet from the project work.



# Project Overview



## Meghan Pump Station, CO-00645



# QUESTIONS?

*Reminder: Oral statements or discussion during the pre-proposal meeting today will not be binding, nor will it change or affect the terms or conditions within the Plans and Specifications of this Project. Changes, if any, will be addressed in writing only via an Addendum.*



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